

## **BID SOLICITATION DOCUMENTS**

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### **PROCUREMENT OF I.T EQUIPMENTS, FURNITURE, FILTRATION AND SOLRIZATION ETC, FOR TEHSIL COURTS & BAR, BALAKOT FOR THE FINANCIAL YEAR 2025-26.**

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**DISTRICT DEVELOPMENT  
COMMITTEE (DDC)  
Sessions Court, Mansehra  
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## 1. Introduction

Office of the District & Sessions Judge, Mansehra/District Development Committee, invite seal bids from regional manufactures/authorized dealers/Distributors registered with income tax and sale tax department (GST) and having registered offices having experience of at least three years as on November 2025, for the supplies of the items under following heads:

- I. Computer items etc
- II. Solarization (complete in all respect for Tehsil Courts, Balakot
- III. Furniture etc
- IV. Filtration Plant
- V. Stationery

## 2. Invitation to Bid

### 2.1 KPPPRA Rules to be followed:

KP Public Procurement Rules, 2014 & 2022 will be strictly followed. These may be obtained from KPPPRA's website:

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

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the KP Public Procurement Rules, 2014 & 2022

### 2.2 Mode of Advertisement(s)

As per Rule 12(1), this Bid is being placed online at KPPRA's website. As per Rule 12(2), this Bid is also placed online at the website of the District and Sessions Court, Mansehra (here after referred to as the "the Purchaser") i.e.

<https://www.dscmansehra.gov.pk>

The bidding document carrying all details can be downloaded from the said websites.

Advertisement in two Daily National newspapers.

### 2.3 Type of Open Competitive Bidding

As per Rule 36(b), **Single Stage - Two Envelope** i.e. Each bid shall comprise a single sealed package containing two separate sealed envelopes, marked in bold letters as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" respectively. Bidding Procedure shall be followed for procurement of items under head Computer items, LED, Water Dispenser, Solar System and Water Filtration Plant. Moreover, the bidding procedure for procurement of item Stationery and Furniture shall comprise of single sealed envelope and single stage.

Bidding Details (Instructions to Bidders)

All bids must be accompanied by Earnest Money equivalent to 2% of the total bid price in shape of pay order / bank draft, as part of financial bid in favor of "**District & Sessions Judge, Mansehra**". The complete bids as per requirements under this bid document, must be dropped in the drop box kept in the **Office of the District and Sessions Judge, Mansehra** not later than **10:00 am** on last date of submission of bids i.e. **27.11.2025**. Late bids shall not be considered.

## TERMS AND CONDITIONS OF THE BID

### 3. Bid Scope

- 3.1 The Purchaser invites Proposals (hereinafter referred to as "the Bids") for supply of Plant & Machinery, Hardware/I.T. Equipment, and furniture and fixture (hereinafter referred to as "the Goods") and installation, configuration, deployment, testing, training and after-sale support of said Goods (hereinafter referred to as "the Services").
- 3.2 The equipment will be delivered at the Office of the District & Sessions Judge, Mansehra.

#### **4. Bid Eligibility/Qualification Criteria**

- 4.1 The bidders shall have registered/incorporated company/firm in Pakistan with relevant business experience of at least 3 years as on November, 2025.
- 4.2 must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial position and are active return filer, can participate);
- 4.3 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- 4.4 must be involved in sales or supply business of these items for at least 3 years,
- 4.5 has not been blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking to this effect on legal stamp paper is mandatory),
- 4.6 has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- 4.7 has office at Islamabad/Peshawar/Mansehra.

**Note:** Verifiable documentary proof for all above conditions is a mandatory requirement, noncompliance will lead to disqualification.

#### **5. 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.

#### **6. Joint Venture/ Consortium**

Joint venture/ Consortium are not eligible for this bid.

#### **7. Amendment of the Bid Document**

The Purchase Committee of Purchaser may, at its exclusive discretion, amend the Bid Document to extend the deadline for the submission of the Bid as per Rule-27 of KP Public Procurement Rules, 2014.

