



BID SOLICITATION DOCUMENT

RATE CONTRACTING
For Supply of
1. Stationery &
2. Toners For FY
2023-24

**PROVINCIAL HEALTH SERVICES
ACADEMY (PHSA) HEALTH
DEPARTMENT GOVERNMENT OF
KHYBER PAKHTUNKHWA**

Bid Submitted for:

Sub Category 1: Stationery Items

Sub Category 2: Toners

Submitted By: _____

NOTE: Each bidder shall submit its bid for each Sub Category separately on this document i.e. Bid Solicitation Document (BSD) with all supporting documents be annexed accordingly.

Signature: _____

Preface

The Bid Solicitation Documents prepared for use by the Director General Provincial Health Services Academy, Department of Health, Khyber Pakhtunkhwa for the procurement of Stationery and Toners through Open Competitive Bidding under Khyber Pakhtunkhwa Procurement of Goods, Works & Services Rules (KPPRA) 2014.

The document describes General Conditions related to minimum qualification of prospective bidder, evaluation methodology/criteria and statement of requirements.

Signature: _____

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Signature: _____

INTRODUCTION TO THE ORGANIZATION

Provincial Health Services Academy (PHSA) is the Human Resource Development (HRD) institute of Health Department Government of Khyber Pakhtunkhwa situated at Budhni Road Duranpur, Peshawar. The Academy provides allied health educational programs to general public and various in-service trainings to health personnel which is the most valuable asset of the health sector.

VISION STATEMENT

To develop into an internationally recognized center of excellence for education in health leadership and management areas and become a knowledge hub for health policy planning, health systems development and reforms.

MISSION STATEMENT

It seeks to catalyze designing solutions and developing models which address current and emerging health and healthcare challenges particularly related to HHR through the creation of collaborative research, education, training, and practice activities building on the unique partnership between the Development Partners, Civil Society, Academia and Government Departments

Contact for information:

Director General, Provincial Health Services Academy, Department of Health, Government of Khyber Pakhtunkhwa, Budhni Road, Duranpur, Peshawar.

Phone +92 91 2614226, 2614231

Email: info@phsa.edu.pk

Website: www.phsa.edu.pk

Signature: _____

Invitation to bids

PHSA intends to invite bids from prospective bidders for the supply of stationery and toners for its office for one year including financial year 2023-24 under KPPRA Rules 2014. Bidders are advised to read the Contents of the instruction to Bidders (ITB) carefully for filling up the Bidding Documents Properly in order to become responsive. Tender Notice appeared in daily "Daily Express", dated 07 October, 2023 on PHSA website www.phsa.edu.pk dated 13 October, 2023.

Corrigendum Notice appeared in daily "-----", dated ----- October, 2023 on PHSA website www.phsa.edu.pk and on KPPRA website www.kppra.gov.pk dated 16 October, 2023.

پراونشل ہیلتھ سروسز اکیڈمی، محکمہ صحت، خیبر پختونخواہ
دو بارہ ٹینڈر نوٹس

ذریعہ پختگی کو مالی سال 2023-24 کے لئے خیبر پختونخواہ پبلک پروکیورمنٹ ریگولیشنز (اقتاری) کے Rule-6(2)(a) کے تحت 2 سالہ تجربے کے حامل سپلائرز فرمز/ٹھیکہ داران جو انکم ٹیکس/سٹیکس کے ساتھ رجسٹرڈ اور متعلقہ تجربے کی حامل ہوں سے مندرجہ ذیل متفرق اشیاء کی ریٹ کنٹریکٹ برائے ترسیل و خریداری کے لیے سربراہی پیشکش مطلوب ہیں۔

اشیاء خریداری
سیٹھری اور نوٹری ترسیل
متفرق اتفاقی اشیاء کی ترسیل

شرائط:

- 1- مندرجہ بالا اشیاء خریداری کی تفصیلات و شرائط متعلقہ Bid Solicitation Documents میں موجود ہیں جو دفتر ہذا سے دفتری اوقات کار میں یا دفتر ہذا کی ویب سائٹ www.phsa.edu.pk سے بغیر ادائیگی کے حاصل کی جاسکتی ہیں۔ نیز متعلقہ (BSD) www.kppra.gov.pk کے سائٹ پر بھی موجود ہے۔
- 2- مندرجہ بالا بریکٹیکری کی پیشکش کے ساتھ بطور ضمانت مبلغ 25000 روپے بینک CDR جمع کرنا ضروری ہے۔
- 3- سربراہی/ٹینڈر نامہ ڈائریکٹر جنرل پراونشل ہیلتھ سروسز اکیڈمی (PHSA) بڑھتی روڈ دوران پور پشاور کو مورخہ 23 اکتوبر 2023ء دو پہر دن 12 بجے تک بذریعہ رجسٹرڈ پوسٹ/کورئیر سروس پہنچ جانے چاہئے جو کہ اس دن 12 بجے جاری کیٹی کے سامنے کھولے جائیں گے۔ نیز لگانے پر واضح الفاظ میں اشیاء خریداری ترسیل و کام کا نام درج ہونا ضروری ہے۔
- 4- مندرجہ بالا اشیاء خریداری ترسیل کے لیے علیحدہ علیحدہ پیشکش مطلوب ہیں۔ تاہم Category-wise پیشکش (جن کی تفصیل Bid Solicitation Documents میں موجود ہوں) بھی جمع کرائے جاسکتے ہیں۔ نیز ہر Category میں موجود تمام اشیاء یا کام کے لیے پیشکش دینا ضروری ہیں۔
- 5- تمام کیسز اور ڈیوٹی کی کوئی حکومت کی سرحد تو ایمین اور اصول کے مطابق کی جائے گی۔
- 6- مندرجہ بالا دونوں اشیاء کے لئے پیشگی نمونہ (sample) جمع کرنا لازمی ہے۔

INF(P)2470-23

ڈائریکٹر جنرل
پراونشل ہیلتھ سروسز اکیڈمی، بڑھتی روڈ دوران پور پشاور : [www.phsa.edu.pk](mailto:info@phsa.edu.pk)
Phone : 091-2614231-26

پراونشل ہیلتھ سروسز اکیڈمی، محکمہ صحت، خیبر پختونخواہ

تصحیح ٹینڈر نوٹس

ہر خاص و عام کو بذریعہ نوٹس ہذا مطلع کیا جاتا ہے کہ پراونشل ہیلتھ سروسز اکیڈمی کے روزنامہ ایکسپریس مورخہ 07-10-2023 کو شائع ہونے والے دو بارہ ٹینڈر نوٹس (اشتہار نمبر: INF(P)2470-23) میں سربراہی ٹینڈر کی آخری تاریخ میں 03-11-2023 دو پہر 12 بجے تک توسیع کر دی گئی ہے۔

ڈائریکٹر جنرل

Email: info@phsa.edu.pk, www.phsa.edu.pk : پراونشل ہیلتھ سروسز اکیڈمی، بڑھتی روڈ دوران پور پشاور
Phone: 091-2614231-26

Signature: _____

Instruction to Bidders (ITB)

Instruction to bidders based on terms and conditions are covered under Bid Data Sheet

Primary and secondary documents to be submitted with bid:

- Bid Form-1: Bid Cover Sheet
- BID For Sub Category 1 or/and Sub Category 2 on Annexure-A or/and List-2 accordingly
- BID Security i.e. financial instrument of Rs. 25000/- for each Sub Category separately in the form of CDR.
- Bid Form-2: Affidavit to be produced on stamp paper duly verified by the oath commissioner
- 2 Years Relevant supply Certificate (The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Performance Certificate from at least 01 Public Sector Institutions(The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Updated NTN Certificate form FBR
- Updated GST Certificate form FBR.

