

**REGISTERED/IMMEDIATE**

Heavy Industries Taxila  
Marketing & Procurement  
Directorate (CP Branch)  
Taxila Cantt, Pakistan  
Tel : 051- 9315029  
Fax : 051-9315029  
5081/RT-3006/Sty Items CP-II /Proc  
1January2019

To: M/s \_\_\_\_\_

Subject: **Tender Inquiry– FOR**

1. You are requested to please forward your offer for the following:-

Serial	Part no / Nomenclature	A/U	Qty
a.	Detail of Stationary Stores as per Annex "A"		

**PLEASE ENSURE COMPLIANCE OF THE FOLLOWING:-**

2. Participating firms should have not defaulted in any contract with defence organizations.
3. Firm should not be black listed in any of the defence organization. In this regard firm should provide "**No Blacklisting Cert.**"
4. Firms having excellent past record of supply / experience with Marketing and Procurement Directorate as far as quality and timely provision of store is concerned will be given preference.
5. Rates will be quoted on FOR Taxila Cantt basis. Offer maximum discount while submitting your quotation.
6. Over writing and cutting of any nature in the quotation will not be accepted.
7. Part-I and Part-II quotations will be enclosed in separate sealed envelopes for each tender inquiry. For identification purpose, the words "TECHNICAL QUOTATION PART-I WITHOUT PRICE" and COMMERCIAL QUOTATION (PART-II) WITH PRICE" shall be written in BLOCK CAPITAL LETTERS on the respective sealed envelopes which will be placed in a large envelope bearing complete details of the tender inquiry as under :-
8. Forward your quotation not later than at **1030 hours** on **16 January 2019**. The address on envelop will be indicated as under:-

**BID****REGISTERED**

**TENDER INQUIRY NO. 5081/RT-3006/Sty Items/CP-II/Proc dated 01 January 2019**  
**TO BE OPENED ON 1100 hours 16 January 2019**

To: ASSISTANT DIRECTOR (PROCUREMENT)  
HEAVY INDUSTRIES TAXILA GATE NO.1, HRF (T),  
FROM: M/s \_\_\_\_\_

9. **Delivery of Tender**. The tender/bid will be enclosed in sealed cover which will be invariably marked with quotation against tender inquiry no. **5081/RT-3006/Sty Items/CP-**

**II/Procdated 01 January 2019** and complete address. The tender if brought by hand, will be handed over to security staff on duty at Heavy Rebuild Factory HRF (T) Gate No.1 for placing the same in bid box (available at gate). The bid will not be brought by hand by any firm while visiting the offices of Assistant Director (Procurement).

10. If, required endorsements are not made on the envelope, bid is liable to be disqualified. The bid will be opened on **16 January 2019 at 1100** hours in the presence of the available representative of the firms in Central Procurement Branch, Heavy Industries Taxila. No bid will be entertained / considered after **1030 hours**, on the aforementioned date.
11. The stores are required to be delivered at Taxila Cantt within **01 month** from the date of signing of contract.
12. HIT reserves its right to cancel the bidding process with justification/reason.
13. Please indicate full details (specifications etc.) of the stores offered in your quotation. If required details are found missing, the bid will automatically stand disqualified and rejected.
14. The stores should conform to prescribed sample as provided by Marketing and Procurement Directorate.
15. The store will be packed in standard grade, worthy of transportation by the means adopted.
16. In case of failure to supply the stores within stipulated period, liquidated damages at the rate of 2% but not less than 1% of amount involved per month and max value not more than 10% of contracted store value or a part there-of will be levied.
17. In case of any dispute regarding the terms and conditions and the quality of stores, the decision of the Chairman HIT will be considered as final and binding on the suppliers/firms.
18. In case your firm fails to execute the order within the stipulated time and does not materialize the supply of ordered stores, the supply order/contract will be cancelled at firm's risk and expense. Expenditure incurred on the re-purchase of offered stores will be recovered from your firm under existing procedures.
19. Indenter / purchaser reserves the right to increase/decrease the quantity of items, placed on the tender without any reference to the firm.
20. Payment will be made by the CMA (HIT) Taxila Cantt through cheque against pre-receipted bill (duly affixed with revenue stamp) along with professional tax certificate (Photocopy attested) of the supplier after delivery and acceptance of stores.
21. All clauses/terms mentioned in this inquiry will be considered accepted by the firm in case no reference to them is given in the offer.
22. **Offers must remain valid for 180 days** from the date of opening of the tender.
23. In case firm does not wish to quote then return the tender documents duly signed and stamped at your earliest.

