ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ
Trading Corporation of Pakistan (Pvt) Limited

Phones : 9202947-49 (3 Lines)
Fax : (92-21) 9202722, 9202731 & 9202595
E-mail : tcp@tcp.gov.pk

4th & 5th Floor.
Finance & Trade Centre.
Shahra-e-Faisal.
Karachi. 75530 (Pakistan)

TENDER FOR SUPPLY OF STATIONERY AND CONSERVANCY ITEMS

TENDER DOCUMENTS

NOTICE INVITING TENDER
SCOPE OF WORK
INSTRUCTION TO BIDDERS/
GENERAL TERMS & CONDITIONS
SPECIAL STIPULATIONS
FORM OF AGREEMENT
BILL OF QUANTITIES

CONTENTS

Section	Description	Page No.
I	NOTICE INVITING TENDER	2
II	SCOPE OF WORK	4
III	INSTRUCTIONS TO BIDDERS/ GENERAL TERMS & CONDITIONS	6-8
IV	SPECIAL STIPULATIONS – APPENDIX–A	10
V	FORM OF AGREEMENT – APPENDIX-B	11-12
VI	BILL OF QUANTITIES	14-17

SECTION – I

NOTICE INVITING TENDER

ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ
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4th & 5th Floor.
Finance & Trade Centre.
Sharea Faisal.
Karachi. 75530 (Pakistan)

No.TCP(Admn)/ST/CON/29/13

Dated:16-06-2022

TENDER NOTICE

SUPPLY OF STATIONERY AND CONSERVANCY ITEMS

Trading Corporation of Pakistan (Pvt.) Limited (TCP), working under the administrative control of Ministry of Commerce, Government of Pakistan invites sealed bids from the suppliers/contractors registered with Income Tax and Sales Tax Departments as "Active" for supply of stationery and conservancy items for the period of one year effective from 01-07-2022 to 30-06-2023.

2. Tender Documents, containing detailed terms and conditions including list of items to be supplied, viz., "Bill of Quantities" are available for the interested bidders at the office of the Deputy Manager (Cash), TCP, 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Phone No.021-99202947-9 Ext. No.235 during office hours on any working day on payment of Rs.200/- (Rupees Two Hundred Only). The bidding/tender documents can also be downloaded from TCP's website www.tcp.gov.pk. free of cost. Interested parties, however, will be required to provide a separate Demand Draft/Pay Order from a scheduled bank in favour of TCP or Cash Receipt issued by Cash Section, TCP for Rs.200/- as tender documents fee while submitting the bids. This advertisement is also available on PPRA website at www.ppra.org.pk.

3. The bid (sealed offer) prepared in accordance with the instructions in the Tender Documents accompanied with evidence of payment of Tender Fee of Rs.200/- and Bid Security (equivalent to 2% of tendered value in the form of Pay Order/Bank Draft) may be dropped in the tender box placed at reception counter of TCP at 4th floor, Block "B", Finance & Trade Centre, Shahrah-e-Faisal, Karachi latest by 11:00 hours on Wednessday, 6th July, 2022, Bids will be opened the same day at 11:30 hours in the Board Room of TCP in the presence of bidder(s) or their duly authorized representative(s).

4. TCP reserves the right to accept or reject any or all bids in accordance with PPRA Rules 2004.

16/6/22

Farman Ali Chohan
GM (A&C)
Ph 021-99202737

SECTION –II

SCOPE OF WORK

SCOPE OF WORK

SUPPLY OF STATIONERY AND CONSERVANCY ITEMS

TRADING CORPORATION OF PAKISTAN (PVT) LIMITED intends to purchase stationery and conservancy items for the period of one year effective from 01-07-2022 to 30-06-2023 for supply at TCP's Principal Office at 4th and 5th Floors, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi at the rates as offered by the successful bidder in accordance with the specification and nomenclature of the items given in the Bill of Quantities (BOQ) specified at Section-V of this Tender Document.

2. The supply is to be executed by the reputable vendors/suppliers, whose bid is accepted by TCP.

3. The quantity of the items can be increased/decreased by ± 15% as per TCP's requirement/ permissible limits under PPRA Rules 2004.