(Submission of above Documents without relevant signature, stamp and proper attestation shall render the Bid non-responsive).

Signature: _____

Bid Data Sheet

ITB Ref	Description	Detail
ITB Clause 1	Bid reference number	Stationery and Toners-2023-24
ITB Clause 2	Name of Client & source of funds	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa – under Regular Budget
ITB Clause 3	Name of Goods/ Statement of responsibility	Sub Category 1 : Stationery Items Sub Category 2: Toners
ITB Clause 4	Pre-Bid Meeting	25-10-2023
ITB Clause 5	Commencement date of downloading/provision of Bidding Document	16-10-2023
ITB Clause 6	Closing date & Time of Bid	3 rd -November-2023 at 1200 Hrs
ITB Clause 7	Submission of Bid	Through registered courier service as received in the registry office before on closing date and time. Hand delivered bid will not be entertained.
ITB Clause 8	Bidding for selected items in individual Category or Sub Category	No
ITB Clause 9	Bidding procedure	KPPRA Rule 6 (2) (a) Single Stage One Envelop Procedure
ITB Clause 10	Method determining the Lowest Evaluated Responsive Bidder	Lowest Price of Qualified Bidder, evaluated as per ITB Clause-25 of this document
ITB Clause 11	Clarification(s) on Bidding Documents	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa
ITB Clause 12	Language of bid	English or Urdu
ITB Clause 13	Specific Description of Goods in the Bidding Documents	Separate quotations shall be submitted for each Category/ Sub Category as mentioned in Annexure A for stationery and Annexure B for Toners
ITB Clause 14	Bid Price	Bid Price shall be inclusive of all duties and taxes.
ITB Clause 15	Currency of Bid	PKRs.
ITB Clause 16	Name of the Bid Pro Forma	Annexure A: Bid Pro forma specification for Sub Category 1 Annexure B: Bid Pro Forma specification for Sub Category 2
ITB Clause 17	Name of the Bid Form	Bid Form 1: Bid Cover Sheet & Bid Form 2 : Affidavit

Signature: _____

ITB Clause 18	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money amounting to Rs. 25000/- for each lot separately in the name of Director General PHSA, Health Department, Government of KP. In case of non-provision of bid security/earnest money, the bid will be considered as invalid and will be returned to the bidder after being examined by the procurement committees. The bid security will be forfeited if a bidder withdraw his bid within the validity period.
ITB Clause 19	Bid validity period	120 days from the last date of submission of Bid.
ITB Clause 20	Date, time and venue of opening of bids	3 rd -November-2023 at 1200 Hrs at the Office of Director General PHSA, Doran Pur Peshawar
ITB Clause 21	Duration of Contract	For the Financial Year 2023-24
ITB Clause 22	Performance Guaranty / Performance Security	The successful firm will deposit Rs. 10% amount as performance guarantee/security as per evaluation based on consumption data from previous year that shall be returned after successful completion of the contract period
ITB Clause 23	Minimum Qualification of Bidders to be attached with each bid	<ul style="list-style-type: none"> • Bid Form 1: Bid Cover Sheet • Bank guaranty as Bid Security amounting Rs. 25000/- for each Category/Sub Category separately in the form of CDR. • Bid Form 2 : Affidavit • 2 Years Relevant supply Certificate • Performance Certificate from at least one public sector organizations • Attested updated Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of registration from FBR
ITB Clause 24	Rates Validity	For the Financial Year 2023-24
ITB Clause 25	Evaluation Methodology	Bid evaluation will be based and calculated on consumption data from previous year. The unit rate of an item will be considered for which consumption data is not available.
ITB Clause 26	Termination of contract	In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.

Signature: _____

BID FORM 1: BID COVER SHEET

Bid Ref. No. -----

Date-----

Title of the Supplier/Firm Contractor:	
Owner/Proprietor	
Address:	
E-mail:	
Phone office:	
Cell Phone:	

1. Bid for Sub Category 1: Stationery Items
 Sub Category 2: Toners

It is certified that the rates of entire Items are quoted on annexure A, B and/or both.

2. Bid Security in the form of CDR Attached For:

- Sub Category 1: Stationery Items YES NO
 Sub Category 2: Toners YES NO

3. Bid Form-2: Affidavit to be produced on stamp paper duly verified by the oath commissioner

4. 2-Years Relevant supply Certificate Attached YES NO

5. Performance Certificate from at least one public sector organization attached YES NO

6. NTN Certificate form FBR YES NO

7. GST Certificate form FBR YES NO

8. Sample provided for each item Sub-Category & each item YES NO

It is certified that the documents submitted herewith are authentic and correct to the best of my knowledge. Any counterfeit documents found at any stage will lead to my disqualification.

Dated: Official Stamp:

Signature: _____

BID FORM 2: AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) I/We have read the contents of the instruction to bidders and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are according to specifications mentioned in statement of requirements.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 23 of the ITB of the Bid Solicitation Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The Undersigned has no dispute anywhere in the Province regarding supplies.
- 9) The undersigned will be held responsible as per KPPRA rules for any loss occurred to department due to substandard supply.
- 10) I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signature with CNIC No & Name.

Witness. _____

(Signature with CNIC No & Name)

Note: The Affidavit must be on judicial stamp paper worth Rs. 100 by the Executive of the Firm & attested by Oath Commissioner.