24. The prices quoted must be firm and final and inclusive of all taxes, packing, handling charges etc. and delivery at HIT Taxila Cantt.
25. Part payment against part delivery is not allowed.
26. **Postal Order for Rs. 200/-** (Rupees Two Hundred) in favor of **Administration Directorate**, HIT Taxila Cantt will invariably be enclosed with the quotation, failing which the bid will be ignored.
27. Firms are instructed NOT to send Telex and Fax bids. Such bids/offers will not be accepted.
28. Following confirmation regarding availability of the advance sample will be endorsed by all bidders in their quotations:-  
“It is confirmed that advance sample of the items mentioned in the quotation are readily available.”
29. Please confirm receipt of the tender inquiry immediately and also intimate your participation or otherwise in this tender inquiry.
30. **BGs against Contract Performance/Warranty Period.** The Supplier shall furnish a 5% Performance bank guarantee (PBG) within one month from the date of signing of the contract from any scheduled bank in Pakistan against the total value of contract excluding taxes/duties. This bank guarantee will remain valid till twelve months after issuance of the last CRV. The format of PBG is attached at annexure “B”.
31. Inspection of the store will be carried out at **Administration Directorate** HIT Taxila Cantt.
32. Warranty period will be one year from the date of issuance of the last CRV.
33. Advance sample will be provided by lowest bidder within 10 days, rejection of firm’s sample twice by **Administration Directorate** will automatically eliminate the firm and the order will be placed to the next best evaluated bidder.
34. **All Firms participating in the tender will deposit 5% bid security of total quoted value in the shape of CDR / bank guarantee addressing to Director Marketing and Procurement, Heavy Industries Taxila. The bid security will be provided by the firm in commercial envelope and clear mentioning of same in technical quotation, be ensured by firm failing which quotation will stand rejected. Bids security will be returned as under:-**
- a. **Unsuccessful Bidders.** Within 15 days of completion/announcement of the bid evaluation result.
- b. **Successful Bidders.** Upon submission of 5% PBG (para 30).
35. “The offered price will be inclusive of 17% GST as imposed by Government of Pakistan. The offers without the inclusion of 17% GST will not be considered.

36. Only registered supplier/person who are on Active Taxpayer List (ATL) of FBR are eligible to supply goods/services to Government departments. Supplier will submit certificate to this regard along Technical Quotation.

37. The payment to the registered persons is linked with active taxpayer status of the supplier as per FBR data base. If any registered supplier is not on active Taxpayer list, his payment will be stopped till he files his mandatory returns and appear on ATL of FBR.

38. **Eligibility Criteria**

- a. Participating firms should not have defaulted in any contract within or outside Pakistan.
- b. Firm should not be blacklisted within or outside Pakistan. In this regard every firm shall provide "No Blacklisting Cert" in the form of an affidavit on judicial stamp paper duly attested by Notary Public.
- c. Only registered supplier/person who are on Active Taxpayer List (ATL) of FBR are eligible to supply goods/services to Government departments. Supplier will submit certificate to this effect along with the technical bid.
- d. Delivery period will be **01 month** from the date of signing of the contract.
- e. Country of Origin: All countries except India, Israel and Taiwan.

