**BID SOLICITATION DOCUMENTS**

FOR

PROCUREMENT OF STATIONARY ITEMS

 **Name of Firm………………………………………...**

 **Address ………………………………………………**

 **…………………………………………………………**

**(AKBAR ALI)**

Senior Civil Judge (Judicial-I)/Chairman

Procurement Committee

Charsadda.

**OFFICE OF THE RPINCIPAL**

**BID SOLICITATION DOCUMENTS**

**For Purchase of Stationary items**

Tender Form issued to …………………………………………………………………

for supply of Stationary items

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Total Cost** | **Earnest Money** |
| 1 | Computer Paper 80 gram, Paper 70 gram, Ball point, Jell Pin, Pencil, Stapler, Stapler Pin, Pin, Ball Point Eraser, Shorthand copy, Ink for stamp pad, Pin Cushion, Carbon Paper, Envelopes, Marker , File Cover, Highlighter, Stamp Pad, Sharpener Steel, Register Dak Bahi 80, Tag, Punch, Clipper, Fax Roll, Steel Foot, Ink Pot and Printer Toner  | 7 Lacs (approx.) | 2% |

Note:

Supply must be completed in 15-Days after issuance of supply order.

**(AKBAR ALI)**

Senior Civil Judge (Judicial-I) Chairman Procurement Committee Charsadda.

1. I hereby tender the rate for the above stated supply of Machinery items at the rates noted on attached demand list (s).
2. The earnest money of Rs …………… 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 & 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 two envelops.
2. The proposal shall be clearly marked on the outer side “Technical Proposal”/ “Financial Proposal”.
3. The proposals shall be typed in TIMES NEW ROMAN with font size 12 and single spacing. Any hand written part or full proposal (either Technical of Financial) shall be rejected and shall be in English.
4. The proposals must contain a transmittal letter on the bidder’s letterhead, dully stamped by authorized representative.
5. The envelops must be on the name address and contact detail of the addressee and addressor.
6. 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.
7. The Proposal shall contain attested copy of Sales Tax Registration Certificate.
8. The proposal shall have complete work plan and delivery schedule without which no weightage will be given in accordance with the bid evaluation criteria.
9. 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.
10. 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.
11. 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.
12. The proposals shall be in accordance with enclosed specification & technical design.
13. The interested bidder shall submit proposals in the Court/office of Senior Civil Judge Judicial-I, Charsadda Chairman Purchase Committee, on or before 10:00 Hours on **18th May -2019**, which will be opened at 11:00 Hours on the same day in the presence of bidders.
14. No proposal in any case shall be accepted after the deadline.
15. The bidder shall submit an affidavit that it has never been blacklisted.
16. Submit statement of any history of litigation or ongoing.
17. 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.
18. 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.
19. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
20. The procuring entity may ask for a performance bank guarantee at 10% of total contract value.
21. Contract will be signed with the successful bidder and its term and condition will govern the executive of the contract.
22. 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)

**(AKBAR ALI)**

Senior Civil Judge (Judicial-I) Chairman Procurement Committee Charsadda.

|  |  |  |
| --- | --- | --- |
| **S#** | **Items Name** | **Specifications** |
| 1. | **Photostat Paper**  | 70 gram ,legal size  |
| 2. | **Ball Point**  | Standard size Top Quality ( Black and Red) |
| 3. | **Jell Pen**  | Standard size Top Quality |
| 4. | **Pencil**  | Standard size Top Quality |
| 5. | **Stapler Machine**  | Standard size Top Quality  |
| 6. | **Staple Pin** | Standard size Top Quality |
| 7. | **Common Pin** | Standard size Top Quality  |
| 8. | **Typing Rubber**  | Standard size Top Quality |
| 9. | **Short Hand copy** | Standard size Top Quality  |
| 10. | **Stamp Pad Ink** | Standard size Top Quality Black |
| 11. | **Pin Cusion**  | Standard size Top Quality  |
| 12. | **Carbon Paper** | Standard size Top Quality |
| 13. | **Envelope** | Standard size, large Size Top Quality  |
| 14. | **Computer Paper**  | 80 gram legal size  |
| 15. | **Marker**  | Standard size Top Quality Black |
| 16. | **File cover**  | Standard size Top Quality |
| 17. | **High Lighter** | Standard size Top Quality  |
| 18. | **Stamp Pad** | Standard size Top Quality |
| 19. | **Sharper**  | Standard size Top Quality, Steel Made |
| 20. | **Register Dak Bahi No.80** | Standard size Top Quality |
| 21. | **Printer Cartilages/Toner**  | 12 A,15A,35 A, 85 A, 17 A, 19 A  |
| 22. | **Tag** | Standard size Top Quality |
| 23. | **Punch** | Standard size Top Quality  |
| 24. | **Clipper** | Standard size Top Quality |
| 25. | **Fax Roll** | Standard size Top Quality  |
| 26. | **Steel Foot** | Standard size Top Quality |
| 27. | **Ink Pot** | Standard size Top Quality Black  |

**SPECIFICATION OF ITEMS**

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

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

1. **General Term and Condition:**

Following are the General Terms and Conditions

 **2.1** The above details shall be submitted in a sealed envelope.

* 1. The bidder must be registered with the Sales Tax Authorities.
	2. Warranty of Goods shall be provided along with “quote”.
	3. The quoted price must remain valid up to 30-06-2019.
	4. 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.
	5. The request for quotation is not transferable.
	6. The Quotation must be submitted on or before the due time and date in the office of the Senior Civil Judge ( Judicial-I)/Chairman Purchase Committee, Charsadda, no late quotation for any reason whatsoever, will be considered.
	7. The quote must be accompanied with a bid security valuing 2% of the total value of the contract.
	8. NTN/STRN Certificate shall be enclosed.
	9. Each bidder/supplier can submit one and only one offer/quote.
	10. The quotation must carry the authorized signature of the representative of the bidder/supplier.
	11. The Senior Civil Judge (Judicial-I),/Chairman Purchase Committee, Charsadda has the right to accept or reject any or all offers without assigning any reason thereof.
	12. All the stationary items must be in brand new condition. Second hand/branded items/parts will not be acceptable.
	13. In case of any difference in specification in tender notice and bidding documents, the specification mentioned in the bidding documents shall prevail.

**(AKBAR ALI)**

Senior Civil Judge (Judicial-I) Chairman Procurement Committee Charsadda.