



OFFICE OF THE SENIOR CIVIL JUDGE (ADMIN)
CIVIL COURTS MARDAN

TENDER NOTICE

Sealed tenders are invited from the well reputed Firms /Suppliers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, for supply of Stationary items.

1. Last date for submission of bids is **31/05/2021** at **10:00 a.m.**
2. Bids shall be opened on **31/05/ 2021** at **10:30 a.m.**
3. Bidding documents, containing detailed terms & conditions can be Obtained from the office of undersigned and may also downloaded from websites of this Court i.e. (<https://mardandc.peshawarhighcourt.gov.pk/public/app>) and of Khyber Pakhtunkhwa Public Procurement Regularity Authority, (KPPRA), (www.kppra.gov.pk).

Senior Civil Judge (Admin) Mardan
Ph. 0937-9230332

TENDER SOLICITATION DOCUMENT

**PROCUREMENT OF
FURNITURE AND FIXTURE ITEMS**



OFFICE OF THE SENIOR CIVIL JUDGE (ADMIN) MARDAN

Khyber Pakhtunkhwa

The Mall Road Mardan.

Phone: (+ 92) (937) (9230332)

Email: seniorciviljudgemardan@gmail.com

URL: mardandc.peshawarhighcourt.gov.pk/public/app

Table of Contents

1.	Invitation to Bid	1
2.	Bidding Details (Instructions to Bidders)	1
	TERMS AND CONDITIONS OF THE BID	1
3.	Bid Scope	1
4.	Bid Eligibility/Qualification Criteria	1
5.	Bid Cost	2
6.	Joint Venture / Consortium	2
7.	Amendment of the Bid Document	2
8.	Preparation / Submission of Bid	2
9.	Bid Price	4
10.	Earnest Money	4
11.	Modification / Withdrawal of the Bid	4
12.	Opening of the Bid	5
13.	BID EVALUATION CRITERIA	6
14.	Rejection / Acceptance of the Bid	7
15.	Award Criteria	7
16.	Purchase Order	8
17.	Performance Security	8
18.	Execution Schedule / Delivery	8
19.	Documentation	9
	ANNEXURE-A	10
	ANNEXURE-B	18

1. Invitation to Bid

1.1 KPPRA Rules to be followed

Public Procurement Rules, 2014 will be strictly followed. These may be obtained from KPPRA's website:

<http://www.kppra.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Public Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 11(1), this Bid is being placed online at KPPRA's website.

As per Rule 11(2), this Bid is also placed online at the website of the District Court, Mardan. i.e.

<https://www.mardandc.peshawarhighcourt.gov.pk/public/app>

1.3 Type of Open Competitive Bidding

As per Rule 6(2)(a), Single Stage – One Envelope Bidding Procedure shall be followed.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid security equivalent to 2% of the total bid price in shape of bank draft/CDR, as part of financial bid in favor of “**Senior Civil Judge (Admn), Mardan**”. The complete bids as per requirements under this bid document, must reach to the *Office of the Senior Civil Judge (Admn), Mardan* not later than **10:00 am** on last date of submission of bids i.e. **31/05/ 2021** which shall be opened in presence of bidders on same date at **10:30 am**. Late bids shall not be considered.

TERMS AND CONDITIONS OF THE BID

3. Bid Eligibility/Qualification Criteria

- 3.1 The bidders shall have registered/incorporated company/firm and must be registered with Tax Authorities as per prevailing latest tax rules.
- 3.2 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- 3.3 must be involved in sales or supply business of these items for at least one year,
- 3.4 has not been blacklisted by any Provincial or Federal Government

Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

3.5 has office at Islamabad/Peshawar/Mardan.

4. Bid Cost

The Bidder shall bear all costs / expenses associated with the preparation and submission of the Bid(s) and the Purchaser shall in no case be responsible for those expenses.

5. Joint Venture / Consortium

Joint venture / Consortium are eligible for this bid.

6. Amendment of the Bid Document & Extention of closing date

The Purchase Committee of Purchaser may, at its exclusive discretion, amend the Bid Document and to extend the deadline for the submission of the Bid as per Rule-33(7) of Public Procurement Rules, 2014 read with rules (9)&(10) of Sec 23 KPPRA Act, 2012.

7. Preparation / Submission of Bid

7.1 The Bid shall be filed strictly in accordance to the specifications and description of solicited Stationary items i.e. (Anexture-A) and may accompanied by the prescribed, Documents, Brochures, Literature, etc, if necessary, which shall be typed, completely filled in, stamped and signed by the Bidder. Bid not in conformity of required standard and specifications shall be rejected

- 7.2 The Bidder shall seal the Original Bid envelope duly marked as under:
Original bid for
“Procurement of Stationary, items”
[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

Chairman Purchase Committee, Office of Senior Civil Judge
Mardan.