Signature: _____

STATEMENT OF REQUIREMENT AND BID FORM

ANNEXURE A

LIST OF STATIONERY ITEMS

FOR PROCUREMENT OF FINANCIAL YEAR 2023-24

(NOTE: SAMPLE OF EACH ITEM PROPERLY MARKED TO BE PROVIDED AT THE TIME OF BID SUBMISSION)

S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-1	Ballpoint Pen (Blue, Black, Red)	Grip Packet of 10 Pens	Point 0.7 mm	per Packet	
ST-2	Ballpoint Pen (Blue, Black, Red, Green)	Point Opaque Barrel Pack of Ten Pens	Point 0.8 mm	Per Packet	
ST-3	Ballpoint Pen (Blue, Black, Red, Green)	Excel Pack of 10 Pens	Point 1mm	Per Packet	
ST-4	Ballpoint Uni-Ball (Blue, Black, Red, Green)	Gel Ink, Superior, Pack of 12	Point 0.7mm	Per Packet	
ST-5	Binding Card		A-4	Per Packet	
ST-6	Binding clips		25 mm	Per Packet	
ST-7	Binding plastic sheets		A-4	Per Packet	
ST-8	Binding rings		Small Size	Per Packet	
ST-9	Binding rings		Medium Size	Per Packet	
ST-10	Binding rings		Large Size	Per Packet	
ST-11	Binding Tape various Color (Black, Green, Red)		2"	Each	
ST-12	Blank Register		40 No	Each	
ST-13	Blank Register		50 No	Each	
ST-14	Blank Register 20		20 No	Each	
ST-15	Blank Register 30		30 No	Each	
ST-16	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Blister Pack of 5 Multiple Colors	2 mm	Per Packet	
ST-17	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Pack of 10 Single Colors	1 mm	Per Packet	
ST-18	Box file Alpha	Local		Each	
ST-19	Box file Ideal	Imported		Each	
ST-20	Calculator 14 digit	Simple (Non-Scientific) Best Quality		Each	
ST-21	Push/Thumb /Drawing Pins	Superior		Per Packet	
ST-22	Correction fluid set	Superior		Per Set	
ST-23	Correction Pen	Superior	0.02 mm	Per pen	
ST-24	Paper Cutter	Superior	Medium	Per piece	
ST-25	Dairy (note type)	Superior	Medium Size	Each	
ST-26	Engagement book	Superior	Normal	Each	

Signature: _____

S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-27	Envelopes (Brown) with peel sticking	Kraft or Equivalent	9"x4"	Each	
ST-28	Envelopes (Brown) with peel sticking	Kraft or Equivalent	11" x 5"	Each	
ST-29	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-30	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-31	Envelopes (White) with peel sticking	Kraft or Equivalent	9"x4" (80g)	Each	
ST-32	Envelopes (White) with peel sticking	Kraft or Equivalent	11" x 5"	Each	
ST-33	Envelopes (White) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-34	Envelopes (White) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-35	Envelop (Brown) with inside clothing and sticking	Kraft or Equivalent	11" x 5"	Each	
ST-36	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-37	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-38	File Board	Local		Each	
ST-39	Gum stick	Superior	Small	Each	
ST-40	Gum stick	Superior	Medium	Each	
ST-41	Gum stick	Superior	Large	Each	
ST-42	High Lighter	Wallet Pack of 4 Various Colors	Chisel Tip 5 mm	Each	
ST-43	Imported cards (White, Green , Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent , 25 sheets per pack	A4, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-44	Imported cards (White, Green , Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent , 25 sheets per pack	Legal Size, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-45	Ink for stamp pad/permanent markers (Blue/ Green/ Red/ Black)	Permanente Marking Ink Single bottle single color	15 ml	Per bottle	
ST-46	Ink (Blue/Black/Red/Green)	On board Dry Erase Ink or equivalent	15 ml	Per bottle	
ST-47	Marker permanent (RED/BLACK/GREEN)	permanent Marker Wallet Pack of 04 Various Colors or equivalent	2mm	Per Pack	
ST-48	Pakka File Cover	Local Fine Quality		Each	
ST-49	Paper A-4 210 x 297 mm	Original Double A 80 gm	A4	Each	
ST-50	Paper legal	Original Double A 80 gm	Legal	Each	

Signature: _____

S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-51	Paper Pin	China	1"	Each	
ST-52	Paper Weight Small	Marble		Per Box	
ST-53	Parachute Bags	fine quality	13"x18"	Each	
ST-54	File Bags	fine quality	13"x18"	Each	
ST-55	Laptop Bags	fine quality	13"x18"	Each	
ST-56	Pencil		2 ½ HB 5000	Each	
ST-57	Pin Cushion	Local		Each	
ST-58	Plastic cover for certificates	L-shape File	A/4	Each	
ST-59	Pointer Pen (Black, Blue, Red, Green)	Pointer Soft-liner wallet pack of 4, Various Colors	0.3 mm	Per wallet pack	
ST-60	Post it pad 2x3	Yellow, 100 SHEETS	SMALL 2"x3"	Per pack	
ST-61	Post it pad 2x4	Yellow, 100 SHEETS	Large 2"x4"	Per pack	
ST-62	Post it File Flag 25mm x 75mm (Pink, White, Green, Yellow)	100 SHEETS	1"x3"	Per Pack	
ST-63	Punch machine	Imported	large	Each	
ST-64	Punch machine	Imported	Medium	Each	
ST-65	Rubber	Soft		Each	
ST-66	Scale (steel)		12"	Each	
ST-67	Separator sheets	Card Local		Per Pack	
ST-68	Sharpener	Plastic		Each	
ST-69	Sharpener Machine imported	Original, imported		Each	
ST-70	Squash Tap Paper	Local	1/2"	Each	
ST-71	Squash Tap Paper	Local	1"	Each	
ST-72	Squash Tap Paper	Local	2"	Each	
ST-73	Squash Tap Transparent	Local	½ "	Each	
ST-74	Squash Tap Transparent	Local	1"	Each	
ST-75	Squash Tap Transparent	Local	2"	Each	
ST-76	Stamp pad (Green, Black, Red)	Superior	Normal Size	Each	
ST-77	Stapler machine	Superior	Office Normal Size	Each	
ST-78	Stapler Machine Heavy Duty Manual	Superior	Staple size 23/24 23/6 , 210 Sheet Capacity	Each	
ST-79	Stapler Pin	Strong fail free 1000 staples per Pack	23/24, 24/6	Each Per Pack	
ST-80	Stapler Pin	Strong Fail Free 1000 Staples Per Pack	23/24, 23/6	Each per Pack	
ST-81	Stapler Pin Remover	Hand held		Each	
ST-82	Stock register Large	Fine Quality	No-6	Each	
ST-83	Stock register Medium	Fine Quality	No: 4	Each	
ST-84	Stock register Small	Fine Quality	No:2	Each	

Signature: _____

S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-85	Table dairy	Local		Each	
ST-86	Table set	Marble		Each	
ST-87	Tag Large	Cotton	36"	Each Bunch	
ST-88	Tag small	Cotton	8"	Each Bunch	
ST-89	Transparency sheets		A/4	Each	
ST-90	Writing pad large size		F/S	Each	
ST-91	Writing pad		A-4 medium	Each	
ST-92	Writing pad		small	Each	
ST-93	Wrapping Paper thick 60 gm	Kraft or Equivalent	35" x 47"	Each	
ST-94	Packaging Plastic Roll	For equipment packaging and anti-rusting	Roll Width 12"	Per Roll	
ST-95	Flip Charts	A Grade	24" x 36"	Per Packet	