SECTION – III

INSTRUCTIONS TO BIDDERS/ GENERAL TERMS & CONDITIONS

INSTRUCTIONS TO BIDDERS/
GENERAL TERMS & CONDITIONS

TENDER FOR SUPPLY STATIONERY & CONSERVANCY ITEMS

1. GENERAL

   a) Trading Corporation of Pakistan (Pvt.) Limited, Karachi (hereinafter referred as TCP) invites reputable firms and suppliers to submit tenders on market items rates.

   b) Only professional vendors/suppliers are eligible to submit tenders to the TCP for the supply of the items.

   c) Tenders shall be prepared and submitted to the TCP strictly in accordance with the instructions set forth herein.

   d) All entries in the tender are to be in ENGLISH LANGUAGE. Corrections, etc, shall be signed by the authorized persons.

   e) The rate should be written in the BOQ in figures; whereas, the total offered price should be written in figures as well as in words. In case of any mistake in the totaling, the quoted unit rate will be treated as final.

   f) The parties who have been defaulter and/or in litigation with TCP at any time shall not be eligible to participate in the bid.

   g) The offer price should include all types of taxes as per law.

2. SUFFICIENCY OF TENDER

   a) Each bidder shall be deemed to have fully satisfied himself before submitting the Tender as to the Correctness and sufficiency of his Tender and prices stated in the bill of quantities, which rates and prices, except in so far as it is otherwise expressly provided in the Conditions of contract, must cover all his obligations under the Contract and all matters and things necessary for the proper completion of the project.

   b) No bidders shall have the right to make any objection, excuse or claim about correctness and sufficiency of his tender by the TCP.

3. VERBAL INSTRUCTIONS BE IGNORED

   The TCP shall not assume any responsibility for information, interpretation and deductions, the Bidders may make from the date furnished by the TCP. No verbal understanding, agreement or conversation with any officer, employee or agent of the TCP, either before, during or after the execution of the contract, shall affect or modify any of the terms or obligations contained in the tender documents.

4. COST OF TENDERING

Bidders shall have no claim for reimbursement of any expenses of any kind whatsoever incurred in connection with the preparation and submission of their tenders.

5. INCOMPLETE TENDER

Incomplete Tender shall be liable for rejection by the TCP.

6. BID SECURITY

(a) The original tender shall be accompanied by a Bid Security equivalent to 2% of the tendered value in the form of Pay Order/Demand Draft/Bankers Cheque issued by a schedule bank of Pakistan in favour of Trading Corporation of Pakistan. The Bid Security of the successful bidder will be retained by the TCP as to be adjusted in the performance security deposit; whereas, the bid security of unsuccessful bidders will be refunded after award of Tender to the successful bidders but not later than 30 days from the date of award.

(b) The tender without bid security will not be considered and such bid will be rejected without any evaluation. Any reason/justification for non-submission of Bid Security, whatsoever may be, will not be accepted.

7. PERFORMANCE SECURITY

The successful bidder(s), after acceptance of their bid through Letter of Award issued by TCP stating the accepted contract price, shall be required to furnish Performance Security equivalent to 10% of the contract price (after adjusting the already submitted amount of the Bid Security along with the Bid) as Security Deposit through a Pay Order/Demand Draft issued by a scheduled bank in favour of TCP for due and satisfactory performance of the contract agreement. TCP shall have right to forfeit the Security Deposit, without any notice, in case of breach of any terms and condition of contract agreement. The same Security Deposit shall be released by TCP with in 30 days of completion of the contract period.

8. SUBMISSION OF TENDER

a) The Tender Documents duly signed on each page (each of the corrections also duly signed and stamped without any over writing) alongwith the prescribed Bid Security shall be sealed and clearly marked in an envelope and delivered in person by dropping in the specified Drop Box or by registered mail or through courier service to the following address:

GENERAL MANAGER (A&C)
TRADING CORPORATION OF
PAKISTAN (PVT) LTD
4TH FLOOR, BLOCK- "B",
F.T.C BUILDING, SHAHRA-E-FAISAL,
KARACHI
PH: NO. 021-99202737

so as to reach on or before the time and date given in the notice of tender at which time and place they will be opened in presence of the representatives of the bidders, who may wish to be present. Only the name of the bidders and the total prices shall be announced by the TCP at the time of opening of the tenders.

b) In case of any calculation errors detected during scrutiny of the Tenders, the unit RATE quoted by the Bidder shall be taken as final and the tender value would be corrected accordingly.

