

**OFFICE OF THE DIRECTOR GENERAL AGRICULTURE  
(WATER MANAGEMENT) PUNJAB, LAHORE**



**BIDDING DOCUMENTS**

**UNDER FRAMEWORK CONTRACT FOR THE PROCUREMENT OF**

- a) STATIONERY (AO3901)
- b) COMPUTER STATIONERY (AO3955)
- c) PRINTING (AO3902)
- d) OTHERS (AO3970)

**TENDER NO. 02/AGRI/WM/2023-24**

**DIRECTOR GENERAL AGRICULTURE (WATER MANAGEMENT) PUNJAB,  
21-AGHA KHAN ROAD, LAHORE**

**CONTACTS:**

Phone: 042-99200703

Fax: 042-99200713

From

The Director General Agriculture  
(Water Management) Punjab, Lahore.

**INVITATION TO TENDER NO. 02/AGRI/WM/2023-24**

**DUE ON: 08-09-2023**

Dear Sir,

1. You are hereby invited to submit bid for the store as detailed in the schedule to this invitation to tender subject to the conditions laid down in bidding documents. The contract resulting from this invitation to tender shall be governed by the conditions as contained in bidding documents. The bid quoting against this invitation shall be deemed to have read and understood the conditions thereof and particulars of the stores required and their specifications, etc.
2. The bidder shall quote on the prescribed schedule to this invitation to tender, on the basis indicated therein and shall sign the certificate to the effect that the stores shall be supplied in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by bidder otherwise it will be presumed that offer is strictly in accordance with the requirement of the bid notice.
3. In the case of offers for supply of stores both imported and indigenous from within the country price quoted shall be inclusive of all taxes, duties and charges for packing, making, handling etc, where sales tax is leviable and is included in the price quoted it shall be indicated separately.
4. Failure to submit the bid in the manner prescribed in the invitation to tender will render it liable to be ignored.
5. The purchaser does not pledge himself to accept the lowest bid and reserves to himself the right of accepting the full or part quantity offered and the bidder shall supply the same at the rate quoted.

Yours faithfully

**Procurement Specialist (PRIAT)**

Endst. No. \_\_\_\_\_/DGA(WM) /Acs

Dated Lahore, the

Copy is forwarded to the Chairman, Tender Opening Committee for information and further necessary action.

**Procurement Specialist (PRIAT)**

**SCHEDULE OF INVITATION OF BIDS AGAINST TENDER ENQUIRY**  
**NO. 02/AGRI/WM/2023-24**

Tender Price	Rs. 500/-
Delivery period.	Upto 30.06.2024 as per availability of budget and as per need basis
Selling Date.	From 22-08-2023 to 08-09-2023
Last date and time for submission of bid	08-09-2023 by 11.00 a.m.
Date and time of opening of bids.	08-09-2023 at 11.30 a.m.
Bid Security	A bank draft/call at deposit in the name of Director General Agri. (Water Management) Punjab, Lahore @ 2% would be required for each LOT.
Evaluation Criteria	The bids shall be evaluated on the basis of terms and conditions/ Instructions/ Specifications/ Special Conditions/Special Instructions/Conditions for submission of Bids etc. as given in the Bidding Documents.

**INSTRUCTIONS TO BIDDERS**

**A. TENDER INSTRUCTIONS:**

i.	Offer should remain valid for acceptance upto 30.06.2024 from the date of opening of the tender, failing which the offer will be ignored.
ii.	Incomplete offer/offer received after the notified date & time/offer not fulfilling any condition of the tender will straight away be ignored/not entertained.
iii.	Rate should be quoted both in figures and words on the basis of free delivery at consignee's end/place of delivery. The quotation must be including Sales Tax, however, the amount of Sales tax at prevailing rate must be shown separately.
iv.	The bidder should be registered with the Sales Tax Department and Income Tax Department and quote their registration numbers in their quotation along-with the address of the concerned office. Copy of Registration certificate of sales tax/income tax should be submitted with the offer. The deduction of all relevant taxes is applicable.
v.	The amount equal to the sales tax will be paid against the prescribed sales tax invoice showing the amount of sales tax.
vi.	The quoted rates will remain the applicable upto 30.06.2024 under Framework Contract.
vii.	Original tender document each and every page duly signed/stamped and requisite certificates duly filled in/signed/stamped must accompany the offer alongwith cash receipt in original or photocopy in token of having purchased the tender.

