

STANDARD BIDDING DOCUMENT

The prospective bidders are expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

NOTE: In case of discrepancy between the tender notice & Tender documents, the tender documents will prevail, and decision will be made based on Evaluation criteria & other terms & Conditions mentioned in these bidding documents.


District & Sessions Judge,
Charsadda

1. INTRODUCTION:

The District & Session Judge Charsadda invites sealed bids from Manufacturers, Importers & Authorized Dealers/Distributors for the supply & installation of IT Equipment, Hardware items, Furniture, Stationary & Uniform/shoes through Open Competitive Bidding.

Tender Opening	18-05-2019
Bid Security	Rs. 50,000/- (fixed for IT Equipment, Machinery, Hardware)
	Rs. 8,000 for stationery, furniture & uniform

Method of Procurement	
1. Office Stationery 2. Uniform & shoes 3. Furniture items 4. Electric water cooler (30/35 Gallon) 5. CCTV Camera	Single Stage Single Envelope
6. Plant & Machinery 7. IT Equipment 8. Hardware Equipment	Single Stage Two Envelope

2. INSTRUCTIONS TO BIDDERS:

- This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
- Method of Procurement for items No.1,2, 3, 4 & 5 above will be single stage one envelope" while for items# No. 6, 7 & 8 will be "Single Stage Two Envelope" for

envelopes marked "1-Technical Bid" and "2-Financial Bid" which should be packed in one outer sealed envelope.

- All the bids will be opened on 18-05-2019 at 10:30 AM in presence of the bidders/representatives who choose to attend. For items No 5 to 7 above, Technical Bids will be opened first while the financial bids will be opened after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
- Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
- All the bidders are required to provide annexure wise complete requisite documents with page Qualification as prescribed under the rules.
- The bid should be complete in all respect and must be signed by the bidder.
- All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes levied by the government.
- Bidders are required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for active and timely communication.
- For any query, clarification regarding Bid Solicitation Documents, the applicants may send a written request at least one day prior to the dead line/opening date.
- Any bid not received as per terms and conditions laid down in this document are liable to be ignored.

No offer shall be considered, if:

- a. Received without earnest money;
- b. It is received after the date and time fixed for its receipt;
- c. The tender document and the bid is unsigned;
- d. The offer is ambiguous;
- e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
- f. The offer is from blacklisted firm in any Federal / Provincial Government / Private Department:
- g. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be pre-printed and hand written quoted price will not be acceptable. The tenders must be according to the technical

- Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
- Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
- Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
- Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.

3. ELIGIBILITY CRITERIA:

- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
- The bidder must be registered with Income / Sales Tax Department. NTN having KP Professional tax.
- The bidder must have relevant experience in providing similar equipment/brand to government from last 5 years. Documentary proofs in form of Purchase orders & Satisfactory Reports must be attached with technical proposal.
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any institution duly attested by Oath Commissioner/Notary public and that 2% Call Deposit/Bank Guarantee is attached with the Financial Proposal.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization.
- If the bidder provides details concerning his qualifications as false/incorrect or incomplete.

4. GENERAL CONDITIONS: -

- This Department shall evaluate the proposal as per evaluation criteria set out in these documents.
- At any time prior to the deadline for submission of bids, District & Session Judge Charsadda may, for reason to be recorded, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by addendum. However, after bid opening no alteration in bid documents shall be allowed.
- The Department reserves the right to accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

CDR from the account of the firm/bidder/contractor. Bid security mentioned above of the bid Value in shape of Call Deposit Receipt (refundable) drawn in favor of "District & Session Judge Charsadda" should be kept sealed in the financial proposal. An affidavit is mandatory in the technical bid that bid security is placed in the financial proposal.

6. BID VALIDITY

- i. The bids should be valid till 30th June 2019.
- ii. In exceptional circumstances, after recoding the reasons, District & Session Judge Charsadda may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

7. SPECIAL CONDITIONS OF THE CONTRACT

If any of the given specifications/parameters do not meet the required specifications, their offer will not be considered and shall summarily be rejected.

In case of a successful bidder, who repudiates the contract or fails to furnish contract and as the case may be shall proceed for blacklisting and the work order will be placed to the Next Successful Bidder or from the alternative sources at the cost/risk of the concerned firm.