9. AWARD OF CONTRACT

The bids shall be evaluated on the basis of offers by the bidders in the Bill of Quantities with due consideration over price of each individual item/group of items. Once the TCP has arrived at the decision, a written Letter of Award to the successful bidder(s) will be issued which shall also mention the accepted contract price. Thereafter, the successful bidder(s) will be required to furnish a formal agreement duly signed on a judicial stamp paper of appropriate value in the prescribed form (**Annex-B**) to the TCP within three working days from the award of Tender. In case of failure of the bidder to do so, the bid security will be forfeited.

10. DELIVERY PERIOD

The delivery should be made by the supplier at TCP's Principal Office, 4th & 5th Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi on monthly basis comprised in the contract within 7 days of receipt of the supply order. If the supplier fails to supply within stipulated period, as mentioned in the supply order issued by TCP, the security deposit of the supplier will be forfeited.

11. PAYMENT TERMS

i. The payment shall be made within 30 days after receipt of bill against 100% delivery made by the supplier.

ii. The items supplied to TCP shall be in accordance with the agreed required quantity, quality & size mentioned in the contract, otherwise, the same shall not be accepted and supplier shall be bound to remove discrepancy.

iii. The payments shall be made according to applicable tax laws. Therefore, offer price should be including of all taxes.

12. RESOLUTION OF DIFFERENCE OR DISPUTE

Any difference or dispute of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfilment, shall be settled, as far as possible, amicably between the TCP and the Supplier. Should the parties fail to come to an amicable settlement, the same shall be referred to the award of arbitrators to be nominated one each by the TCP and the Supplier within fifteen (15) days of notice from either side, or in case of the said Arbitrators not agreeing to each other to the award, an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall take place at Karachi.

13. TERMINATION OF CONTRACT

The TCP reserves the right to terminate the contract for breach of any of the foregoing terms and conditions without prejudice to other remedies.

SECTION – IV

SPECIAL STIPULATION - APPENDIX-'A'

FORM OF AGREEMENT - APPENDIX-'B'

APPENDIX – 'A'

SPECIAL STIPULATIONS
(TENDER FOR SUPPLY OF STATIONERY AND CONSERVANCY ITEMS)

1	Works	Contract for supply of stationery and conservancy items
2	TCP	Trading Corporation of Pakistan (Pvt) Ltd. 4th & 5th Floor, F.T.C Building Shahrah-e-Faisal Karachi
3	TCP's Representative	General Manager (A&C) Division, T.C.P (Pvt) Ltd Karachi
4	Bid security	2% of the Offered Tender Price as indicated in the Bill of Quantities in the shape of Pay Order / Demand Draft in favour of TRADING CORPORATION OF PAKISTAN (PVT) LIMITED KARACHI
5	Performance Security	10% of the accepted contract price as stated in the Letter of Award issued by TCP.
6.	Period of contract	From 01-07-2022 to 30-06-2023.
7	Delivery Period	Monthly basis comprised in the contract within 7 days/1st week of every month, after receipt of the supply order from TCP.
8	Amount of liquidated damages	Rs.500/- for each day of delay in the supply of the items subject to a maximum of 10 % of contract price stated in the Letter of Award. In case of failure of the contractor to supply the required items, the security deposit shall be forfeited.
09	Validity of Bid	30 calendars days
10	Income Tax/GST Deduction	As per law, TCP has the right to cancel the contract, if status is shown as "blacklisted" or "suspended" by sales tax and income tax authorities.