viii.	This Framework Contract agreement would be applicable for Funds under Grant No.PC22036-Development under the projects National Program for Improvement of Watercourses in Pakistan (PHASE-II) NPIW-II, Punjab Resilient and Inclusive Agriculture Transformation (PRIAT), Development of Culturable Waste Land in Riverine Areas Trough Development of Irrigation Conveyance Network, Promotion of Gram Cultivation through Climate Smart Technologies in Thal Areas of Punjab, Command Area Development of Jalalpur Irrigation Project (CAD-JIP), National Program for Enhancing Command Area in Barani Areas of Pakistan (Punjab Component), Water Productivity Enhancement Through Regenerative Climate Smart Agriculture (WP-RCA) and Grant No.PC21018-Agriculture (Non-Development) LQ4196-OFWM & SNEs as well.
IX.	Performance Guarantee would be @ 5% against each LOT.

Sr. No.	Description of Store	Object Code	As per Specifications	Name of Consignee/ Place of Delivery
<b>LOT No.01</b>				
1.	Ball Point	AO3901 (Stationery) Available budget Rs. 1,200,000/-	Piano or equal	Director General Agriculture (Water Management) Punjab, Lahore
2.	Stapler Pin 24/6		Dollar or equal	
3.	Paper Clip		Fine quality	
4.	Paper Pin		Fine quality	
5.	Stapler Small		Max or equal	
6.	Stapler Large 300 Sheet		Fuji or equal	
7.	Led Pencil		Hp, Oro or equal	
8.	File Tag		Fine quality	
9.	File Lace		Fine quality	
10.	Cash Book Large (100 Pages) 13"x17"		Fine quality	
11.	Contingency Register (100 Pages) 13"x17"		Fine quality	
12.	Short Hand Note Book (50 Pages)		Fine quality	
13.	Gum Stick Large 1-litre		UHU or equal	
14.	High Lighter		Pelikan or equal	
15.	PUC Large		Fine quality	
16.	PUC Medium		Fine Quality	
17.	PUC Small		Fine Quality	
18.	Rubber		Pelikan or equal	
19.	Sharpner		Pelikan or equal	
20.	Noting Sheet Ream		Fine Quality	
21.	Stamp Pad		Radius or equal	
22.	Stamp Pad Ink		Dollar or equal	
23.	Paper Cutter		Fine quality	
24.	Permanent Marker		Dollar or equal	
25.	Uni Bal Eye (Fine)		Signo or equal	
26.	Uni Ball Signo		Signo or equal	
27.	Flapper Normal		Fine quality	
28.	Flapper VIP		Fine quality	
29.	Corban Paper		Fine Quality	
30.	Steel Scale		Fine quality	

31.	Register Large (300 Pages)		Fine quality
32.	Register Medium (150 Pages)		Fine quality
33.	Register Small (100 Pages)		Fine quality
34.	Envelope Small		Fine quality
35.	Envelope Medium		Fine quality
36.	A4 Envelope		Fine quality
37.	Box File		Fine quality
38.	Double Hole Punch Large		Fine quality
39.	Double Hole Punch		Fine quality
40.	Pin Remover		Fine quality
41.	Writing Pad Large		Fine quality
42.	Writing Pad Small		Fine quality
<b>LOT No.02</b>			
1.	Pacca File Cover	AO3902 (Printing) Available budget Rs. 400,000/-	As per sample
2.	Meeting Cover		As per sample
3.	File Cover		As per sample
4.	Office Diary		As per sample
<b>LOT No.03</b>			
1.	Tissue Paper Box Large	AO3970 Others Available budget Rs. 600,000/-	Rose Petal or equal
2.	Tissue Roll		Fine quality
3.	Air Freshner		Crown or equal
4.	Spray		Mosquito or equal
5.	Mope Complete		Fine quality
6.	Basket Large		Fine quality
7.	Basket Small		Fine quality
8.	Ferniel 2.9 Litre		Finis or equal
9.	Vim		Vim or equal
10.	Swipe		Fine quality
11.	Mope Cloth		Fine quality
12.	Duster		Fine quality
13.	Jala Bursh		Fine quality
14.	LED Bulb 50 Watt		Philips or equal
15.	Bath Soap		Lux or equal
16.	Paper Shredder		Fine Quality
<b>LOT No.04</b>			
1.	Off-set Paper A4 size 80 Gram	Computer Stationery AO3955 budget Rs. 700,000/-	(Imported) AA/BLC or Equal
2.	Legal Size Paper Ream		(Imported) AA/BLC or Equal

