

STANDARD BIDDING DOCUMENT

OF

**Hardware, IT Equipment, Plant & Machinery and Furniture items for the Financial
Year 2023-24.**

>Note: The prospective bidder is 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.

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INTRODUCTION:

Office of the Senior Civil Judge, (Admin), Buner invites Sealed Bids from the original manufacturers authorized dealers /distributors registered with Income Tax and Sales Tax Departments (GST) and having their registered offices for the following supplies. Open Competitive bidding "**Single Stage Two Envelope**" bidding procedures of Public Procurement Regulatory Authority KPPRA.

Description	Dates
Last date and time for Bid submission	20.06.2024, 11:00 AM
Bid Security	2% of the Bid for each item

INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Act, and Rules made there-under along with Standard Bidding Documents of the **Senior Civil Judge Admin**, Buner.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked "**1-Technical Bid**" and "**2-Financial Bid**" which should be packed in one outer sealed envelope. *(This procedure should be adopted for each Head of account separately ,i.e hardwre,plant and machinery etc)*
3. The technical bids will be opened on **20.06.2024 at 12:00 PM** in presence of the bidders/representatives who choose to attend while the financial bids will be opened later on 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. The firm must compliance to the technical criteria for technical evaluation of the technical bids set by the Purchase Committee i.e. Compliance to purchaser's committee, Any special feature, Authorization certificate, Legal requirements, Technical staff, Networking and training, Warranty period, Post warranty & maintenance services, Financial Status, Financial Statement, Market experience in quoted items, Testing & Calibration equipment.
4. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder. Delay on part of the bidder or courier service shall not be entertained.
5. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
6. 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 bid security/CDR;
 - b. Received after the date and time fixed for bid submission;
 - c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional;
 - f. The offer is from blacklisted firm;
 - g. Bid found in violation of condition mentioned in tender notice or BSD.

7. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
8. No erasing/cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to rejection of offer.
9. The bidder submitting bid in the name different from his own will be summarily rejected.
10. 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.

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.
 - > The bidder shall provide an undertaking that the bidder has never been declared as black listed in past by any institution duly attested by Oath Commissioner/Notary public.
 - > 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, the legal proceedings would be initiated against him.

GENERAL CONDITIONS:

1. This department shall evaluate the proposal as per evaluation set out in these documents.
2. At any time prior to the deadline for submission of bids, **Senior Civil Judge, Admin, Buner**, may for reason to be recorded in writing, whether at its own initiative or in response to a clarification requested by a perspective Bidder, modify the bidding documents by addendum, however, after bid opening, no alteration in bid documents shall be allowed.
3. The department reserves the right to accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

BID SECURITY:

CDR from the account of the firm/bidder/contractor. Bid security @ 2% of the bid value in shape of Call Deposit Receipt (refundable) drawn in favor of "**Senior Civil Judge, Admin, Buner**" 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.

BID VALIDITY:

- i. The Bids should be **valid till 30th June 2024**.
- ii. In exceptional circumstances, after recoding the reasons in writing, **Senior Civil Judge, Admin, Buner** may solicit the Bidders 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.

SPECIAL CODITIONS 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.

SUPPLY OF GOODS AND SERVICES

1. Goods shall be delivered and installed at the **Civil Courts, Buner**, within the specified time as mentioned in the Bidding Data Form at the cost of the successful Bidder.

WARRANTY

1. A comprehensive on-site warranty period for the Goods supplied must be mentioned. Preference will be given to those who offer maximum warranty period.
2. If any fault /defect occur in the Goods during the warranty period, it will be replaced by the Bidder at his own risk and cost.
3. The Bidder shall provide the services of maintenance within 72 hours after filing of a complaint by the Chairman, Procurement Committee, District Judiciary, Establishment of the **Senior Civil Judge, Admin, Buner**.

BID FORM

Tender Reference No. _____

Bid Reference No. _____

To:

The Chairman, Purchase/Procurement Committee,
District Judiciary, Establishment of **Senior Civil Judge, Admin**, Buner.

Dear Sir/Madam,

(1) Having examined the Bidding Document, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to supply and install the bid Goods.

(2) We, the undersigned, offer to supply and deliver the bid Goods in conformity with the said Bidding Document for the sum of Rs. _____. In words (_____)

(3) As security for due performance of the undertakings and obligations of this bid, we submit herewith an Earnest Money/Bid Security as provided in clause 8 of the Bidding Data Form.

(4) We undertake to deliver and complete the supply and installation within the time as provided in the Schedule of Requirement Form.

(5) We agree to abide by this bid up to its validity period as mentioned in the Bidding Data Form and it shall remain binding upon us and may be accepted by us at any time before the expiry of that period.

(6) We understand that you are not bound to accept the lowest or any bid you may receive.

