

**BID SOLICITATION DOCUMENTS**

**OF**

**Plant & Machinery for the Financial Year 2023-24 for Court Automation/Virtual Court and Information KIOSK under Access to Justice Fund (AJDF).**



***DISTRICT JUDICIARY, ORAKZAI AT BABER MELA HANGU,  
CONTACT#0925-690320  
Email:dsjorakzai@gmail.com***

*>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:.....	1
INSTRUCTIONS TO BIDDERS:.....	1-2
ELIGIBILITY CRITERIA: .....	2-3
GENERAL CONDITIONS: - .....	3-4
BID SECURITY.....	4
BID VALIDITY .....	4
INVITATION FOR BIDS.....	5
DETAILED SPECIFICATIONS/REQUIREMENTS FOR IT EQUIPMENTS.....	6-8
AWARD OF CONTRACT .....	8
PAYMENT.....	8
CHECKLIST .....	9
BID FORM.....	10
BIDDER INFORMATION .....	11
CONTRACT FORM .....	12

## **1. INTRODUCTION:**

This office has initiated Procurement Process for purchase of plant and machinery items for District Courts Orakzai for financial Year 2023-24 for the purpose to equip the courts with all required facilities for court automation/ virtual court facility under the approved work plan for funding from Under Developed Region (UDR) window of AJDF for Erstwhile FATA. Therefore, in this regard quotations/bids/rates are sought from the eligible bidders (Authorized Dealers, Distributors & General Order supplier) for procurement of IT Equipment and Plant & Machinery for Courts and Information KIOSK through Open Competitive Bidding under rule 6(2) (b) "*Single Stage Two Envelopes*" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

## **2. INSTRUCTIONS TO BIDDERS:**

- i.** This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
- ii.** The bids will be opened on **21.05.2024** at 12:00 PM in presence of the bidders/representatives who choose to attend.
- iii.** The bidder/proponent must submit the proposals in sealed envelopes and as per specified procurement method "Single Stage Two Envelopes".
- iv.** The proposals shall be computer typed. Any hand written part or full proposals shall be rejected. The proposals must contain a transmittal letter on the bidder's letterhead, duly signed & stamped by authorized representative.
- v.** Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for active and timely communication.
- vi.** The proposal shall contain the copy of registration with Sales Tax, Income tax along with the national tax and sale tax number certificate.
- vii.** The proposal shall have complete delivery schedule.
- viii.** All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the price mentioned include all the taxes.
- ix.** The proposals should be in accordance with enclosed specifications.
- x.** The bidder shall submit an undertaking that it has never been blacklisted.
- xi.** The bidder will deposit bid security in form of CDR equal to 2% of the total value of the items including taxes along with the bid in the envelope. Bid Security in other form like Pay Order, Crossed Checks, Bank Deposits etc. is not acceptable. Quotation without CDR in the name of District & Sessions Judge, Orakzai shall be rejected at once without any claim.

- xii. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
- xiii. The procuring, entity may ask successful bidders for a performance bank guarantee at 10% of the total contract value. This bank guarantee should be from any scheduled bank of Pakistan and shall be valid upto the warranty period.
- xiv. The Procuring entity increase/decrease or accept/ reject proposal fully or partially as per its requirements, availability of budget after assigning reasons to the effect.
- xv. Grievance if any would be settled by the District & Sessions Judge, Orakzai.

### 3) **ELIGIBILITY CRITERIA:**

- Bidders must give compliance to the below mentioned clauses as these are mandatory for eligibility for the bidding process. Relevant certificates must be attached.

