GOVERNMENT POSTGRADUATE COLLEGE KOHAT
Kohat 26000, KP, Pakistan Ph # 0922-866671.
VISION: To Have A High-Valued Educated Society
MISSION: Let Us Work Together To Achieve The Best
gpgckohat@gmail.com facebook.com/gpgckohatofficial

STANDARD FORM OF BIDDING DOCUMENTS

FOR

PROCUREMENT OF SOLAR SYSTEM THROUGH PUPIL'S FUND

for the Project titled as

"Solarizing GPGC Kohat: 10 KW Solar System Procurement and Installation"

PROCUREMENT REF NO: 7719 DHE/P&D Section/Solarization from P. Fund DATED 03/11/2026 OF DHE PESHAWAR

Last Date/Time for Submission:	**November 24, 2026 at 11:00 AM**
Bid Opening Date/Time:	**November 24, 2026 at 11:30 AM**

Government Postgraduate College Kohat,
Higher Education Department (HED)
Khyber Pakhtunkhwa (KP)

TABLE OF CONTENTS

INVITATION FOR BIDS 3
INSTRUCTIONS TO BIDDERS 4
ELIGIBILITY/ QUALIFICATION CRITERIA 5
BID FORM 6
PRICE SCHEDULES 7
SPECIFICATION & QUANTITY BREAKUP 8
GENERAL TERMS AND CONDITIONS 9
GENERAL AND SPECIAL CONDITIONS OF CONTRACT/PURCHASE ORDER 10
AGREEMENT 14

GOVERNMENT POSTGRADUATE COLLEGE KOHAT

Kohat 26000, KP, Pakistan Ph # 0922-866671

VISION: To Have A High-Valued Educated Society

MISSION: Let Us Work Together To Achieve The Best

gpgckohat@gmail.com facebook.com/gpgckohatofficial

INVITATION FOR BIDS

IFB No. GPGC KOHAT/26/IFB/1623 **Dated: November 06,2026**

Government Postgraduate College Kohat, Higher Education Department of Khyber Pakhtunkhwa invites sealed tenders/ bids from registered / reputed firms for the supply and installation of 10 kW solar system in the stated institute.

1. Biding shall be conducted through single stage, single envelope bidding procedure for 10 kW solar systems, as per KPPRA Rules-2014.

2. The tenders/bids completed in all respects, should reach to the office of the, Government Postgraduate College Kohat by ***11:00 AM on or before November 24, 2026***, which will be opened on the same day i.e. ***November 24, 2026 at 11:30 AM*** in the presence of bidders or their authorized agents, who may like to be present.

3. The bidders are required to submit bid security @ 2 % of the bid value in shape of Bank Draft / call deposit in favour of Principal Government Postgraduate College Kohat.

4. Incomplete bid will not be entertained.

5. The purchase committee reserves the right to accept or reject any or all tenders, partially or totally, after communicating the reasons, as per provisions in Rule 47(i) of KPPRA Procurement Rules 2014.

6. The quoted rates of the items must be inclusive of all applicable taxes which shall be deducted from the bills.

7. Firms blacklist by the Federal/Provincial/Autonomous bodies shall be considered non-responsive.

8. A complete set of bidding documents can be downloaded by interested, from the official website at www.kppra.gov.pk

9. The bidders are requested to give their best and final prices as no negotiations are expected.

Principal
Government Postgraduate College
Kohat.

INSTRUCTIONS TO BIDDERS

A. The bidder must submit the proposals in sealed envelopes and as per specified procurement method of single stage, single envelope bidding procedure under KPPRA Rules 2014.

B. The proposals must contain a transmittal letter on the bidder's letterhead, duly stamped by authorized representative (BID FORM AND PRICE SCHEDULES).

C. Bidders shall apply for all items, evaluation and awarding will be made **overall,** and sanction order shall be issued to the lowest quoted bid.