**B. SPECIAL CONDITIONS:**

1.	The bidding firms are required to submit the bids in Single Stage - One Envelope procedure as per clause 38(1) of Punjab Procurement Rules, 2014.
2.	The store should be in conformity with the tender specifications and free from any manufacturing defect.
3.	The contractor shall be responsible for free delivery at consignee's end.

4.	The contractor shall be responsible for free delivery of the stores at consignee's end in safe and sound conditions. The inspection of the store shall be carried out at consignee's end.
5.	The prices shall be fixed/quoted on delivery duty paid (DDP) basis inclusive of all taxes and duties delivered and installed at the place of delivery specified in the purchase order.
6.	The interested bidders are required to submit <b>item wise rates</b> of all the above said items. <b>However, the rate would be compared on lot basis. The contract would be awarded to the lowest LOT quoted.</b>
7.	<b>Warranty:</b> The bidding firm shall provide a certificate alongwith the offer for free warranty for a period specified (expiry date) in the specifications
8.	In case of non-clarity in quoted specifications or for quality demonstration procuring agency reserve the right for demonstration of the quoted brand for scrutiny purpose at firm's cost.
9.	The bidding firm is required to quote the firm and final rates as there shall be no negotiation.
10.	The deduction, at source, of all relevant taxes stamp duty etc.at the prescribed rates is applicable.

### **C. SPECIAL INSTRUCTIONS TO BIDDERS.**

1.	Bidders must quote on the prescribed invitation to Bidder Form.	
2.	Bids should be addressed to Director General Agriculture (Water Management) Punjab, Lahore.	
3.	Bidders should quote their firm and final rates both in words as well as in figures.	
4.	Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.	
5.	Bidders should indicate in their bids, the complete address or the place/places where stores will be offered for inspection.	
6.	Bidders should specifically indicate their National Tax Number (NTN) and General Sales Tax (GST) Number and copies of registrations must be attached with the bid.	
7.	The undertaking of blacklisting and litigation with any of Provincial or Federal Government Department on judicial paper must be attached.	
8.	Any erasing/cutting/crossing, etc, appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed, offers with any overwriting shall in no circumstances be accepted.	
9.	(a)	A certificate should be given by the bidders that they will be responsible for the free replacement of stores if the same is found to be substandard and/or at variance with the specifications given in the

		tender enquiry. In case a similar store offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. Stores offered of a specification superior to the one specified in the tender enquiry shall, however, be acceptable.
	(b)	Where offers have been invited for specified brands, offers for other brands shall not be acceptable
10.		The submission of bid against the invitation to tender by the bidder, shall be deemed to his having read and accepted the conditions contained in tender documents and thoroughly examined the specifications, drawing and particulars specified in the invitation to tender. Further the bidder shall be deemed to be fully aware of the nature of goods required and shall be bound to accept the contract, if placed with him on the basis of prices within the validity of his bid.
11.		The bidder shall certify in his tender that stores offered for supply shall be strictly in accordance with the requirements set out in the invitation to tender. This shall be done by affixing the certificate as under on the first sheet of his bid.

<p>We guarantee to supply stores exactly in accordance with the requirements specified in the invitation to Tender No. _____</p> <p style="text-align: center;">Bidder's Signature.</p>
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12. The documents to invitation of tender purchased and its original cash receipt must be enclosed with the proposal.
13. The unsolicited, late and delayed tenders shall not be considered.
14. Any correction or alteration in the bid must be signed in full by the same person, who is signing the bid for and on behalf of the bidder.