#### **8. Preparation/ Submission of Bid**

- 8.1 The Bid shall be filed accompanied by the prescribed Forms, Annexures, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Bidder. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.
- 8.2 The Bid for items under head Plant and Machinery and Hardwar/IT Equipment's shall be in two parts i.e. the technical proposal and the financial proposal. Technical Proposal shall comprise the following, (9.3.1 to 9.3.7) **without quoting the price:** For items under head Furniture & Fixtures and Stationary shall be financial proposal only along with required documents. (9.4)
- 8.3 Technical Proposal Form (**Annexure-8**)
  - 8.3.1 Covering letter duly signed and stamped by authorized representative. (**Annexure-E**)
  - 8.3.2 Undertaking (All terms & conditions and qualifications listed anywhere in this bid document have been satisfactorily vetted). (**Annexure-F**)
  - 8.3.3 Technical Brochures/ Literature

8.3.4 Details of Warranty and After-Sale Service

8.3.5 Submission of undertaking on legal, valid and attested stamp paper that:-

- a). The quoted Goods are genuine, brand new, non- refurbished, unaltered in any way, of the most recent/ current model, imported through proper channel, and incorporate all recent improvements in design and materials;
- b). The firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization, autonomous body or Private Sector Organization anywhere in Pakistan.
- c). The firm will fully comply with execution schedule and Deliver Period mentioned in bid document

8.3.6 Financial Capacity as per Annexure-1.

8.3.7 Valid Registration Certificate for Income Tax & Sales Tax

8.4 The Financial Proposal shall comprise the following:

- Financial Proposal Form (**Annexure-C**)
- Price Schedule (**Annexure-D**).
- 2% Earnest Money or the total bid price (**Annexure-G**).

8.5 The Bidder shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical bid for  
 "Procurement of Plant & Machinery, Hardware/I.T Equipment"  
 [Name of the Bidder]  
 [Address of the Bidder]  
 [Phone No. of the Bidder]

8.6 The Bidder shall follow the same process for the Financial Bid.

8.7 The Bidder shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Bid for  
 "Procurement of Hardware, I.T Equipment's, Plant & Machinery and Stationary items"  
 District & Sessions Judge, Chairman Purchase Committee, District and Sessions Court, Mansehra.  
 [Name of the Bidder]  
 [Address of the Bidder]  
 [Phone No. of the Bidder]

8.8 The Bid shall be submitted in the office of Incharge Budget and Accounts section District & Sessions Court, Mansehra, not later than **10:00 am** on last date of submission of bids i.e. **27.11.2025**. No late bid shall be accepted.

8.9 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.

8.10 Pre-bid meeting (if required) shall be in which all the expected queries from the bidders shall be responded. All the bidders shall submit their queries in typed form to the IT-Section.

## **b. Bid Price**

9.1 The quoted price for each model shall be in Pak Rupees only.

9.2 shall be best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation;

9.3 shall be inclusive of all taxes, duties, levies, insurance, freight, etc.;

9.4 shall be included all charges up to the delivery point i.e. Mansehra.

9.5 If not specifically mentioned in the Bid(s), it shall be presumed that the quoted price is as per the above requirements.

## **10. Earnest Money**

10.1. The Bidder shall furnish the Earnest Money:

10.1.1.1. For a sum equivalent to 2% of the total price;

10.1.1.2. Denominated in Pak Rupees;

10.1.1.3. Part of financial bid envelope, failing which will cause rejection of bid.

10.1.1.4. 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.

10.1.1.5. 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.

10.2. 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.

## **11. Bid Validity**

The Bid shall have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Bid. The procurement Committee of Purchaser may solicit the Bidder's consent to an extension of the validity period of the Bid. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Bid, the validity period of the Earnest Money shall also be suitably extended. The Bidder may refuse extension of validity period of the Bid, without forfeiting the Earnest Money.

## **12. Modification/ Withdrawal of the Bid**

12.1 The Bidder may, by written notice served on the Chairman, procurement Committee, modify or withdraw the Bid after submission of the Bid, prior to the deadline for submission of the Bid.

12.2 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.

## **13. Opening of the Bid**

13.1 The Bids (Technical Bids only) shall be publicly opened in the Conference Room, District and Sessions Court, Mansehra by the Purchase Committee at **11:00 am** on **27.11.2025** in the presence of the Bidder(s) 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.

13.2 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.

13.3 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.

## **14. TECHNICAL EVALUATION CRITERIA**

**PASS MARKS:** A bidder quoted the item(s) which fulfill(s) the technical specification, based on conditions listed in this document, not meeting the 70% pass marks aggregative in experience & technical staff will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned. All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance /warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation. The Technical proposals shall be evaluated in the light of following evaluation criteria:

Category	Description	Points
Legal (Mandatory )	<p>Valid Income Tax Registration</p> <p>Valid general sales tax registration (Status=Active with FBR)</p> <p>Submission of undertaking on legal, valid and attested stamp paper that:-</p> <p>a). the quoted Goods are genuine, brand new, non- refurbished, un-altered in any way, of the mosi recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials;</p> <p>b). the firm is not blacklisted by any of Federal or Provincial Govt. Department, Organization or autonomous body or Private Sector Organization anywhere in Pakistan;</p>	<b>Mandatory</b>

	c). the firm will fully comply with execution schedule and Delivery Period mentioned in bid document	
	Compliance to the technical specifications of hardware to be procured mentioned vide <b>Annex-A</b> of this document	
Experience	Supply, Installation and After Sale Service of similar equipment (i.e. Hardware, I.T. Equipment, Plant & Machinery and Stationery items) (Max Points 100)	1-2 years 35 Points 3-5 years 50 Points 5-10 years 75 Points Above 10 years 100 Points 35 Points
Technical Staff	Number of Technical employees (Max Points 100)	I to 2 35 Points 3 to 5 50 Points 6 to 8 75 Points More than 8 100 Points

**Note:** Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

## 15. FINANCIAL PROPOSAL EVALUATION

- 15.1 Technically qualified/successful bidder(s) shall be informed telephonically for opening of the Financial Proposal(s). The Financial Proposals will be opened in the Conference Room, District and Sessions Court, Mansehra in the presence of the Bidders or their authorized representatives.
- 15.2 Financial Proposal evaluation will be conducted under the KP Public Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 15.3 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 15.4 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
- 15.5 In evaluation of the price of goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.

15.6 The purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes.

## 16. Rejection / Acceptance of the Bid

17.1 The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid.

17.2 The Bid shall be rejected if:

17.2.1.1 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents /or by other than specified mode; or

17.02.2 incomplete, partial, conditional, alternative, late; or

17.02.3 Earnest money is not submitted; or subjected to interlineations/cuttings/corrections/ erasures/ over-writing; or

17.02.4 the Bidder refuses to accept the corrected Total Bid Price; or

17.02.5 the Bidder has conflict of interest with the Purchaser; or

17.02.6 the Bidder tries to influence the Bid evaluation / Contract award; or

17.02.7 the Bidder engages in corrupt or fraudulent practices in competing for the Contract award;

17.02.8 the Bidder fails to meet all the requirements of Bid Eligibility / Qualification Criteria (Clause-4);

17.02.9 the Bidder fails to meet the evaluation criteria requirements (Clause-14 & 15)

17.02.10 the Bidder has been blacklisted by any public or private sector organization;

17.02.11 the Bidder has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;

17.02.12 the Bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.

17.02.13 the Bidder submits any financial conditions as part of its bid which are not in conformity with bid document.

17.02.14 Submitted without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

## 17. Award Criteria

17.1 At first step, eligible bidder(s) as per clause-4 (Bid Eligibility) of this bid document fulfilling the qualification and technical evaluation criteria will stand technically qualified.

17.2 At second step, technically 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 as per rules and fulfilling all codal formalities, irrespective of their score in the previous step.

**18. Purchase Order**

Purchase Order to the successful Bidder will be issued after approval of the Competent Authority.

**19. Performance Security**

19.1 The successful Bidder/The Contractor shall furnish Performance Security within fourteen (14) days of the receipt of the Purchase Order, in the form of a Bank Guarantee or Banker Cheque, issued by a scheduled bank operating in Pakistan, as per the format provided in the Bid Document; 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.

19.2 The Performance Security shall be payable to the Office of the District & Sessions Judge, Mansehra, 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.

19.3 No interest on the amount of performance guaranty/Banker Cheque shall be charged by Bidders.

**20. Execution Schedule / Delivery**

The Contractor shall deliver ordered Goods/ equipment within **Fifteen Days** from the issuance of Purchase Order. During project implementation and the warranty period; the Contractor shall provide maintenance, supply and procurement support necessary to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

**21. 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

*I* 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.

**22. Goods & Services include Training**

The Contractor shall arrange and undertake a comprehensive training program for the staff nominated by the Purchaser to ensure that they shall acquire a good working knowledge of the operation, and general maintenance of the Goods to be supplied under the Contract.

**23. 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.

#### 24. Checklist

Check the relevant option whether the document is attached.

0	Technical Bid	Yes	No
0	Financial Bid	Yes	No
0	Each Page of the bid is signed and stamped	Yes	No
0	Affidavit on the Stamp Paper is attached	Yes	No
0	Earnest Money (2% of total quoted price)	Yes	No

#### ANNEXURE-A

##### Note:

1. It will be responsibility of the successful bidder to Install, configure the items (as per requirements) & provide necessary training to the concerned staff of the Purchaser.
2. During warranty period of the above mentioned Items, it will be responsibility of the successful bidder to replace faulty part(s) with genuine new part(s) at his own expense.