All bidders shall comply with code of ethics formulated by KPPRA

8. MINIMUM REQUIRED SPECIFICATIONS OF TENDERED ITEMS

Hardware & MACHINERY		
Sr#	Item	Description
1	Scanners	<ul style="list-style-type: none"> • Speed: upto 60 PPM/120 IPM color @ 300 dpi • Duty Cycle: upto 10,000 • Document feeder: 200-350 sheets • Three-years warranty
		<ul style="list-style-type: none"> • 110 PPM/220 IPM color @ 300 dpi • Paper Size A3, Legal

		<ul style="list-style-type: none"> • ADF Minimum 300-500 sheets • Duty cycle upto 35,000 pages per day • Three-years warranty
2	Electric Water Cooler	30- or 35-Gallons capacity Good Quality three-year warranty

IT EQUIPMENT

1	Personal Computers (PC)	<ul style="list-style-type: none"> • Intel Core i7- 8th generation (latest) • RAM 4GB or above • 1TB Hard Disk Drive or above • DVD Drive/WR • 19 Inches LED Screen
2	Multifunctional Printers	<ul style="list-style-type: none"> • 4 in 1 Printer
3	Laptop	<ul style="list-style-type: none"> • Intel core-i7- 8th Generation (latest) • Processor speed upto 3.6 GHz • Ram 8GB • Minimum Hard Drive Size 1TB or above • Super Drive • HD Graphics
4	CCTV Camera 5 Mega Pixel	<ul style="list-style-type: none"> • CCTV Camera 5 MP alongwith complete setup as per requirement,

OFFICE STATIONERY & PRINTERS CARTRIDGES

Sr#	Item	Brand	Details
1	Paper Legal (80 gm) 8.5 x 13"		Rate per Rim
2	Photostat paper (70gm) Legal 8.5 x 13"		Rate per rim
3	Bal Points (uniball)		Rate per pack
4	Ball Points (Red, black & Blue)		Rate per pack
5	Staplers		
6	Staplers		

8	Envelopes (Large & Small)	Rate per 100 envelopes	
9	HP Toners 17-A, 85-A, 83-A, 12-A, 35-A 36-A, 79-A	Rate per toner	
UNIFORM & SHOES			
Sr#	Item		
1	Cloth suit, cap, shoes		
2	Protective Clothes for records (rate per meter)		
FURNITURE ITEMS			
Sr#	Item	DESIGN/Details	RATE
1	Steel Almirah	Standard size & High Quality	
2	Side Table	Standard size & High Quality	
3	Centre Table	Standard size & High Quality	
4	Cabinet	Standard size & High Quality	
5	Trolley	TV Trolley & Service Trolley Standard size & High Quality	

9. EVALUATION CRITERIA FOR IT EQUIPMENT & HARDWARE ITEMS

FINANCIAL MARKS CRITERIA:

Total Marks (Technical Criteria + Financial Criteria): 100

The bidders achieving a minimum of 70% marks in the technical evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly and will be announced by the procuring entity. The financial bids of technically disqualified bidders will be returned un-opened to the respective bidders. Merit Point system/Total scoring criteria on the basis of 70:30 will be used and contract will be awarded to best evaluated bid under section 21 (i) of KPPRA Act 2012.

Note: The Procuring entity reserve the rights to visit the bidder's premises/warehouse of the bidder or ask for demonstration of the quoted product by the team of experts to verify the information/details mentioned by the bidders, if deem necessary.

CRITERIA	MARKS
Technical Marks	70
Financial Marks	30

Example

Financial Marks will be calculated as follow,

Value quoted by lowest bidder= A

Value quoted by 2nd lowest bidder= B

Value quoted by 3rd lowest bidder= C

Financial score of the lowest bidder will be = 30

Financial score of 2nd lowest bidder will be = $(A/B) * 30$

Financial score of the 3rd lowest bidder will be = $(A/C) * 30$

And so on

Tender will be awarded to the responsive bidder with maximum accumulative points

(Technical + Financial score)

10. Terms & Conditions

- 1) The delivery should be made within 10 days.
- 2) If the supply is not done within the period mentioned in the supply order, penalty @ 2% will be charged upto 10 days and beyond 10 days the penalty will be charged @ of 5%.
- 3) The payment will be made after successful supply and inspection of all requisite items.


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