

**CHAIRMAN PROCUREMENT COMMITTEE**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, BUNIR AT DAGGAR**

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***TENDER SOLICITATION DOCUMENTS***

For the procurement of

**WATER FILTRATION PLANT SUPPLY & INSTALLATIONS IN SESSIONS  
DIVISION BUNER AND TEHSIL JUDICIAL COMPLEX TOTALAI BUNER**

**Note:** *The prospective bidder is expected to scrutinize the Bidding Documents, 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 District & Sessions Judge, Buner invites Sealed Bids, subject to the availability of funds, from original manufacturers, authorized dealers, distributors/Suppliers registered with the Income Tax and Sales Tax Departments (GST) for the following supplies. Open Competitive bidding "***Single Stage Two Envelope***" bidding procedures shall be used in light of Chapter II clause (2-b) of the **KHYBER PAKHTUNKHWA PUBLIC PROCUREMENT REGULATORY AUTHORITY (KPPRA) RULES 2014.**

Description	Dates
<b>Last date and time for Bid submission</b>	21/04/2026 by 12:00 PM
<b>Bid Security</b>	2% of the bid in PKR

## INSTRUCTIONS TO BIDDERS:

1. Any information about the tender or standard bidding documents can be obtained from the Office of the District & Sessions Judge Buner, during office hours before the date of tender opening, or can be downloaded from the official website ([www.districtcourtsbuner.gov.pk](http://www.districtcourtsbuner.gov.pk)).
2. This Bidding procedure will be conducted in light of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) 2014.
3. 2% of the total bid amount as Earnest Money/security deposit should be attached with the tenders, in the shape of a Call Deposit, in favor of the District & Sessions Judge Buner. Tenders with Cross Cheque/ Banker's Cheque, demand draft, and without call deposit shall not be entertained. The Earnest Money of the unsuccessful bidders, however, shall be returned after approval/finalization of the tender.
4. Technical bids will be opened on **21/04/2026 at 12:30 PM** in the presence of the bidders or their authorized representatives who choose to attend. Financial bids will be opened at a later stage, following the evaluation of the technical bids
5. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder. Delay on the part of the bidder or the courier service shall not be entertained.
6. 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.
7. **The bid security/earnest money may be forfeited:**

- a) In the case of a successful bidder failing to sign the contract or supply the equipment within the specified delivery time period.
8. **The procuring entity shall disqualify a supplier or contractor if it finds, at any time;**
- a) That the information submitted by him concerning his qualification as a supplier or contractor was false and materially inaccurate, or incomplete.
9. No erasing/cutting, etc. shall be allowed on the offer; such erasing/cutting, etc. will lead to rejection of the offer.
10. Price quoted must be in Pakistani rupees and must include all applicable taxes. If not specifically mentioned in the tender/quotation, it will be presumed that the price consists of all government taxes.
11. Supplier shall be entirely responsible for all taxes, duties, license fees, etc. incurred until delivery of the contracted goods to the Procuring Agency.
12. Firms shall give warranty with parts and after-sales services for the equipment they offer.
13. Installation of equipment shall be the responsibility of the successful bidder.
14. In case, even after delivery, the technical committee found the items/equipment defective, low quality, not working properly, or any other fault, the competent authority has the right to return the defective items/equipment for replacement or may award the bid to the next lower bidder after cancellation of his supply order.
15. The Authority reserves the right to increase/decrease, reject any or all tenders with cogent reasons.
16. Incomplete, ambiguous, and conditional bids shall not be entertained.
17. Bids can be submitted by post or delivered directly to the office of the Undersigned.
18. All the Prices/quotations must be in printing form. Hand writing prices and quotations will not be accepted and consider rejected.
19. The suppliers are strictly directed to clearly read the evaluation criteria & general instructions before submission of technical bids and prepared the technical bid as per criteria so that the evaluation process can easily be processed.
20. The bidders must clearly mentioned the brand/model in technical bid. Without model/brand the tender will be considered as rejected.
21. In meeting of technical bid opening the technical committee and the chairman will decide the model and brand for supply and installation.

## ELIGIBILITY CRITERIA:

Bidders must comply with the following clauses, as these are mandatory to be eligible for the bidding process. Relevant certificates must be attached.

- The bidder must be registered with the Income / Sales Tax Department / NTN as per the prevailing tax rules.
- The bidder must provide proof of inclusion in the Active Taxpayer List (ATL) for both Sales Tax and Income Tax.
- The bidder must have PEC Registration in case of applying for a solar system.
- The bidder shall provide an undertaking that the bidder has never been declared as blacklisted in the past by any institution, duly attested by an 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 shall be initiated against him.