(7) We do hereby declare that the bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid.

Dated ___ / ___ / ____, - Signature _____.

Name of Bidder: _____

Complete Address: _____

Mobile #: _____

Phone #: _____

Seal: _____

BIDDER'S INFORMATION FORM

Please fill-in the following details:

M/s: _____

Company Owner's Name: _____

Company's Business Address: _____

National Tax Number (NTN) and Date of Registration: _____

Sales Tax Registration Number and Date of Registration: _____

Vendor Number and Date of Registration: _____

Owner's CNIC #: _____

Mobile/Telephone #: _____

Email: _____

Fax #: _____

Authorized Person's Name: _____

Authorized Person's Designation: _____

Authorized Person's CNIC No: _____

Authorized Person's Signature: _____

Seal: _____

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2024 between the Chairman Purchase/Procurement Committee Establishment of **Senior Civil Judge, Admin, Buner**, (hereinafter called the ("Purchaser") and [_____] *name of Supplier* (hereinafter called the "Supplier").

WHEREAS the Purchaser invited bids for the Goods (as set out in the schedule of requirement form) and has accepted the bid of the Supplier for the supply of all of the Goods and Services in the sum of [_____ *contract price in words and figures* _____]. NOW THIS AGREEMENT WITNESSETH AS

FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the GENERAL CONDITIONS OF CONTRACT referred to.
2. The following documents collectively referred to as "the Bidding Document" shall be deemed to form and be read and construed as part of this agreement, viz.:
 - a. The Bid Form and the Price Schedule Form submitted by the Bidder;
 - b. The Schedule of Requirements;
 - c. The Technical Specification;
 - d. GENERAL CONDITIONS OF CONTRACT;
 - e. SPECIAL CONDITIONS OF CONTRACT;
 - f. The Award of Contract;
 - g. Earnest Money/ Bid Security; and
 - h. Performance Guarantee.
3. In consideration of the payments to be made by the Purchaser to the Supplier, the Supplier hereby covenants with the Purchaser to provide the Goods in conformity in all respects with the provisions of the Bidding Documents.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods, the tender price.

IN WITNESS whereof the purchaser and the supplier hereto have caused this agreement to be executed in accordance with the relevant laws the day and year first above written.

Signature of the Purchaser: _____

Signature of the Supplier: _____

Date: _____

Date: _____

Seal: _____

Seal: _____

Address: _____

Address: _____

Witness-1: _____

Witness-2: _____

Designation: _____

Designation: _____

CNIC: _____

CNIC: _____

Address: _____

Address: _____

DETAIL SPECIFICATIONS OF THE ITEMS FOR PROCUREMENT IN FINANCIAL YEAR 2023-24

DETAIL SPECIFICATIONS OF HARDWARE ITEMS FOR PROCUREMENT IN FINANCIAL YEAR 2023-24

Items	Items Specifications/Description
1. Laptops	Laptop Core i5 11 th generation or latest generation . Speed: 3.0 GHz with RAM from 16GB DDR4. Memory: 1 TB SSD. Display: Up to 15 Inches FHD Infinity edge, Anti-Glare, LED Backlit, WIFI, Bluetooth, One-year local warranty only.
2. Printer laser Jet pro Latest	(i) Up to 40 ppm (black) 100 sheet tray 1, 250 sheet input tray 2(ii)1 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device; 1 Gigabit Ethernet 10/100/1000T network (iii)Mobile printing capability: HP ePrint; Apple AirPrint™; Mopria™ Certified; Printer On Print
3. Desktop Systems	Core i7 or above 10 th generation or latest generation . Speed: 3.0 GHz with RAM from 16GB DDR4. Primary Storage: 256GB SSD + 1 TB Hard Drive, WIFI, Bluetooth, Mouse & Keyboard. One-year local warranty only. Along with 21 inch FHD LED Screen.
4. Heavy duty scanner latest	(i) Latest Brand or (ii)Black-and-white/grayscale/color: up to 80 ppm/80 ipm at 200 and 300 dpi, Dual CCD; Grayscale output bit depth is 256 levels (8-bit); color capture bit depth is 48 bits (16 x 3); color output bit depth is 24 bits (8 x 3) Max./Min. Document Size: 216 mm x 863 mm (8.5 x 34 in.) / 50 mm x 50 mm (2 in. x 2 in.) Long document mode: 216 mm x 4,064 mm (8.5 in. x 160 in.) Multi-feed Detection: With ultrasonic technology.

