OFFICE OF THE PURCHASE COMMITTEE, SENIOR CIVIL JUDGE, ADMIN, BUNER

STANDARD BIDDING DOCUMENT

OF

Hardware, IT Equipment, Plant & Machinery, Furniture and Stationary items for the Financial Year 2024-25.

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.

Contents

INTRODUCTION:	3
INSTRUCTIONS TO BIDDERS:	3
ELIGIBILITY CRITERIA:	4
GENERAL CONDITIONS:	4
SUPPLY OF GOODS AND SERVICES	4
WARRANTY	5
INVITATION FOR BIDS	5
BID VALIDITY:	5
BID FORM	
BIDDER'S INFORMATION FORM	
CONTRACT FORM	8
DETAILED SPECIFICATIONS/ REQUIREMENTS	9
SPECIAL CONDITIONS OF CONTRACT	20

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	22.05.2025, 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 envelops 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. Hardware, Plant and machinery etc.)
- 3. The technical bids will be opened on **22.05.2025** 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 2025.
- 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 Purchase/Procurement Committee Establishment (hereinafter called the ("Purchaser") and [(hereinafter called the "Supplier").	of Senior Civil Judge, Admin, Buner,
WHEREAS the Purchaser invited bids for the Goods (form) and has accepted the bid of the Supplier for the the sum of [contract price in words and forms	e supply of all of the Goods and Services in
figures	WIHIS AGREEMENT WITNESSETH AS
1. In this agreement words and expressions shall h assigned to them in the GENERAL CONDITIONS OF C	
 2. The following documents collectively referred to a form and be read and construed as part of this agreed a. The Bid Form and the Price Schedule Form 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 hereby covenants with the Purchaser to provide the provisions of the Bidding Documents. 4. The Purchaser hereby covenants to pay the Supp Goods, the tender price. IN WITNESS whereof the purchaser and the supplied executed in accordance with the relevant laws the day. 	ment, viz.: submitted by the Bidder; the Purchaser to the Supplier, the Supplier Goods in conformity in all respects with the lier in consideration of the provision of the er hereto have caused this agreement to be
executed in accordance with the relevant laws the da	y and year mist 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:

$\frac{\text{DETAIL SPECIFICATIONS OF THE ITEMS FOR PROCUREMENT IN FINANCIAL YEAR}}{2024\text{-}25}$

DETAIL SPECIFICATIONS OF HARDWARE ITEMS FOR PROCUREMENT IN FINANCIAL YEAR 2024-25		
Items Specifications/Description		
Heavy Duty Scanner	Scanning Speed: Up to 70 ppm/ 140 images per minute(ipm), Feeder capacity: Holds up to 80 sheets of paper, Optical resolution: 600x600 DPI for high quality scans, Duplex Scanning: Scans both sides of page Automatically, Daily Duty Cycle: up to 7000 sheets, Supported Formats: TIFF, JPEG, PNG, PDF, Microsoft DOCX, XLSX etc, connectivity: USB 2.0, USB 3.2 Gen 1x1, Dimensions: 312x204x182.5 mm Weight: 3.3 kg, Power Requirements: 100-240V AC, 50-60 Hz	

DETAIL SPECIFICATIONS OF IT EQUIPMENTS FOR PROCUREMENT IN FINANCIAL YEAR – 2024-25		
Items	Items Specifications/Description	
2. LCD Screen	Screen Size: 42 inches (107 cm), Resolution: 4K UHD (3840x2160) Aspect ratio: 16:9 Motion Rate: 120Hz, Viewing Angle: 178/178 Deg HDR Support: OLED HDR, HDR 10+ (Adaptive/Gaming), Contrast: Self-illuminating pixels, Picture Engine: NQ4 AI Upscaling, Sound Output: 20W RMS, Dolby Atmos: Yes, Q-Symphony: Yes, Bluetooth Audio: Yes, Object Tracking Sound: OTS Lite, HDMI: 4 (HDMI 2.1), Supports 4k 144Hz, USB: 2 (USB-A 2.0), Wi-Fi: Wifi 5, Bluetooth: 5.2, Ethernet /LAN: Yes, Digital/Audio Out (Optical): Yes	
3. All In One PC	Windows 11 Activated, Up to 13th Gen Intel® Core TM i5-1355U (up to 4.6 GHz with Intel® Turbo Boost Technology) processor 23.8" (60.5 cm) QHD IPS touch display, 9.04Ib (4.1kg) ³ , Up to 32 GB LPDDR5 6400 MHz RAM, Intel® UHD Graphics, Up to 4 hours of battery life, Up to 1 TB PCIe® NVMe TM M.2 SSD Up to Wi-Fi 6E (2x2) and Bluetooth® 5.3 combo Wide Vision 5MP IR camera with privacy shutter key, ambient light sensor, temporal noise reduction and integrated dual array digital microphones Wire keyboard & Mouse	
4. Laptops	(i) Processor: Intel Core i7-1255U (up to 4.7 GHz with Turbo Boost, 10 cores, 12 threads), RAM: 16GB DDR4-3200 MHz (2 x 8GB), Storage: 1TB PCIe NVMe M.2 SSD, Display: 15.6-inch HD (1366 x 768), micro-edge, antiglare, Graphics: Intel Iris Xe Graphics, Battery Life: Up to 7 hours 45 minutes, supports fast charge (50% in 45 minutes), Connectivity: Wi-Fi 802.11a/b/g/n/ac, Bluetooth 4.2, Ports: 1 USB-C, 2 USB-A, HDMI 1.4b, headphone/microphone combo, Ethernet Port, Operating System: Original Window 11 Pro (ii) Separate Specifications of Laptops for Judicial Officers: Processor: 13th Gen Intel Core i5 (or Above if not Available)	
	Memory:16GB DDR4	