D. 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.

E. The proposal shall contain sales tax registration certificate.

F. 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.

G. 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.

H. The proposals should be in accordance with enclosed schedule of requirements and bid document forms and contract agreement.

I. Response time: all bidders shall submit proposals on or before close of office on **November 24, 2026 at 11:00 AM** at Government Postgraduate College Kohat, Khyber Pakhtunkhwa. These will be opened half an hour after the deadline. No proposal in any case shall be accepted after the deadline.

J. The bidder shall submit an affidavit that it has never been blacklisted.

K. The bidder will deposit bid security money with procuring entity equal to 2% of the total value of the bid. The bid security money so deposited shall be returned to the depositor after signing the contract.

L. 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.

M. The procuring entity may offer for re-biding in case the proposal does not satisfy its professional requirements.

N. All prices quoted should include all the applicable taxes i.e. sales tax, income tax, services tax etc. In case any exemption is claimed to applicable taxes, documentary proof of same shall be provided.

O. Contract will be signed with the successful bidders and its terms and conditions will govern the executive of the contract.

P. The procuring entity may increase or decrease the quantity of items if deems necessary.

Q. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (GPGC Kohat and supplier/vendor/bidder).

R. **Schedule of Requirement:** All the items shall be delivered and install with all respect to "Government Postgraduate College Kohat" within 15 days after issuance of purchase/supply order.

S. Failure to supply items within stipulated time period will invoke penalty as per KPPRA Rule 2014 in addition to that 2% bid security will be forfeited and the firm / vendor will not be allowed to participate in future tender as well.

T. The bid should be properly binded and stamped, no loose binding bids would be accepted for further processing.

U. No payment should be made against defective, damaged and non-compliant items.

V. ELIGIBILITY/ QUALIFICATION CRITERIA

Following is the mandatory qualification criteria.

S. No	Criteria	Documentary Evidence
1	Bidders should be registered entities with the Government. (Company with SECP/ PEC/ AOP with Registrar of Firms).	Registration Certificate
2	Bidder should be registered with FBR and must be on active tax payers list of FBR.	Registration Certificate & Active Status
3	The bidder must have completed at-least three similar assignments of similar nature and value in last five years.	Purchase Order/Contract
4	The bidder must have a valid PEC license with EE11 Code for solar energy.	PEC registration certificate
5	The bidder shall be an authorized dealer of the quoted inverter or must purchase from the authorized dealer.	Authorization Certificate or Undertaking on Company Letterhead
6	The local representative should have office/after sale services in KP.	Documentary proof with complete address and phone numbers
7	The bidder shall also provide one-year free onsite support & service.	Undertaking on letter head
8	Can provide, install and commission the items within the 15 days from the issuance of Purchase Order	Supply Schedule/ Mention days on letter head/Price Schedule.
9	Shall provide on a stamp paper an Affidavit stating that the proponent has never been blacklisted by any government/semi government organizations (procuring entity) under the administrative control of the federal / provincial governments.	Affidavit on Judicial Stamp Paper duly attested
10	Submission of required amount of earnest money @2% CDR of the total value with the bid.	CDR
11	Manufacturer Warranty must be provided	Warranty certificate must be provided on company letterhead
12	Original Bidding Document dully signed/ stamped on each page	In original

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

BID FORM

Date: _____
IFB No: _____

To:

Principal
Government Postgraduate College
Kohat, Khyber Pakhtunkhwa.

Dear Sir,

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, we will deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

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.

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 SCHEDULES

Name of Bidder_____ IFB Number_____

Financial Bid Sheet							
Subject: Solarizing GPGC Kohat					**Date:**		
Supplier Name, Address & Contact Details:					**Closing Date:**		
					NTN:		
					STRN		
					Tel:		
					Fax:		
					Email:		
Delivery and completion days from the issuance date of Purchase Order:							
Quotation validity (in days):							
Mentioned warranty and quoted brand against each line item:							
Delivery and installation Locations:					Kohat		
S.#	**Item**	**Unit**	**Qty.**	**Unit Price**	**Income Tax**	**GST**	**Total Price including taxes**
1	**10 kW Complete Solar System as per the given specifications and requirements**	No.	01				

*The bidder shall also provide the cost breakup separately as per the quantities mentioned in the specification sheet.