## FORMS & OTHER REQUIRED DOCUMENTS

### ANNEXURE-B

### Technical Proposal Submission Form

[Location  
, Date]

To

The District & Sessions  
Judge/Chairman District Development  
Committee, Mansehra.

Dear Madam,

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, which includes the Technical 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

**ANNEXURE-C**

**Financial Proposal Submission Form (Part of Financial Bid Envelope)**

[Location, Date]

To

The District & Session Judge / Chairman  
District Development Committee, Mansehra.

Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your request for Proposal No. \_\_\_\_\_ dated \_\_\_\_\_ (insert date) and our attached Financial Proposal is for the sum of Rs. \_\_\_\_\_ (insert amount \_\_\_\_\_ (Rupees \_\_\_\_\_ in words and figures). This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal i.e. before the date indicated in \_\_\_\_\_ of the Proposal Data Sheet.

We also declare that the Government of Pakistan or any Provincial Govt. has not declared us or any Sub-Contractors for any part of the Contract, 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 are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

**ANNEXURE-D****Price Schedule/ Financial Cost Sheet**

Sr. No.	Item Description	(1) Noof Units/ QTY	(2) Unit Rate (Excl. Taxes) Rs.	(3) Total Taxes	(4=2+3) Unit Rate (Incl. all Taxes) Rs.	(S=lx4) Total Cost (Incl. all Taxes) Rs
I						
<b>Total Bid Price</b>						<b>X</b>

**Notes to Price Table:**

- i. X will determine the total bid cost.
- ii. Hardware quoted must be legally imported in Pakistan after paying all taxes.
- iii. Standard Warranty for one (I) year after purchase of equipment

Total Cost (in words) Rs. \_\_\_\_\_

Date \_\_\_\_\_

Signature of authorized person

Name:

(Company Seal)

**Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.**

**ANNEXURE-E**  
**Format for Covering Letter**

To.

The District & Sessions Judge/ Chairman  
District Development Committee, Mansehra.

**Sub: Bid for Procurement of**

Dear Sir,

- a) Having examined the bid document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from the Purchaser.
- c) We agree to abide by this proposal for the period of days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the \_(insert name of the Purchaser)\_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract/ agreement.
- f) We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

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Authorized Signatures with Official Seal

**ANNEXURE-F**

**UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of bid and are liable to legal action for furnishing false information / documents.

Dated this. \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature

(Company Seal)

\_\_\_\_\_  
In the capacity of

Duly authorized to sign bids for and on behalf of:

**PERFORMANCE SECURITY**

**Issuing Authority:**

**Date of Issuance:**

**Date of Expiry:**

**Claim Lodgment Date: (Must be one month later than the expiry date)**

**WHEREAS** Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Bid Name.\_\_\_\_\_, Bid No.\_\_\_\_\_(hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_, and in words \_\_\_\_\_) )

AND WHEREAS it has been stipulated in the Bid Document that the successful Contractor shall furnish Performance Security, within fourteen (14) days of the receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs.\_\_\_\_\_ (10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

**THEREFORE** the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures, \_\_\_\_\_) (in words and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate/ prove or to show grounds/ reasons for such claim(s), on the occurrence of any/ all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s)/ claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract **whichever is later.**

Date this \_\_\_\_\_ day of 20 \_\_\_\_.

**GUARANTOR**

Signature \_\_\_\_\_ CNIC# \_\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

## ANNEXURE-H

### **Financial Capacity of the Bidder**

Additionally, the following financial data form shall be filled out for the Bidder. The Purchaser reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous three years (most recent to oldest in (PAK Rupees)		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
<b>Information from Balance Sheet:</b>			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
<b>Information from Income Statement:</b>			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1)-(3)			
Current Ratio (2) / (4)			

Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below.

Litigation or arbitration in the last three (3) years: No:        Yes:        (See below)

#### **Litigation and Arbitration During Last three (3) Years**

Year	Matter in Dispute	Value of Award Against Contract in PAK Rupees
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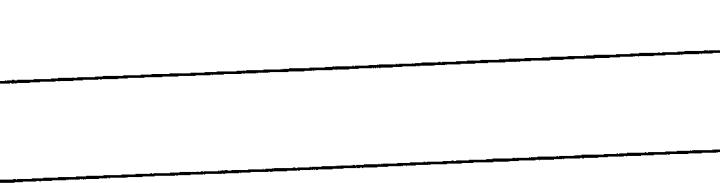
Authorized Signatures with Official Seal

## PART-II

## TERMS & CONDITIONS OF THE CONTRACT

**Contract Title:**

## PROCUREMENT OF



Handwriting practice lines consisting of five horizontal lines for letter formation.