ACCEPTED

_____

Contractor's Signature
With Stamp & Date

APPENDIX – B

FORM OF AGREEMENT

CONTRACT AGREEMENT FOR SUPPLY OF STATIONERY & CONSERVANCY ITEMS

THIS AGREEMENT MADE AT Karachi on this _____ day of _____ 2022

BETWEEN

TRADING CORPORATION OF PAKISTAN (PVT) LTD. ("**The TCP**"), having its principle office at 4th & 5th Floor, Block-B, Finance & Trade Centre, Shahra-e-Faisal, Karachi-75530, Pakistan (which expression shall include its successions in interest and assigns) **of the first part.**

AND

M/s. _____ ("**The Supplier**"), National Tax No. _____ having its Registered Office at _____ (which terms shall include its successor-in-interest permitted assigns) **of the second part.**

WHEREAS

i. The TCP needs supply of stationery and conservancy items for delivery on monthly supply order basis for the period of one year from 01-07-2022 to 30-06-2023 at its principle office at 4th & 5th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75530, Pakistan as per details provided in the Tender Documents being integral part of this agreement.

ii. The Supplier has represented to TCP that they shall supply the requisite stationery and conservancy items at the rates offered in the said Tender as submitted to the TCP.

iii. Based on the representation of the Supplier, the TCP has agreed to avail offer of the Supplier in respect of supply of the tendered stationery and conservancy items, which the parties are desirous of reducing into writing.

NOW THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOW:

1. The following Tender Documents as well as the Letter of Award issued by the TCP, stating the contract price as Rs_____(Rupees_____ only), shall be deemed to form and be read and constructed as part of this agreement:

   a) Notice Inviting Tender
   b) Scope of Work
   c) Instruction to Bidders/General Terms & Conditions
   d) Special Stipulations
   e) Form of Agreement
   f) Bill of Quantities

DISPATCH & PORT OPERATION DIVISION

2. In consideration hereof this agreement to be kept and performed by the Supplier, and for then faithful performance of this contract and the completion of the works embraced therein, according to the specifications and conditions herein contained and referred to or agreed to in the course of subsequent negotiations and in accordance with the "Tender Documents", the TCP shall pay and the Supplier shall receive full compensation of everything supplied under this agreement, the contract price stipulated in the Bill of Quantities, and rates quoted against each item of work and agreed to and accepted by the parties and at the times in the manner presented by the conditions of contract.

Subject: SHORT LEAVE

Due to abrupt illness of my wife the undersigned has to proceed to home.

It is therefore requested that a short leave at 2.00 pm may please be allowed to the undersigned.

3. The Supplier, at his own proper cost and expense, shall do all work of supply of the items as required through monthly supply order by the TCP.

Raja Muhammad Mahmood
Manager (D&POD)
June 15, 2022

4. The delivery of the items required by the TCP through monthly supply order as per contracted specification and within specified time, is an essential feature of this contract agreement and the Supplier agrees to proceed with all due diligence and care at all times and take all precautions to ensure supply of the items as per specification and within specified delivery period, being deemed to be the essence of the contract agreement on the part of the Supplier.

Dy. General Manager (D&POD)

General Manager (D&POD)

5. All applicable taxes at the time of payment shall be borne by the bidder.

General Manager (HR)

6. This agreement shall be effective from 1st July 2022 and concluded as on 30th June 2023.

IN WITNESS WHEREOF, the TCP and the Supplier have executed this agreement on the day and year mentioned above.

FOR AND ON BEHALF OF **THE SUPPLIER**	FOR AND ON BEHALF OF **THE TCP**
(SEAL)	(SEAL)
Signed and delivered by **the Supplier** above named in the presence of:	Signed and delivered by **the TCP** above named in the presence of:
WITNESSES:	**WITNESSES:**
1. _____	1. _____
2. _____	2. _____