- 7.3 The Bid shall reach to the Office of the Senior Civil Judge,(Admn) Mardan, not later than **10:00 am** on last date of submission of bids i.e.**31/05/2021**. No late bid shall be accepted.
- 7.4 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the bidder.

8. Bid Price

- 8.1 The quoted price for each model shall be in Pak Rupees only;
- 8.2 shall be best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
- 8.3 shall be inclusive of all taxes, duties, levies, insurance, freight, etc.;
- 8.4 shall be included all charges up to the delivery point i.e. Mardan.
- 8.5 If not specifically mentioned in the Bid(s), it shall be presumed that the quoted price is as per the above requirements.
- 8.6 The purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes.

9. Earnest Money

- 9.1 The Bidder shall furnish the Earnest Money:
1. for a sum equivalent to 2% of the total price;
 - a). denominated in Pak Rupees;
 - b). have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Bid or until furnishing of the Performance Security, whichever is later.
 - c). Bid security of successful bidders will be returned on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee.
- 10.1. The Earnest Money shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
- If the Bidder withdraws the Bid during the period of the Bid validity;
 - If the Bidder does not accept the corrections of his Total Bid Price; or
 - If the Bidder, having been notified of the acceptance of the Bid by the Purchaser during the period of the Bid validity, fails or refuses to furnish the Performance Security, in accordance with the Bid Document.

10. Modification / Withdrawal of the Bid

- 10.1 The Bidder may, by written notice served on the Chairman, Purchase Committee, modify or withdraw the Bid after submission of the Bid, prior to the deadline for submission of the Bid.
- 10.2 The Bid, withdrawn after the deadline for submission of the Bid and prior to the expiration of the period of the Bid validity, shall result in forfeiture of the Bid Security.

11. Opening of the Bid

- 11.1 The Bids shall be publicly opened in the Office of the Senior Civil Judge (Admin), Mardan by the Purchase Committee at **10:30 am on 31/05/2021** in the presence of the Bidder(s)/representatives for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- 11.2 The Bidder's name, modifications, withdrawal, security, attendance of the Bidder and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 11.3 No bidder or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during bid opening meeting at given time and location.

12. Award Criteria

- 12.1 As per this bid document Qualified and successful bidder(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted for specified solicited items (Annexure "A") as per rules and fulfilling all codal formalities.

13. Performance Security

- 13.1** The successful Bidder/The Contractor shall furnish Performance Security after receipt of the Purchase Order, in the form of a Bank Guarantee or Bank Cheque, issued by a scheduled bank operating in Pakistan, for a sum equivalent to 10% of the contract value; denominated in Pak Rupees; have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.
- 13.2** The Performance Security shall be payable to the Office of the Senior Civil Judge (Admn) , Mardan, if the Contractor commits a default under the Contract; fails to fulfill the obligations under the Contract or if violates any of the terms and conditions of the Contract.
- 13.3** No interest on the amount of performance guaranty / Bank Cheque shall be charged by Bidders.

14. Execution Schedule / Delivery

The Contractor shall deliver ordered Goods/ Stationary items within **SEVEN DAYS** from the issuance of Purchase Order. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

15. Liquidated Damages

If the Contractor fails / delays in supply / performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @1% of the total Contract Price which is attributable to such part of the Goods / the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 20% of the Contract Price.

16. Documentation

The Contractor shall furnish the user documentation, the operation manuals, and service manuals of the supplied Goods and other information pertaining to the performance of the Goods, in hard/ soft copy format, before the Goods are taken over by the Purchaser.

ANNEXURE-A

Stationary:

- **Computer paper 80 gram (legal size)**
- **White paper 70 gram (legal size)**
- **Other stationary items. (Detailed as under)**

Specification of other stationary items.

S. no	Name of item	Quality
1	Gel pin	Best quality
2	Pointer	"
3	Ball point	"
4	Pencil	"
5	Highlighter	"
6	Stapler	"
7	Stapler pin	"
8	Whitener/remover	"
9	File tags	"
10	Envelops	"
11	Ruler	"
12	Erazer	"
13	Peon book	"
14	Stamp pad /ink	"
15	Sharpner etc	"

ANNEXURE-B

**Bid/ Proposal
Submission Form**

[Location,
Date]

To

The Chairman, Purchase Committee,
Office of the Senior Civil Judge
(Admin), Mardan.

Dear Sir,

We, the undersigned, offer to provide the _ (insert title of assignment) _ in accordance with your Request for Proposal/Bid Document No. _____ Dated _ (insert date) _ and we are hereby submitting our Proposal, sealed in envelope.

We undertake, if our Proposal is accepted, to supply of _____ related to the assignment.

We also confirm that the Government of Pakistan or any other department(s) has not declared us, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)
(In full and initials)
Name and Designation of Signatory Name of Firm
Address