**PROFORMA TENDER ENQUIRY FOR PURCHASE ON FREE DELIVERY TO  
CONSIGNEE BASIS SCHEDULE INVITATION TO TENDER NO.02/AGRI/WM/2023-24**

Last date and time for submission of bids. 08-09-2023 by 11.00 a.m.

Date and time of opening of bids. 08-09.2023 at 11.30 a.m.

Delivery period. Up, to 30.06.2024

**Note:** *Please read the following note and instructions carefully:*

1. Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
  - (i) Received without Bid Security.
  - (ii) It is received after the time and date fixed for its receipt.
  - (iii) The tender is unsigned.
  - (iv) The offer is ambiguous
  - (v) The offer is conditional.
  - (vi) The offer is from a blacklisted firm.
  - (vii) The offer is not dropped in the Tender Box.
  - (viii) Offer received with shorter validity than required in the tender enquiry, and
  - (ix) The offer is for store not conforming to specifications indicated in the tender enquiry.
2. Offers will remain valid upto 30.06.2024 from the date of opening the tender.
3. The bidders are required to submit the bids under Single Stage one Envelope procedure.
4. The purchaser reserves the right to reject all bids/proposal at any time prior to the acceptance of bids or proposals.
5.
  - (a) If the acceptance of tender issued during the validity period of offer is not accepted by the bidder, the Bid Security shall be forfeited and the store purchased at his risk and expenses.
  - (b) In case, the offer is withdrawn, amended or revised during the validity period of the offer, the Bid Security is liable to be forfeited.
  - (c) In case, the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the security deposited by him shall be forfeited and the store purchased at his risk and expense.
6. The buyer reserves the right to claim compensation for the loss caused by the delay in the delivery of store.



## CERTIFICATE

1.	We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. _____ due for opening on _____ for the supply of specified stores in addition to the conditions as appended herewith and also all the special instructions attached to the said tender enquiry. We agree to abide by all those instructions/conditions.																								
2.	We also hereby confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.																								
3.	The stores offered by us are of (a) foreign origin or (b) local origin.																								
4.	We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.																								
5.	We hereby confirm to understand that the delivery period is the essence of the contract and it will be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies at 0.5% per week.																								
6.	Certified that the prices quoted to the department against Tender No. _____ are not more than the prices charged from any other purchasing agencies in the country. In case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.																								
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Witness:

(a) Name \_\_\_\_\_ Signature \_\_\_\_\_

(b) Address: \_\_\_\_\_

(c) Date \_\_\_\_\_

## PRICE SCHEDULE IN PAK RUPEES/FORM OF BID

Name of bidder \_\_\_\_\_

1	2	3	4	4	5	6
Sr. No.	Description of Store	Object Code	Bid Security	Unit price excluding Sales tax (Rs.)	Sales Tax (Rs.)	Unit price including Sales Tax (Rs.)
<b>LOT NO.1</b>						
1	Ball Point	AO3901 (Stationery) Available budget Rs. 1,200,000/-	24,000/-			
2	Stapler Pin 24/6					
3	Paper Clip					
4	Paper Pin					
5	Stapler Small					
6	Stapler Large 300 Sheet					
7	Led Pencil					
8	File Tag					
9	File Lace					
10	Cash Book Large (100 Pages) 13"x17"					
11	Contingency Register (100 Pages) 13"x17"					
12	Short Hand Note Book (50 Pages)					
13	Gum Stick Large 1-litre					
14	High Lighter					
15	PUC Large					
16	PUC Medium					
17	PUC Small					
18	Rubber					
19	Sharpner					
20	Noting Sheet Ream					
21	Stamp Pad					
22	Stamp Pad Ink					
23	Paper Cutter					
24	Permanent Marker					
25	Uni Bal Eye (Fine)					
26	Uni Ball Signo					
27	Flapper Normal					
28	Flapper VIP					
29	Corban Paper					
30	Steel Scale					
31	Register Large (300 Pages)					
32	Register Medium (150 Pages)					