Signature: _____

STATEMENT OF REQUIREMENT AND BID FORM

ANNEXURE B

LIST OF TONERS ITEMS

FOR PROCUREMENT OF FINANCIAL YEAR 2023-24

(SAMPLE OF EACH ITEM PROPERLY MARKED TO BE PROVIDED AT THE TIME OF BID SUBMISSION)

S#	ITEM	Specification	Bid Price (including Taxes)
T-1	Toner Photostat Machine	Canon IR 2016	
T-2	Toner Photostat Machine	Sharp AR-M452U	
T-3	Toner Photostat Machine	Panasonic 8025	
T-4	Toner for Photostat Machine	Panasonic KXMB 2025	
T-5	Toner Photostat Machine	Canon Model IR 3245x	
T-6	Toner FX-3 for cannon L220	Cannon L220	
T-7	HP Color LaserJet Pro MFP M177fw	HP 130-A	
T-8	Computer Printer HP Toner 2035	HP 05A	
T-9	Computer Printer HP Toner 2015	HP 53-A	
T-10	Computer Printer HP Toner 1320	HP 49-A	
T-11	Computer Printer HP Toner 1020	HP 12-A	
T-12	Computer Printer HP Toner 1010	HP 12-A	
T-13	Computer Printer Samsung Toner	ML-2550	
T-14	Computer Printer HP Toner 400	HP 80-A	
T-15	Computer Printer HP Toner 2055	HP 05-A	
T-16	Computer Printer HP Toner 402dn	HP 26-A	
T-16	Computer Printer HP Toner 404dn	HP 76-A	

Signature: _____

Annexure C: Terms and Conditions of agreement

This Contract Agreement is hereby agreed between the M/s _____, Government Contractor Peshawar hereinafter referred to as first party or supplier or contractor and Provincial Health Services Academy (PHSA), Department of Health Government of Khyber Pakhtunkhwa Peshawar hereinafter referred to as second party on following terms and conditions on this day of _____.

- The purpose of the contract is to provide stationery items and/or toners by the first party to the second party as set out in the tender notice and Bid Solicitation Documents i.e. Statement of requirements, specifications and demand order placed by the second party as per following approved rates for the entire F.Y. 2023-24.

S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-1	Ballpoint Pen (Blue, Black, Red)	Grip Packet of 10 Pens	Point 0.7 mm	per Packet	
ST-2	Ballpoint Pen (Blue, Black, Red, Green)	Point Opaque Barrel Pack of Ten Pens	Point 0.8 mm	Per Packet	
ST-3	Ballpoint Pen (Blue, Black, Red, Green)	Excel Pack of 10 Pens	Point 1mm	Per Packet	
ST-4	Ballpoint Uni-Ball (Blue, Black, Red, Green)	Gel Ink, Superior, Pack of 12	Point 0.7mm	Per Packet	
ST-5	Binding Card		A-4	Per Packet	
ST-6	Binding clips		25 mm	Per Packet	
ST-7	Binding plastic sheets		A-4	Per Packet	
ST-8	Binding rings		Small Size	Per Packet	
ST-9	Binding rings		Medium Size	Per Packet	
ST-10	Binding rings		Large Size	Per Packet	
ST-11	Binding Tape various Color (Black, Green, Red)		2"	Each	
ST-12	Blank Register		40 No	Each	
ST-13	Blank Register		50 No	Each	
ST-14	Blank Register 20		20 No	Each	
ST-15	Blank Register 30		30 No	Each	
ST-16	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Blister Pack of 5 Multiple Colors	2 mm	Per Packet	
ST-17	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Pack of 10 Single Colors	1 mm	Per Packet	
ST-18	Box file Alpha	Local		Each	
ST-19	Box file Ideal	Imported		Each	
ST-20	Calculator 14 digit	Simple (Non-Scientific) Best Quality		Each	
ST-21	Push/Thumb /Drawing Pins	Superior		Per Packet	
ST-22	Correction fluid set	Superior		Per Set	
ST-23	Correction Pen	Superior	0.02 mm	Per pen	
ST-24	Paper Cutter	Superior	Medium	Per piece	

Signature: _____

S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-25	Dairy (note type)	Superior	Medium Size	Each	
ST-26	Engagement book	Superior	Normal	Each	
ST-27	Envelopes (Brown) with peel sticking	Kraft or Equivalent	9"x4"	Each	
ST-28	Envelopes (Brown) with peel sticking	Kraft or Equivalent	11" x 5"	Each	
ST-29	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-30	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-31	Envelopes (White) with peel sticking	Kraft or Equivalent	9"x4" (80g)	Each	
ST-32	Envelopes (White) with peel sticking	Kraft or Equivalent	11" x 5"	Each	
ST-33	Envelopes (White) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-34	Envelopes (White) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-35	Envelop (Brown) with inside clothing and sticking	Kraft or Equivalent	11" x 5"	Each	
ST-36	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-37	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-38	File Board	Local		Each	
ST-39	Gum stick	Superior	Small	Each	
ST-40	Gum stick	Superior	Medium	Each	
ST-41	Gum stick	Superior	Large	Each	
ST-42	High Lighter	Wallet Pack of 4 Various Colors	Chisel Tip 5 mm	Each	
ST-43	Imported cards (White, Green , Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent , 25 sheets per pack	A4, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-44	Imported cards (White, Green , Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent , 25 sheets per pack	Legal Size, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-45	Ink for stamp pad/permanent markers (Blue/ Green/ Red/ Black)	Permanente Marking Ink Single bottle single color	15 ml	Per bottle	
ST-46	Ink (Blue/Black/Red/Green)	On board Dry Erase Ink or equivalent	15 ml	Per bottle	
ST-47	Marker permanent (RED/BLACK/GREEN)	permanent Marker Wallet Pack of 04 Various Colors or equivalent	2mm	Per Pack	
ST-48	Pakka File Cover	Local Fine Quality		Each	