S.No	Criteria	Documentary Evidence
1	Bidders should be registered entities with the Government (Company with SECP, Registrar of Firms or any other Government authority).	Registration Certificate
2	Bidder must be income tax and sales tax registered and must be on active tax payers list of FBR.	Registration Certificate & Active Status
3	The bidder must have a minimum of three (3) years of experience in supplies.	Registration Certificate
4	The Bidder/Supplier should have a documented track of completing at least three (3) similar assignments, during last three (3) years, involving the supply of comparable scale.	Purchase Order/ Contracts/ Completion Certificates
5	The local representative should have office and after sale services in Peshawar.	Documentary proof with complete address and phone numbers
6	Can provide the item within the time specified in schedule of requirement.	Supply Schedule/ Mention days on letter head/Price Schedule.
7	The bidder should provide warranty of the quoted items for a period of one year for UPS/Inverter and one year/standard warranty for Batteries.	Warranty on Company Letter Head duly stamped
8	Shall provide on a stamp paper an Affidavit stating that the proponent has never been blacklisted by any government/semi-government organizations (procuring entity) under the administrative control of the federal / provincial governments.	Affidavit on Judicial Stamp Paper duly attested

- 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 in accordance with the Section 44(1) KPP Rules 2014.
- Bidder shall clearly mention local office address, mobile and phone number and email address.
- Contract/purchase order will be awarded to the lowest bidder fulfilling the mandatory eligibility criteria and acceptance of sample provided (if required).

#### **4. GENERAL TERMS AND CONDITIONS**

Any addition, deletion or modification of any clause of these conditions is not acceptable and may lead to rejection of the bid. By submitting the bid, the bidder/vendor declares to abide by and bound by the conditions laid down in the advertisement together with those mentioned hereunder:

- i.** The above details shall be submitted in a sealed envelopes
- ii.** The Supplier(s) must be registered (valid) with the Sales Tax/Income Tax authorities and must be active tax payer.
- iii.** The firm/bidder shall clearly provide the proof of Registration for STRN/NTN in their printed letterheads.
- iv.** The Bidder must produce registration certificate of KP Revenue Authority where service Delivery is involved.
- v.** Warranty of Goods shall be provided along with “quote” the warranty period shall be at least One Year (Local) warranty of UPS/Inverter and One year/standard warranty of Batteries.
- vi.** The bid/rates validity must remain valid for up to **June 30, 2024**
- vii.** Quotations must be submitted on or before **21.05.2024 at 11:30 AM**. No late submission of quotation for any reason what so ever, will be considered.
- viii.** The bids must be accompanied with a bid security in form of CDR valuing 2% of the total quoted price.
- ix.** Each supplier can only submit one offer/quote for each item they quote.
- x.** The quotation must carry the authorized signature of the representative and stamp of the supplier firm.
- xi.** The offered item must be brand new and free from defect.
- xii.** The bidders shall quote their prices inclusive of all duties/Taxes/Packing/Patrol/Transportation/Installation/Demonstration etc. and all other expenses on delivery to consignee at the Procurement Committee desired location. Taxes shall be deducted as per prevailing government policy.
- xiii.** The sealed bids complete in all respect must reach at the address mentioned in advertisement.
- xiv.** **Delivery Schedule:** The items shall be delivered/installed at the designated locations within 07-days of issuance of the Work Order/Purchase order.
- xv.** A penalty of 0.25 of the total cost of order can be imposed per day up to 10 days for delay on the part of the bidder. A penalty of 0.5% of the total cost of order will be imposed for delay beyond 10 days.
- xvi.** In case of failure in the supply, the Procurement Committee will have the right to cancel the supply order and forfeit the 2% Bid security and can black list the firm and award the contract to other lowest compatible bidder.
- xvii.** 10% performance guarantee shall be submitted by successful bidders if desired by

Purchase Committee.

- xviii.** If a complaint/observation received from any forum, bidder is bound to remove that observation within that period as desired by the procurement committee.
- xix.** The Procurement Committee has the right to increase or decrease the quantity of items according to its requirement/available budget and approvals or the like. The bidder has no privilege to ask Procurement Committee about this variation.
- xx.** The following documents must be attached with the bid:
  - Valid NTN and STRN Certificates
  - KP Revenue Authority Certificate (Where Services are involved)
- xxi.** Advance payment to the firm is not allowed and shall not be asked for by the bidder.
- xxii.** Tender received after the closing date/time will not be entertained.
- xxiii.** Only those tenders will be entertained which are absolutely clear/unambiguous, unconditional and legible.
- xxiv.** Quoting of different prices for one item may amount to rejection of bid.
- xxv.** The tenders shall be opened in accordance with the schedule given in the advertisement. The bidders or their representatives can be present if they so desire.
- xxvi.** The Procurement committee may ask for production of sample(s). The bidder is bound to produce sample failing which the contract will be awarded to other compatible lowest bidder.

