

**TERMS AND CONDITION FOR CONTRACT OF PHOTOSTATE SHOP IN AYUB
TEACHING HOSPITAL, ABBOTTABAD (FY 2026-27)**

The following mandatory documents must be attached with the tender: -

- a) Active Status of ATL, KNTN
 - b) KPRA registration
 - c) Income Tax registration
 - d) Last Year income tax return.
 - e) Last one year Bank statement
 - f) 03-years' experience of similar nature in a reputed Govt/ Private institution. (Documentary evidence to be provided).
 - g) Affidavit on stamp paper duly attested mentioning following statements:
 1. CDR amounting to Rs. 50,000/= is attached with financial bid. However, successful bidder shall deposit security amounting to 3 months rent.
 2. The firm is not black listed by any govt, semi govt or autonomous body (Proventil or Federal)
 3. Non-Shareholder Certificate (That no employee of MTI ATH Abbottabad is shareholder in the Firm's business)
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1. The period of contract will be for one year from the date of signing of contract, on which date the contract would stand expired. In the event that the succeeding/new contract is not awarded to the other entity (for any reason). It shall remain the sole discretion of the competent authority to extend existing contract for as much intervening period as required.
 2. The contractor will have to deposit earnest money equal to 03 months quoted rent in shape of CDR in the name of undersigned with the tender.
 3. The highest tendered rent shall be considered successful. Monthly rent shall be excluding all kinds of utility charges.
 4. Electricity charges shall be paid in ATH Accounts Branch within due date on actual basis according to the energy meter installed by the Maintenance Department.
 5. Monthly rent shall be deposited by 5th of each month in advance failing which 2% penalty shall be imposed per week up to maximum of 10% for the due month in case of non-deposit of rent for consecutive 2-Months; the contract shall be automatically cancelled.
 6. Photostat charges for official documents shall be Rs.5 per page single side and Rs. 7.00 double side per page. The contractor should display the rates on visible place.
 7. Sub-letting will not be allowed and if found, so the contract will be cancelled by forfeiting the call deposit in favor of the institution.
 8. Bio-data of the worker along with copy of ID cards will have to deposit with the administration by the contractor.
 9. Any type of narcotic/weapon in the hospital premises is strictly prohibited.
 10. In case of any violation of the contract shall be terminated after notice and security will be forfeited and firm also be blacklisted.

11. The tender shall be received as per advertisement & will be opened in presence of available contractors.
12. In case of any conflict raised between both parties (institution and Contractor) the matter shall be resolved through mutual understanding but the decision of the Hospital Director shall be final.
13. The contractor shall ensure opening of shop during working hours i.e. from 08:00 am to 3:00 pm without break.
14. The bidding procedure as given in KPRA rules 2014 i.e. single stage single envelope procedure.
15. The rate offered in bid must be typed and printed, Hand written rates in financial bids will be cancelled.
16. Tender shall be single stage single envelope basis.
17. The quality of photocopies shall be of acceptable & readable quality.
18. Bids shall be uploaded on E-PADS and will be opened as per advertisement Notice.
19. The KPPRA standard bidding documents are part of this document.
20. In case of overcharging complaint by the general public, against the approved rates, the contractor will be fined up to Rs. 3000/- per instance
21. There shall be an oversight manager appointed by the Hospital Director to ensure that all above clauses shall be adhered in true letter & spirit, the failure of which shall be in the first instance, be communicated to vendor (party II) & subsequently if the discrepancy continues, shall be liable to a penalty as prescribe in the above clauses or as deemed appropriate by Hospital Director
22. If the contractor left the contract without completion, the CDR amount will be confiscated in favour of institution as penalty.
23. Cutting/overwriting in the tender will not be acceptable.
24. All taxes, from time to time enhanced by the GOVT shall be admissible/deducted.
25. Any breach of clause in the bidding documents or agreement by the contractor will result in a fine of Rs. 10,000 per instance, along with a formal warning issued to the contractor.
26. If three consecutive warnings are issued to the contractor, it will result in the forfeiture of the CDR and termination of the contract.

**I abide the terms and conditions and offer Rs. _____/rent per month
Rupees in words _____**

Contractor's Signature & Address _____

Mobile Number _____