



THE DEPUTY COMMISSIONER, ABBOTTABAD

Tel: 0992-921200-553, Fax: 0992-921202 DC Abbottabad

BID SOLICITATION DOCUMENTS

Digitization of District Record Room
(Scanning/ Digitization & Indexing of Revenue Record)

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INVITATION FOR BIDS (IFB)
Digitization of District Record Room
(Scanning/ Digitization & Indexing of Revenue Record)

Deputy Commissioner Office Abbottabad invites e-bids through EPADS portal (<https://kp.eprocure.gov.pk/>) (single stage, single envelop) from eligible bidders Firms/ Suppliers (registered with FBR and on EPADS) for **Digitization of District Record Room (Scanning/Digitization & Indexing of Revenue Record)** under KPPRA Rules 2014.

Detail	Description
Digitization of District Record Room (Scanning/ Digitization & Indexing of Revenue Record)	Detail given in bidding documents available on EPADS Portal.

TERMS & CONDITIONS:

1. Firm/Supplier will attach Copy of CNIC, NTN/Active Taxpayer Certificate and a certificate/affidavit that the firm is not black listed by any client / KPPRA (Affidavit is must).
2. Bidding shall be conducted through **Single Stage-Single Envelope** Bidding Procedure as per KPPRA Rules-2014.
3. The closing date/time of bids will be **25.09.2026 (10:00 AM)**. The bids shall be opened on the same day/date (**25.09.2026**) at **11:00 am** in Office of the Additional Deputy Commissioner General Abbottabad, bids submitted by hand will not be entertained.
4. The Bidders will submit Bid Security by hand in the shape of Call Deposit Receipt (CDR) in the name of Deputy Commissioner Abbottabad @ 2% of the total quoted amount.
5. The undersign may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per provision contained in The Khyber Pakhtunkhwa Public Procurement of Good, Works & Service Rules 2014.


**Additional Deputy Commissioner/
Chairman Procurement Committee
Abbottabad**

INSTRUCTIONS FOR BIDDERS

The Bidders should read the instructions carefully.

1. Scope of Bid:

Deputy Commissioner Office Abbottabad invites e-bids through EPADS portal (<https://kp.eprocure.gov.pk/>) (single stage, single envelop) from eligible bidders Firms/ Suppliers (registered with FBR and on EPADS) for **Digitization of District Record Room (Scanning & Indexing of Revenue Record)** under KPPRA Rules 2014.

2. Detail of Work:

Girdawar Circle wise detail of work i.e. number of books (Jumabandis) to complete their scanning/ digitizing and indexing:

Girdawar Circle	Books	Pages
Bagan	660	129,453
Bakot	998	316,316
Havelian	932	325,836
LAQ	287	69,819
Lora	985	290,848
Orish	1,293	451,656
Sherwan	1,206	407,902
Grand Total	6,360	1,991,830

3. Eligible Bidders:

Bidders registered with FBR (on active taxpayer list) registered on EPADS, but not black listed, are eligible to apply for the Framework contract.

4. Governing Rules:

The procedure will be governed by The Khyber Pakhtunkhwa Public Procurement of Goods, Works and. Services Rules, 2014.

5. Applicable Bidding Procedure:

The bidding procedure will be governed by The Khyber Pakhtunkhwa Public Procurement of Goods, Works and. Services Rules, 2014.

6. Bid Price:

The bidder(s) will quote rates of items by including all government taxes, transportation charges, etc.

7. Bid Security:

The Bidder shall furnish bid security @ 2% of the total quoted amount.

8. Performance Guarantee:

The winning Firm will submit a separate 8% of the total cost of the project as Performance Guarantee to the Deputy Commissioner Office, which will be withheld till completion of the contract.

9. Rejection of Bids:

- The Procuring Authority may reject any or all bids prior to acceptance of bids without explaining any grounds.
- The incomplete/ conditional bids will be rejected.
- The bidders should quote rates of all items of the selected package(s), otherwise, bid will be rejected.

- Bid(s) submitted with Bid Security less than 2% of the quoted amount will be rejected.
- Submission of an affidavit to the effect that Firm is not black listed by any entity will be must, otherwise bid will be rejected.

10. Announcement of Evaluation Report:

- The Evaluation Report will be announced as per rules.

11. Award of Contract:

Contract Agreement will be made with winning bidder(s) under the rules.

12. Validity of Rates:

The rates quoted by winning bidder(s) will be applicable for the period minimum upto 30.06.2027.

13. Time Frame:

The winning Firm will be bound to complete the contract by 30th May 2027 positively.