	Storage: 512 GB SSD M.2 PCIe NVMe	
	Display: 15.6" FHD (1920x1080)	
	Graphics: Built-in	
	Carrying Bag: Best Quality	
	Operating System: Windows 11 Pro	
	Note: Rate should be offered for both (i) and (ii) specifications,	
	Rate for only one specification is not acceptable.	
	Print Speed: Up to 40 pages per minute (ppm), Print Resolution: 1200	
	x 1200 dpi, ensuring sharp and clear prints, Connectivity: Supports USB,	
	LAN, and mobile printing via HP Smart App, Apple AirPrint, and	
	Mopria Certified, Security Features: Comes with HP Wolf Pro	
5. Printers	Security , offering proactive protection against cyber threats, Duty Cycle :	
	Can handle up to 80,000 pages per month, making it ideal for high-	
	volume printing, Duplex Printing : Automatic double-sided printing to	
	save paper, Memory & Processor: 256MB RAM and a 1200 MHz	
	processor for smooth operation.	

	DETAIL SPECIFICATIONS OF PLANT AND MACHINERY ITEMS FOR		
	PROCUREMENT IN FINANCIAL YEAR 2024-25		
	Items	Items Specifications/Description	
6.	Solar Inverter (6 KW)	7000W, PV Output : 6000W, Hybrid MPPT, DC Voltage : 360VDC-500VDC, MPPT Range: 120VDC-430VDC, Current 1amp-27amp	
7.	Solar Panel	N Type Bifacial, A Grade 580/585, Watts with 14 Gauge Frame/Structure with Fitting/Installation on structure/Frame	
8.	Split AC 1.5 Ton DC	Rated capacity (cooling): 18000 Btu/h Rated power consumption	
	invertor, Hot & Cool	(C): 1650 W Rated capacity (h): 18000 Btu/h Rated frequency: 1PH, 50HZ Air flow: 835 m3/h, T3 Compressor, Warranty: Compressor 3 Year, with installation	
9.	Petrol Brush /Grass	Displacement : 32-35 CC, Rated Power : 1.2 HP, Fuel Used: Petrol,	
	Cutter Machine	Idling Speed: 6500-7000, Fuel Tank Capacity: 1000 ml, Fuel	
		Consumption: 500ml/Hour, Weight: 10Kg(Approx)	
10.	Paper Shredder	Shred Capacity: Up to 08 sheets per pass, Shred Size: 4 x 38mm crosscut pieces (Security Level P-3), Additional Shredding: Can shred CDs, credit cards, paper clips, and staples, Bin Capacity: 13 liters, with a pull-out basket for easy disposal, Throat Width: 230mm, accommodating standard paper sizes, Noise Level: 60dB, ensuring quiet operation, Continuous Run Time: 30 minutes, ideal for office use, Anti-Jam	
11.	Electric Air Cooler	Feature: Auto-reverse function to prevent paper jams Height 43, Width 26, Depth 20, Voltage 220 Volts (12 V DC), Blade Material Plastic, Cooling Pad Size 2, Net Weight 18.5 KG, Gross	
		Weight 22 KG	
12.	Lithium ion Batteries (100Ah/24Volt)	Capacity (Ah): 100 Ah. (i) Voltage: 24/25 Volt (ii) 51/52 Volt Rate should be offered for both serial (i) and (ii) specifications.	
13.	Photostat Machine	Supported Paper Size A1, A2, A4, Print Speed 28 ppm, Print Technology Laser, Duty Cycle 300000 Prints, Scan modes Network TWAIN scan; scan-to-email (scan-to-Me); scan-to-FTP; Scan-to-SMB (scan-to-Home); scan-to-Box, Fax resolution Max. 600 x 600	
		(ultra-fine), Fax transmission Analogue; i-Fax; Color i-Fax	