Signature: _____

S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-49	Paper A-4 210 x 297 mm	Original Double A 80 gm	A4	Each	
ST-50	Paper legal	Original Double A 80 gm	Legal	Each	
ST-51	Paper Pin	China	1"	Each	
ST-52	Paper Weight Small	Marble		Per Box	
ST-53	Parachute Bags	fine quality	13"x18"	Each	
ST-54	File Bags	fine quality	13"x18"	Each	
ST-55	Laptop Bags	fine quality	13"x18"	Each	
ST-56	Pencil		2 ½ HB 5000	Each	
ST-57	Pin Cushion	Local		Each	
ST-58	Plastic cover for certificates	L-shape File	A/4	Each	
ST-59	Pointer Pen (Black, Blue, Red, Green)	Pointer Soft-liner wallet pack of 4, Various Colors	0.3 mm	Per wallet pack	
ST-60	Post it pad 2x3	Yellow, 100 SHEETS	SMALL 2"x3"	Per pack	
ST-61	Post it pad 2x4	Yellow, 100 SHEETS	Large 2"x4"	Per pack	
ST-62	Post it File Flag 25mm x 75mm (Pink, White, Green, Yellow)	100 SHEETS	1"x3"	Per Pack	
ST-63	Punch machine	Imported	large	Each	
ST-64	Punch machine	Imported	Medium	Each	
ST-65	Rubber	Soft		Each	
ST-66	Scale (steel)		12"	Each	
ST-67	Separator sheets	Card Local		Per Pack	
ST-68	Sharpener	Plastic		Each	
ST-69	Sharpener Machine imported	Original, imported		Each	
ST-70	Squash Tap Paper	Local	1/2"	Each	
ST-71	Squash Tap Paper	Local	1"	Each	
ST-72	Squash Tap Paper	Local	2"	Each	
ST-73	Squash Tap Transparent	Local	½ "	Each	
ST-74	Squash Tap Transparent	Local	1"	Each	
ST-75	Squash Tap Transparent	Local	2"	Each	
ST-76	Stamp pad (Green, Black, Red)	Superior	Normal Size	Each	
ST-77	Stapler machine	Superior	Office Normal Size	Each	
ST-78	Stapler Machine Heavy Duty Manual	Superior	Staple size 23/24 23/6 , 210 Sheet Capacity	Each	
ST-79	Stapler Pin	Strong fail free 1000 staples per Pack	23/24, 24/6	Each Per Pack	

Signature: _____

S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-80	Stapler Pin	Strong Fail Free 1000 Staples Per Pack	23/24, 23/6	Each per Pack	
ST-81	Stapler Pin Remover	Hand held		Each	
ST-82	Stock register Large	Fine Quality	No-6	Each	
ST-83	Stock register Medium	Fine Quality	No: 4	Each	
ST-84	Stock register Small	Fine Quality	No:2	Each	
ST-85	Table dairy	Local		Each	
ST-86	Table set	Marble		Each	
ST-87	Tag Large	Cotton	36"	Each Bunch	
ST-88	Tag small	Cotton	8"	Each Bunch	
ST-89	Transparency sheets		A/4	Each	
ST-90	Writing pad large size		F/S	Each	
ST-91	Writing pad		A-4 medium	Each	
ST-92	Writing pad		small	Each	
ST-93	Wrapping Paper thick 60 gm	Kraft or Equivalent	35" x 47"	Each	
ST-94	Packaging Plastic Roll	For equipment packaging and anti-rusting	Roll Width 12"	Per Roll	
ST-95	Flip Charts	A Grade	24" x 36"	Per Packet	

FOR SUB CATEGORY i.e. TONER:

S#	ITEM	Specification	Approved Rate (including Taxes)
T-1	Toner Photostat Machine	Canon IR 2016	
T-2	Toner Photostat Machine	Sharp AR-M452U	
T-3	Toner Photostat Machine	Panasonic 8025	
T-4	Toner for Photostat Machine	Panasonic KXMB 2025	
T-5	Toner Photostat Machine	Canon Model IR 3245x	
T-6	Toner FX-3 for cannon L220	Cannon L220	
T-7	HP Color LaserJet Pro MFP M177fw	HP 130-A	
T-8	Computer Printer HP Toner 2035	HP 05A	
T-9	Computer Printer HP Toner 2015	HP 53-A	
T-10	Computer Printer HP Toner 1320	HP 49-A	
T-11	Computer Printer HP Toner 1020	HP 12-A	
T-12	Computer Printer HP Toner 1010	HP 12-A	
T-13	Computer Printer Samsung Toner	ML-2550	
T-14	Computer Printer HP Toner 400	HP 80-A	
T-15	Computer Printer HP Toner 2055	HP 05-A	
T-16	Computer Printer HP Toner 402dn	HP 26-A	

Signature: _____

2. When a demand order is issued by the second party, the first party shall supply the respective stationery items/toners within three days in accordance with the tender specifications at PHSA. No transportation cost shall be borne by the second party.
3. The first party shall submit its bill(s) after supply. The bills will be processed upon satisfactory inspection report of the supplied items received from inspection committee.
4. The contract is valid for the Financial Year 2023-24.
5. Supply of items shall not be affected / delayed at any cost / condition.
6. The first party's shall submit Rs. 10% of the total bids evaluated as per previous year consumption data as performance security that shall be returned after successful completion of the contract period.
7. Supplies shall be of good quality. Supply of sub-standard items shall not be accepted. It shall be returned to first party and replaced immediately. In case of delayed supply performance security will be forfeited.
8. In case of any mishap, an enquiry shall be conducted by Health Department to ascertain causes of mishap and if the first part is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance security.
9. In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.

FIRST PARTY

Name of Supplier/Contractor: _____

CNIC No. _____

Phone No. _____

Signature _____

Date: _____

SECOND PARTY

Director General PHSA

Signature _____

Date: _____

Signature: _____



BID SOLICITATION DOCUMENT

RATE CONTRACTING
For Supply of
Miscellaneous
Contingent Items
For FY 2023-24

**PROVINCIAL HEALTH SERVICES
ACADEMY (PHSA) HEALTH
DEPARTMENT GOVERNMENT OF
KHYBER PAKHTUNKHWA**

Submitted By: _____

NOTE: Each bidder shall submit its bid on this document i.e. Bid Solicitation Document (BSD) with all supporting documents be annexed accordingly.

Signature: _____

Preface

The Bid Solicitation Documents prepared for use by the Director General Provincial Health Services Academy, Department of Health, Khyber Pakhtunkhwa for the supply of Miscellaneous Contingent items through Open Competitive Bidding under Khyber Pakhtunkhwa Procurement of Goods, Works & Services (KPPRA) Rules 2014.

The document describes General Conditions related to minimum qualification of prospective bidder, evaluation methodology/criteria and statement of requirements.

Signature: _____

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Signature: _____

INTRODUCTION TO THE ORGANIZATION

Provincial Health Services Academy (PHSA) is the Human Resource Development (HRD) institute of Health Department Government of Khyber Pakhtunkhwa situated at Budhni Road Duranpur, Peshawar. The Academy provides allied health educational programs to general public and various in-service trainings to health personnel which is the most valuable asset of the health sector.

VISION STATEMENT

To develop into an internationally recognized center of excellence for education in health leadership and management areas and become a knowledge hub for health policy planning, health systems development and reforms.

MISSION STATEMENT

It seeks to catalyze designing solutions and developing models which address current and emerging health and healthcare challenges particularly related to HHR through the creation of collaborative research, education, training, and practice activities building on the unique partnership between the Development Partners, Civil Society, Academia and Government Departments

Contact for information:

Director General, Provincial Health Services Academy, Department of Health, Government of Khyber Pakhtunkhwa, Budhni Road, Duranpur, Peshawar.