33	Register Small (100 Pages)					
34	Envelope Small					
35	Envelope Medium					
36	A4 Envelope					
37	Box File					
38	Double Hole Punch Large					
39	Double Hole Punch					
40	Pin Remover					
41	Writing Pad Large					
42	Writing Pad Small					
<b>LOT No. 2</b>						
1	Pacca File Cover	AO3902 (Printing) Available budget Rs. 400,000/-	8,000/-			
2	Meeting Cover					
3	File Cover					
4	Office Diary					
<b>LOT No. 3</b>						
1	Tissue Paper Box Large	AO3970 Others Available budget Rs. 600,000/-	12,000/-			
2	Tissue Roll					
3	Air Freshner					
4	Spray					
5	Mope Complete					
6	Basket Large					
7	Basket Small					
8	Ferniel 2.9 Litre					
9	Vim					
10	Swipe					
11	Mope Cloth					
12	Duster					
13	Jala Bursh					
14	LED Bulb 50 Watt					
15	Bath Soap					
16	Paper Shredder					
<b>LOT No. 4</b>						
1	Off-set Paper A4 size 80 Gram	Computer Stationery AO3955 budget Rs. 700,000/-	14,000/-			
2	Legal Size Paper Ream					

Signature of Bidder. \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

## **GENERAL/SPECIAL CONDITIONS OF THE CONTRACT**

1.	The goods supply under this contract shall confirm to the standard mentioned in the technical specifications.
2.	The supplier shall provide such packing of the goods to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
3.	The supplier warrants that the goods supply under the contract are new, unused of the most recent or current models and shall have no defect.
4.	The contractor should as per terms of the contract submit his bill on the prescribed bill form duly machine numbered. In case of any deviation from the above-prescribed procedure, the payment office will not be responsible for any delay so caused.
5.	The contractor is required to issue 'Acknowledgement' immediately on receipt of cheque from the Payment Officer. In case he fails to acknowledge the receipt of cheque within 7 days, his subsequent payment will be held in obedience.
6.	The contractor shall keep the Consignee and Inspection Authority well informed with the supply position.
7.	Inspection call should be sent two weeks before the date when the inspection is required, failing which actual date of inspection or two weeks after the receipt of the Inspection Call whichever is earlier will be considered the date of offering the stores for inspection.
8.	The contractor shall return within 3 days the receipt of the contract in token of having received the order.
9.	The contractor is required to send specimen signatures (in triplicate) of their authorized representative who is competent to sign the bills and receive payment on their behalf for onward transmission to Audit Officer duly attested by the consignee to enable the Audit Office to verify if payment has been received by an authorized representative of the contractor. The change of the contractor's representative authorized to sign bills and receive payments, etc. should be promptly reported by the contractor to the Audit Office as well as to the Purchase Officer failing which the entire responsibility for wrong payment will lie on the contractor.
10.	A joint inspection of the stores/articles supplied shall be carried out by Inspection Committee in the presence of firm's representative. In this respect, a joint inspection certificate will be issued which will be attached with payment invoice in case of hardware and proper installation and operation in case of software.
11.	The Supplier should note that if the stores inspected and released by the Inspection Authority rejected by either the consignee or actual user/consumer and on re- inspection of such stores by the Inspection Authority in the presence of supplier's representative, it is concluded that rejection is justified in terms and conditions of contract, stores shall stand rejected and shall be replaced by the contractor at his own risk and cost, failing which the stores shall be purchased at his risk and expense.

12.	<b>Liquidated Charges:</b> The delivery period is essence of the contract. If the contractor fails to adhere to the delivery schedule and intends to seek extension thereof, it will be sole discretion of the purchaser either to grant or refuse extension in delivery period. However, the extension in delivery period if granted shall be subject to liquidated damages @ 0.5% per week.
13.	The store supplied should be brand new, absolutely free from any material/manufacturing defects and in safe and sound and in conformity with the specifications in operational condition.
14.	During warranty period, the contractor shall be responsible for free and immediate replacement/repair of stores if found defective, sub-standard or materially at variance from that as specified in the contract.
15.	The contracting firm shall be responsible for free delivery and result oriented operation at consignee's end.
16.	The contractor shall provide the proof of payment of duties and taxes at the time of payment and taxes including stamp duty shall be deducted at source by Accountant General Punjab, Lahore.
17.	The free warranty shall remain valid after the goods have been delivered to at the final destination as specified in the contract.

