

BID SOLICITATION DOCUMENT

FOR

PROCUREMENT OF

- i. Stationery**
- ii. Furniture**
- iii. Plant & Machinery**
- iv. Hardware**
- v. IT**

SENIOR CIVIL JUDGE (ADMIN), CHARSAKDA

ADDRESS: JUDICIAL COMPLEX, CHARSAKDA

Phone: 091-9220435

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

(Ms. Qasr-Ul-Ain)
Senior Civil Judge (Admin)
Charsakda

TENDER NOTICE THROUGH E-PAD

The Senior Civil Judge (Judicial)/Chairperson, Procurement Committee, Civil Courts, Charsadda invites **Electronic Bids through EPADS** from registered firm / suppliers or their authorized dealers registered with the Income / Sales Tax authorities, having valid NTN and active tax payer, for the procurement of the following items under the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014.

S. No	Item Description	Bid Evaluation Procedure	Specification
1	Stationery Items	Single Stage, One Envelope (Rule 6(2)(a) of KPPRA Rules 2014	Detailed particulars of required items are available in Bid Solicitation Documents which can be downloaded from EPAD System as well official website of District Judiciary Charsadda www.districtjudiciarycharsadda.gov.pk
2	Furniture Items		
3	Plant & Machinery Items	Single Stage, Two Envelops (Rule 6(2)(b) of KPPRA Rules 2014	
4	Hardware Items		
5	IT Items		

Terms & Conditions:

1. The bidders should submit their E-Bids wherein last date / closing date of submission of E-bis is 1st June, 2026 at 12:30 p.m. which will be displaced / open on online E-Pad System, on the same day at 02:00 p.m. in the presence of bidder or their representatives.
2. The bidders are required to submit bid security (in original) @ 2% of the quoted value in the form of Call Deposit Receipt (CDR), in the name of "Senior Civil Judge, Charsadda". An affidavit is mandatory in the technical bid that bid security is placed in the financial bid.
3. The successful bidder shall submit a 10% performance guarantee of the total contract amount and execute a contract agreement in accordance with the Khyber Pakhtunkhwa Public Procurement of Goods, Works & Services Rules, 2014
4. The bidder shall upload an affidavit on the EPADS system and submit the original affidavit on the day of bid opening, certifying that the firm is not blacklisted by any provincial or federal department, organization, autonomous body.
5. Incomplete, ambiguous and conditional or bellow specification bids shall not be entertained.
6. The firm/vendor should be registered with Sales Tax and Income Authorities, having valid NTN and active Tax payer. Valid documents/registration on certificates of the above must be uploaded with documents.
7. The successful bidder will be strictly bound to supply the items according to specifications within stipulated period after the issuance of supply order. Failure in supply within stipulated period or below specifications shall entail in cancellation of that bid & forfeiture of the Earnest Money/Call Deposit Return (CDR) & in case of cancellation of supply order, new supply order will be issued to next lowest bidder.
8. The successful bidder shall provide the items as per Quality and Specifications mentioned in bidding documents or better than that, and will also provide product originality/genuineness certificate.
9. Quantity can be increased or decreased according to available budget. The purchases will be subject to availability of fund(s).
10. The firm should include GST and all other applicable taxes while submitting rates.
11. The firm will be bound to replace the items damaged during supply.
12. The competent authority reserves the right to reject all or any of the bids or may also cancel the tender at all, at any stage, subject to any reason being communicated to bidder upon proper request under Rule 47 of KPPRA Rules, 2014.
13. Delivery, Installation and any other service of items may be supplied/provided in Judicial Complex, Charsadda or Tehsil Judicial Complexes as the case may be.
14. The sample of items so supplied will be provided to the office of the undersigned before opening of tender for technical evaluation.