SECTION – V

BILL OF QUANTITIES

Tender for supply of Stationery & Conservancy Items

BILL OF QUANTITIES

S. No.	Name of Items	Approx. yearly requirement Quantity	Rate Per Unit (without including tax) Rs.	Rate Per Unit (Inclusive all taxes) Rs.	Total yearly Amount (Inclusive all taxes) (Column # 03 X Column # 05) Rs.
1	*2*	*3*	*4*	*5*	*6*
01.	Note Sheet 80 grams100 Sheet per pad, A4 size, sky blue colour with TCP logo	600 pad			
02.	Letter Head 80 grams A4Size 100 Sheet per pad with TCP Logo	300 pad			
03.	TCP 's Tagged Blue File Cover (Legal Size 10x14) 600 grams ART Card with TCP Logo	9600			
04.	White Envelope (Size 9.3" x 4.3") with TCP Logo and address, 8o grams paper	12000			
05.	White Envelope with Window (Size 9.3" x4.3") with TCP Logo and address, 80 grams	12000			
06.	TCP Khaki Envelope (11 X15) 110 grams	2400			
07.	TCP Khaki Envelope (14 X18)110 grams	2400			
08.	TCP Khaki Envelope (10 X7) 110 gms	1200			
09.	TCP Slip Pad (Size 7" x 4 ½) 100 Sheet per pad with TCP Logo, 80 grams paper	360 pad			
10.	Paper A4 Size (500 Sheet per reams) 70 grams **as per sample**	1800 Reams			
11.	Paper Legal Size 500 Sheet per reams) 70 grams **as per sample**	24 Reams			
12.	Colored paper A4 Size (Light Blue & Yellow) 100 Sheet per Packed) 80 grams	100 packets			
13.	Stapler Pins (24/6) Dollar 20 Packets per B0X	24 box			
14.	Paper Clip (33 MM) Maxim 100 pieces per packet10 Packets per BOX	36 box			
15.	Pencil USA Gold per dozen	120 Dozen			
16.	Jel Pen Crystal (M&G) (AGP-15875) 0.7mm 12 Pen (per Packet Original)	60 Packets			
17.	Ball Point (Dollar Clipper +BP-1) Pen (per Packet)	300 Packets			
18.	Uni Ball (eye) Fine UB -157 Fine (0.7mm Ball) 12 Pen (per Packet Original)	60 Packets			
19.	Highlighter Dollar (12 Highlighter per Packet)	24 Packets			
20.	Marker Dollar (12 Marker per Packet)	24 Packets			
21.	Correction Pen dux 12 Pen (per Packet)	12 Packets			
22.	File Board (Legal Size 10x15) (A+ quality) with regzin flapper.	2400			

S. No.	Name of Items	Approx. yearly requirement Quantity	Rate Per Unit (without including tax) Rs.	Rate Per Unit (Inclusive all taxes) Rs.	Total yearly Amount (Inclusive all taxes) (Column # 03 X Column # 05) Rs.
23.	Ring File Cover (Legal Size) good quality	288			
24.	Stick Transparent Plastic file Cover A4 Size 10 files (per Packet) good quality	36 Packets			
25.	Stick Transparent Plastic file Cover Legal Size 10 files (per Packet) good quality	24 Packets			
26.	Register HB (200 Pages) Legal size	144			
27.	Steel Scale good quality 9mm/12"	12 Dozens			
28.	Register HB (400 Pages) Legal size	72			
29.	Visitor's Register (pettywala)	12			
30.	Diary / Dispatch Register HB (No.08)	60			
31.	Peon Book HB (200 Pages)	120			
32.	Writing pad A4 Size imported paper	240 pad			
33.	Paper Pin (China) Small Packet 20gram	24 Packets			
34.	Stamp Pad (Crystal) Medium	24 pad			
35.	Double Whole Punch Machine (Opal 500)	72			
36.	Eraser (Pelikan) Al-30, (606053) Radierer 30 pcs per Packet	12 Packets			
37.	Short hand Book HB	36			
38.	Black File Box Legal Size, OPAL good quality	300			
39.	Glue Gum Stick Dollar 20 grams per dozen	24 Dozen			
40.	Tag (100 Tag per bunch) Lahori good quality with both ends intact **as per sample**	144 bunches			
41.	Stapler (Opal MOD -45)	72			
42.	Scissor China Medium 9006 good quality	72			
43.	Civic Table Diary 2023	60			
44.	Transparent Squash Tap 2inch 50 feet	120			
45.	Transparent Squash Tap small	144			
46.	Sticky note Yellow pelican (76 mm x 76mm)	72			
47.	Calculator Citizen CT-9300 good quality	48			
48.	Pencil sharpener (Penguin) good quality per dozen (steel colour)	24 Dozens			
49.	Cutter Knife good quality	72			
50.	Single Hole punch model DL-1101	72			
51.	Plastic Dustbin (Medium) good quality	72			
52.	DAK Folder (Rexene)	36			
53.	Panasonic fax Roll Thermal Paper 210 mm	288			
54.	Color Flags (Stick Notes) good quality	240 Packets			
55.	Staples Remover good quality	48			
56.	Towel good quality 28x48	72			
57.	Wiper Ship, good quality	36			