	(RFC3949-C); IP-Fax, Fax modem Up to 33.6, Fax compression MH; MR; MMR; JBIG, Max storable documents Up to 3,000 documents or 10,000 pages, Scan resolution Max. 600 x 600 dpi, Scan destinations 2,100 (single + group); LDAP support, Scan functions Annotation (text/time/date) for PDF; up to 400 job programs, Fax functions Polling; Time shift; PC-Fax; Receipt to confidential box; Receipt to email/FTP/SMB; up to 400 job pr, File formats JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; Outline PDF,XPS; Compact XPS, Fax destinations 2,100 (single + group), Fax standard Super G3 (optional)
14. Complete Solar System 10 KW with Installation	(i) 10 KW Hybrid Inverter IP 21 (ii) 6KW Hybrid Inverter IP 21, 24\14 Panels of 580/585 Watt, A grade, N Type Bifacial, 10mm wire, structure 14 gauge, Distribution/Protection Box, 02 Lithium Batteries of 100 Amp, 51/52 Volt etc. as per system requirements. Note: Rate should be offered for both (i) & (ii) Specifications, Rate offered for only one specification is not acceptable.

DETAIL SPECIFICATIONS OF FURNITURE ITEMS FOR PROCUREMENT IN		
FINANCIAL YEAR 2024-25		
Item	Description	
15. 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.	
16. Imported Presiding revolving chairs	Presiding revolving chairs, wooden/imported plastic made in best quality, with hydraulic steel base imported.	
17. Computer Revolving Chairs	Imported Computer revolving chair made of Korean, Model no Delos Boho, Hydraulic Base/best quality.	
18. Book Case Steel Made	Books case steel made and best quality MDF Sheets with leaker polish.	
19. Side Racks	Wooden Side Racks 4x3 feet having 3 steps.	
20. Steel Office Almirah	Office steel almirah.	

<u>DETAIL SPECIFICATIONS OF STATIONARY ITEMS FOR PROCUREMENT IN</u> <u>FINANCIAL YEAR 2024-25</u>

21	Legal size paper for photocopier machine	Copy mate 70gm
22	Legal size paper for computer	AA 80GM
23	Ball Point (Blue, Black, Red)	Best Quality
54	Pencils	Best Quality
25	Erasers	Best Quality
26	Stamp pad	Standard Size best Quality
27	Glue Stick	Standard Size Dollar
28	High lighter	Best Quality

29	Toners 85-A, 26A,76A,83A,30A	Original Quality	
30	Toners DL-5120	Original Quality	
31	Stapler Machine (24/6)	Howachi/Branded Quality	
32	File Cover 14x10 Inch	Best Quality	
33	File Folder	Best Quality	
34	Steel and Wood Rulers	Best Quality	
35	Common Registers	Size 13"x16"	
36	Dispatch Registers	Best Quality	
37	Attendance Registers	Best Quality	
38	Envelopes	Legal Size, AA Size, Medium Letter, Letter	
		Size etc.	
39	Carbon Paper	Butterfly thick Size	
40	Punching Machine	Best Quality	
41	Flag paper (Multi Color)	Best Quality	
42	Scissors (Steel Made)	Medium/Common Size	
43	Fluid Pen	Best Quality	
44	Pointer Pens	Best quality	
45	Ink	Best Quality	
46	Ink Pens	Best Quality	
47	Carbon Papers	Best quality	
48	Clip Boards/Paper Boards	Best Quality	
49	Stamp Pad ink	Best quality	
50	Stamp Pads	Best quality	
51	Registers 9x13 Inch	From Size No 20 to 60	
52	File Tags small size	Best quality	
53	Marker large size (Black, Blue, Red)	Both cut and round head, Best quality	
54	Staples pen	Piano	
55	Tonner of photocopier machine Bizhub	Best Quality	
	363 (Konica Minolta)		
56	Staples pin remover	Original Genuine	
57	Binding Tape	Best Quality	
58	Transparent Masking tape	Best Quality	
59	Punching Machine	Big Size Best Quality	
60	Staples 24/6	Best quality	
61	Sharpeners	Best quality	

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.

2. 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	Within 40 days from date of
	issuance 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	Grace period with	Total delivery
	Purchase Order	approval of	period
		competent	
		authority	
Without penalty	40 days	20 days	60 days
With penalty @ 0.5%	70 days		130 days
per day after 90 days			
of issuance of			
Purchase Order up to			
Maximum of 45% of			
the total contract			
value.			

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:

SABIR ALI SHAH

(CHAIRMAN)

PROCUREMENT COMMITTEE, BUNER