39. **Qualification Criteria**. Participating firms should meet the following criteria with:-

- (1) 50% score in every individual category/sub category (except Para 39 (3)(4) (b) (iii) whereby even zero score will not affect the qualification of the bidder).
- (2) 70% aggregate score of all categories.
- (3) The scoring would be done as under:-

Serial	Description	Maximum Points
(a)	Financial Soundness	40
(b)	Past Experience / Record	35
(c)	Past Performance	15
(d)	Technical / Specification parameters	10
<b>Total</b>		<b>100</b>

- (4) Further details of criteria for each of the above categories are as follows:-

- (a) **Financial soundness**. Credit marks for financial soundness of the firm shall be on the basis of following qualifications:-

Ser	Description	Max Points	Explanation for Marks Obtained
(i)	Annual turnover of last 3 x Financial Years / Annual sales of company <b>(Third Party generated verifiable audit reports for last three financial years to be provided).</b>	15	Full Marks will be given to bidder whose 3 years turnover (as per audit financial report) will equal to or higher than 2.5 Mn. Marks of remaining bidders will be calculated as per following formula:- <b>Formula:</b> Score = $\frac{(Y1+Y2+Y3)}{2.5 \text{ Mn}} \times 15$ *(Y1, Y2, Y3 respective annual turnovers of last three years). Note: All calculation will be done in Rs, other currency (if any) will be converted into Rs with applicable conversion rate.
(ii)	Working Capital of last financial year <b>(Third Party generated verifiable audit report of last financial year to be provided).</b>	15	Full Marks will be given to bidder whose working capital will be equal to or higher than 1.5 Mn. Marks of remaining bidders will be calculated as per following formula:- <b>Formula:</b> Score = $\frac{(X1)}{1.5 \text{ Mn}} \times 15$ X1= Working Capital of last year Note: All calculation will be done in Rs other currency (if any) will be converted into Rs with applicable conversion rate.
(iii)	Litigation History where decision went against the firm <b>(affidavit on judicial stamp paper to be provided).</b>	10	10 Marks for firms with no litigation history. 10 Marks will be deducted for each litigation where decision went against firm.
<b>Total</b>		<b>40</b>	

- (b) **Past Experience/ Previous Record.** Credit marks for experience shall be awarded on the basis of following qualifications:-

Ser	Description	Max Points	Explanation for Marks Obtained
(i)	Projects of similar nature and complexity i.e. supply Stationary Items completed in last 10 years. <b>(Attested and verifiable copies of related contracts be attached).</b>	15	Full marks will be given to the bidder, whose total amount of contracts <b>in last 10 years</b> will be equal to or higher than 2.5 Mn. Marks of remaining bidders will be calculated with as per given formula:- <b>Formula:</b> Score = $\frac{X1}{2.5 \text{ Mn}} \times 15$ X1= Total Amount of Projects in last 3 years.

			Note: All calculation will be done in Rs, other currency (if any) will be converted into Rs with applicable conversion rate.
(ii)	Ongoing projects of similar nature and complexity in hand i.e. Stationary Items <b>(Attested and verifiable copies of relevant ongoing/ in hand contracts will be attached).</b>	15	Full marks will be given to the bidder, whose total amount of contracts <b>in hand</b> will be 1.5 Mn. Marks of remaining bidders will be calculated as per given formula:- <b>Formula:</b> Score= $\frac{X1 \times 15}{1.5 \text{ Mn}}$  X1= Total Amount of Projects in hand. Note: All calculation will be done in Rs, other currency (if any) will be converted into Rs with applicable conversion rate.
(iii)	Status of enlistment with Government Organizations <b>(Attested copies of Registration certificates to be enclosed).</b>	5	Full marks will be given on provision of at least 1x certificate.
<b>Total</b>		<b>35</b>	

- (c) **Past Performance.** Credit Marks for past performance shall be awarded on the basis of following criteria:-

Ser	Description	Max Points	Maximum Points
a)	Past performance to be evaluated on under mentioned parameters:-		
	(i) Contracted store supplied beyond DP in last ten years (data will be attached duly verified from the concerned procurement agency).	4	Marks of bidders will be calculated as per given formula:- X1 = Total value of last ten years' contracts. X2 = Total value of last ten years' contracts completed within DP. <b>Formula:</b> Score= $\frac{X2 \times 4}{X1}$
	(ii) Quantum of rejections of items in the last ten years contracts (data will be attached duly verified from the concerned procurement agency).	4	X1 = Total value of last ten years contracts. X2 = Total value of the passed items in the first go in the last ten years' contracts. <b>Formula:</b> Score= $\frac{X2 \times 4}{X1}$

