

**Bid Solicitation Document**

For

Procurement of

A. Plant & Machinery

B. Stationery

C. Furniture

**Name of Firm**.....

**Address** .....

.....

**Senior Civil Judge (Admn),**

**Charsadda**

**Phone: 091-9220435**

**Email: dsjcharsadda@yahoo.com**

**<https://www.districtjudiciarycharsadda.gov.pk>**

**Senior Civil Judge (Admn)**  
**Charsadda**

**BID SOLICITATION DOCUMENT****For Purchase of Plant & Machinery, Stationary and Furniture**

Tender Form issued to .....

for supply of .....

#	Description	Quantity
1.	<b>PLANT &amp; MACHINERY</b> a. UPS...24 volt, 3000 watt 100 percent copper, Built in Voltage Stabilizer b. Battery. Dry 200 AH or above c. Inverter/Split AC (1.5 ton) Heat and cool functionality d. Photostate machine Heavy duty A3 Multifunctional 50 CPM or higher Drum Life: 6,00,000 copies Toner Life, 35,000 copies e. Lawn Movers/Grass cutter machine i. Petrol Engine Lawn movers ii. Petrol Engine Grass Cutters	As per available fund
2.	<b>Stationery</b> Computer Paper 80 grams (legal size) imported or equivalent. Photostat Paper 70 grams (legal size) Ball Points (Black) best quality Uni ball black (pointer) best quality i. Toners (79-A, 85-A, 26-A, 107-A)	As per available fund
3.	<b>Furniture</b> Steel Almirah (6.5x3), Wooden Racks (2.5x2.5x1.5), Office Table (4.5x2.5)	As per available fund

Senior Civil Judge (Admn)/  
 Chairman Procurement  
 Committee, Charsadda

Senior Civil Judge (Admn).  
 Charsadda

1. I hereby tender the rate for the above stated supply of \_\_\_\_\_ at the rates noted on attached demand list (s).
2. The earnest money @ 2 % call deposit of Total Cost for different category is attached herewith.
3. I certify that I have carefully read all the specifications and conditions of contract concerning the supply mentioned in advertisement for supply to the department before tendering and hereby agree to abide the same.

Name of Firm/Supplier: \_\_\_\_\_

NIT No: \_\_\_\_\_ GST No: \_\_\_\_\_

Call Deposit No: \_\_\_\_\_ Amount \_\_\_\_\_

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

Branch Name & Code \_\_\_\_\_

**Signature of Contractor with Seal**

### **INSTRUCTIONS FOR BIDDERS**

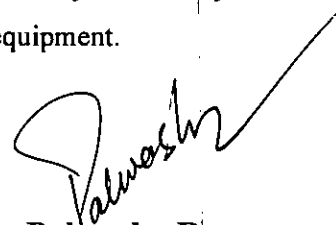
1. The bidder must submit the proposal in sealed envelope and as per specified procurement method of single stage one envelop.
2. The envelop must contain the name, address and contact detail of the addressee.
3. The Proposal shall contain attested copy of Sales Tax Registration Certificate and National Tax Number.
4. Bidders may associate with other organizations to enhance their capacity. However, such associations may only take place before bidding. Once firms are short listed/selected for supply, no such association will be allowed.
5. Collusion between the firms is strictly prohibited. A firm/group of firms, found involved in creating a cartel or any other collusion arrangement against the interest of the Institute/ Government/purchaser, will be blacklisted and debarred.
6. The proposals shall be in accordance with given specification.
7. The interested bidder shall submit proposals in the Court/office of Senior Civil Judge, (Admn) Charsadda, on or before 11:00 AM on 01 June-2022, which will be opened at 12:00 AM on the same day in the presence of bidders or their representatives.
8. No proposal in any case shall be entertained after the deadline.
9. The bidder shall submit an affidavit that it has never been blacklisted.
10. The bidder will deposit bid security money with procuring entity equal to 2% i.e **Rs.80000/- for Plant & Machinery, Rs.15000/- for Stationery and Rs.10000/- for furniture** of the total value of contract along with the bid.
11. The procuring entity may reject one or all such proposals assigning cogent reasons.
12. The quality of items and price offered shall be the prime consideration while evaluating the bids during the tendering process.
13. The procuring entity may offer for re-bidding in case the proposal does not meet the given specification alongwith quality of the items to be procured.

Senior Civil Judge (Admn)  
Charsadda

14. The procuring entity may ask for a performance bank guarantee at 8% of total contract value.
15. The procurement committee after evaluating the bids shall accept the bid of the bidder which is found to be lowest in rate for the same specification of items and supply order shall be made to the said successful vendor as per rules.
16. The successful bidder will be bound to supply the items within fifteen days after the issuance of supply order. Failure in supply within stipulated period or supply of below standard items shall entail forfeiture of the Earnest Money/Call Deposit Return (CDR).
17. Firm shall give warranty in writing on an affidavit to be collected from the office of the Senior Civil Judge (Admn), Charsadda as per the warranty offered by the concerned manufacturer and to provide after sale services for the equipment.



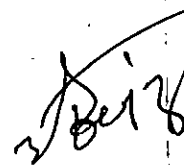
**Mr. Farman Ali**  
Civil Judge-I, Charsadda  
(Member)



**Ms. Palwasha Reema**  
Civil Judge-VI, Charsadda  
(Member)



**Mr. Javed Khan**  
Civil Nazir  
(Member)



Senior Auditor (DAO)  
(Member)



**Ms. Saira Bano**  
Senior Civil Judge (Admn)  
Charsadda (Chairman)

Senior Civil Judge (Admn),  
Charsadda