CRITERIA FOR TECHNICAL EVALUATION MANDATORY CHECKLIST

S#	Evaluation Criteria for	Mandatory
1	NTN and Sales Tax registration certificates & (Authorized Taxpayer List) copies, Three years' income returns shall be provided in the proposal. KPPRA Registration/Certificate. Updated/last month Sales Tax Return.	Mandatory
2	2% Call Deposit/CDR (copy attached with technical proposal & original with financial bid)	Mandatory
3	An affidavit to the effect that the bidder is not black listed with any Federal or Provincial entity. Moreover, only original/genuine items will be supplied by the supplier.	Mandatory
4	Different models/prices offered for a single item by the same bidder shall be considered as an alternate bid and shall be non-responsive.	Mandatory
5	Bidders must quote a high-quality Solar system, IT equipment, Furniture, & Stationery.	Mandatory
6	The Bidder must offer the required warranty, explicitly mentioned in our specifications for each product.	Mandatory
7	Installation & One Year after sale free service only for Plant & Machinery	Mandatory

CRITERIA FOR TECHNICAL EVALUATION

Sr. #	Parameter	Sub Parameter	Sub Marks	Total Marks
1	<b>Compliance with Purchaser's Requirements</b>	Undertaking/Declaration on judicial stamp paper that he has never been involved in any litigation, black listed by the Government of Pakistan, - semi-government organization, a defaulter from any Bank or other Financial Institution/ Company	5	30
		Letter for Technical Proposal	5	
		Letter for Financial Proposal	5	
		Bid Form	5	
		Bidder's Information Form	5	
		Contract Form	5	
2	<b>Product's local performance</b>	One satisfactory performance certificate from the public sector institutions within Pakistan (02 Marks for each certificate up to a maximum of 02)	2 x 1	2
3	<b>Legal Requirement</b>	Manufacturer Authorization Certificate or partnership Deed with the manufacturer	3	5
		Financial Audited Annual Statement of last year	2	
4	<b>Technical Staff</b>	1. Simple Technician	1	2
		2. Diploma Engineer	1	
5	<b>Supplier's/Firm's Office</b>	a. Established office within the Malakand Division.	2	4
		b. Established office within Pakhtunkhwa	1	
		c. Established office outside Pakhtunkhwa within Pakistan	1	
	<b>Training Certificate &amp; Plan</b>	Certificate to the effect that the firm will provide training in the use of equipment to the relevant technical staff. The training plan must be attached to the certificate.	2	2
6	<b>Testing &amp; Calibration Equipment</b>	Provision of a list of tools, testing equipment, and calibration equipment relevant to the product.	1	2
		Provision of a list of Inventory (Spare Parts availability)	1	
7	<b>Free of cost extended warranty offered</b>	Beyond the original warranty offered by the manufacturer, a free-of-cost extended warranty is offered. (The firm offering a greater period will get the marks)	1 x 2	2
8	<b>STRN &amp; NTN Status</b>	1. Income Tax Return last 02 years (2023-24, 2024-25)	2	5
		2. Sales Tax Return last 02 years (2023-24, 2024-25)	2	
		3. Active Tax Pay List from July 2025 to date	1	
		1. Less than 10 million	2	

9	<b>Financial statement</b> (total net worth/market value of the bidder)	2. 10 to 20 million	1	4
		3. 20 million & above	1	
10	<b>Market experience</b> As a minimum requirement, the supplier must have completed at least one contract involving the supply of similar Goods.	01 contract in the last 03 years	4	10
		04 contracts in the last 03 years	3	
		08 contracts in the last 03 years	3	
11	<b>KPPRA Registration</b>	Khyber Pakhtunkhwa Public Procurement Authority Registration Certificate	2	2
			Total Marks	70
Total Marks in Technical Criteria: 70				
Qualifying percentage in Technical Criteria: 60%				
Qualifying Marks: 42				

**GENERAL CONDITIONS: -**

1. Work/ Supply will be completed within 15 days of issuance of the work order The successful bidder firm for installation of water filtration plant shall complete the assigned work within sixty (60) days form the date of issuance of the work order.
2. Rates quoted must include all taxes and auxiliary charges, etc.
3. The bidder should quote one price for each item. Two or more prices for one item will be treated as non-responsive so far as it relates to that quoted item.
4. Submission of any false statement/documents, including the concealing of any information, is likely to disqualify the bidder.
5. The successful bidder shall be required to supply the equipment within the specified delivery time mentioned in the supply order.
6. The Goods delivered should be new/fresh and in no case used or refurbished.
7. All relevant taxes (Sales Tax, income tax, stamp duty, etc.) about said supply will be deducted as per prevailing Government rules.
8. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procurement entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
9. Quantity required may be increased or decreased according to the funds in hand.