	(iii) Timely provision of docu / bank guaranties / bid security money (data will be attached duly verified from the concerned procurement agency).	4	X1 = Total no of contracts concluded in last ten years'. X2= Timely provided Bank guaranties/ bid securities against the total no of contracts in last ten years. <b>Formula:</b> Score= $\frac{X2 \times 4}{X1}$
	(iv) No of contracts / items still pending beyond DP (data will be attached duly verified from the concerned procurement agency).	3	0.25 Marks would be deducted for each contract in hand which is pending beyond DP.
<b>Total</b>		<b>15</b>	

- (d) **Technical Specification/ Parameters.** Credit Marks shall be granted on the basis of the following criteria for evaluation of the technical Bid:-

Serial	Description	Maximum Points
i.	Confirmation of advance sample	10
<b>Total</b>		<b>10</b>

40. Only affidavits and third party (having no conflict of interest with either HIT or the bidder) generated / verified documents will be treated as credible evidences for scoring.
41. Contracts will be awarded to **best evaluated bidder** with highest overall score based on **weightage using least cost method.**
42. Firms offering the store as per specification given in the tender and as per stock will be accepted. Stock sample can be collected through the office of the undersigned on any working day during working hrs.

Lieutenant Colonel  
Assistant Director Procurement  
(Riaz fida)

**DEMAND OF STATIONERY STORE**  
**FOR THE FY 2018-2019**

<b><u>Ser</u></b>	<b><u>Items Description</u></b>	<b><u>A/U</u></b>	<b><u>Qty</u></b>
1	Offset Paper FS Double A 80 gm	Ream	175
2	Offset Paper A4 Double A 80 gm	Ream	445
3	Offset Paper A4 HP 70 gm / equivalent	Ream	2134
4	Offset Paper A4 FS 70 gm	Ream	450
5	Photostat paper Fine A3 double A 80 gm	Ream	10
6	Duplicating paper FS 70 gm best quality	Ream	50
7	Offset Paper A4 100 gm HP / equivalent	Ream	5
8	Offset Paper A4 Colored	Pkt	10
9	Ready Reckner A4 20 Pocket	Nos	10
10	Ready Reckner FS 20 Pocket	Nos	10
11	Register 4 Qrs (Nos 12) Al-Imran / equivalent	Nos	138
12	Register 6 Qrs (Nos 12) Al-Imran / equivalent	Nos	133
13	Register 8 Qrs (Nos 16) Al-Imran / equivalent	Nos	189
14	Register 10 Qrs (Nos 20) Al-Imran / equivalent	Nos	207
15	Register 12 Qrs (Nos 24) Al-Imran / equivalent	Nos	205
16	Register 16 Qrs (Nos 24) Al-Imran / equivalent	Nos	80
17	Register 20 Qrs (Nos 24) Al-Imran / equivalent	Nos	60
18	Register 24Qrs (Nos 24) Al-Imran / equivalent	Nos	60
19	Register 28 Qrs (Nos 24) Al-Imran / equivalent	Nos	90
20	Sharpener Steel (Made in Germany / equivalent)	Nos	240
21	Envelope SE-2/3 (4"x 5")	Nos	7350
22	Envelope A4 Khaki	Nos	700
23	Envelope SE – 5 Khaki	Nos	17400
24	Envelope SE – 5 White (Side Pocket)	Nos	3000
25	Envelope SE – 5 White (Up Pocket)	Nos	3000
26	Envelope SE – 6 Khaki	Nos	16050
27	Envelope SE – 8 Khaki	Nos	6820
28	Envelope SE - 8 White	Nos	1550
29	Envelope White Best quality (4"x9")	Nos	1250
30	Envelope White Best quality (5"x7")	Nos	900
31	Envelope White best quality (5.5"x7.5")	Nos	600
32	Envelope SE - 7 Khaki	Nos	1350
33	Staple Pin 24/6 (Dux/ equivalent)	Pkt	460
34	Scotch Tape ½"x72yd (King Fisher/ equivalent)	Roll	71
35	Scotch Tape (1"x72yd) King Fisher/ equivalent)	Roll	341
36	Scotch Tape 2"x72yd King Fisher/ equivalent)	Roll	102
37	Packing Tape 2" x 72yd (Five Star/ equivalent)	Roll	98
38	Binding Clip 2"	Nos	21
39	Binding Clip 1"	Nos	57