Chairperson Procurement Committee/ Senior Civil Judge (Judicial), Charsadda

Contact # 091-9220435

Detail Description/Specifications of Items

LOT 1		
Stationery		
S. No.	Description	Quantity
1	Gum/Glue Stick Premium Quality	As per available Budget
2	Ball Points Black Packet Premium Quality	
3	Ball Points Red Packet Premium Quality	
4	Whitener Fluid Premium Quality	
5	Pencil Packet Premium Quality	
6	Flags / sticky Notes Pack Premium Quality	
7	Stapler Premium Quality	
8	Staple Pins Packet Premium Quality	
9	Marker Black Red Premium Quality	
10	Stamp Pad Premium Quality	
11	Stamp pad Ink Premium Quality	
12	File Covers Premium Quality	
13	Sharpener Premium Quality	
14	File tag Bundles Premium Quality	
15	Highlighter Premium Quality	
16	Stapler Remover Premium Quality	
17	Steel Ruler Premium Quality	
18	Cotton Tape Premium Quality	
19	Envelop Full/ File/Legal Size Premium Quality	
LOT 2		
Furniture		
S. No.	Description	Quantity
1	<p>Litigant's Sofa's/Wooden Benches (for Courts) Size: Length 6 ft, Width 1.8 ft, Height 2.5 ft (approx.) Frame: Strong, durable frame made of seasoned solid wood, properly treated for long life and resistance to warping Upholstery: Seat and back cushioned with high-density (1st grade) foam for comfort and durability Covering: Premium quality leatherette (synthetic leather), easy to clean and wear-resistant Finish: Smooth polished/laminated finish suitable for courtroom environment Note: Submission of catalogue/ Design/sample book is required.</p>	As per available budget
2	<p>Steel Benches Outdoor / Public Setting Bench 3-Seating Capacity High Quality Standard Size & dimensions Note: Submission of catalogue/ Design/sample book is required.</p>	

3	Center Table Set 3 pieces set Standard Size (01 large two small) Wooden / Sheesham wood Note: Submission of catalogue/ Design/sample book is required.	
4	Steel Almirah 18-gauge sheet Powder coated 4 shelves minimum Central locking system Size 78" × 36" × 18" Anti-rust coating	
5	Iron/Steel Racks for Record Storage Height 7 ft, width 4 ft, depth 1.8ft Minimum 18-gauge steel sheet for shelves and panels Strong frame with properly welded supporting bars/beams for enhanced load-bearing capacity 05 Shelves	

LOT 3

Plant & Machinery

S. No.	Description	Quantity
1	Lithium-Ion Battery / UPS Battery Battery Type: Lithium Iron Phosphate (LiFePO4) 51.2 V Capacity: 100Ah / 200Ah Installation Type: Wall Mount Minimum Life Cycles: 6000 cycles Protection: Overcharge, Short Circuit, Over Current, Temperature Protection All accessories required for installation shall be included, Standard warranty	As per available budget

LOT 4

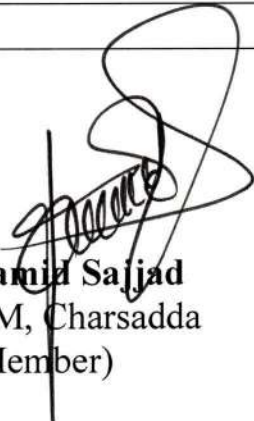
IT


S. No.	Description	Quantity
1	CCTV System <p style="text-align: center;">IP Cameras</p> IP-based 4MP or higher Full Color Cameras Resolution: Minimum 2560 × 1440 pixels Full-color night vision capability Built-in microphone/audio recording Compression: H.265 / H.265+ Weatherproof rating: IP67 or better IR range: Minimum 30 meters <p style="text-align: center;">NVR:</p> 16-channel 4K NVR Compression: H.265 / H.265+ HDMI & VGA output (4K supported) 4 TB storage HDD/SSD (support upto 8TB storage) USB ports for backup Includes branded wireless mouse	As per available budget


	<p style="text-align: center;">Network:</p> <p>Gigabit PoE Switch Cat6 pure copper cable</p> <p style="text-align: center;">Accessories & Installation</p> <p>PVC conduit/piping and junction boxes NVR rack (branded) with: Power distribution unit (minimum 4 sockets), Double circuit breaker, Lockable front door Complete installation, testing, configuration, and commissioning included</p> <p style="text-align: center;">Warranty:</p> <p>Minimum 01-year comprehensive preferably replacement warranty covering parts and labor free On-site support during warranty period Replacement of defective components free of cost</p>	
LOT 5		
IT		
2	<p>Court Virtual Evidence System</p> <p>i. Smart LED TV / UHD Screen Size: Minimum 40-inch or above Resolution: UHD 4K Operating System: Android TV / Google TV with App support, Built-in Apps: Web browser LAN (Ethernet RJ-45) support, Wi-Fi (Dual Band), Bluetooth, HDMI ports (minimum 2), USB ports (minimum 2) Installation, testing, and commissioning by supplier included</p> <p>ii. Branded Webcams with standard tripod Stand Branded Full HD Webcam Video Resolution: Minimum 1080p (1920 × 1080) or higher Built-in dual stereo microphones with noise reduction USB Plug & Play functionality 360° horizontal rotation capability , wide angle Adjustable tilt (up/down movement) Standard tripod mount support with tripod stand included Compatible with Smart LED TV / Laptop / PC Minimum 01-year warranty Local after-sales service and technical support by supplier</p> <p>iii. Courtroom Microphone Built-in noise reduction, and Echo cancellation support Frequency response optimized for speech clarity Mute switch required Suitable for recording and live amplification Compatible with Smart LED TV / PC / recording system</p>	As per available budget