## **5. BID Security**

Bid security @ **2%** of the total quoted amount in shape of Call Deposit drawn in favor of “District & Sessions Judge, Orakzai”

The bid security may be forfeited:

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract.

## **6. BID VALIDITY:**

The bids should be valid for the period up to June 30<sup>th</sup>, 2024.

## 7. INVITATION FOR BIDS:

### Open Competitive Bidding (کھلی مسابقتی بولی)

ضلعی عدلیہ اور کزنئی بمقام باہر میلہ ہنگو کو مندرجہ ذیل اشیاء کی خریداری کے لئے بذریعہ کھلی مسابقتی بولی (Open Competitive Bidding) سر بہرہ تکنیکی و مالی پیشکش (Technical & Financial proposal/Offer) مطلوب ہیں۔ جو مورخہ 21 مئی 2024 کو پہنچ جانے چاہیے۔ دستاویزات بولی (Bidding Documents) اسی دن دوپہر 12 بجے موجود بولی دہندہ گان (Bidders) کے سامنے کانفرنس ہال میں کھولے جائیں گے۔

نمبر شمار	نام اشیاء	تفصیل
01	پلانٹ اینڈ مشینری	UPS 5-KVA

شرائط:

- تمام رجسٹرڈ فرمز (Single Stage Two Envelopes) طریقہ کار کے تحت پیشکش دیں گے۔
- ہر ٹینڈر کے ہمراہ 2 فیصد Bid Security (CDR) نام ڈسٹرکٹ اینڈ سیشن جج اور کزنئی منسلک ہونے چاہیے، چیک قابل قبول نہیں ہو گا بغیر Bid Security (CDR) یا مقررہ تاریخ اور وقت کے بعد موصول ہونے والے دستاویزات زیر غور نہیں لائے جائیں گے۔
- فرم سپلائی آرڈر جاری ہونے کے سات (07) دن کے اندر فراہمی کی ذمہ دار ہوگی۔ مقررہ معیاد میں سپلائی نہ کرنے یا کم معیار کی اشیاء فراہم کرنے کی صورت میں معاہدہ منسوخ اور Bid Security (CDR) و سپلائی بحق سرکار ضبط کر دی جائے گی۔
- انکم ٹیکس، سیلز ٹیکس اور اسٹامپ ڈیوٹی گورنمنٹ رولز کے مطابق ادا کرنے ہونگے۔ نیز سیلز ٹیکس / انکم ٹیکس رجسٹریشن نمبر ٹینڈر کے ہمراہ منسلک کرنے ہونگے۔ انکم ٹیکس، سیلز ٹیکس کی بابت غلط دستاویزات پیش کرنے پر سپلائی و سیکورٹی ضبط کی جائے گی۔
- ٹینڈر کی منظوری و منسوخی خیر پختہ خواہ پبلک پروکیورمنٹ اتھارٹی کے قانون اور رولز کے مطابق ہوگی۔
- اشیاء کی تفصیلات / ٹینڈر ڈاکومنٹس / Specifications دفتر ہذا سے کسی بھی روز دفتری اوقات کار میں وصول کی جاسکتی ہیں یا بذریعہ E-mail یا ہمارے ویب سائٹ سے حاصل کی جا سکتی ہیں۔
- تمام قوانین، قواعد، ضوابط اور حکومت کے پالیسی کے مطابق کاروائی پایہ تکمیل ہوگی۔ فرم کا بروئے قانون ہونا لازمی ہے۔

www.districtcourtsorakzai.gov.pk/downloads (0925-690320) فون نمبر: (dsjorakzai@gmail.com)

المشتر: عبدالباسط (ایڈیشنل ڈسٹرکٹ اینڈ سیشن جج) چیئرمین پروکیورمنٹ کمیٹی، اور کزنئی بمقام باہر میلہ ہنگو