<b>Ser</b>	<b>Items Description</b>	<b>A/U</b>	<b>Total qty</b>
40	Binding Tape 2" (Burooj / equivalent)	Roll	34
41	Double Tape 1" (NICHICO/ equivalent)	Roll	10
42	Gum Botle Small Nafees/ equivalent	Nos	90
43	Gum Botle Large Nafees/ equivalent	Nos	12
44	Gum Stick Large (Dollar 35 gm) / equivalent	Nos	502
45	Uniball Eye Vision elite Black 50 /Red 30 / equivalent	Nos	80
46	Uniball Eye Micro Blue 0.5 mm UB-157 / equivalent	Nos	164
47	Uniball Eye Signo 0.7 Dux Black / equivalent	Nos	40
48	Uniball Eye Signo 0.7 Dux Black and blue/ equivalent	Nos	196
49	Uniball Eye Micro Black 0.5 mm UB-157/ equivalent	Nos	106
50	Uniball Eye Micro Green 0.5 mm UB-150/ equivalent	Nos	20
51	Uniball Eye Micro Red 0.5 mm UB-150/ equivalent	Nos	20
52	Marker Highlighter Mercury (Yellow) / equivalent	Nos	190
53	Marker Highlighter Mercury (Red 47, Green 41, Yellow 73, Purple 10, Blue 41&Orange 10) / equivalent	Nos	222
54	Dux Gel Pen / equivalent	Nos	40
55	Marker Board Permanent Mercury Black /equivalent	Nos	55
56	Dollar Colour Marker (Black)/ equivalent	Nos	55
57	Marker Tampo Blue 56, black 55&red 17 / equivalent	Nos	128
58	Dollar Colour Marker (Blue) / equivalent	Nos	45
59	Paper Pin Cushion	Nos	5
60	Paper Pin (Grash 24 mm)	Pkt	730
61	Paper Clip (Three Flowers 30 mm)	Pkt	528
62	Paper Clip (Coloured) Fuji	Pkt	30
63	Staple Pin 23/10 (H-13) Heavy Duty Kangaro / equivalent	Pkt	305
64	Eraser (Pelicon / equivalent)	Nos	650
65	File Binder Rexene	Nos	3074
66	Staple Machine 24/6 (KW-triO 05547) / equivalent	Nos	43
67	Stamp Pad Small Black (New Lancer 6x9 cm)	Nos	17
68	Ball Point Piano Red Point 0.8 mm/ equivalent	Nos	220
69	Ball Point Piano Black Point 0.8 mm/ equivalent	Nos	180
70	Ball Point Piano Blue Point 0.8 mm (Picasso) / equivalent	Nos	3980
71	My Clear Bag FS Size / equivalent	Nos	25
72	My Clear Bag A4 Size / equivalent	Nos	25
73	Stamp Pad Small Blue (New Lancer 6x9 cm / equivalent)	Nos	70
74	Staple Pin 23/15 (KW-triO 0023H) / equivalent	Pkt	30
75	Foot Ruler Steel 12"	Nos	67
76	Binder Clip 1 ¼ "	Pkt	15
77	Binder Clip 1"	Pkt	15
78	Binder Clip ¾ "	Pkt	15