[Name of Contractor]

Dated:

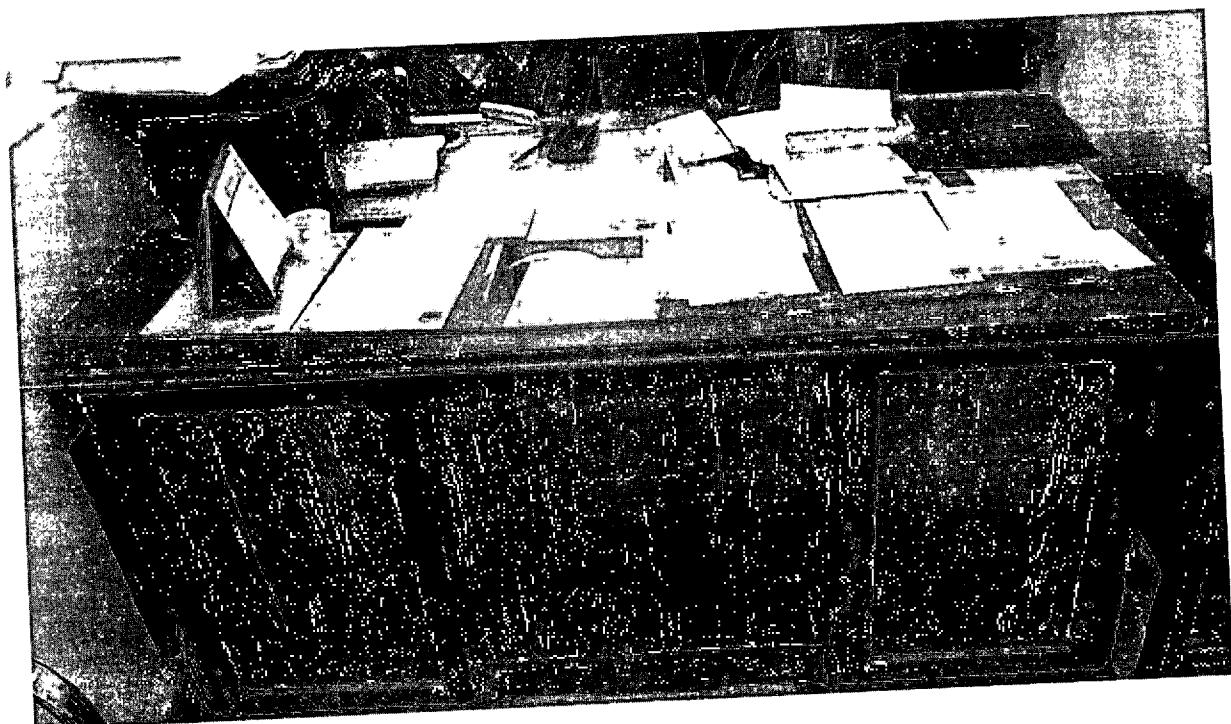
**Schedule of Requirements**

<u>S.N</u>	<u>Item Description</u>	<u>Specification</u>	<u>Nos.</u>
01	<u>All In One Computer With UPS</u>	<ul style="list-style-type: none"> <li>Processors: Intel Core i5 13th Generation or Above</li> <li>16-GB DDR4 RAM</li> <li>512-GB NVMe M.2 SSD</li> <li>21.5" FHD LED 1920×1080 or Above Display</li> <li>Operating System: Windows 11 Pro 64 Bit</li> <li>Intel® Graphics</li> <li>WIFI: Integrated</li> <li>Gigabit Network card</li> <li>Integrated Bluetooth</li> <li>Webcam3.0MP</li> <li>1 × Power Connector</li> <li>1 × HDMI</li> <li>1x VGA</li> <li>1 × LAN (RJ-45)</li> <li>4 x USB 3.2,</li> <li>1 x USB 2.0,</li> <li>1 × MIC IN</li> <li>1 x Audio OUT</li> <li>Standard USB Keyboard</li> <li>Standard USB Mouse</li> <li>UPS upto 30 Minutes or above Battery Backup</li> <li>Manufacturer One (01) Year Comprehensive Warranty</li> </ul>	04
02	<u>Printer Heavy Duty</u>	<ul style="list-style-type: none"> <li>Print Technology Laser</li> <li>Print speed Black (A4, normal): Up to 40 ppm, letter Up to 42 ppm</li> <li>Print resolution Black Fine Lines (1200 x 1200 dpi);</li> <li>Monthly duty cycle: Up to 80,000 pages A4;</li> <li>Auto duplex and booklet printing,</li> <li>Processor 1200 MHz,</li> <li>256 MB Memory</li> <li>Media handling input: 100-sheet multipurpose Tray 1, 250-sheet input Tray 2</li> <li>Connectivity 1 Hi-Speed USB 2.0, Gigabit Ethernet 10/100/1000BASE, T network; 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi</li> <li>2-line back lit LCD graphic display</li> <li>One Year Warranty (aongwith 03 Tonners)</li> </ul>	02
03	<u>Office Table</u>	Size: 5x3 (Wooden) Pictures are separate annexed	04
04	<u>Chairs</u>	Pictures are separate annexed (min 2 Ergonomic Chairs)	02
05	<u>Stationery</u>	70 Grams RIM, Pointer/Ball point, Stapler, Tonners, Marker, Stamped, Registers	100 Rim 02 dozen 02 Stapler 04 Tonners 01 Dozen Marker 06 Stamp pad 10 Register
06	<u>Scanner</u>	<b>Scan Type:</b> ADF Scanner with Built-in Legal-size Flatbed Simplex & Duplex Scanning <b>Scanning Resolution &amp; Output</b> <ul style="list-style-type: none"> <li>Optical Resolution:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ ADF: 600 dpi or higher</li> <li>○ Flatbed: 2,400 dpi or equivalent</li> </ul> <p><b>Document Handling &amp; Scan Size</b></p> <ul style="list-style-type: none"> <li>• ADF Scan Size: <ul style="list-style-type: none"> <li>○ Width: 51 – 216 mm</li> <li>○ Length: 89 – 356 