

## **REFERENCE # ITT ACT/PT/202**

### **General Conditions for tender**

#### **1.Scope:**

Aiming Change for Tomorrow (ACT) invites the invitation to Tender (ITT) from well reputed registered companies, supplier,wholsalers for the supplies of the printing books (LSBE). The detail described and summarized in accordance with procedures, conditions, as prescribed in the Invitation to tender documents (ITT) . The procurement process will be carried out as per procurement plan of Aiming Change for Tomorrow (ACT) .

#### **2.Language:**

As determined by ACT International, the working language of this Invitation to Tender (ITT) is English. Other languages will not be accepted.

#### **3.Term and Conditions:**

The main criteria for the ITT are as follows:

- 1 Registration Certificate
- 2 Specifications/quality & compliance with given criteria
- 3 NTN registration certificate.
- 5 Breif Profile and Experince of Work
- 6 All documentary proofs like copies of Registration, NTN number, GST certificate etc

#### **4.ITT Basis:**

- a) All Tender quotation documents must be completed in full, otherwise the application will be considered disqualified.
- b) All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in original documents.
- c) If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid.
- d)Each applicant should take one bid only.
- e) Each bid shall be valid for the period of 30-days from its date of submission.
- f) Bids shall be made in writing calculated in PKR only and clearly stated on the appropriate forms.
- g) All prices must include all taxes, compulsory payments, levies and duties, including Sales Tax .
- i) ACT International is not liable for any damage of supplies before the reaching the mentioned destination or not liable to the person or property in the event that something should occur. ACT International strongly recommends that all applicants take extra precaution when delivering supplies at mentioned place.
- j)Lowest price will not be the sole criteria, quality, previous experience and capacity of operations will also be equally gauę

#### **5. Duration:**

Qualified applicant will be selected for the period of assignment or depend on the ranking of Procurement process. ACT has right to extend the duration as per SOP,s.

#### **6. Payments:**

Payment will be made upon satisfactory delivery and satisficationreport of the books to the location mentioned in ITT. The others payment procedure would be mentioned on contract after award the selected company.

#### **7. Performance Standards:**

The works must be undertaken in accordance with all relevant rules, regulations and statutes currently enforce in Pakistan

#### **8.Tender Documents:**

All Tender documents included in this package are listed on the tender document Receipt Form, signed by each recipient.

#### **9.Bid Delivery:**

All Tender will be delivered in standard format to ACT address in a sealed envelope and by the date stated in Tender Documents. The envelope will be clearly marked with the precise reference of the invitation to which it is a response, the

Documents. The envelope will be clearly marked with the precise reference of the invitation to which it is a response, the delivery address and the name of the applicant.

Tender delivered after the specified time will not be accepted.

**10. Bid Evaluation:**

The Procurement Committee will check the Bid to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Committee may, at its discretion, request clarification from the ACT International staff.

**10.1. Technical Evaluation:** The offers will first be evaluated on technical merits. The technical evaluation assesses the capacity of the bidder on the basis of submitted documents.

**10.2. Financial Evaluation:** The financial evaluation subject to the Technical evaluation is based on the cost of assignment given in the ITT.

**11. Acceptance of Successful Bid:**

Taking into consideration the recommendation of the Procurement Committee, ACT will make the final choice of the awarded supplier. ACT will then send a offer letter to the successful qualified applicant.

**12.** An affidavit to the effect that the firm has not been involved in any child sexual abuse or not blacklisted by any Government/semi Government organization.

**Please note that above mentioned all the GT&C for ITT. ACT has selected minimum one applicant for the said delivery. In future all the work when and where require, the invitation to Quotation will be circulated between all the applicant which apply for the said process.**