

BID SOLICITATION DOCUMENT

FOR

PROCUREMENT OF ITEMS UNDER THE GRANT-IN-AID WINDOW OF AJDF BY THE LAW & JUSTICE COMMISSION OF PAKISTAN

DISTRICT & SESSIONS JUDGE, CHARSADDA

INSTRUCTIONS	DETAILS/ DATE / TIME / PLACE
LAST DATE AND TIME FOR BID SUBMISSION	20 th -APRIL-2026 before 12:00 PM
BID SECURITY	2% OF THE BID FOR EACH ITEM IN EVERY LOT
ADDRESS FOR DELIVERY OF BID	OFFICE OF THE ACCOUNTANT SESSIONS COURTS, CHARSADDA
DATE & TIME OF OPENING	20 th -APRIL-2026 on 1:30 PM
PLACE OF OPENENING THE TENDER	LIBRARY AT JUDICIAL COMPLEX CHARSADDA


Phone: 091-9220444

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


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District & Sessions Judge
Charsadda

Detail Description/Specifications of Items

Description	Quantity
<p><u>LOT 1</u></p> <p>1. 6 KW SOLAR SYSTEM</p> <p>i. 48 Volt, 06-KW inverter, High-capacity hybrid solar inverter with built-in MPPT solar charge controller with 2-outputs, IP-6500W</p> <p>ii. Lithium battery 200 AH (Ampere-Hours).</p> <p>iii. Solar Panel 585/590-Watts, N Type Grade A, Bifacial</p> <p>iv. Solar frame L2 (14 G) Iron/Aluminum with multiple adjustment.</p> <p>v. DC earthing.</p> <p>vi. Cable with all accessories (DC cable 10mm)</p> <p>vii. Installation: Complete Installation DB Box, Breakers (DC/AC)</p>	
<p><u>LOT 2</u></p> <p>2. WATER FILTRATION PLANT WITH INSTALLATION</p> <p>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 litre.</p> <p>CONSTRUCTION OF HOUSING ROOM CONSTRUCTION & FITTINGS</p> <p>(12 × 10 ft) /requirement for the said plant, including civil, plumbing, and electrical works. or as per site Excavation in foundation as per site/requirement 2x2 (ft) Pcc 1:4:8 in foundation as per site/requirement Thickness 3 (inch) Raft in foundation as per site/requirement Thickness 9 (inch) Brick work in foundation as per site/requirement eight 13(inch) height 11(ft) Dpc as per site/requirement Thickness 3 (inch) brick work ground floor as per site/requirement Hight 11 (ft) weight 9 (inch) Steel rcc slab & raft ½” (dia) as per site/requirement 6x6 (inch) Rcc slab &</p>	<p>As per budget</p>


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china shed 2(ft) as per site/requirement 16x16 (ft)
Thickness 6 (inch) Pointing & plaster weather shield paint
& distempering paint as per site/requirement full room Pcc
1:2:4 & penal marbles in floor as per site/requirement Pcc
1:4:8=3(inch)pcc 1:2:4=3 (inch) Including works as per
site/ requirement Electrical works & door & pcc work
around the room

LOT 3

3. FURNITURE

i. Ergonomic Chairs

Standard Size Seat Width: 18–22 Inch. Seat Depth: 16–20
Inch (adjustable) Backrest Height: 20– 28 Inch. Armrest
Height: 7–12 Inch (above seat), the seat should be tilted
forward (5-15 degrees) and have height adjusting arms, well
defined lumbar/pelvic support and adjustable lumbar support
for correct fit. Desk height. Adjust the backrest angle to a
comfortable position between 90-degrees and 110-degrees

As per Pic

ii. Office Table

1 x Table · Dimensions: · Width: 48 inches · Depth: 24
inches · Height:30 inches · MDF Laminated Easy to Clean
Waterproof top · Steel Metal Frame. 02 to three drawers,
full wooden shesham, locks & handles As per Pic

LOT 4

4. Internet

i. High Speed, 20-30 MBPS internet with all relevant
accessories (router, switches etc.). 1st time installation
charges and monthly charges may be quoted
separately.

ii. Subscription

Online Library
Pakistan Law Site

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


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Addl. District & Sessions Judge-IV
Charsadda

INSTRUCTION TO BIDDERS

1. Bids will be evaluated on scoring basis of each lot as per Annexure "A".
The requirements for Tender for furniture and subscription i.e online Library/Pakistan law site and high-speed internet, only S. Nos 1,2,7,9 and 14 of Annexure A shall be followed. The requirement of Tender for the remaining items shall be the same as mentioned in the bidding documents of Annexure A. The Technical Bids must include.
 - i. Valid income tax and sale tax registration (Active Status).
 - ii. Affidavit of non blacklisting.
 - iii. Authorization letter from manufacturer (for Machinery and I.T).
 - iv. Proof of similar contracts executed in the last three years in Government Institution/Departments.
 - v. Details of Technical Staff.
2. The bidders must submit the proposals through EPADs and as per specified procurement method Single Stage Two Envelops Process.
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. The bidder must quote all items in a Lot failing of any single item quoted will lead to disqualification of bid.

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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 goods will be inspected by the committee at Judicial Complex, Charsadda.
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 District & Sessions Judge, Charsadda.

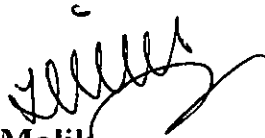
Matrix to be filled by the bidder as per the instructions laid down here.


- 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, extendable as per rule 30 KPPRA.
- f) Quotations must be submitted on or before the given time and date to Chairman, Procurement Committee, Sessions 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) Each supplier can only submit one offer / quote for an item.
- j) The quotation must carry the authorized signatures of the representative of the supplier.
- k) All the Items must be in brand new condition.



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Add: District & Sessions Judge
Charsadda


NTN certificate shall be enclosed.


- m) The aggrieved firms/bidders may file appeal/complaint to Grievance Redressal Committee within three days of the technical evaluation.
- n) The Procurement Committee, Sessions Courts, Charsadda has the right to accept or reject any or all offers without assigning any reason thereof.


Ms. Tahira Zainab Malik
Senior Civil Judge (Family),
Charsadda
(Member)


Ms. Qura-Tul-Ain,
Senior Civil Judge (Judl),
Charsadda
(Member)


Mr. Muhammad Ali
Superintendent Sessions Court,
Charsadda
(Member)


Mr. Hamid Ali
Computer Operator
Sessions Court, Charsadda
(Member)


Mr. Akbar Ali
Addl: District & Sessions Judge-IV,
Charsadda
(Chairperson)

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Addl: District & Sessions Judge-IV,
Charsadda

Annexure "A"

Name of Firm				
Representative				
Signature				
SNO	SUB PARA METER	MAX. MARKS	OBTAINED TECHNICAL	OBTAINED FINANCIAL MARKS
	Legal Requirement			
1	Compliance to Purchaser's Specifications, Fully complied with the required specifications (total 05 marks) , Half Specs (02 marks)	5		
2	company's profile, & company's registrations, Firm must be Registered and have company's profile registered Firm (05 marks) Unregistered firm (2)	5		
3	HR Capabilities, Engineers (05 Marks) DAE Technician or below (02)	5		
4	Work shop Facility (Availability of After sales services) 01 for each franchise (total max 05 marks)	5		
5	ISO Certificate(ISO certified firm (05 marks) un certified (total 02 marks)	5		
6	OEM authorized Dealer Manufacturer Authorization Certificate (05 Marks) partnership Deed with manufacturer , Un Authorized Dealer (02 Marks)	5		
7	Taxes Certificate Firm must me Active tax payer (02 Marks) , Max payer (01 Mark) GST tax Payer (01 Mark). Professional Tax payer (01 Mark)	5		
8	satisfactory /Completion certificate for each quoted equipment from the public sector institutions within Pakistan (01 Marks for each certificate) (total 05 marks)	5		
9	KPPRA Registered (total 05 marks)	5		
10	The firm registered with PEC (total 05 marks)	5		
11	Work completed with Judiciary Minimum 03 projects & 01 marks each project (total Max 05 marks)	5		

12	only QCR Audit Reports Financial Audited Annual Statement 01 marks for each years (total Max 05 marks)	5		
13	Bank statement of Minimum last 03 year as 01 mark for each year with the Bank credit statements (total Max 05 marks upto 05 years)	5		
14	Undertaking on judicial stamp for Full CDR @2% (05 marks) for each lot	5		
	Total Marks (Technical)	70		
	Minimum Qualifying Technical Marks 55			
	Obtained Marks in Technical			
	Total Marks (Financial)	30		
	Obtained Marks in Financial			
	Grant Total Marks (Technical + Financial)			
	Remarks			