<b>Ser</b>	<b>Items Description</b>	<b>A/U</b>	<b>Total qty</b>
79	Drafting Pad Small (Alfalah A5 / equivalent)	Pad	374
80	Drafting Pad Large (Alfalah A4 / equivalent)	Pad	260
81	Drawing Pin (Eony Brand/ equivalent)	Pkt	30
82	Ink Black	Nos	10
83	Ink Blue	Nos	127
84	Stamp Pad Ink Blue	Roll	30
85	Talc Sheet 10 mm (50 meter Roll)	Mtr	325
86	Blanco with Thinner (Pelican / equivalent)	Set	48
87	Carbon Paper Blue	pkt	18
88	Ring Folder	Nos	20
89	Clip Folder	Nos	20
90	Pental Marker (Non-permanent) Set of 4	Pkt	7
91	Pencil Lead (Dux) Superb Writer HB (Goldfish / equivalent)	Nos	3703
92	Desk Pen (Dux/Hero / equivalent)	Nos	108
93	Tag Large	Bdl	227
94	Tag Small (Colored)	Bdl	554
95	Scissor 8" (Singer / equivalent)	Nos	20
96	Staple Remover	Nos	13
97	File Cover (Chairman Sectt) A4 Size	Nos	3300
98	Plastic Office File FS/Swing file cover	Nos	100
99	Plastic Office File A4/Swing file cover	Nos	788
100	File Folder Rexene (Chairman Sectt)	Nos	10
101	Toner Laser Jet Pro 400, M401	Nos	42
102	Toner Laser Jet 1005	Nos	10
103	Toner Laser Jet 1025nw Colour Set Original	Set	3
104	Toner Printer HP 1018 Original	Nos	2
105	Toner Printer Pro M402d Original	Nos	7
106	Toner Printer HP P1102 Original	Nos	6
107	Toner Printer HP Pro M12a Original	Nos	2
108	Toner Fax Machine Tn-2150 (Brother)	Nos	2
109	Toner Paper KX-FA57E for Fax Machine KXFP711	Nos	80
110	Toner Photo Copier MP-4500	Nos	4
111	Toner Unit for Photo Copier RIOCH 3554 SP,MP-3554	Nos	3
112	Toner Cartridge FX-3 for Fax Machine L-220	Nos	4
113	Toner for laser Jet Printer HP-2055d,2055	Nos	100
114	Toner for laser Jet Printer HP-M127 FN (83A)	Nos	1
115	Toner for laser Jet Printer HP-2015 (53A)	Nos	80
116	Toner for laser Jet Printer HP-1300	Nos	24
117	Toner for laser Jet Printer 5L	Nos	10

<u>Ser</u>	<u>Items Description</u>	<u>A/U</u>	<u>Total qty</u>
118	Printer Ribbon LQ -2180 (print rite)	Nos	20
119	Ink cartridge for printer HP 4110 Black	Nos	12
120	Toner Q2612A for laser fax machine	Nos	6
121	Toner for HP colour Laser Jet Printer CP-1215	Set	2
122	Toner for laser Jet Printer HP-1320 (49A)	Nos	40
123	HP Laser Jet Toner CE 285A-85A	Nos	8
124	Toner for laser Jet Printer HP Pro-200 M251NW (Coloured) 4 psc set	Set	2
125	Drum Unit KXFX FAD89E Fax Machine Panasonic FL-422	Nos	2
126	Toner FA88 Fax Machine Panasonic FL-422	Nos	12
127	Toner for Printer RICOH SP-212SFNW	Nos	2
128	Punch machine Double Hole	Nos	5
129	Punch machine Single Hole	Nos	2
130	Hand Dairies	Nos	40
131	Hand Dairies cover according to pad size	Nos	7
132	Minute sheet A4 Size	Pd	70
133	Do Letter Pad (as per sample)	Pd	8
134	Paper cutter (knife)	Nos	2
135	Paper cutter	Nos	18
136	Post It pad (3"x 3") Yellow Pronote/ equivalent	Pd	143
137	Post It pad (2"x 1 1/2") Yellow Pronote/ equivalent	Pd	20
138	Post It pad (3"x 5") Yellow Pronote/ equivalent	Pd	114
139	Calculator Casio 14 Digit (Dj 9300C-III) / equivalent	Nos	12
140	Blanco Pen (Pelican) /Correction Pen/ equivalent	Nos	319
141	Khaki Sheet	Nos	303
142	Copy printer ink CPI 10 NRG 500 ml	Nos	16
143	Dollar pointer soft-liner 0.3 (102 Blue, 46 Black/ equivalent)	Nos	148
144	Colour flag/Pasted flag	Pkt	50
145	Stencil Roll For duplication machine (6123)	Roll	3
146	Schneider Pointer Xtra 895 (0.6 mm / equivalent	Nos	24
147	White sheet large ( 20"x 30")	Nos	624
148	Lamination Sheet (75 mm x 100 mm)	Pkt	50
149	Attachment hook	Nos	1000
150	Fax Roll for Panasonic THM-331C	Nos	100
151	Fax Roll for Panasonic Kx- TF 71	Roll	5
152	Ink remover pen (Pelican / equivalent)	Nos	136
153	CD Blank (R) with cover	Nos	40
154	DVD Blank ( R ) with cover	Nos	80
155	Non permanent marker black	Nos	12
156	PC Shine for computer	Btl	4
157	Pen stand morbal Large	Nos	8
158	USB 4GB (Kingston Steel/ equivalent)	Nos	6