DETAIL SPECIFICATIONS OF IT EQUIPMENTS FOR PROCUREMENT IN FINANCIAL YEAR – 2023-24

Items	Items Specifications/Description
1. Desktop Systems	Core i7 or above 10 th generation or latest generation . Speed: 3.0 GHz with RAM from 16GB DDR4. Primary Storage: 256GB SSD + 1 TB Hard Drive, WIFI, Bluetooth, Mouse & Keyboard. One-year local warranty only. Along with 21 inch FHD LED Screen.
2. Smart Phones	Android mobile phone Storage: 64 GB RAM: 04 GB Rear Camera: 13x2 MP (f/2.2, f/2.4) Front Camera: 8 MP (f/2.0) Image resolution: 1080p at 30 fps Battery: 5000 mAh WiFi: 802.11 a/b/g/ac, hotspot, direct dual Sim support: dual

DETAIL SPECIFICATIONS OF PLANT AND MACHINERY ITEMS FOR PROCUREMENT IN FINANCIAL YEAR 2023-24

Items	Items Specifications/Description
1. Solar Inverter (6 KW)	7000W, PV Output: 6000W, Hybrid MPPT, DC Voltage: 360VDC-500VDC, MPPT Range: 120VDC-430VDC, Current 1amp-27amp
2. Split AC 1.5 Ton DC inverter, Hot & Cool	Rated capacity (cooling): 18000 Btu/h Rated power consumption (C): 1650 W Rated capacity (h): 18000 Btu/h Rated frequency: 1PH, 50HZ Air flow: 835 m3/h Warranty: Compressor 3 Year
3. Lithium ion Batteries (250Ah)	Capacity (Ah): 250 Ah. Voltage: 48V. Per Kilo Watt hour: 4KW-5KW

**DETAIL SPECIFICATIONS OF FURNITURE ITEMS FOR PROCUREMENT IN FINANCIAL
YEAR 2023-24**

Item	Description
1. Computer tables wooden lamination	Wooden lamination of size 2’x3’x30" made of sheesham winboard with keyboard tray and one daraz with CPU Box leaker polished.
2. Imported Presiding revolving chairs	Presiding revolving chairs, wooden/imported plastic made in best quality, with hydraulic steel base imported.
3. Imported Computer chair Korean Delos Boho	Imported Computer revolving chair made of Korean, Model no Delos Boho, Hydraulic Base/best quality.
4. Center Table	Sofa Center table super laminated of size 47in x 23in made of MDF of best quality, leaker polished with separate mirror toping.
5. Sofa set 5 Seater	Wooden Made Branded, First quality, foam leather ride wooden structure

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions

GCC 1.1—**The Purchaser is:** Senior Civil Judge, Admin, Buner.

GCC 1.1—**The Installation Site is:** Civil Courts Establishment of Senior Civil Judge, Admin, Buner.

6. Inspections and Tests

GCC 2.1—**Inspection and tests prior to supply of Goods and Services at final acceptance are as follows:** The Purchaser or its representative shall have the right to inspect and or to test the supplies at the District Courts, Buner to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

3. Packing GCC 3.1 – Packing & Accessories: The Bidder shall deliver the supplies at Civil Courts Establishment of Senior Civil Judge, Admin, Buner in scratch less condition with all the manufacturer supplied accessories.

4. Warranty

GCC 4.1—The warranty period of the Goods and Services shall be as indicated in the Bidding Document. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense.

b)GCC 4.2—the period for correction of defects in the warranty period is: 30 days.

Liquidated Damages

Applicable rate: Applicable rates shall not exceed five (5) % per week and the maximum shall not exceed ten (10) % of the contract price.

5. Payment

GCC 5.1 — the method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

- a) Payment shall be made in Pak. Rupees.
- b) On acceptance; Hundred (100%) of the contract price of the supplies delivered and received shall be paid after submission of claims supported by the acceptance certificate issue by the purchase with performance guarantee.

Schedule of Requirements:

The equipment shall be delivered and installed (Servers configuration and installation) in accordance with the following schedule of requirements: -

S. No	Milestone	Time Period
1 (a)	Supply of equipment Within 40 days from date of issuance of	Within 40 days from date of issuance of purchase order

Penalties for Late deliveries of supplies: The hardware supplies shall be delivered in accordance with the Purchase Orders to be issued by the Senior Civil Judge, Admin, Buner. In case of late deliveries, penalties at the following rates will be applied:

Mode of Penalty	100% Quantity as per Purchase Order	Grace period with approval of competent authority	Total delivery period
Without penalty	40 days	20 days	60 days
With penalty @ 0.5% per day after 90 days of issuance of Purchase Order up to Maximum of 45% of the total contract value.	70 days	----	130 days

6. Governing Language

GCC 6.1- The governing language shall be English.

Notices: Purchase address for notices purposes:

Complete Address: Office of the Senior Civil Judge, Admin, Buner at Daggar.

Approved By:

SHERAZ FIRDOS
(CHAIRMAN)
PROCUREMENT COMMITTEE, BUNER