mm; Long Document Mode: up to 1,000 mm</li> </ul> </li> <li>• Flatbed Scan Size: (Legal) <ul style="list-style-type: none"> <li>○ Width: up to 216 mm (8.5")</li> <li>○ Length: up to 356 mm (14.0")</li> </ul> </li> </ul> <p><b>Media Handling</b></p> <ul style="list-style-type: none"> <li>• ADF Paper Thickness / Weight: 35 – 128 g/m<sup>2</sup> (0.05–0.15 mm)</li> <li>• ADF Capacity: 50 sheets (80 g/m<sup>2</sup>)</li> </ul> <p><b>Image Processing &amp; Features</b></p> <ul style="list-style-type: none"> <li>• Built-in processing includes: Advanced Text Enhancement II, Moiré Reduction, Multi Stream, Automatic Page-Size Detection, Deskew, Skip Blank Page, Auto Color Detection, Text Orientation, Edge Emphasis, Color Dropout/Enhancement (RGB), Character Emphasis, Border Removal, Punch-Hole Removal, Prevent Bleed-Through, Remove Shadow, Erase Dot/Notch, Apply Corrections for Photos, Double-Feed Detection (By Length), Automatic Feeder/Flatbed Detection,</li> </ul> <p><b>Performance &amp; Usage</b></p> <p>Scan Speed (ADF A4, 200 dpi):</p> <ul style="list-style-type: none"> <li>○ 20 ppm / 36 ipm duplex (B&amp;W)</li> <li>• Suggested Daily Volume: 500 - 1,500 scans per day or higher</li> </ul> <p><b>Connectivity &amp; Software</b></p> <ul style="list-style-type: none"> <li>• Interface: High-Speed USB 2.0</li> <li>• Drivers &amp; Software: ISIS, TWAIN</li> </ul> <p><b>Power &amp; Environmental</b></p> <ul style="list-style-type: none"> <li>• Power Consumption: Scanning <math>\leq</math> 19.9 W; Sleep <math>\leq</math> 2.3 W; Powered-off <math>\leq</math> 0.2 W =</li> <li>• Operating Conditions: 10 – 32.5 °C, 20 – 80% RH</li> </ul> <p>Compliance: ENERGY STAR, RoHS</p>	02
07	<p><b>LED 65"</b></p> <p>Screen Size: 65 Inches (approx. 163 cm diagonal)  Resolution: Ultra High Definition (4K, 3840 <math>\times</math> 2160 pixels)  Panel Technology: Advanced LED with Quantum Dot enhancement  Refresh Rate: 100/120Hz Motion Technology  HDR Support: Multi-format HDR (Dynamic &amp; Static range supported)  Contrast Enhancement: Localized Dimming Zones for higher contrast  Color Range: Wide Color Gamut with 10-bit processing  Operating Platform: Certified Smart OS with built-in App Store  Connectivity: Wi-Fi (Dual Band), Ethernet, Bluetooth support  Voice Control: Compatible with multiple AI voice assistants  Screen Sharing: Built-in casting / wireless display support  Preloaded Apps: Global OTT &amp; streaming platforms supported  HDMI Ports: 04 (Ultra High-Speed, next-gen ready)</p>	02