**OFFICE OF THE DIRECTOR GENERAL AGRICULTURE  
(WATER MANAGEMENT) PUNJAB LAHORE**

**FORM OF PROCUREMENT CONTRACT**

This is in confirmation to letter  
No.....dated.....(Advance acceptance of tender)

1.	Contract No. & Date.			
2.	Contractor's name & address			
3.	Contractor's reference			
4.	Consignee's name & address			
5.	Condition of contract	As contained in Punjab Procurement Rules, 2014 as amended up-to date.		
6.	Particulars of stores	As below: -		
<b>Item No.</b>	<b>Description of Store</b>	<b>Unit Price (Rs.)</b>	<b>Qty. (No.)</b>	<b>Total Price (Rs.)</b>
<b>(Rupees .....only (in words))</b>				
7.	Delivery period	Upto 30 <sup>th</sup> June, 2024		
8.	Place of delivery	Free delivery at consignee's end.		
9.	Consignee's name & address	Director General Agriculture (WM) Punjab, Lahore		
10.	Dispatch instructions	Free delivery at consignee's end.		
11.	Inspection authority	Director General Agriculture (WM) Punjab, Lahore		
12.	Inspection Officer	Joint inspection by Inspection Committee		
13.	Packing and marking	Safe and sound condition.		
14.	Place of inspection	At Consignee's end.		
15.	<b>PAYMENT.</b> 100% payment will be made by the AG/Cheque etc. on production of inspection report/certificate issued by the Inspection Officer and duly filled in the requisite receipt certificate by the consignee. Further, payment will be made only against prescribed sales tax invoice showing amount of sales tax.			
16.	<b>SPECIAL INSTRUCTIONS.</b>			

a.	The contractor should as per terms of the contract submit his bill on the prescribed bill form. In case of any deviation from the above-prescribed procedure, the payment office will not be responsible for any delay so caused.
b.	The contractor is required to issue 'Acknowledgement' immediately on receipt of cheque from the Payment Officer. In case he fails to acknowledge the receipt of cheque within 7 days, his subsequent payment will be held in obedience.
c.	The contractor shall keep the Consignee and Inspection Authority well informed with the supply position.
d.	Inspection call should be sent two weeks before the date when the inspection is required, failing which actual date of inspection or two weeks after the receipt of the Inspection Call whichever is earlier will be considered the date of offering the stores for inspection.
e.	The contractor shall return within 3 days the receipt of the contract in token of having received the order.
f.	The contractor is required to send specimen signatures (in triplicate) of their authorized representative who is competent to sign the bills and receive payment on their behalf for onward transmission to Audit Officer duly attested by the Deputy Director (Finance) to enable the Audit Office to verify if payment has been received by an authorized representative of the contractor. The change of the contractor's representative authorized to sign bills and receive payments, etc. should be promptly reported by the contractor to the Audit Office as well as to the Purchase Officer failing which the entire responsibility for wrong payment will lie on the contractor.
g.	The Supplier should note that if the stores inspected and released by the Inspection Authority rejected by either the consignee or actual user/consumer and on re-inspection of such stores by the Inspection Authority in the presence of supplier's representative, it is concluded that rejection is justified in terms and conditions of contract, stores shall stand rejected and shall be replaced by the contractor at his own risk and cost, failing which the stores shall be purchased at his risk and expense.
h.	The store supplied should be brand new, absolutely free from any material/manufacturing defects and in safe and sound and in conformity with the specifications in operational condition.
i.	During warranty period, the contractor shall be responsible for free and immediate replacement/repair of stores if found defective, sub-standard or materially at variance from that as specified in the contract.
j.	The contracting firm shall be responsible for free installation/commissioning and result oriented operation of the equipment and training of staff at consignee's end.
k.	The contractor shall provide the proof of payment of duties and taxes at the time of payment. The contractor shall also provide the required import documents at the time of inspection.