

Terms and Conditions

For Computer Hardware

Submission:

- a) Quotations shall be submitted as per attached format on your letterhead pad in a sealed package in such manner that the contents are fully enclosed and cannot be known until duly opened.
- b) The envelope must be marked clearly **Quotation for “_____”**.
- c) Quotation should reach in the office of **GM (P&CA)** before 10:30 hrs, on the date of submission.
- d) Quotations shall be submitted on the following address:
GM (P&CA)
National Highway Authority,
27 – Mauve Area, G-9/1,
Islamabad.
Ph: 9261323-9261211 Fax: 9260847
- e) The suppliers must submit the following documents for the year 2004-2005.
 - i. relevant experience and past performance;
 - ii. capabilities with respect to personnel, equipment, and plant;
 - iii. financial position;
 - iv. appropriate managerial capability; and
 - v. copy of the Income Tax and GST certificates
- f) Quotations shall be opened after thirty minutes by the purchase committee in the presence of supplier or their representative.

2. Bid security:

5% bid security of the bid price in the name of Director (MIS), National Highway Authority, G-9/1, Islamabad is to be furnished.

3. Bid validity:

Quotations shall be valid for a period of 45 days from the date of opening.

4. Clarification of bids:

No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

5. Performance guarantee:

NHA may require the supplier to furnish 5% performance guarantee of the contract/supply order amount.

6. Acceptance of bids:

The lowest evaluated bidder shall be awarded the procurement contract/supply order within the original or extended period of bid validity.

7. Delivery time:

Delivery shall be made within 10 days after confirmation of supply order. However, approval shall be obtained for time extension in rare cases.

8. Term of delivery.

Free delivery at NHA Computer Bureau. The supplier will be responsible for any loss, theft and damage during transportation.

9. Evaluation:

Quotations shall be evaluated in accordance with the evaluation criteria set forth for the subject item within the stipulated validity period. However under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.

10. Payment.

100% payment will be made by the NHA Islamabad out of computerization budget or approved funds on submission of the following documents complete in all respect:

- a. Bill in triplicate
- b. Delivery Challan duly signed by the Rep of Computer Bureau.
- c. Warranty certificate as per clause -12.
- d. Inspection certificate as per clause -16

11. Sales tax & other government duties:

The prices shall be inclusive of all the government duties and taxes as indicated in clause-a and shall not be escalated for any reason what so ever.

12. Warranty:

The supplier will furnish a warranty certificate, certify that the goods supplied conform exactly to the specifications laid down in the contract/supply order and are brand new and that in the event of the material being found corrective or not conforming to the specifications /particulars governing supply at the time of delivery and for a period of 12-months from the date of completion of supply, the supplier will be held responsible for all losses and that the unacceptable goods shall be substituted with the acceptable at your expense & cost.

13. After sale service:

The equipment will carry with parts and labour free of cost, warranty with 4 preventive maintenance. During warranty period free replacement of faulty parts of same or higher specification at Computer Bureau shall be provided. The maximum response time against a lodged complaint shall be no more than 48 hours. Beyond the stipulated time, the supplier shall provide replacement of same or higher specification equipments till the repair of the same.

14. Maintenance contract:

For preventive maintenance and repairs as and when necessary after expiry of the warranty period, the Computer Bureau may enter into annual service agreement with the supplier or any other firm, which qualify for service agreement.

15. Failure & termination.

If the supplier fails to deliver the computer items or any consignment thereof within the specified delivery period, NHA reserves the rights to encash the security deposited by the supplier and shall consider to blacklist the supplier.

16. Inspection of supplied items:

Each supplied item shall be inspected by the committee members for the confirmation that supplied items are as per supply order & ensure that the quality of the supplied item is acceptable.

17. Rejection of bids:

NHA may accept or reject all or any quotation(s) without assigning/explaining any reason.

18. Redressal of grievances:

Any bidder feeling aggrieved by any act of the NHA Computer Bureau after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under rule 35 of PPRA Rule 2004.