Phone +92 91 2614226, 2614231

Email: info@phsa.edu.pk

Website: www.phsa.edu.pk

Signature: _____

Invitation to bids

PHSA intends to invite bids from prospective bidders for the supply of miscellaneous contingent items for its office for the financial year 2023-24 under KP PPRA Rules 2014. Bidders are advised to read the Contents of the instruction to Bidders (ITB) carefully for filling up the Bidding Documents Properly in order to become responsive. Re-Tender Notice appeared in daily "Daily Express", dated 07 October, 2023 on PHSA website www.phsa.edu.pk dated 13 October, 2023.

Corrigendum Notice appeared in daily "-----", dated ----- October, 2023 on PHSA website www.phsa.edu.pk and on KPPRA website www.kppra.gov.pk dated 16 October, 2023.

پراونشل ہیلتھ سروسز اکیڈمی، محکمہ صحت، خیبر پختونخوا
دوبارہ ٹینڈر نوٹس

ذریعہ پختی کو مالی سال 2023-24 کے لئے خیبر پختونخوا پبلک پروکورمنٹ ریگولیشن (ا) کے تحت 2 سالہ تجربے کے حامل سپلائرز فرم / محکمہ داران جو انکمیکس / اینڈیکس کے ساتھ رجسٹرڈ اور متعلقہ تجربے کی حامل ہوں سے مندرجہ ذیل متفرق اشیاء کی ریٹ کنٹریکٹ برائے ترسیل و خریداری کے لیے سربراہ پختونخوا کے لیے متفرق اشیاء کی ترسیل۔

اشیاء خریداری
سیٹھری اور نوٹرز کی ترسیل
متفرق اتفاقی اشیاء کی ترسیل

شرائط:

- 1- مندرجہ بالا اشیاء خریداری کی تفصیلات و شرائط متعلقہ Bid Solicitation Documents میں موجود ہیں جو دفتر ہذا سے دفتری اوقات کار میں یا دفتر ہذا کی ویب سائٹ www.phsa.edu.pk سے بغیر ادائیگی کے حاصل کی جاسکتی ہیں۔ نیز متعلقہ (BSD) www.kppra.gov.pk کے سائٹ پر بھی موجود ہے۔
- 2- مندرجہ بالا ہر ٹیکری کی پختی کے ساتھ بطور ضمانت مبلغ 25000 روپے بینک CDR جمع کرنا ضروری ہے۔
- 3- سربراہ ریزرو ٹینڈر نام ڈائریکٹر جنرل پراونشل ہیلتھ سروسز اکیڈمی (PHSA) بذمہ روڈ دوران پور پشاور کو مورخہ 23 اکتوبر 2023ء دو پہر دن 12 بجے تک بذریعہ رجسٹرڈ پوسٹ / کوریئر سروس پہنچ جانے چاہئے جو کہ اس دن 12 بجے ہزار کیٹی کے ساتھ کھولے جائیں گے۔ نیز لائق پرواح الفاظ میں اشیاء خریداری ترسیل و کام کا نام درج ہونا ضروری ہے۔
- 4- مندرجہ بالا اشیاء خریداری ترسیل کے لیے علیحدہ علیحدہ پختی مطلوب ہیں۔ تاہم Category-wise پختی (جن کی تفصیل Bid Solicitation Documents میں موجود ہوں) بھی جمع کرانے جاسکتے ہیں۔ نیز ہر Category میں موجود تمام اشیاء یا کام کے لیے پختی دینا ضروری ہیں۔
- 5- تمام ٹیکسز اور ڈیوٹی کی کوئی حکومت کی سرحد تو امین اور اصول کے مطابق کی جائے گی۔
- 6- مندرجہ بالا دو اشیاء کے لئے پختی نمونہ (sample) جمع کرنا لازمی ہے۔

INF(P)2470-23

ڈائریکٹر جنرل
پراونشل ہیلتھ سروسز اکیڈمی، بڈھنی روڈ دوران پور پشاور
Email: info@phsa.edu.pk, www.phsa.edu.pk
Phone : 091-2614231-26

پراونشل ہیلتھ سروسز اکیڈمی، محکمہ صحت، خیبر پختونخوا

تصحیح ٹینڈر نوٹس

ہر خاص و عام کو بذریعہ نوٹس ہذا مطلع کیا جاتا ہے کہ پراونشل ہیلتھ سروسز اکیڈمی کے روزنامہ ایکسپریس مورخہ 07-10-2023 کو شائع ہونے والے دوبارہ ٹینڈر نوٹس (اشتہار نمبر: INF(P)2470-23) میں سربراہ ٹینڈر کی سخری تاریخ میں 03-11-2023 دو پہر 12 بجے تک توسیع کر دی گئی ہے۔

ڈائریکٹر جنرل

پراونشل ہیلتھ سروسز اکیڈمی، بڈھنی روڈ دوران پور پشاور
Email: info@phsa.edu.pk, www.phsa.edu.pk
Phone: 091-2614231-26

Signature: _____

Instruction to Bidders (ITB)

Instruction to bidders based on terms and conditions are covered under Bid Data Sheet

Primary and secondary documents to be submitted with bid:

- Bid Form-1: Bid Cover Sheet
- BID For Miscellaneous contingent items
- BID Security i.e. financial instrument of Rs. 25000/- in the form of CDR.
- Bid Form-2: Affidavit to be produced on stamp paper duly verified by the oath commissioner
- 2 Years Relevant supply Certificate (The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Performance Certificate from at least 01 Public Sector Institutions(The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Updated NTN Certificate form FBR
- Updated GST Certificate form FBR.

(Submission of above Documents without relevant signature, stamp and proper attestation shall render the Bid non-responsive).

Signature: _____

Bid Data Sheet

ITB Ref	Description	Detail
ITB Clause 1	Bid reference number	Miscellaneous Contingent Items-2023-24
ITB Clause 2	Name of Client & source of funds	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa – under Regular Budget
ITB Clause 3	Name of Goods/ Statement of responsibility	Miscellaneous Contingent Items
ITB Clause 4	Pre-Bid Meeting	25-10-2023
ITB Clause 5	Commencement date of downloading/provision of Bidding Document	16-10-2023
ITB Clause 6	Closing date & Time of Bid	3 rd -November-2023 at 1200 Hrs
ITB Clause 7	Submission of Bid	Through registered courier service as received in the registry office before on closing date and time. Hand delivered bid will not be entertained.
ITB Clause 8	Bidding for selected items within the Category	No
ITB Clause 9	Bidding procedure	KPPRA Rule 6 (2) (a) Single Stage One Envelop Procedure
ITB Clause 10	Method determining the best Evaluated Responsive Bidder	Lowest Price of Qualified Bidder, evaluated as per ITB Clause-25 of this document
ITB Clause 11	Clarification(s) on Bidding Documents	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa
ITB Clause 12	Language of bid	English or Urdu
ITB Clause 13	Specific Description of Goods in the Bidding Documents	Annexure A: Statement of requirement for miscellaneous contingent items
ITB Clause 14	Bid Price	Bid Price shall be inclusive of all duties and taxes.
ITB Clause 15	Currency of Bid	PK Rs.
ITB Clause 16	Name of the Bid Pro Forma	Annexure A: Bid Pro Forma specification for miscellaneous contingent items
ITB Clause 17	Name of the Bid Form	Bid Form 1: Bid Cover Sheet & Bid Form 2 :Affidavit