(Ms. Qurat-U-Ain)
Senior Civil Judge (JJA)
Charsada

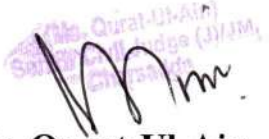
iv. Speakers Best Quality Speaker Optimized for clear speech reproduction (voice clarity focus) Noise-free and distortion-free audio output Powered via AC supply or USB (as applicable) Compatible with Smart LED TV / PC Plug & Play connectivity preferred		
LOT 6		
Hardware		
S. No.	Description	Quantity
1	Toner 107A (Compatible with Printers HP LaserJet 107A & HP LaserJet 135A)	As per available budget
2	Toner 106A (Compatible with Printer HP LaserJet 135A)	
3	Toner 79A	
4	Toner 26A	
5	Toner 85A	
6	Toner 35A	
7	Toner 17A	
8	Toner 19A	


Mr. Hamid Sajjad
 CJ-VI/JM, Charsadda
 (Member)


Mr. Shahid Ullah Khan
 Wazir
 CJ-V/JM, Charsadda
 (Member)


Mr. Hamid Ali,
 Computer Operator/Incharge IT,
 (Member)


Mr. Shams Minallah,
 Computer Operator: Sessions
 Courts, Charsadda
 (Member)


Ms. Qurat-Ul-Ain,
 Senior Civil Judge (Judicial)
 Charsadda (Chairperson)

1. I hereby tender the rate for the above stated supply of _____ at the rates noted on attached demand list (s).
2. The earnest money @ 2% call deposit of Total Cost for different category is attached herewith.
3. I certify that I have carefully read all the specifications and conditions of contract concerning the supply mentioned in advertisement for supply to the department before tendering and hereby agree to abide the same.

Name of Firm/Supplier:

NIT No: _____

GST No: _____

Call Deposit No: _____

Amount _____

Dated: _____

Bank _____

Branch Name & Code _____

Signature of Contractor with Seal

(Ms. Qurat-Ul-Ain)
Senior Civil Judge (J/JM)
Chargada

INSTRUCTION TO BIDDERS

1. The bidders must submit the proposals through EPADs and as per specified procurement method i.e. Single Stage One Envelope for Stationery & Furniture Items whereas Single Stage Two Envelops for Plant & Machinery, IT, and Hardware.
2. Bids will be evaluated on scoring basis for each lot of single stage two envelop categories as per Annexure "A".
3. The proposals must contain a transmittal letter on the bidder's letterhead, duly stamped.
4. The Financial proposal should be on the name address and contact details of the addressees and the addressors.
5. The proposal shall contain sales tax registration certificate.
6. Bidders may associate with other organizations to enhance their capacity; however, such associations may only take place before the bidding. Once firms are short listed, no such association will be allowed.
7. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
8. The proposals should be in accordance with specification(s).
9. Response time: all bidders shall submit proposals till closing date and time. No proposal in any case shall be accepted after the deadline.
10. The bidder shall submit an affidavit that he/she has never been blacklisted under any of the provision of this Act or any other law in respect of or relating to public procurement, including any rules, regulations, orders or instructions made in this behalf and for the time being in force.
11. Bidder must quote all items within the respective quoted lot.
12. The Supplier shall deposit with the Procuring Entity a bid security @ 2 % of each item/full lot in the shape of CDR. The proof of CDR must be placed in financial proposal and the original will be deposited with Procuring Entity. A certificate stating "Bid Security included must be placed in the technical proposal".