		USB Ports: 02 Digital Audio Out (Optical) AV Input / Headphone Jack LAN Port (RJ45) Auto Low Latency Mode (ALLM) Variable Refresh Rate (VRR) Support Adaptive Sync for smooth graphics Optimized response time for gaming consoles Integrated High-Fidelity Sound System Surround Sound Processing with Dolby & DTS support Optimized for cinema and gaming experience Slim Bezel-less Design with Metallic Finish Mounting: Table Stand & Wall Mount (VESA standard) Power Supply: 220–240V, 50Hz Energy Saving Mode Supported Warranty: 1 Year (extendable based on vendor policy)	
08	<u>High Speed Internet</u>		02
09	<u>Water Dispenser</u>	Elegant glass-door cabinet with modern styling 3 taps for Hot, Cold, and Normal water Cooling System      High-efficiency compressor-based cooling Heating System      Integrated heating system (approx. 500 W, capacity ~5 L/h at $\geq 85^{\circ}\text{C}$ ) Cooling Performance Up to ~2.5 L/h cooling to $\leq 10^{\circ}\text{C}$ Safety Features      Child safety lock; Double safety device to prevent overheating LED indicators for operational status Low-noise design, stainless-steel internal tank, built-in refrigerator cabinet Power: ~520 W; Voltage: 220–240 V, 50/60 Hz 1-year standard brand warranty	02
10	<u>Solar System</u>	High Capacity Hybrid Solar Inverter with built in MPPT solar charge Controller 6 KW (inverter) lithium battery preferably 100Amp equivalent or above Solar panel 590 watt Solar frame L2 14g DC earthing. Cable with all accessories & Installation Installation charges	01 unit, complete in all respect.
11	<u>Filtration Plant</u>	Supply, Installation, Fitting, Testing & Commissioning of a Reverse Osmosis (RO) Plant, capacity 5000 GPD (up to 10,000 TDS), including all necessary fittings, high-pressure pump, testing, and on-site training. Quality water 98.10% Preferably Tiwan make drum 80 Litters. Suitable capacity Feed water tank with accessories (before RO) 3000-5000 litres. Construction of Housing Room (approx. $12 \times 10$ ft) or as per site/ requirement for the said plant, including civil, plumbing, and electrical works.	01

S. No.	Head	Item	Amount
1	<b>Solarization (Complete in all aspects)</b>	High Capacity Hybrid Solar Invertor with built in MPPT solar charge Controller 6 KW (inverter) lithium battery preferably 100Amp equivalent or above Solar panel 590 watt Solar frame L2 14g DC earthing. Cable with all accessories & Installation Installation charges	<b>1.7 Million</b>
2	<b>Water Filtration Plant</b>	Supply, Installation, Fitting, Testing & Commissioning of a Reverse Osmosis (RO) Plant, capacity 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 make drum 80 Litters. Suitable capacity Feed water tank with accessories (before RO) 3000-5000 litres. Construction of Housing Room (approx. 12 x 10ft) or as per site/ requirement for the said plant, including civil, plumbing, and electrical works.	<b>2.0 Million</b>
3	<b>E-Library</b>	All in one computer (with min 30 minutes backups Printer Office Table Chair (min 2 Ergonomic Chairs) subscription Stationery/paper/printer Toner Scaner LED 65 inches High Speed Internet Water Dispenser	<b>3.2 Million</b>



## Contract

This CONTRACT AGREEMENT (this "Contract") made as of **the day of**  
**[month],** **year],** between **Purchaser** (the "Purchaser"), on the one  
part, and, \_\_\_\_\_  
[full legal name of Contractor], on the other part severally liable to the Purchaser for all  
of the Contractor's obligations under this Contract and is deemed to be included in any  
reference to the term "the Contractor."