Signature: _____

ITB Clause 18	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money amounting to Rs. 25000/- in the name of Director General PHSA, Health Department, Government of KP. In case of non-provision of bid security/earnest money, the bid will be considered as invalid and will be returned to the bidder after being examined by the procurement committee. The bid security will be forfeited if a bidder withdraw his bid within the validity period.
ITB Clause 19	Bid validity period	120 days from the last date of submission of Bid.
ITB Clause 20	Date, time and venue of opening of bids	3 rd -November-2023 at 1200 Hrs at the Office of Director General PHSA, Doran Pur Peshawar
ITB Clause 21	Duration of Contract	For the Financial Year 2023-24
ITB Clause 22	Performance Guaranty / Performance Security	The successful firm will deposit Rs. 10% amount as performance guarantee/security as per evaluation based on consumption data from previous year that shall be returned after successful completion of the contract period
ITB Clause 23	Minimum Qualification of Bidders to be attached with each bid	<ul style="list-style-type: none"> • Bid Form 1: Bid Cover Sheet • Bank guaranty as Bid Security amounting Rs. 25000/- in the form of CDR. • Bid Form 2 : Affidavit • 2 Years Relevant supply Certificate • Performance Certificate from at least one public sector organizations • Attested updated Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of
ITB Clause 24	Rates Validity	For the Financial Year 2023-24
ITB Clause 25	Evaluation Methodology	Bid evaluation will be based and calculated on consumption data from previous year. The unit rate of an item will be considered for which consumption data is not available.
ITB Clause 26	Termination of contract	In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.

Signature: _____

BID FORM 2: AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) I/We have read the contents of the instruction to bidders and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are according to specifications mentioned in statement of requirements.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 23 of the ITB of the Bid Solicitation Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The Undersigned has no dispute anywhere in the Province regarding supplies.
- 9) The undersigned will be held responsible as per KPPRA rules for any loss occurred to department due to substandard supply.
- 10) I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signature with CNIC No & Name.

Witness. _____

(Signature with CNIC No & Name)

Note: The Affidavit must be on judicial stamp paper worth Rs. 100/- by the Executive of the Firm & attested by Oath Commissioner.

Signature: _____

STATEMENT OF REQUIREMENT AND BID FORM

ANNEXURE - A

LIST OF MISCELLANEOUS CONTINGENT ITEMS FOR PROCUREMENT OF FINANCIAL YEAR 2023-24

(SAMPLE OF EACH ITEM PROPERLY MARKED TO BE PROVIDED AT THE TIME OF
BID SUBMISSION)

S#	ITEM	Specification	SIZE/Quantity	Rate	Bid price (including Taxes)
MC-1	Acid Black	Best Quality	300 ML	Per Bottle	
MC-2	Air freshener	Best Quality	300 ML	Per Bottle	
MC-3	Bucket Plastic	Best Quality	16L	Each Per Item	
MC-4	Broom	Best Quality		Per Kg	
MC-5	Door Locks (tala) with Keys	China Made	Small	Each Per Item	
MC-6	Door Locks (tala) with Keys	China Made	Medium	Each Per Item	
MC-7	Door Locks (tala) with Keys	China Made	Large	Each Per Item	
MC-8	Dry Battery 12 V	Best Quality	A23	Each Per Item	
MC-9	Dry Battery 1.5 V	Best Quality	AAA	Each Per Item	
MC-10	Dry Battery 1.5 V	Best Quality	AA	Each Per Item	
MC-11	Dust bin plastic	Best Quality, Plastic	Large size	Each Per Item	
MC-12	Dust bin plastic	Best Quality, Plastic	medium size	Each Per Item	
MC-13	Dust bin plastic	Best Quality, Plastic	Small size	Each Per Item	
MC-14	Duster cloth (White)	Cotton Material, Fine Clothing	20" x 30"	Per Dozen	
MC-15	Duster Cloth (Yellow)	Cotton Material, Fine Clothing	20" x 30"	Per Dozen	
MC-16	Energy saver bulb	Best Quality	18, 23,42 & 52 W	Each Per Item	
MC-17	LED bulb	Best Quality	18, 23,42 & 52 W	Each Per Item	
MC-18	Extension Board for computers	Best Quality	4+ slots with 2 core 70/76 cable 5 meter	Each Per Item	
MC-19	Extension Board for computers	Best Quality	4+ slots with 2 core 70/76 cable 10 meter	Each Per Item	
MC-20	Floor Brush with handle	Best Quality	Standard size	Each Per Item	
MC-21	Insect killer spray	Best Quality	300 ML	Each Per Item	

Signature: _____

S#	ITEM	Specification	SIZE/Quantity	Rate	Bid price (including Taxes)
MC-22	Jala brush with handle	Best Quality	Standard size	Each Per Item	
MC-23	Glass Jug	Best Quality	2L/2.5L	Each Per Item	
MC-24	Kitchen Tissue Roll	Best Quality	Large Size	Each Per Item	
MC-25	Liquid Hand Wash (Refresh, Moisture, Classic, Revitalize, Sensitive)	Best Quality	250 ml	Each Per Bottle	
MC-26	Lota Plastic	A-Grad Quality, White Color	Normal	Each Per Piece	
MC-27	Mop (steel handle)	Best Quality	51" long	Each Per Item	
MC-28	Detergent liquid	Best Quality	500 ML	Each Per Item	
MC-29	Mug Plastic	A-Grad Quality, White Color	Normal	Each Per Piece	
MC-30	Phenyl	Best Quality	2.75 liter	Each Per Bottle	
MC-31	Puchara for cleaning floor		2 Kg	Each Per Item	
MC-32	Toilet Soap	Best Quality	125 gm	Each Per Item	
MC-33	Washroom cleansing liquid	Best Quality	500 ML to 600 ML	Each Per Item	
MC-34	Terry Towel	with dense terry fabrics	24"x36"	Per piece	
MC-35	Tissue Box (Perfumed)	Best Quality	150 x 2ply	Each Per Item	
MC-36	Toilet Roll	Best Quality		Each Per Item	
MC-37	Washing Powder	Best Quality	1 Kg	Each Per Pack	
MC-38	Washing Powder	Best Quality	2 Kg	Each Per Pack	
MC-39	Window Glass Cleaning Spray	Best Quality	500 ML	Each Per Piece	
MC-40	Wiper plastic	For Floor	Large	Each Per Item	
MC-41	Wiper plastic	For Small Rooms	Medium	Each per Item	
MC-42	Wiper plastic	For Washrooms	Small	Each per Item	
MC-43	Table cloth Green blazer	For office table	Meter	Each per meter	
MC-44	USB flash Drive	Best Quality	32 GB	Each per Item	
MC-45	USB flash Drive	Best Quality	64 GB	Each per Item	
MC-46	USB flash Drive	Best Quality	128 GB	Each per Item	

Signature: _____

Annexure B: Terms and Conditions of agreement

This Contract Agreement is hereby agreed between the M/s _____, Government Contractor Peshawar hereinafter referred to as first party or supplier or contractor and Provincial Health Services Academy (PHSA), Department of Health Government of Khyber Pakhtunkhwa Peshawar hereinafter referred to as second party on following terms and conditions on this day of _____.