13. The bid security money so deposited shall be returned after signing the contract (s).
14. The procuring entity may reject one or all such proposals, which are unclear or does not adhere to these instructions.
15. Successful bidders must furnish a 10% Performance Bank Guarantee, valid throughout the contract, which can be forfeited if the supplier fails to deliver goods as per terms and conditions. This bank guarantee should be from a scheduled bank.
16. Contract will be signed with the successful bidders and its terms and conditions will govern the executive of the contract.
17. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).
18. The supplied items shall be inspected by the Inspection/Procurement Committee at Judicial Complex, Charsadda. Any item found defective, substandard, refurbished, or not according to specifications shall be replaced by the supplier at own cost
19. Payment will be made upon production of signed invoice, authenticated sales tax invoice, and other required documents, with applicable taxes deducted at source and satisfactory inspection by the committee.
20. If the supplier fails to deliver goods as per contract, the procuring entity can recover damages, purchase from another source, cancel the contract, or take other actions.
21. Disputes will be settled by the Grievance Redressal Committee mechanism as per section 35 of KPPRA Act 2012 and Grievance Redressal Rules 2017.
22. The supplier will indemnify the procuring entity against claims for infringement of patent, design, or trademark rights.
23. The supplier can't sub-let or assigns the contract without written permission from the procuring entity.
24. Neither party will be liable for obligations suspended due to events beyond their control, such as natural disasters or wars.

25. The agreement will be governed by KPPRA Act 2012 and KPPRA Rules 2014.

26. Notices must be in writing and delivered in person or through registered mail to designated addresses.

Sr. #	Description/ Specification	Unit Rate (Rs.)	GST + Income Tax + any other applicable government tax	Total
1.				
2.				

Following are the details regarding request for quotation for Senior Civil Judge, Charsadda.

Matrix to be filled by the bidder as per the instructions laid down here.

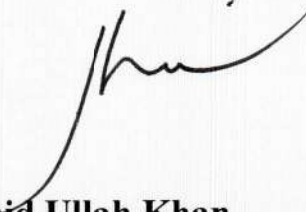
- a) The above details shall be submitted online through EPADs.
- b) Sample must be submitted separately when asked by the Procurement Committee.
- c) The Supplier (s) must be registered with the Sales Tax authorities.
- d) Warranty of Goods (Where applicable) shall be provided along with "quote".
- e) The quote (s) must remain valid for 90 days from the date of bid opening.
- f) Quotations must be submitted on or before the given time and date to Chairman, Procurement Committee, Civil Courts, Charsadda through EPADs.
- g) No late quotation for any reason whatsoever will be considered.
- h) The quote(s) must be accompanied with a bid security valuing 2 % of the total quoted price.
- i) NTN certificate shall be enclosed.
- j) Each supplier can only submit one offer / quote for an item.
- k) The quotation must carry the authorized signatures of the representative

of the supplier.

- l) All the Items must be in brand new condition.
- m) The aggrieved firms/bidders may file appeal/complaint to Grievance Redressal Committee within three days of the technical evaluation.
- n) The Procurement Committee, Civil Courts, Charsadda has the right to accept or reject any or all offers without assigning any reason thereof.



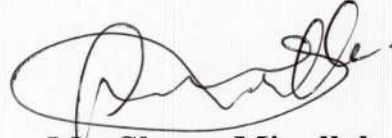
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Annexure "A"

Name of Firm				
Representative				
Signature				
SNO	Evaluation Parameter	MAX. MARKS	OBTAINED MARKS	REMARKS
1.	Technical compliance with required specifications	20		
2.	Warranty (where applicable)	05		
3.	After Sales Support / Services	05		
4.	Authorization / OEM Certificate (Where applicable)	05		
5.	Sample Demonstration	05		
6.	Relevant Experience in similar supplies during last 3 years	10		
7.	Bidder's Financial Soundness (Bank Statement of last 1 year)	05		
8.	Affidavit of non-blacklisting	05		
	Total Marks (Technical)	60		
	Status in Technical (Qualified / Not Qualified Minimum Qualifying Technical Marks 45)			
	Total Marks (Financial)		40	
	Obtained Marks in Financial $Financial\ score = \frac{Lowest\ Evaluated\ Bid}{Bidder's\ Price} \times 40$			
	Grant Total Marks (Technical + Financial)			
	Remarks			

(Ms. Qurat-Ul-Ain)
Senior Civil Judge (J)/JN,
Chargada