### RECITALS

WHEREAS,

- (a) The Purchaser has requested the Contractor to provide certain supply of Goods/Services as described in Bid Document; and
- (b) The Contractor, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and provision of the Services and remedying of defects/ damage therein.
3. The following shall be deemed to form and be read and construed as part of this Contract:
  - a. The Bid Document
  - b. Bidder's Proposal
  - c. Terms and Conditions of the Contract
  - d. The Technical Specifications
  - e. Price Schedule
  - f. Affidavit
  - g. Authorized Dealership/ Agency Certificate
  - h. Performance Security
4. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For [Purchaser]

For I

### WITNESSES:

Name. \_\_\_\_\_

Name \_\_\_\_\_

Signature. \_\_\_\_\_  
CNIC# \_\_\_\_\_

Signature. \_\_\_\_\_  
CNIC # \_\_\_\_\_

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## General Conditions of Contract

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### **1. Terms & conditions of Contract Form**

Terms & condition laid down in contract/form are part & parcel of the Bid documents and shall be applied to successful bidder(s) under the Bid.

### **2. Contract**

A contract will be signed between Purchaser and the successful Bidder.

### **3. Contract Duration or issuing of purchase order**

The Contract duration shall be equal to warranty period of the equipment, starting from the date of delivery, installation, deployment & commissioning of all Goods/Equipment/Items till end of warranty period.

### **4. Contract Language**

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

### **5. Standards**

The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest industry standards.

### **6. Execution Schedule/ Delivery**

The Contractor shall deliver ordered Goods/ equipment within **Fifteen Days** from the issuance of Purchase Order. During project implementation and the warranty period, the Contractor shall provide maintenance, supply and procurement support necessary to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

### **7. Packing**

The Contractor shall provide such packing of the Goods as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. The Contractor shall arrange and pay for the packing of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be paid by the Contractor.

## **8. Installation and Implementation**

The Contractor shall install and configure the supplied equipment as per requirement of Purchaser. A document stating step-by-step procedures for installation along-with all the recent patches and updates for Firmware/Hardware, on a reliable media, with proper labeling will also be provided by the Contractor to the Purchaser.

## **9. Inspection and Testing**

The Purchaser may reject the Goods if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost.

## **10. Warranty**

The Warranty Period shall start from the date of installation / configuration / deployment of the Goods on site. The Contractor shall warrant that the supplied Goods, under the Contract are genuine, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, shall have no defect. The Contractor shall also provide standard Manufacturer's warranty (hereinafter referred as Warranty Period), which will include free, on site repair (within 48 hours of intimation)/ replacement of defective/ damaged parts and labor, within two weeks.

## **11. Ownership of Goods and Replaced Components**

Goods to be supplied, pursuant to the Contract, shall become the property of the Purchaser. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

## **12. Payment**

The Contractor shall submit an Application for Payment. The Application for Payment shall be accompanied by such invoices, receipts or other documentary evidence; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods supplied, the Services provided and the Works done, up to the date of the Application for Payment. Payment shall not be made in advance and against partial deliveries. The Purchaser shall make payment for the Goods supplied, the Services provided and the Works done as per, to the Contractor, as per Government policy, in Pak Rupees, through

cheque. Payment shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till termination of the signed contract in this regard.

**13. 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.

**14. Blacklisting**

If the Contractor fails/ delays in 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 or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without-prejudice to any other right of action/ remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future bids in public sector, as per provision of KP Public Procurement Rules, 2014.

**15. Forfeiture of Performance Security**

The Performance Security shall be forfeited by the Purchaser, on occurrence of any/ all of the following conditions:

- i). If the Contractor commits a default under the Contract;
- ii). If the Contractor fails to fulfill any of the obligations under the Contract;
- iii). If the Contractor violates any of the terms and conditions of the Contract;
- iv). Failure to supply required items/services within the specified time period with the penalty as specified in this document. In addition to that,

Performance Security amount will be forfeited and the company will not be allowed to participate in future bids as well.

### **16. Taxes and Duties**

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

### **17. Contract Cost**

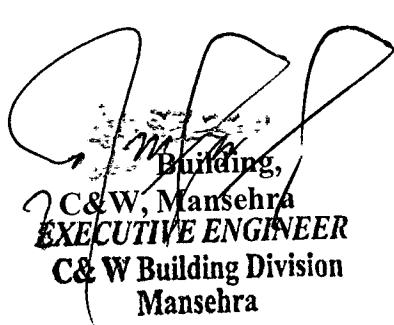
The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Purchaser shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

### **18. Training include in Goods & Services**

The Contractor shall arrange and undertake a comprehensive training program for the staff nominated by the Purchaser to ensure that they shall acquire a good working knowledge of the operation, and general maintenance of the Goods to be supplied under the Contract.

### **19. 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.

  
Building,  
C&W, Mansehra  
**EXECUTIVE ENGINEER**  
C & W Building Division  
Mansehra

  
Raza  
Technical Officer, Finance and Planning  
Mansehra

  
District & Sessions Judge/  
Chairman District Development Committee  
Mansehra