

**GROCERY/ IMPORTED ITEMS BID**

**FORM FOR BID**

Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NTN No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GST No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS & CONDITIONS:**

1. The supplier must be registered with Federal Board of Revenue (FBR) for Income / Sales Tax and should be on active tax payers’ list. Quoted prices must include all applicable taxes.
2. Interested suppliers may obtain bidding documents from Purchase office during the office hours 10:00 am to 5:00 pm (Monday to Friday) on payment of Rs.2,000 (non-refundable).
3. The quality of supplies would be as per approved sample by Concern department.
4. Bidder with the competitive rate against each item shall be awarded the item.
5. Tender documents will be received in the Club on 22.5.23 at 03:00 pm and will be opened on the same day at 03:30 pm (**opening of imported Grocery item after this at 4.30 pm Pulses items and at 5.00 pm Dry Fruit and & Spices items**) In case of gazette holiday(s) falling on the date of tender opening, tender will be opened at the same time on the next working day. It will be the responsibility of the bidder to deliver the bids at the closing time. Islamabad Club does not take any responsibility whatsoever for collection of the bids from any bidder. You or your authorized agent shall attend the tender opening. Tender received after the time specified for submission shall not be accepted.
6. Bids must accompany a bid security of Rs 50,000 in the form of bank draft/pay order in favor of Islamabad Club which is refundable on completion of the contract in case of successful bidder. (Islamabad Club NTN: 6470486-8)
7. Bid, without the bid security or having lesser amount of security as mentioned above, will be treated as non responsive and will not be considered at the time of bid opening.
8. That the purchaser reserves the right to discontinue the order or terminate the agreement at any time without assigning any reason. However, if the supplier wishes to discontinue the supplies, a prior notice of 30 days shall be required in writing. In case of termination of the contract from the supplier, Islamabad Club will not refund the amount of the security deposit.
9. The supplier will deliver items ordered by the purchaser before 11:00 am the next day to the nominated department of the Club by its management.
10. The purchaser will communicate the requirements/order through email, SMS, or fax in advance or as required by the organization.
11. That the mode of payment will be through cheque after tax deduction. Payment will be made on fortnightly basis.
12. That the goods supplied/delivered shall be accompanied by invoice/delivery challan.
13. That supplier/representative will supply the items as per agreed specification. In case of rejection due to substandard quality, the supplier will be bound to replace the rejected items. The acceptance of all deliveries is subject to verification by the concerned department regarding quality and quantity.
14. That the purchaser reserves the right to buy the item from the open market and deduct the price (risk purchase) from the supplier in the following scenario:
15. When the supplier fails to deliver the items in time.
16. If the purchaser finds the delivered item to be of substandard quality.
17. Islamabad Club reserves the right to reject all bids at any time.
18. Bidders should not be, in litigation with, or blacklisted by, any client.

**Note:** The bidders who do not meet any of the above mentioned criteria will be disqualified from bidding process.

I/We have fully read and agree with the above mentioned terms and conditions.

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**Signature/stamps of supplier**