## SUPPLY OF GOODS AND SERVICES

1. Goods shall be delivered and installed within the specified time as mentioned in the supply order at the cost of the successful Bidder.
2. In case, even if after delivery within time, the technical committee found the items/equipment defective, low quality, not working properly, or any other fault, the competent authority has the right to return the defective items/equipment for replacement or may award the bid to the next lower bidder after cancellation of the supply order.
3. The successful bidder shall be bound to provide technical training about the supplied goods requiring technical assistance.

## WARRANTY

1. A comprehensive on-site warranty period for the Goods supplied must be mentioned. Preference will be given to those who offer the maximum warranty period.
2. If any fault /defect occurs 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 a complaint by the procuring entity.

## BID VALIDITY:

(i) Bids offered by the Firm/bidders shall be valid up to 30<sup>th</sup> of June 2026. In case of any fluctuation in market price, a revision in the rate so offered shall not be made.

LETTER FOR TECHNICAL PROPOSAL

1. We are an established firm/contractor in the area of (name of City)
2. We offer to provide the material & services as per the tender documents at the price mentioned in the price bid.
3. We enclose here the complete technical bid.
4. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We undertake, if our Bid is accepted, to execute the Performance Security.
6. 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 for the Supply.
7. We are not under temporary suspension or debarred/blacklisted by any Government/Semi Semi-Government/Public Department, whether notified or not by PPRA on its website.
8. We undertake that all tender documents are genuine.

Dated this \_\_\_\_\_ day of, 2026 Signature

—  
in the capacity of \_\_\_\_\_ being duly authorized to sign the bid for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals) (Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CNIC \_\_\_\_\_

LETTER FOR FINANCIAL PROPOSAL

1. We have examined the tender documents and we offer to provide materials & services in accordance with the tender documents.
2. We undertake that if the bid is accepted to deliver goods in accordance with the delivery schedule.
3. We agree to abide by the offer for 60 days.
4. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We enclose the price schedule.
6. 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 for the Supply.
7. We undertake that all the tender documents are genuine.

Dated this \_\_\_\_\_ day of, 2026 Signature

\_\_\_\_\_

in the capacity of \_\_\_\_\_ being duly authorized to sign the bid for and on behalf of

\_\_\_\_\_

(Name of Bidder in Block Capitals) (Seal)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CNIC \_\_\_\_\_

BID FORM

Tender Reference No. as per KP-PPRA \_\_\_\_\_

To:

**The Chairman, Purchase/Procurement Committee,**  
Establishment of District & Sessions Judge, Buner.

Dear Sir/Madam,

1. Having examined the Bidding Document, we, the undersigned, being a company doing business under the name 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 the due performance of the undertakings and obligations of this bid, we submit herewith an Earnest Money/Bid Security of 02% of the bid.
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

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 on \_\_\_\_/\_\_\_\_/\_\_\_\_, between the Chairman Purchase/Procurement Committee, establishment of District & Sessions Judge, Buner (hereinafter called the "Purchaser") and [\_\_\_\_\_] *name of Supplier* (hereinafter called the "Supplier").

Whereas, the Purchaser invited bids for the Goods and has accepted the bid of the Supplier for the supply of all of the Goods and Services in the sum of [\_\_\_\_\_] figures.

Now this agreement is witnessed 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 Technical Specification;
  - c. General Conditions of Contract;
  - d. Special Conditions of Contract;
  - e. The Award of Contract; and
  - f. Earnest Money/ Bid Security;
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/ REQUIREMENTS**

<b>S.NO</b>	<b>Item Name/</b>	<b>Detail/Specifications</b>	<b>Quantity</b>
1.	Water Filtration Plant	Supply, installation, fitting, testing and commissioning of reverse osmosis (RO) Plant, Capacity of 5000 GPD (up to 10,000 TDS), including all necessary fittings, high-pressure pump, testing, and on-site training. Quality water 98.10% Preferably Taiwan made drums 80 Litters. Suitable capacity Feed Water Tank with accessories (before RO) 3000-5000 Litters.	03
2	Housing Room	Construction of Housing Room (Approx: 10X10 ft) or as per site/ requirement for the said Plant, including civil, plumbing and electrical works.	03

**APPROVED BY:**



**District & Sessions Judge/Chairman District Development Committee  
Buner at Daggar**