**PERFORMANCE BANK GUARANTEE ON JUDICIAL STAMP PAPER OF Rs. 100/- OR  
AS SUITABLE TO THE AMOUNT OF BANK GUARANTEE**

- (i). Contract no. \_\_\_\_\_ dated \_\_\_\_\_ 2018  
(ii). Name of the Firm \_\_\_\_\_  
(iii). Address of Firm/Contractor \_\_\_\_\_  
(iv). Name of Guarantor \_\_\_\_\_  
(v). Address of Guarantor \_\_\_\_\_  
(vi). Amount of Guarantee Pak Rs. \_\_\_\_\_  
( \_\_\_\_\_ )  
(in words)

(vii). Date of Expiry of Guarantee \_\_\_\_\_

To: The President of Islamic Republic of Pakistan through the CMA HIT Taxila Cantt.

Sir,

1. Whereas your goodself have entered into Contract No. \_\_\_\_\_  
dated \_\_\_\_\_ with Mes  
sers \_\_\_\_\_

(Full Name and Address)

hereinafter referred to as our customer and that one of the conditions of the contract is the submission of unconditional Bank Guarantee by our customer to your goodself for a sum of Pak Rs. \_\_\_\_\_ (as applicable) \_\_\_\_\_

2. In compliance with this stipulation of the contract, we hereby agree and undertake as under:-

- a. To pay to you unconditionally on demand and/or without any reference to our customer an amount not exceeding the sum of Rs. \_\_\_\_\_ (as applicable) \_\_\_\_\_ as would be mentioned in your written Demand Notice.
- b. To keep this Guarantee in force till \_\_\_\_\_
- c. That the validity of this Bank Guarantee shall be kept on clear year ahead of the original/extended delivery period or the warranty of the stores so ever is later in duration on receipt of information from our customer i.e M/s \_\_\_\_\_ or from your office. Claim, if any must be duly received by us on or before this day. Our liability under this Bank Guarantee shall cease on the closing of Banking hours on the last date of the validity of this Bank Guarantee. Claim received thereafter shall not be entertained by us whether you suffer a loss or not. On receipt of payment under this Guarantee, this document i.e Bank Guarantee must be clearly cancelled, discharge and returned to us.
- d. That we shall inform your office regarding termination of the validity of this Bank Guarantee one clear month before the actual expiry date of this Guarantee.
- e. That with the consent of our customer you may amend/alter any term/clause of the contract or add/delete any term/clause to/from this contract without making any reference to us. We do not reserve any right to receive any such amendment/allocation or addition /deletion provided such like actions do not increase our monetary liability under this Bank Guarantee which shall be limited only to ( \_\_\_\_\_ )
- f. That the Bank Guarantee herein before given shall not be effected by any change in the constitution of the Bank or Customer/Seller or Vendor.
- g. That this is an unconditional Bank Guarantee, which shall be encashed on sight on presentation without any reference to our Customer/Seller or Vendor.

Guarantor

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Bank Seal and Signatures)