14. Payment to the Contractor:

The Contractor shall submit bill(s) duly verified and certified by the Incharge, Record Room. The payment against the submitted bill(s) shall be processed and released after deduction of all applicable Government taxes at source, in accordance with the prevailing rules and regulations, in the following phases:

Phase	Completion of Work in Percentage	Completion of Scanning & Indexing of Jumabandis	Submission of Bill
1 st Phase	20%	1272 Jumabandis	1 st Bill
2 nd Phase	40%	Previous 1272 Instantly 1272 Total 2544	2 nd Bill
3 rd Phase	60%	Previous 2544 Instantly 1272 Total 3816	3 rd Bill
4 th Phase	80%	Previous 3816 Instantly 1272 Total 5088	4 th Bill
5 th Phase	100%	Previous 5088 Instantly 1272 Total 6360 And handing over of the equipment as mentioned in bidding documents.	Last Bill

15. Abidance of Agreement:

If the Contractor fails to abide by the agreement, his bid security and performance guarantee may be confiscated and he will be proceeded against under the law.


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TENDER DOCUMENT
FIRM/ SUPPLIER'S INFORMATION

Name of the Company / Dealer:

Address of the Correspondent:

NTN No.

IBAN No.

Title of the Account

CNIC No.

Mobile No.

Email Address.

Date: _____

Signature and Seal


**Additional Deputy Commissioner/
Chairman Procurement Committee
Abbottabad**

Quotation

Digitization of District Record Room (Scanning/ Digitization & Indexing of Revenue Record)

Mandatory Requirement:

1. The Bidder must be registered with FBR (NTN) and must be active on active tax payer list.
2. The bidder shall submit an affidavit that the firm is not black listed by any public or private organization.
3. The quoted price shall include all government taxes (Income tax/ GST/ Stamp Duty/ Social Protection Fee) and delivery charges, etc.
4. The quoted rates shall be applicable for period upto 30.06.2027.

Detail	Description	Quotation Rates in Rs:
Digitization of District Record Room (Scanning/ Digitizing & Indexing of Revenue Record)	Scanning/ digitization and indexing of 6,360 Revenue Record Books (Jumabandis) comprising approximately 1,991,830 pages, as follows: 1. Scanning: Minimum 300 DPI (600 DPI where required), in JPEG format and Grayscale/Black & White, as appropriate. 2. Indexing & File Naming: Proper indexing with file naming as [GirdawarCircle][BookNumber][PageNumber].pdf. 3. Reconciliation: Ensure accuracy, legibility and complete reconciliation between physical and digital records. 4. DMS & Progress: Implement a suitable Digital Records Management System (DMS) and ensure timely completion and submission of the digitized record. 5. Storage: Provide 02 Nos. 10-TB External Hard Drives containing the complete digitized and indexed record. 6. Equipment: Upon completion, handing-over of scanning equipment used for the project to the Revenue Record Room for future digitization. 7. Record Security: Ensure safe custody, confidentiality and protection of all original Revenue Records throughout the contract period.	


Additional Deputy Commissioner/
Chairman Procurement Committee

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made and agreed today on _____, between **DEPUTY COMMISSIONER OFFICE ABBOTTABAD** (hereinafter referred to as the Procuring Entity or the first party) and M/S _____ (hereinafter referred to as the Bidder or the second party) that:

WHEREAS the Procuring Entity has made an open competitive bidding for **Digitization of District Record Room (Scanning/ Digitization & Indexing of Revenue Record)**.

The submitted financial proposal has been selected under the contract:

Both the parties agreed that:-

- The approved prices of all individual items quoted in the financial bids shall remain valid for the period upto 30.06.2027.
- M/s _____ will complete the contract within given timeframe.
- The Unit Cost agreed in the Price Schedule as quoted by him in the financial bid, is inclusive of installation, testing, all applicable taxes and costs associated with transportation and other agreed incidental costs.
- The applicable warranty shall remain valid for twelve (12) months after completion of contract.
- The call deposit (and performance guarantee) already received from the Bidder by the Procuring Entity shall be retained by the Procuring Entity till the end of the contract period and will be released back to bidder after successful completion contract.
- The Supplier will immediately submit bills after completion of phase-wise work already mentioned in bidding instructions. All government taxes (income tax, GST, Stamp Duty) will be deducted on source.
- The Procuring Entity may at any time terminate the Contract by giving written notice of one month time to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Bidder, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.
- In case M/s _____ repudiates the contract or fails to furnish performance and as the case may be, the Procuring Entity shall proceed for action against the firm as per law.

PARTY ONE


**Additional Deputy Commissioner/
Chairman Procurement Committee
Abbottabad.**
Address: ADC Office Abbottabad.
Contact: +92-9310207

PARTY TWO

DESIGNATION
M/s Firm Name
CNIC:
Address:
Contact: _____

WITNESS 1

NAME
CNIC: _____

WITNESS 2

NAME
CNIC: _____