

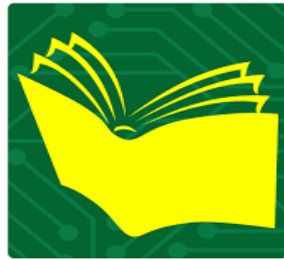


**STANDARD FORM OF BIDDING DOCUMENTS**  
**FOR**  
**SUPPLY AND INSTALLATION OF IT, ALLIED EQUIPMENT /**  
**MACHINERY AND OFFICE FURNITURE**

**PROC REF NO:**

**Last Date/Time for Submission: 21<sup>st</sup> April, 2021 at 11:30 AM**

**Bid Opening Date/Time: 21<sup>st</sup> April, 2021 at 12:00 PM**



**KPESED**

**Directorate of Elementary and Secondary Education, Khyber Pakhtunkhwa**

**Address: GT Road, Peshawar**

**Email ID: [sqmidirectorate@gmail.com](mailto:sqmidirectorate@gmail.com) Website: [www.kpese.gov.pk](http://www.kpese.gov.pk)**

**Phone: 091-9331763**

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**INVITATION FOR  
BIDS**

**Invitation for Bids**  
**Supply and Installation of IT, Allied Equipment / Machinery and Office Furniture.**

Date: [date of issuance of IFB] \_\_\_\_\_  
IFB No. \_\_\_\_\_

1. The Directorate of Elementary and Secondary Education (DESE), Khyber Pakhtunkhwa Peshawar has received an allocation from the Public Fund in Pak rupees / Foreign Currency towards the cost of, A03970-180, Establishment School Quality Management Initiative (SQMI) cell in Directorate of Elementary and Secondary Education, Khyber Pakhtunkhwa Peshawar, FY 2020-2021. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for supply and installation of IT, allied equipment / machinery and office furniture.
2. The Directorate of Elementary and Secondary Education, Khyber Pakhtunkhwa Peshawar now invites sealed bids from eligible bidders for the supply of installation of IT, allied equipment / machinery and office furniture.
3. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of Additional Director (P&D), Directorate of Elementary and Secondary Education (DESE), Khyber Pakhtunkhwa, GT Road Peshawar, Tel:091-9331763 during office timings (09:00 AM to 04:00 PM).
4. A complete set of bidding documents can be downloaded by interested bidders from the website [www.kpese.gov.pk](http://www.kpese.gov.pk) and [www.kppra.gov.pk](http://www.kppra.gov.pk).
5. The provisions in the Instructions to Bidders and in the General Conditions of Contract are in strict compliance with the provisions of the Khyber Pakhtunkhwa Public Procurement Act and its Rules made there under which also conform to the requirements of the World Bank *Standard Bidding Documents: Procurement of Goods for National Competitive Bidding, Pakistan*.
6. Bids must be delivered to the Assistant Director (Training) office of the Additional Director (P&D), Directorate of Elementary & Secondary Education Khyber Pakhtunkhwa Peshawar, in both hard and soft form, on or before **11:30 AM, 21<sup>st</sup> April, 2021** and must be accompanied by a security of two (02 %) percent in the form of total cost of the bid in the form of Demand Draft/Banker Cheque / CDR.
7. Bids will be opened in the presence of bidders' representatives who choose to attend at **21<sup>st</sup> April, 2021 at 12:00 PM** at the Committee Room of Directorate of Elementary & Secondary Education GT Road, Peshawar, Khyber Pakhtunkhwa.
8. The bidders are requested to give their best and final prices as no negotiations are expected.
9. The procedure shall be **single stage one envelope**. The bidder/proponent must submit the proposal in sealed envelope. The bidder who does not fulfill the eligibility criteria, their bids shall be considered as non-responsive and shall not be included in further process.
10. Bidders should be registered entities with the Government under one of the Federal or Provincial Registration Acts and Khyber Pakhtunkhwa Revenue Authority (**KPRA**). However, bidders are not required to be locally registered with the procuring entity.
11. Bidder must be income tax and sales tax registered and must be on active tax payers list of FBR carrying a National Tax Number (NTN).

12. The bidder must have a minimum of one (01) year of experience in supplies.
13. Shall provide the undertaking on the letterhead to supply the items having online verifiable part numbers.
14. The bidder should have local office and after sale services in Peshawar.
15. Can provide the item / items within the time specified in schedule of requirement
16. Shall provide on a stamp paper an Affidavit stating that the proponent has never been blacklisted / Bankrupted by any government / semi-government organizations (procuring entity) under the administrative control of the federal / Provincial governments and that no litigation underway against them.
17. Contract / Purchase order will be awarded to the lowest eligible / qualified bidder fulfilling the criteria mentioned above and all the terms and conditions of the SBD.
18. Directorate of E&SE (DESE) has the right to accept or reject any or all offers as per procedure mentioned in KPPRA Rules, 2014.
19. Observance of COVID-19 related SOP's are mandatory.

Additional Director (P&D)  
Directorate of Elementary and Secondary Education, Khyber Pakhtunkhwa  
GT, Road Peshawar.  
Email ID: [sqmidirectorate@gmail.com](mailto:sqmidirectorate@gmail.com) Phone: 091-9331763

## **INSTRUCTION TO BIDDERS**

Date \_\_\_\_\_

Directorate of Elementary and Secondary Education (DESE), Khyber Pakhtunkhwa  
Peshawar

- A. The bidder/ proponent must submit the proposals in sealed envelopes and as per specified procurement method **single stage single envelope**.
- B. The proposal shall be clearly marked on the outer side technical and financial proposals.
- C. The proposal should be typed in English in Times New Roman with font size 12 and single spacing.
- D. The proposal must contain a transmittal letter on the bidder's letterhead, duly stamped by authorized representative (as per prescribed specimen i.e. BID FORM AND PRICE SCHEDULES).
- E. The envelope should be in the name, address and contact details of the addressee and the addressor.
- F. The proposal shall contain the copy of legislation with one of the mandated authorities of Government of Pakistan along with the national tax number certificate.
- G. The proposal may contain sales tax registration certificate (optional).
- H. Adherence to the delivery timeline will be mandatory.
- I. The bidder shall specify validity in days, the submitted bid Directorate of E&SE, Khyber Pakhtunkhwa may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
- J. 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.
- K. 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.
- L. The proposal shall be in accordance with enclosed specifications.
- M. Response time: all bidders shall submit proposals before 21st April, 2021 at 11:30 AM, SQMI Cell Directorate of Elementary and Secondary Education, Khyber Pakhtunkhwa, GT Road Peshawar and these will be opened half an hour after the deadline i.e. 12:00 PM of 21<sup>st</sup> April, 2021. No proposal in any case shall be accepted after the deadline.
- N. The bidder shall submit an affidavit that it has never been blacklisted.
- O. The bidder shall submit statement of any history of litigation or ongoing or submit a certificate regarding non-existence of litigation.
- P. The bidder will deposit bid security money with procuring entity equal to 2% of the total value of the contract along with the bid in the envelope containing Technical proposal. The bid security money so deposited will be returned to the depositor after signing the contract subject to the observance of the contract.
- Q. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions.

- R. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- S. The procuring entity may increase or decrease the quantity of items if deemed necessary.
- T. The procuring, entity shall ask for a performance bank guarantee at 5% of the total contract value. This bank guarantee should be from a scheduled bank.
- U. Contract will be signed with the successful bidders and its terms and conditions will govern the execution of the contract.
- V. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (DESE, KP and supplier/vendor/bidder).

W. **ELIGIBILITY / QUALIFICATION CRITERIA**

Following are the eligibility/ qualification criteria.

S. No	Criteria	Documentary Evidence
1	Bidders should be registered entities with the Government (Contractor with PEC; Company with SECP or any other authority). However, bidders are not required to be locally registered with the procuring entity.	Registration Certificate
2	Bidder must be income tax and sales tax registered and must be on active tax payers list of FBR carrying a National Tax Number (NTN) or a Tax Exemption Certificate	Registration Certificate & Active Status
3	The bidder must have a minimum of one (01) year of experience in supplies.	Registration Certificate
4	The Bidder/Supplier should have a documented track of completing at least two (02) similar assignment involving the supply of comparable scale.	Purchase Order/ Contracts/Completion Certificates
5	Shall provide the undertaking on the letterhead to supply the items having online verifiable part numbers.	Undertaking
6	The bidder/supplier should have office and after sale services in Peshawar.	Documentary proof with complete address and phone numbers
7	Can provide the item within the time specified in schedule of requirement.	Supply Schedule/ Mention days on letter head/Price Schedule.
8	The bidder should provide local warranty of the bid items for a period of one year.	Warranty on Company Letter Head duly stamped & Signed.
9	Shall provide on a stamp paper an Affidavit stating that the bidder/supplier has never been blacklisted by any government / semi-government organizations (procuring entity) under the administrative control of the federal / Provincial governments and that no litigation underway against them,	Affidavit on Judicial Stamp Paper duly attested

Note: Contract / Purchase Order will be awarded to the lowest eligible / qualified bidder fulfilling the criteria mentioned above and all the terms and conditions of the SBD.

## Bid Form and Price Schedules

Date: \_\_\_\_\_  
IFB No: \_\_\_\_\_

To:

Directorate of Elementary and Secondary Education  
Khyber Pakhtunkhwa  
GT Road, Peshawar.

Gentlemen:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to five percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under relevant Clause of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

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

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]



## Price Schedule in Pak. Rupees

Name of Bidder \_\_\_\_\_

IFB Number \_\_\_\_\_

Financial Bid Sheet		
Subject: Procurement of Office Furniture	Date:	
<b>Supplier Name, Address &amp; Contact Details</b>	<b>Closing Date</b>	
	<b>NTN:</b>	
	<b>STRN</b>	
	<b>Tel:</b>	
	<b>Fax:</b>	
	<b>Email:</b>	
<b>Delivery and completion days from the issuance date of Purchase Order:</b>		
<b>Quotation validity (in days):</b>		
<b>Mentioned warranty and bid brand against each line item:</b>		
<b>Delivery and installation Locations:</b>	Directorate of E&SE, Peshawar	

S.#	Item	Brand & Model of Bid Item/ Description	Qty:	Unit Price	GST	Unit Price Including GST	Total Price Including GST
1	Desktop Computer core i5, 10 <sup>th</sup> Generation		04				
2	Laptop Core i5 10 <sup>th</sup> Generation		04				
3	Printers		04				
4	Visitor chairs		12				
5	Center table		01				
6	Floor Mat with Installation		416 Sq. ft.				
7	Ceiling Fan		04				
8	Electric Kettle		02				
9	Window Blinds with Installation		163 Sq. ft.				
10	Door curtains Installation		90 Sq. ft.				
11	UPS & Battery		01				
12	LED Light		12				
13	Microwave		02				
14	Almirah		02				
15	Tea Set		02				
16	Dinner Set		01				
17	Paper Shredder		01				
18	Documents Scanner		01				
19	Wall Clock		02				

20	Crockery						
	a. Water Glass		18				
	b. Water Jugs		03				
21	Electrical Extensions		12				
22	Split AC with Installation		01				
23	Heavy Duty Stapler		02				
24	Heavy Duty Hole Punch		02				
25	Solid State Hard Drive		02				
26	USB Flash Drive		05				
27	Wireless Presenter		01				
28	Mobile Broadband Internet Device		01				
29	Electrification Fitting		03				
30	Water Dispenser		01				
31	LED Screen		01				
32	Laser Toner Cartridge		12				

Signature & Stamp of Bidder \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

## DETAIL SPECIFICATIONS

S.No	Item	Required Specification		Specifications of the bid Brand	Brand & Model bid
1	Desktop Computer	Processor	Intel Core i5 10th Generation		
		Type	Desktop Computer		
		Monitor/Display	19.5-inch diagonal TN (Twisted Nematic) widescreen WLED backlit anti-glare LCD (1600 × 900)		
		Storage	512GB SSD		
		Memory	4 GB RAM DDR4-2933MHz		
		Expansion	4 x USB 3.0, 2 x USB 2.0		
		Accessories	Wireless Keyboard and Mouse		
		Connectivity	WIFI & Network		
		Operating System	Registered Latest Windows 10		
		<b>Warranty</b>	1 year local		
2	Laptop Core i5	Processor	10th Generation Intel Core i5		
		Storage	512 GB SSD		
		Memory	08 GB DDR4-2666 MHz		
		Ports	USB Port, 1 HDML, 1 RJ 45 Lan port, 1 headphone / microphone jack, combo jack		
		Screen Size	15.6" HD WLED Screen 720p		
		Connectivity	WIFI & Network		
		Operating System	Registered Latest Windows 10		
		Accessories	Leather Carrying Bag		
		<b>Warranty</b>	One-year local Warranty		
3	Printer	Type	Printer		
		Technology	Laser		
		Print Speed	28 PPM or above		
		Duplex	Automatic (Standard)		
		Memory	256 MB		
		Connectivity	Ethernet, USB & WIFI		
		Other Features	Plug & Play		
		Display	Touch screen LCD		
		Print Quality	600 x 600 dpi		
		<b>Warranty</b>	One-year local Warranty		
4	Visitor chairs	Type	Steel Chair, Leather Cushion & Arms, Seat and bade Cushioned covered with cushion (size seat height 18", High back 20" from seat width 20", depth 20"-22"), black color		
5	Center table	Size	Size 4.5' x 4.5'		
		Type	Wood made with Glass on top		
		Drawers	Have two drawers (at least) Should have locks		
6	Floor Mat with Installation	Material	Vinyl (PVC) Floor Mat		
		Thickness	Minimum 1.6mm		
		Design	Coin Texture mat with non-slip surface		
		Type	Should be reliable & durable		

		Color	Light Grey		
		Total Size	26' x 16'		
7	Ceiling Fan	Type	Ceiling Fan 56-inch 100 % Copper Wire		
		Electricity	AC and DC Supported		
		Type	Remote Controlled		
8	Electric Kettle	Specifications	One touch opening, water level indicator, Safety Lid with automatic switch off and removable lime scale filter		
		Power Supply	AC 220-240 ~50/50Hz, 1830-2178W max		
		Operation Temperature	120-degree C.		
		Cable Specifications	H05RR-F3G*0.75-1.0mm2 250V~16AL=0.85m		
		On/Off	On/Off button with blue light indication.		
9	Window Blinds with Installation	Size	Five blinds 6.5' x 5' = 163 ft.		
		Material	Aluminum made, 01-inch width, white color, horizontal blinds		
10	Door curtains Installation	Size	Two curtains 9' x 5'=90		
		Material	Fabric (Linen, Polyester or Jacquard)		
		Color	Grey		
11	UPS	Type	Branded UPS 1000 Watts (Compatible with Tubular Battery)		
			Simulated sine wave inverter		
			1200VA/1000Watt/12VDC/230VAC		
			Should accept utility and solar input at the same time		
			LCD with LED indication for comprehensive information		
		Overload and short circuit protection			
Battery	200AH Tubular				
<b>Warranty</b>	1 year local for UPS & Battery				
12	LED Light	Watt	Led 85 Watts		
		<b>Warranty</b>	1 year local		
13	Microwave Oven	Type	Electrical Microwave Oven		
		Purpose	Re-Heating with Defrost & Grill Function		
		Capacity	32 Liter		
		Interface	Digital		
		Power Level	At least 3 Power Levels with Digital Control		
		Timer	Digital Timer		
		<b>Warranty</b>	1 year local		
14	Almirah	Specification	Steel, Two doors with separate Locks and partition inside, at least 03 File Shelves, Size W900*D450*H1850 mm		
15	Tea Set	Type	12 cups with saucers, sugar pot and Kettle		
		Material	Bone Porcelain		
16	Dinner Set	Material	Bone Porcelain		

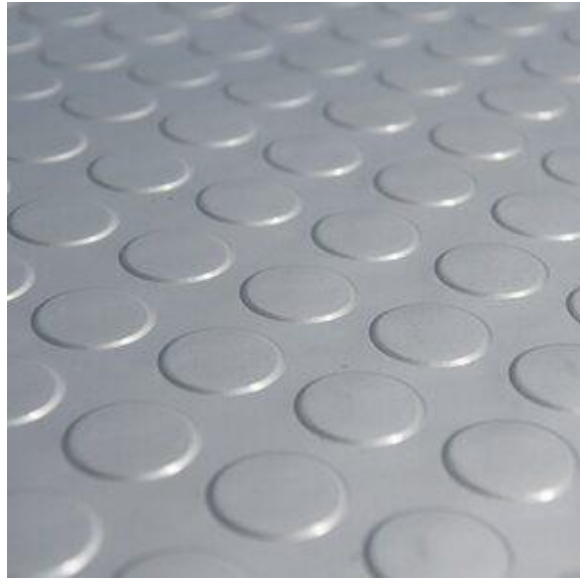
		Specification	36 Pieces		
17	Paper Shredder	Shred Type	Cross Cut		
		Shredding Capacity	Minimum 12 Sheets		
		Shreds	Paper/CD/Credit Cards/Staples		
		Basket Capacity	Minimum 20 Liters		
		Features	Jam & Overload Protection Electric Powered		
		<b>Warranty</b>	1 year local		
18	Documents Scanner	Size	Legal Page Size		
		Form Factor	Flatbed		
		Scan Quality	Resolution up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono)		
		Support	Windows 10 Supported		
		Connectivity	USB Port, WIFI		
		<b>Warranty</b>	1 year local		
19	Wall Clock	Design	3D DIY Acrylic Wall Clock		
		Size on wall	22-inch x 22 inch		
		Material	100% Pure Acrylic		
		Central Circle	Central Circle will hang with pin on wall.		
		Thickness	3 mm		
20	Crockery	Water Glasses	Water Glass		
		Glass Water Jug	Glass Water Jug		
21	Electrical Extension Board	Type	High Quality with universal sockets		
		No. of Sockets	At least 06 sockets		
		Wire Length	10 Yards		
22	Split AC with Installation	Type	2.0 Tons DC Invertor, Hot and Cold		
23	Heavy Duty Stapler	Type	Heavy Duty Stapler		
		Capacity	Should Staple from 30-240 Pages		
		Staple Size	23/8, 23/10, 23/13, 23/15, 23/17, 23/20, 23/24		
		Staple Capacity	At least 100 staples		
24	Heavy Duty Hole Punch	Type	Two-hole heavy duty punch machine		
		Capacity	Up to 70 Pages		
		Handle	Single Piece Handle with lock-down switch		
25	Solid State Hard Drive	Storage Capacity	512GB NVMe		
		Interface	NVMe		
		Form Factor	2280		
		<b>Warranty</b>	01 year local		
26	USB Flash Drive	Storage Capacity	64 GB		
		Interface	USB 3.0		
		<b>Warranty</b>	03 years local		
27	Wireless Presenter	Type	Wireless presenter, Microsoft PowerPoint Supported		
		Laser	Green laser pointer		
		Wireless Range	15 meters		
		Slideshow Controls	Next, Back, Presentation Start/Stop, Black Screen On/Off buttons		
		Compatibility	Windows 10 or later		
28		Type	Mobile 4G LTE WIFI device		

	Mobile Broadband Internet Device	Battery	Internal battery		
		Internet Package	06 Months Internet Package		
29	Electrification Fitting	Description	03 Electrical boards installation.		
30	Water Dispenser	Type	Hot and Cold-Water Dispenser		
		Tray	Removable Drip Tray		
		Water Capacity	Uses Standard 3 or 5 Gallon Water Bottles		
		Buttons	Push Button Hot & Cold Faucets		
		Hot Temperature	Hot water outlet - 88C - 92 C		
		Cold Temperature	Cold water outlet - 4C - 11 C		
		Filter	Integrated Filter		
		Warranty	1 year local		
31	LED Screen	Active Screen Size	60 inches		
		Resolution	1080p Full HD		
		Mount	Wall Mounted		
		Ports	HDMI, VGA, USB 2.0 or USB 3.0		
		Features	Smart System Support for PowerPoint Presentations WIFI Supported Internal Speakers TV Channels supported		
		Aspect ratio	16:9		
		Refresh Rate	60 Hz		
		Brightness (Type: cd/m2)	At least 250, Higher will be preferred		
		Picture Mode	Dynamic, Standard, Mild, User		
		Color Temperature	Warm/Cold/Standard		
		Power Supply	100-240V/50-60HZ		
Warranty	1 year local				
32	Laser Toner Cartridge	Model	Genuine HP 107A Laser Toner Cartridge, Black color		

**PROPOSED DESIGNS FOR OFFICE FURNITURE**



**Visitor Chair (S# 4)**



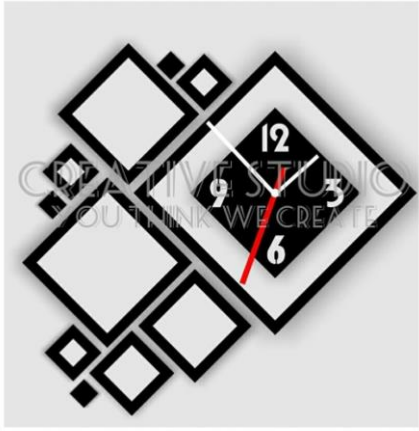
**Floor Mat (S# 6)**



**Window Blinds (S# 9)**



**Center Table (S# 5)**



**Wall Clock (S# 19)**



**Door Curtains (S# 10)**



**Almirah (S# 14)**



## GENERAL TERMS AND CONDITIONS

S #	Description / Specification	Qty .	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Delivery Period	Total
1.						
2.						

1. Following are the details regarding request for quotation for IT, allied equipment/machinery and office furniture.

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

2. **General Terms and Conditions:** Following are the General Terms and Conditions
- a) The above details shall be submitted in a sealed envelope
  - b) Sample where necessary must be submitted separately (Optional).
  - c) The Supplier (s) must be registered with the Sales Tax authorities.
  - d) Warranty of Goods shall be provided along with bid. The warranty period shall be (01) year.
  - e) The bid (s) must remain valid till 30<sup>th</sup> June, 2021.
  - f) All suppliers shall mention all applicable taxes in their bids. In case any supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total bid value for each item.
  - g) The request for bid is non-transferable.
  - h) Bid must be submitted on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever, will be considered.
  - i) The bid(s) must be accompanied with a bid security valuing 2 % of the total bid price.
  - j) NTN certificate shall be enclosed.
  - k) Each supplier can only submit one offer / bid.
  - l) The bid must carry the authorized signatures of the supplier.
  - m) The bidder has the option to apply for one or all items.

- n) Directorate of E&SE (DESE) has the right to accept or reject any or all offers without assigning any reason thereof.

Thanking you.

Yours truly,

For and on behalf of Directorate of ESE, KP, Peshawar

**(Additional Director P&D)**

Tel: 091-9331763

Directorate of Elementary and Secondary Education, Khyber Pakhtunkhwa  
GT, Road Peshawar

**GENERAL AND SPECIAL CONDITIONS OF  
CONTRACT**

**A. LANGUAGE**

All communications and documentations related to procurements shall be in English.

**B. BID SECURITY DEPOSIT (Where Applicable)**

Unless otherwise agreed between the Procuring entity and the Supplier, the later shall deposit with the Procuring Entity a sum equal to 2 % of the total value of the bid.

**C. PLACE AND TIME OF DELIVERY**

The Supplier/Vendor/bidder shall as may be required by the Procuring entity deliver free of cost at places detailed in the said Schedule, the list and Quantities of the goods detailed herein and the goods shall be delivered out not later than the dates specified.

*(i) Delivery Schedule*

Ser. #	Item /	Date of	Place of	Verification	Acceptance
	Deliverable	delivery	delivery		

**D. VARIATIONS / REPEAT ORDERS**

The Procuring entity may during the execution of the Contract, by notice in writing may direct the supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Service Provider, and the Service Provider shall carry out such variations and be bound by the same conditions. Provided that repeat orders are within a period of six months, and that it does not exceed fifteen percent of the original contract value as per KPP Rules 2014.

**E. INSPECTION of Goods on Delivery (whole applicable)**

The goods shall be inspected by the inspecting team of the Procuring entity for quality/quantity etc. at the agreed location/warehouse of the Procuring entity before the goods are provided/supplied at their final destination.

Inspection of goods shall be conducted without prejudice to the buyer's right to lodge quantity and quality claims. In case the goods are not found in conformity with the contracted quality/specifications, procuring entity shall have the right to lodge claims within 30 days from the date of inspection of the goods.

## **F. PACKAGING**

Material/works/service should be packed suitably in appropriate wooden/metallic boxes/containers/pallets in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the stores of procuring entity safely.

Each pack or container should clearly indicate the following information:

- Purchase Order Number and date.
- Name of Product/Deliverable.
- Quantity
- Gross and net weights
- Name of Manufacturers/service providers

Manufacturer's instructions regarding the maximum storage life of the product and the storage conditions must be followed.

Material/works/service should be delivered at the stores of procuring entity in original packing of the manufacturer.

Where applicable, manuals containing instructions of the manufacturer about the application (in use) of the item should be provided in English. If required by Procuring entity, technical experts should be sent by the manufacturer for application of the item at site.

## **G. PERFORMANCE BANK GUARANTEE (OPTIONAL)**

Successful bidders shall furnish a Performance Bank Guarantee of 05% of value of Purchase Order/Tender price/Contract on the proforma prescribed provided that the guarantee is issued by any of the approved Banks within 20 days of issuance of the letter of acceptance. The performance guarantee shall remain valid throughout the execution of purchase order/contract and shall be returned within 10 days after the expiry of warranty period and satisfactory performance

If such Guarantee is issued by a foreign bank, it should be countersigned by a Pakistani bank on the approved list of banks.

## **FORFEITURE OF PERFORMANCE BANK GUARANTEE**

The Performance Bank Guarantee may be forfeited if the service provider fails to deliver or supply goods in accordance with the terms and conditions of the Purchase Order or commits any breach of the Contract / Purchase Order.

**H. PAYMENT CLAUSE** Payment shall be made on production of the following

documents: -

- a. The Supplier/Vendor submits manually signed invoice in triplicate certifying that merchandise supplied is in accordance with the contract. The invoice must show the Purchase Order No.\_\_\_\_, Material Receiving Report No.\_\_\_\_, and Acceptance Note No.\_\_\_\_, with date, price/rate of each item.
- b. Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.
- c. Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
- d. Valid Income Tax Exemption Certificate (otherwise Income Tax at current applicable rates shall be deducted from the invoice). (where applicable)
- e. National Tax Number.
- f. Sales Tax Registration Number.
- g. Certificate in original issued by any one of the Independent Inception (where applicable).
- h. Bank Account Number and Branch.
- i. Recovery of all applicable taxes at source should be made as per rules
- j. Certificate from procuring entity stating Goods as per standard / professional requirement (format given below)

**DETAIL OF STANDARDS (if applicable)**

<b>S. #</b>	<b>Meets best quality standards (5)</b>	<b>Meets acceptable quality standards (4)</b>	<b>Meets un acceptable quality standards (3)</b>	<b>Does not meet acceptable quality standards (2)</b>
1.				
2.				
3.				
4.				

Delivery / Deliverable accepted since it meets acceptable / best quality standards (5/4)

**K. OBLIGATIONS AND OPTIONS IN CASE OF NON-FULFILMENT OF CONTRACTUAL OBLIGATIONS BY THE SUPPLIER**

The supplier shall perform services in accordance with recognized standards, applicable laws and regulations.

The suppliers shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of the project (representing consultant firm /organization). The Project Coordinator shall have the qualifications as may be agreed between the client and the consultant.

The supplier shall carry out the services with due diligence and efficiency and in conformity with sound practices.

The supplier shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and other practices. The supplier shall furnish the Client such information relating to the Services as the Client may from time-to-time reasonably request.

Except with the prior written approval of the Client, the supplier shall not assign or transfer the Agreement for Goods or any part thereof nor engage any other independent supplier or sub-contractor to perform any part of the services without prior consent of the service providers.

The supplier agrees that no proprietary and confidential information received by the supplier from the Client shall be disclosed to a third party unless the supplier receives a written permission from the Client to do so.

Procuring entity may take any of the following actions if after the placement of the Purchase Order the supplier fails to deliver the goods within the prescribed period, according to the specifications, quantities and other terms and conditions given in the Purchase Order/Contract agreement: -

Recover from the supplier as stipulated in the relevant purchase order/contract agreement, equivalent to 0.067% per day (2% per month) of the total value of contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond maximum of 10% of the total contract value.

Purchase from any other source, at the risk and cost of the supplier, the goods not delivered or other goods of equivalent specifications, without canceling the Purchase Order/contract agreement;

Cancel the Purchase Order/contract agreement at supplier's risk and cost. In such case, the Procuring entity reserves the right to take any action against supplier which it may deem fit under the circumstances including the blacklisting of the supplier; or

Recover any consequential losses/damages incurred by procuring entity by withholding any or all amounts otherwise due to the supplier against this or any other Purchase Order/ Contract.

#### **L. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION**

Procuring Entity shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPP Rules 2014.

If a bidder is not satisfied with the decision of the Committee, he may take recourse to the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA).

The mere fact of lodging a complaint shall not warrant suspension of procurement process.

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by KPPRA whose decision will final and binding on both the parties

#### **M. INDEMNITY**

The supplier shall at all times indemnify the procuring entity against the claims which may be made in respect of the goods for infringement of any right protected by patent, registration of design or trade mark and shall take all risks of accident of damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract; provided always that in event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the procuring entity, it shall notify the supplier of the same and the supplier shall be at liberty at his own expense to conduct negotiations for settlements of any litigation that may arise there from.

#### **N. SUB-LETTING CONTRACT**

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and

the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

**O. BRIBES COMMISSION ETC.**

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with the procuring entity, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation to the like extent as is provided in cases cancellation under clause 8 hereof; and the procuring entity shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract. Any question or dispute as to the commission of any offence under this clause shall be settled by the procuring entity in such manner as it shall think fit and sufficient, and its decision shall be final and conclusive.

**P. TERMINATION End of Services**

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and full and final payment has been made.

**Termination by the Client**

The Client may, by a written notice of thirty (30) days to the supplier, terminate this Agreement. All accounts between the Client and the Service provider shall be settled not later than sixty (60) days of the date of such termination.

**Termination by the Supplier**

The supplier may suspend the Agreement by a written notice of thirty (30) days only if the supplier does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the supplier after thirty (30) days of notice of suspension, the Supplier/Vendor may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the supplier under such circumstances, the Procuring entity shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the supplier.

**Q. FORCE MAJEURE**

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event



within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

**R. APPLICABLE LAWS**

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPP Rules 2014.

**S. CONTRACT AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

**T. NOTICES**

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client

To: The Supplier -----

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

**BANK GUARANTEE FORM IN RESPECT OF BID SECURITY**  
**(to be furnished on non-judicial stamp paper of appropriate value)**

Procuring Officer  
Procuring entity and its address

1. M/s \_\_\_\_\_ through their agent \_\_\_\_\_ (hereinafter called the supplier) are submitting their offer against your tender enquiry No. \_\_\_\_\_ for \_\_\_\_\_ due on \_\_\_\_\_ and have requested us to issue a bank guarantee for \_\_\_\_\_ in your favor as bid security to ensure their compliance with conditions of the tender.

2. The Guarantor waiving all objections and defenses and under the aforesaid contract, hereby unconditionally, irrevocably and independently guarantees to pay to procuring entity without delay upon procuring entity's first written demand any amount claimed by procuring entity up to the sum named herein, on procuring entity written declaration that the bidder has refused or failed to fulfill any of the terms of the tender / bid or committed any breach of the tender / bid.

3. Notices in writing of any such breach, of which the Buyer shall be the sole Judge, as aforesaid, on the part of the bidder shall be given by the Buyer to the Guarantor and on each first demand, payment shall be made by the Guarantor of all sums then due under this guarantee unconditionally and without any reference to the bidder or any other person and without any objection.

4. This guarantee is valid up to three months from date of opening of tender. In case the tenderers / bidders \_\_\_\_\_ are awarded a contract for supply of goods / works / services as per tender enquiry / letter / RFP bid above, the guarantee will remain valid up to the date of furnishing of an acceptable performance bond on Procuring entity's format.

5. Claim if any must reach us in writing on or before the expiry date after which we will no longer be liable to make payment to you

6. Our liability hereunder is limited to

NAME OF THE BANK

WITH ADDRESS \_\_\_\_\_  
AUTHORISED OFFICER OF THE BANK

**PERFORMANCE BANK GUARANTEE FORM IN RESPECT OF  
PURCHASE ORDER / CONTRACT AGREEMENT**

**(to be furnished on non-judicial stamp paper of appropriate value)**

WHEREAS <name of procuring entity> having its registered office at , by an agreement made between \_\_\_\_\_ (hereinafter called the supplier/service provider) has awarded the contract (hereinafter called the contract) vide agreement / letter / P.O. No. dated for the supply of goods / works / services specified in the said Purchase Order / contract agreement.

AND WHEREAS in accordance with the provisions of clause of the Contract/Purchase Order the supplier is required to furnish a bank guarantee for the due performance and observance of all the terms provisions and stipulations of the Contract/Purchase Order by the service provider and the service provider has requested Bank Limited to issue the said guarantee for an amount of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_ ) equivalent to 5 % of the total value shown in the purchase order.

In consideration of the premises, we \_\_\_\_\_ Bank Limited \_\_\_\_\_ hereby guarantee irrevocably and unconditionally forthwith to pay to the procuring entity without reference to the service provider on the first demand of the procuring entity in writing stating that the service provider has committed a default under the Contract/Purchase order without any further statement of the particulars of such default and notwithstanding any contestation by the supplier an amount not exceeding Rupees \_\_\_\_\_

And we \_\_\_\_\_ Bank Limited hereby further declare that no alteration in the terms of the Contract/Purchase Order or in the scope extent or nature of supplies therein and no allowances of time by the procuring entity under the Contract /Purchase Order nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Contract/Purchase order on the part of procuring entity shall in any way release this Bank from any liability under this guarantee.

The validity of this guarantee shall expire after \_\_\_\_\_ days on \_\_\_\_\_ of the completion of delivery of supplies to the procuring entity by the supplier in conformity with the provisions of the Contract/Purchase Order. After its expiry the procuring entity shall return this guarantee to the Supplier for cancellation by this bank.

NAME OF BANK  
WITH ADDRESS  
AUTHORISED OFFICER OF THE BANK

## **PURCHASE ORDER/CONTRACT AGREEMENT**

THIS AGREEMENT made the {Date of agreement} between *Directorate of Elementary and Secondary Education Khyber Pakhtunkhwa, GT Road, Peshawar* (hereinafter called –the Procuring entity) of the one part and {Firm Name} having its office at {Office Address} (hereinafter called –the Supplier) of the other part:

WHEREAS the Procuring entity invited bids for certain goods and ancillary services, viz., **Supply and Installation of IT, Allied Equipment / Machinery And Office Furniture** and has accepted a bid by the Supplier for the **supply of {Items}** in the sum of **PKR. {Amount}**. (Hereinafter called –the Contract Price).

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 Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract/ PO at the times and in the manner prescribed by the Contract/ PO.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

**On behalf of Supplier**

**On behalf of DESE**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_