1. The purpose of the contract is to provide miscellaneous contingent items by the first party to the second party as set out in the tender notice and Bid Solicitation Documents i.e. statement of requirements, specifications and demand order placed by the second party as per the following approved rates for the entire F.Y. 2023-24:

S#	ITEM	Specification	SIZE/Quantity	Rate (including Taxes)	Approved Rate (including Taxes)
MC-1	Acid Black	Best Quality	300 ML	Per Bottle	
MC-2	Air freshener	Best Quality	300 ML	Per Bottle	
MC-3	Bucket Plastic	Best Quality	16L	Each Per Item	
MC-4	Broom	Best Quality		Per Kg	
MC-5	Door Locks (tala) with Keys	China Made	Small	Each Per Item	
MC-6	Door Locks (tala) with Keys	China Made	Medium	Each Per Item	
MC-7	Door Locks (tala) with Keys	China Made	Large	Each Per Item	
MC-8	Dry Battery 12 V	Best Quality	A23	Each Per Item	
MC-9	Dry Battery 1.5 V	Best Quality	AAA	Each Per Item	
MC-10	Dry Battery 1.5 V	Best Quality	AA	Each Per Item	
MC-11	Dust bin plastic	Best Quality, Plastic	Large size	Each Per Item	
MC-12	Dust bin plastic	Best Quality, Plastic	medium size	Each Per Item	
MC-13	Dust bin plastic	Best Quality, Plastic	Small size	Each Per Item	
MC-14	Duster cloth (White)	Cotton Material, Fine Clothing	20" x 30"	Per Dozen	
MC-15	Duster Cloth (Yellow)	Cotton Material, Fine Clothing	20" x 30"	Per Dozen	
MC-16	Energy saver bulb	Best Quality	18, 23,42 & 52 W	Each Per Item	
MC-17	LED bulb	Best Quality	18, 23,42 & 52 W	Each Per Item	
MC-18	Extension Board for computers	Best Quality	4+ slots with 2 core 70/76 cable 5 meter	Each Per Item	
MC-19	Extension Board for computers	Best Quality	4+ slots with 2 core 70/76 cable 10 meter	Each Per Item	
MC-20	Floor Brush with handle	Best Quality	Standard size	Each Per Item	
MC-21	Insect killer spray	Best Quality	300 ML	Each Per Item	
MC-22	Jala brush with handle	Best Quality	Standard size	Each Per Item	
MC-23	Glass Jug	Best Quality	2L/2.5L	Each Per Item	
MC-24	Kitchen Tissue Roll	Best Quality	Large Size	Each Per Item	
MC-25	Liquid Hand Wash (Refresh, Moisture, Classic, Revitalize, Sensitive)	Best Quality	250 ml	Each Per Bottle	
MC-26	Lota Plastic	A-Grad Quality, White Color	Normal	Each Per Piece	
MC-27	Mop (steel handle)	Best Quality	51" long	Each Per Item	
MC-28	Detergent liquid	Best Quality	500 ML	Each Per Item	
MC-29	Mug Plastic	A-Grad Quality, White Color	Normal	Each Per Piece	

Signature: _____

S#	ITEM	Specification	SIZE/Quantity	Rate (including Taxes)	Approved Rate (including Taxes)
MC-30	Phenyl	Best Quality	2.75 liter	Each Per Bottle	
MC-31	Puchara for cleaning floor		2 Kg	Each Per Item	
MC-32	Toilet Soap	Best Quality	125 gm	Each Per Item	
MC-33	Washroom cleansing liquid	Best Quality	500 ML to 600 ML	Each Per Item	
MC-34	Terry Towel	with dense terry fabrics	24"x36"	Per piece	
MC-35	Tissue Box (Perfumed)	Best Quality	150 x 2ply	Each Per Item	
MC-36	Toilet Roll	Best Quality		Each Per Item	
MC-37	Washing Powder	Best Quality	1 Kg	Each Per Pack	
MC-38	Washing Powder	Best Quality	2 Kg	Each Per Pack	
MC-39	Window Glass Cleaning Spray	Best Quality	500 ML	Each Per Piece	
MC-40	Wiper plastic	For Floor	Large	Each Per Item	
MC-41	Wiper plastic	For Small Rooms	Medium	Each per Item	
MC-42	Wiper plastic	For Washrooms	Small	Each per Item	
MC-43	Table cloth Green blazer	For office table	Meter	Each per meter	
MC-44	USB flash Drive	Best Quality	32 GB	Each per Item	
MC-45	USB flash Drive	Best Quality	64 GB	Each per Item	
MC-46	USB flash Drive	Best Quality	128 GB	Each per Item	

2. When a demand order is issued by the second party, the first party shall supply the respective miscellaneous contingent items within three days in accordance with the tender specifications at PHSA. No transportation cost shall be borne by the second party.
3. The first party shall submit its bill(s) after supply. The bills will be processed upon satisfactory inspection report of the supplied items received from inspection committee.
4. The contract is valid for the Financial Year 2023-24.
5. Supply of items shall not be affected / delayed at any cost / condition.
6. The first party's shall submit Rs. 10% of the total bids evaluated as per previous year consumption data as performance security that shall be returned after successful completion of the contract period.
7. Supplies shall be of good quality. Supply of sub-standard items shall not be accepted. It shall be returned to first party and replaced immediately. In case of delayed supply performance security will be forfeited.
8. In case of any mishap, an enquiry shall be conducted by Health Department to ascertain causes of mishap and if the first part is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance security.
9. In case of substandard supply the firm will be warned 01 time besides forfeiting of performance security and the case of blacklisting will be initiated.

FIRST PARTY

SECOND PARTY

Signature: _____

Name of Supplier/Contractor:

CNIC No. _____

Phone No. _____

Signature _____

Date: _____

Director General PHSA

Signature _____

Date: _____

Signature: _____