

**Bid Solicitation Document**

For

Procurement of

A. Plant & Machinery

B. Stationery

C. Furniture

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

**Address** .....

.....

## **BID SOLICITATION DOCUMENT**

### **For Purchase of Plant & Machinery, Stationary and Furniture**

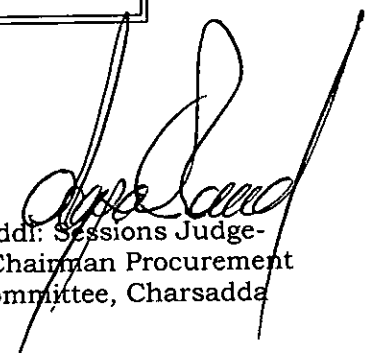
Tender Form issued to .....

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	As per available fund
2	<b>Stationery</b> Computer Paper 80 grams (legal size) imported or equitant Photostat Paper 70 grams (legal size) Green Paper (legal size) Ball Points (Black) best quality Uni ball black/blue(pointer) best quality i. Toners (79-A, 36-A, 17-A,83-A, 85-A, 26-A, 107-A, 19-A, 12-A, 5021 Xerox)	As per available fund
3	<b>Furniture</b> Steel Almirah (6.5x3), Wooden Racks (2.5x2.5x1.5), Office Table (4.5x2.5), coat standing hangers ,Steel benches(two and three seaters) (given size round about)	As per available fund

  
 Addl: Sessions Judge-  
 III/Chairman Procurement  
 Committee, 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 % for Furniture) 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 &

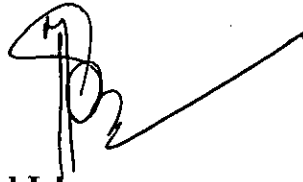
Code \_\_\_\_\_

**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 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.
5. Collusion between the firms is strictly prohibited. A firm/group of firm 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 District & Sessions Judge, Charsadda, on or before 10:00 AM on 20 May-2022, which will be opened at 11:00 AM on the same day in the presence of bidders or their representative.
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. 90000/- for Plant & Machinery, Rs. 25000/- for Stationery and Rs. 15000/- 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.
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 District & Sessions Judge, Charsadda as per the warranty offered by the concerned manufacturer and to provide after sale services for the equipment.



**Muhammad Ishaq**  
Addl: Sessions Judge-V  
Charsadda (Member)



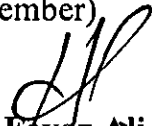
**Muhammad Ali**  
Superintendent  
Sessions Court, (Member)



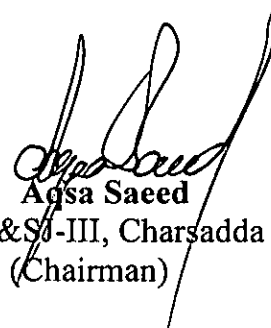
*for* **Mr. Mumtaz Khan**  
DAO Office Charsadda  
(Member)



**Farman Ali**  
CJ/JM-I, Charsadda (Member)

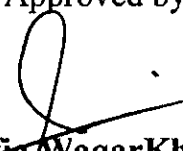


**Mr. Fayaz Ali**  
B&A Assistant



**Aqsa Saeed**  
AD&SI-III, Charsadda  
(Chairman)

Approved by:



**Sofia Waqar Khattak**  
District & Sessions Judge,  
Charsadda