S. No.	Name of Items	Approx. yearly requirement Quantity	Rate Per Unit (without including tax) Rs.	Rate Per Unit (Inclusive all taxes) Rs.	Total yearly Amount (Inclusive all taxes) (Column # 03 X Column # 05) Rs.
58.	Harpic (500 ml)	144			
59.	Phenyl Tablet good quality	12 kg			
60.	Phenyl liquid 2.75 litter in bottle good quality	288			
61.	Washroom Freshener (Roomi) 12 pcs per Packet good quality	24 Packets			
62.	Yellow soft duster (24 X 24) Good quality	72 Dozens			
63.	White Duster Cotton (24 X 24) Good quality	144 Dozens			
64.	Tibbet Soap Deluxe 75grams 72 cake per Carton	36 Cartons			
65.	Nylon Soap 101 72 cake per Carton	12 Cartons			
66.	Hand wash (Lux) 500 ml	36			
67.	Max Poly bag 400 grams 24 bags per carton	24 Cartons			
68.	Surf Excel 500 grams poly bag	144 bags			
69.	Air Freshener Rose (Popy) (per dozen)	36 Dozens			
70.	Air Freshener (Perfect) (per dozen)	12 Dozens			
71.	King Tox-Insect Killer 325ml	48			
72.	Tissue Paper (Luxury) Rose petal 36 Packet per Carton	24 Cartons			
73.	Tissue Paper (Pop-up) Rose petal 36 Packet per Carton	12 Cartons			
74.	Tissue Paper (Kitchen Roll) Rose petal	144			
75.	Tissue Paper (Diversey Hi-jeen) Rose Patel per packet	192 packet			
76.	Tissue Paper (Small-Roll) Rose petal 100 Roll per Carton	12 Cartons			
77.	Mop Wooden 12 x 18 Cotton 600 gram with mop handle **as per sample**	288			
78.	Sweep bottle company pack 600 gram 12 bottle per Carton good quality	24 Carton			
79.	Broom Hard Large 600 grams good quality	144			
80.	Broom Soft Large 400 grams good quality	144			
81.	Toilet Brush, good quality	36			
82.	Toilet Pump, good quality	36			
83.	Hand sanitizer Gel (1 liter pouch) for Sanitizer Machine good quality	300 liter			
84.	Battery cell size AA & AAA Toshiba Green	24 Box			

S. No.	Name of Items	Approx. yearly requirement Quantity	Rate Per Unit (without including tax) Rs.	Rate Per Unit (Inclusive all taxes) Rs.	Total yearly Amount (Inclusive all taxes) (Column # 03 X Column # 05) Rs.
1	*2*	*3*	*4*	*5*	*6*
85.	Printing of Authenticity Certificate Pad (A4 size 110 gram offset paper 4 different colors printing with Serial Numbering each pad contains 25 sets as **per sample**)	200 Pads			
86.	Printing of Annual Report of TCP as per following specifications:-	One time in the year			
	i. Size of printed Report	A-4 ("11 – 8.5")			
	ii. Quantity	100 copies of TCP's Annual Report			
	iii. Cover Page (with Emerging Pakistan Logo)	Imported art card 210/220 gram quality, 3-4 color printing with/without lamination at TCP's option			
	iv. Inside Printing Paper	Two colors guaranteed offset quality Matt Finish.			
	v. Total Numbers of Pages of Report	50 to 55 pages including multi colored graphs/images.			
	vi. Specimen of Report	Can be seen in the office of TCP on any working days (Monday to Friday) between 10:00 AM to 04:00 PM			
	vii.. Approval of Final Proof	The successful supplier upon receipt of work order will be required to submit at least 3 different proofs of cover design as well as text in 3 different fonts for selection of TCP. Final proof of the report will be submitted for approval within 15 days' time form award of work order/supply of company reports to be Printed			
	viii. Delivery of Printed Report	The printed reports complete in all respects are to be delivered within 20 days after approval of final proof			
Total		-	-	-	

In words: Total Rupees _____ **only.**

Signature:_____

Name:_____

Stamp:

Dated: