



REFERENCE

CO/ISB/2021/001

DATE

TENDER FORM FOR SALE OF ASSETS**NOTE:** Please mark (✓) in the box for lots you are offering bid(s)**LOT NO. 1 COMPUTER EQUIPMENT**

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	LAPTOPS	34 NOS	ii.	DESKTOP COMPUTER	08 NOS
iii.	LCD MONITOR	01 NOS	iv.	KEYBOARDS	LUMPSUM
v.	CABLES & ADAPTORS	LUMPSUM	vi.		

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 2 COMMUNICATION EQUIPMENT

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	MOBILE PHONES (ANDRIOD)	38 NOS	ii.	VGA SPLITTER	01 NOS
iii.	TELEPHONE EXCHANGE	02 NOS	iv.	CORDLESS PHONE	01 NOS
v.	TP LINK ROUTER	04 NOS	vi.		

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 3 OFFICE EQUIPMENT

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	DIGITAL CAMERA	11 NOS	ii.	SCANNERS	02 NOS
iii.	LED TV	01 NOS	iv.	LCD	01 NOS
v.	PRINTER	03 NOS	vi.	PAPER SHREDDER	01 NOS
vii.	FAX MACHINE	01 NOS	viii.	SPECTROPHOTOMETER	01 NOS
ix.	TV	03 NOS	x.	GPS	07 NOS

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 4 OFFICE APPLIANCES

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	AIR CONDITIONERS	10 NOS	ii.	FALSE CEILING FANS	36 NOS
iii.	HEATERS	28 NOS	iv.	EMERGENCY SIREN	01 NOS

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 5 GENERATORS

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	GENERATOR 18KVA	1 NOS	ii.	GENERATOR 8KVA	01 NOS
iii.	GENERATOR 2.5KVA	1 NOS	iv.	ATS PANEL 18KVA GENERATOR	01 NOS

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 6 OFFICE FURNITURE

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	OFFICE TABLE	03 NOS	ii.	DINING TABLE	03 NOS
iii.	SOFA SET (5 SEATER)	01 SET	iv.	SIDE RACK	08 NOS
v.	FILE RACK	05 NOS	vi.	VISITOR/DINING CHAIR	19 NOS
vii.	REVOLVING CHAIR	04 NOS	viii.	SOFA CUM BED	01 NOS

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 7 FIXTURES & FITTINGS

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	VERTICAL BLINDS (2000SFT) APPROX	LUMPSUM	ii.	FLOOR CARPETS (4000SFT) APPROX	LUMPSUM
iii.	SINGLE BED MATTRESSES	04 NOS	iv.	STRETCHER BEDS	02 NOS

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 8 OTHERS

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	IRON FENCE 1200SFT (APPROX) WITH GI PIPE FRAME	LUMPSUM	ii.	IRON BOXES CUM STORAGE CONTAINERS	05 NOS

I HEREBY OFFER RUPEES _____ IN WORDS _____

LOT NO. 9 MISCELLIOUS ITEMS

S.#	ITEM DETAIL	QTY	S.#	ITEM DETAIL	QTY
i.	CAR TAPE RECORDERS	05 NOS	ii.	TANDOOR OVEN	01 NOS
iii.	MEGAPHONE	02 NOS	iv.	TV TROLLY	01 NOS
v.	USED BATTERIES	02 NOS	vi.	ROOM AIR COOLER	01 NOS

I HEREBY OFFER RUPEES _____ IN WORDS _____

I ENCLOSE PAY ORDER # _____ DATED _____
AMOUNTING (PKR) _____ IN WORDS _____

DRAWN ON (BANK NAME) _____ BRANCH CODE _____

BEING THE EARNEST MONEY (20 % OF OFFERED AMOUNT) IN RESPECT OF THE ABOVE LOTS.

OFFERED BY

NAME _____ SIGNATURES _____

FATHER'S NAME _____ CNIC # (ATTACH COPY) _____

ADDRESS _____

CITY _____ CONTACT (I) _____

CONTACT (II) _____ EMAIL (if any) _____

TERMS & CONDITIONS

1. ALL ITEMS WILL BE AUCTIONED ON "AS IS WHERE IS" BASIS.
2. ALL ITEMS WILL BE SOLD LOTWISE.
3. BIDS SHALL BE OPENED IN THE PRESENCE OF BIDDERS (WHOEVER WISH TO BE PRESENT) ON DECEMBER 25, 2018 @ 1200HRS AT ISLAMIC RELIEF OFFICE (ADDRESS PROVIDED BELOW).
4. PHOTOCOPY OF THE TENDER FORM WILL NOT BE ACCEPTABLE.
5. BIDS SHALL BE ACCOMPANIED WITH BANK DRAFT/PAY ORDER IN THE NAME OF "ISLAMIC RELIEF" EQUIVALENT TO 20% OF THE OFFERED PRICE AS REFUNDABLE "EARNEST MONEY" OF EACH LOT(S). EARNEST MONEY SHALL BE REFUNDED TO UNSUCCESSFUL BIDDERS WITHIN SEVEN DAYS AFTER BID OPENING.
6. WITHHOLDING TAX ON AUCTION U/S 236-A (1) (INCOME TAX ORDINANCE 2001) SHALL BE APPLICABLE ON OFFERED PRICE WHICH WILL BE PAID BY THE SUCCESSFUL BIDDER TO ISLAMIC RELIEF.
7. SUCCESSFUL BIDDER SHALL BE RESPONSIBLE TO DEPOSIT BALANCE OF OFFERED PRICE AND APPLICABLE WITHHOLDING TAX WITHIN FOUR (4) DAYS OF BID OPENING. IN CASE OF FAILURE THE OFFER SHALL BE CANCELLED AND EARNEST MONEY FORFEITED.
8. SEALED BIDS MARKED AS "BID FOR AUCTION" ADDRESSED TO "AUCTION COMMITTEE" SHALL REACH ON ISLAMIC RELIEF COUNTRY OFFICE, PLOT # 10-A, AN ARCADE, STREET 87, SECTOR G-13/1, ISLAMABAD ON OR BEFORE 1500HRS May 08, 2021.
9. ISLAMIC RELIEF RESERVES THE RIGHT TO REJECT ANY OR ALL OFFERS AT ANY STAGE OF BIDDING WITHOUT ASSIGNING ANY REASON THEREOF.

I HAVE READ AND FULLY UNDERSTOOD THE TERMS AND CONDITIONS OF AUCTION IN THE TENDER FORM AND HEREBY AGREED UPON.

NAME _____ SIGNATURES _____