**8. SPECIFICATIONS OF PLANT & MACHINERY**

*Note: Rates must be strictly according to specifications, stating price and brand/manufacturer identification as per the following format.*

S#	ITEM NAME	SPECIFICATION	Quantity
5.	UPS 05 KVA	<p><b><u>Technical Specification for (5KVA) UPS:</u></b></p> <p>5KV UPS/Inverter along with batteries and battery to UPS cables etc. with following specifications.</p> <ul style="list-style-type: none"> <li>• Ratings: 5 KVA</li> <li>• Output Rating: 5000W</li> <li>• Input Voltage: 230V</li> <li>• Input Frequency: 47 to 53 Hz.</li> <li>• Output Voltage: 230V</li> <li>• Output Frequency: 50 Hz</li> <li>• Waveform: sinusoidal</li> <li>• Protections: Input &amp; Output Over/ Under Voltage. DC - High / Under Voltage, Battery Charging Over Current Output - Overload/ Short Circuit</li> <li>• Display: UPS shall preferably have Multi line LCD display which shall show various status parameters of the system</li> <li>• Audio indications: The UPS shall give distinct audio signals / alarms for battery mode, low battery &amp; other faults</li> <li>• Cooling: Fans shall be available for internal heat dissipation of UPS</li> <li>• Warranty: One year</li> </ul> <p><b><u>Battery</u></b></p> <ul style="list-style-type: none"> <li>• Battery 230AH, 12V (04 in numbers)</li> <li>• Battery bank shall be configured to suit the charging capacity of UPS</li> <li>• Warranty: one year/standard warranty.</li> </ul> <p><b><u>Accessories:</u></b></p> <ul style="list-style-type: none"> <li>• Cables (UPS/Inverter to Batteries)</li> </ul>	<p>01 Inverter/UPS</p>

**Note: Provide brochures/certificates for the above quoted items.**

**9. Award of Contract:**



Contracts shall be confirmed through a written agreement signed by the successful bidder and any member of the Purchase Committee.

**Payment:**

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply/installation and inspection.

**10. CHECKLIST FOR PROCUREMENT PROCESS:**  
**The following Documents must be submitted in the given order in a properly binding Booklet.**

1. Call Deposit
2. Covering Letter
3. Quotation/Rates/Bids on the firm Letter Pad
4. Warranty on the firm letter head for each individual item (if applicable)
5. Tax Payer Registration Certificate/Verification
  - i. STRN Active
  - ii. NTN Active
  - iii. KPRA Active (If services involved)
6. Affidavit of Non-Blacklisting on Stamp Paper
7. Past experience, contracts/work orders
8. Authorization certificates
9. Company registration certificates
10. Any other Documents deemed Necessary.

Bid Reference No. Procurement under Access to Justice Fund for UDRs.

To:

The Chairman, Purchase/Procurement Committee,  
District Judiciary, Establishment of District & Sessions Judge, Orakzai

Dear Sir

(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 \_\_\_\_\_ 2023 between the Chairman Purchase/Procurement Committee Establishment of District & Sessions Judge, Orakzai (hereinafter called the (“Purchaser”) and [\_\_\_\_\_] *name of Supplier* (hereinafter called the “Supplier”).

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

WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the GENERAL CONDITIONS OF CONTRACT referred to.

2. The following documents collectively referred to as “the Bidding Document” shall be deemed to form and be read and construed as part of this agreement, viz.:

- a. The Bid Form and the Price Schedule Form submitted by the Bidder;
- b. The Schedule of Requirements;
- c. The Technical Specification;
- d. GENERAL CONDITIONS OF CONTRACT;
- e. SPECIAL CONDITIONS OF CONTRACT;
- f. The Award of Contract;
- g. Earnest Money/ Bid Security; and
- h. Performance Guarantee.

3. In consideration of the payments to be made by the Purchaser to the Supplier, the Supplier hereby covenants with the Purchaser to provide the Goods in conformity in all respects with the provisions of the Bidding Documents.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods, the tender price.

IN WITNESS whereof the purchaser and the supplier here to 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: \_\_\_\_\_