

**Bid Solicitation Documents**

For

Procurement of

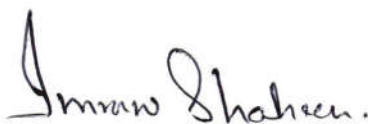
A. Office Stationary

B. Office Furniture

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

**Address** .....

.....



**(IMRANA SHAHEEN)**

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

Senior Civil Judge (Admin),  
Charsadda

**BID SOLICITATION DOCUMENTS****For Purchase of Machinery and liveries**

Tender Form issued to .....

for supply of .....

#	Description	Total Cost	Earnest Money
1	<b>OFFICE STATIONARY</b> Computer Paper 80 gram, Paper 70 gram, Ball point, Pointer (Black), Stapler, Stapler Pin, Marker, File Cover, Highlighter, Stamp Pad, Register Dak Bahi Gum stick, File Tags, Envelops (Normal and Large Size), Pencils, Stock Register and Printer Toner (79 A , 85 A & 26 A)	05 Lacs (approx.)	2%
2	<b>OFFICE FURNITURE</b> Office Almira/Cupboards, Office Table	02 Lacs (approx.)	2%

*Imrana Shaheen*  
**(IMRANA SHAHEEN)**

Senior Civil Judge  
Senior Civil Judge (Admin) / Chairman  
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 % of Total Cost (Estimated) for different category is attached herewith. The full value of which is absolutely forfeited to the Govt. of Khyber Pakhtunkhwa or his successor in supply of items as per the condition of the contract.
3. I certify that I have carefully read all the specification and condition of contract concerning the supply mentioned in advertisement and folio herewith 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 \_\_\_\_\_

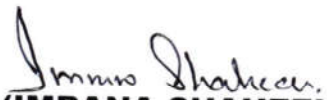
Dated: \_\_\_\_\_ Bank \_\_\_\_\_

Branch Name &amp; Code \_\_\_\_\_

**Signature of Contractor with Seal**

### **INSTRUCTIONS FOR BIDDERS**

1. The bidder must submit the proposal in sealed envelopes and as per specified procurement method of single stage single envelopes.
2. The proposals must contain a transmittal letter on the bidder's letterhead, dully stamped by authorized representative.
3. The envelopes must be on the name address and contact detail of the addressee and addressor.
4. The proposal shall contain the copy of legislation with one of the mandated authorities of Government of Pakistan along with the National Tax Number Certificate.
5. The Proposal shall contain attested copy of Sales Tax Registration Certificate.
6. The proposal shall have complete work plan and delivery schedule without which no weightage will be given in accordance with the bid evaluation criteria.
7. The bidder shall specify validity in days, the submitted bid may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
8. Bidders may associate with other organization to enhance their capacity. However, such association may only take place before bidding. Once firms are short listed / selected for supply no such association will be allowed.
9. Collision between the firms is strictly prohibited. A firm/group of firm found involved in creating a cartel or any other collision arrangement against the interest of the Institute/Government, will be blacklisted and debarred.
10. The proposals shall be in accordance with enclosed specification & technical design.
11. The interested bidder shall submit proposals in the Court/office of Senior Civil Judge Admn, Charsadda Chairman Purchase Committee, on or before 11:00 AM on **07th June-2021**, which will be opened at 01:00 P.M. on the same day.
12. on the same day in the presence of bidders.
13. No proposal in any case shall be accepted after the deadline.
14. The bidder shall submit an affidavit that it has never been blacklisted.
15. Submit statement of any history of litigation or ongoing.
16. The bidder will deposit bid security money with procuring entity equal to 2% of the total value of contract along with the bid in envelope containing technical proposal. The bid security money will be returned to the depositor after signing the contract.
17. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposals) or does not adhere to these instructions.
18. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
19. The procuring entity may ask for a performance bank guarantee at 10% of total contract value.
20. Contract will be signed with the successful bidder and its term and condition will govern the executive of the contract.
21. Arbitration as per Law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (Procuring entity and supplier/vender/bidder)

  
**(IMRANA SHAHEEN)**  
 Senior Civil Judge (Admn)  
 Chairman Procurement  
 Committee Charsadda.

Senior Civil Judge (Admin),  
 Charsadda

## **SPECIFICATION OF ITEMS**

1. Following are the details regarding request for quotation for Procurement of different items

<b>S#</b>	<b>Items Name</b>	<b>Specifications</b>
1.	<b>OFFICE STATIONARY</b>	
	Computer Paper	Legal size, 80 gram, good quality
	Photostat Paper	Legal size, 70 gram, good quality
	Ball Point	Black, Red , Standard size, Top quality
	Pointer	Black Standard size, Top quality
	Stapler 24/6	Standard size, Top quality
	Stapler Pin 24/6	Standard size, Top quality
	Marker	Standard size, Top quality
	File Cover	Normal and special
	Highlighter	Standard size, Top quality
	Stamp Pad	Standard size, Top quality
	Gum Stick	Standard size, Top quality
	Register Dak Bahi	Standard size, Top quality
	File Tags	Standard size, Top quality
	Envelops	Normal Size and Large Size, Top quality
	Pencils	Standard size, Top quality
	Stock Register	Standard size, Top quality
	Printer Toners	79 A & 85 A, 26 A (Top Quality)
2.	<b>OFFICE FURNITURE</b>	
	Almirah/Cupboard	Standard size for office use, Top quality
	Office Table	Standard size, Top quality

**Matrix to be filled by the bidders as per instructions laid down here.**

2. **General Term and Condition:**

Following are the General Terms and Conditions

- 2.1 The above details shall be submitted in a sealed envelope.
- 2.2 The bidder must be registered with the Sales Tax Authorities.
- 2.3 Warranty of Goods shall be provided along with "quote".
- 2.4 The quoted price must remain valid up to 30-06-2021.
- 2.5 The bidder/supplier shall mention all applicable taxes in their quotes. In case any bidder/supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total quoted amount for each item.
- 2.6 The request for quotation is not transferable.
- 2.7 The Quotation must be submitted on or before the due time and date in the office of the Senior Civil Judge (Admn) Chairman Purchase Committee, Charsadda, no late quotation for any reason whatsoever, will be considered.
- 2.8 The quote must be accompanied with a bid security valuing 2% of the total value of the contract.
- 2.9 NTN/STRN Certificate shall be enclosed.
- 2.10 The quotation must carry the authorized signature of the representative of the bidder/supplier.
- 2.11 The Senior Civil Judge (Admn),/Chairman Purchase Committee, Charsadda has the right to accept or reject any or all offers subject to mentioning any reason thereof.
- 2.12 All the procurement items must be in brand new condition. Second hand/branded items/parts will not be acceptable.
- 2.13 In case of any difference in specification in tender notice and bidding documents, the specification mentioned in the bidding documents shall prevail.

**(IMRANA SHAHEEN)**

Senior Civil Judge (Admn)

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