FINAL TOTAL PRICE (in words): _____

Signature:_____

Designation:_____

Official Stamp:_____

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

SPECIFICATION & QUANTITY BREAKUP

Specifications		Unit	Qty.	Unit Rate	Total Rate
Solar Panel	**Solar Panel of 645 Watts or above (Canadian/ Jinko/ Longi Himo x10)** Double Glass Tier-1 Brand, A Grad half-cut mono perc / Top Cone N-Type Technology, IEC Certified, according to standard specifications with documentations with 12- year replacement and 25 Years performance Warranty along with documents.	Watt	10000		
Inverter	**Solar Hybrid Inverter- 10 kW (Solarmax / Inverex)** With specification Dual option for smart load management, Maximum PV input current ≥ 30A per MPPT, Maximum PV input 16000 Watt, multi MPPT based, MPPT efficiency ≥ 99%, IP65/IP66 rating, Built In WIFI for mobile monitoring, Reserved communication port for BMS, Maximum charge current 210A, Battery independent design and equalization function, Grid Feeding option, Built-in anti-dusk kit, inverter efficiency ≥ 98%, Maximum output 10 kW continuous and 11 kVA peak for surge load, 5 year Warranty.	Watt	10000		
Battery	**Solarmax/Inverex Lithium-Ion Phosphate Battery ≥ 5.12 kWh Capacity: 5.12 kWh, Nominal Voltage: 51.2 V, Battery Type: $LiFePO_4$ (Lithium-Ion Phosphate), Depth of Discharge: ≥80%, Cycle Life: ≥6000 cycles, Communication: CAN/RS485/Remote monitoring, Protection Level: IP65, Built-in BMS for safety and cell balancing, Parallel connection supported, Certifications: IEC/CE/UN38.3, Warranty: 5 Years standard.**	No.	01		
Solar Frame	**Structure L2 With All Relevant items** Rust free Hot dipped Galvanized Solar Frame 12-SWG.	Watt	10000		
Cables	**AC Cables (Pakistan / Fast Cable)** 7/36 Pure Copper high quality and durable	Meter	01		
	AC Cables (Pakistan / Fast Cable) 7/44 Pure Copper high quality and durable	Meter	01		
	DC Cables (Pakistan / Fast Cable) 4 mm Pure Copper high quality and durable	Meter	01		
	DC Cables (Pakistan / Fast Cable) 6 mm Pure Copper high quality and durable	Meter	01		
	DC Cables (Pakistan / Fast Cable) 10 mm Pure Copper high quality and durable	Meter	01		
	DC Cables (Pakistan / Fast Cable) 25 mm Pure Copper high quality and durable	Meter	01		
Switch Gears and other accessories	DC Breaker, AC Breaker, AC Voltage protector (63A), Surge Protector, Distribution Box, Digital Voltmeter, HDPE pipes, Flexible Pipes, MC4 connectors, Thimbles, Rawal Bolts, Nut-Bolts etc. Schneider or equivalent	Lot	01		
Earthing	**Earthing (Copper)** Separate AC & DC Earthing with Surge, Restorers for Safety.	Job	01		
Installation & Commissioning	**Complete PV, Battery & Inverter Installation** Supervised by engineer with 2 years after sale service.	Job	01		
Transportation & Civil Works	Encompass transportation of all equipment and construction of concrete foundation block base for the mounting structure.	Job	01		
TOTAL COST OF OVERALL SOLAR SYSTEM					

***Cost of Cabling will be paid as per actual measurement.**

*** Please mention the company name and type of Solar panel and inverter.**

GENERAL TERMS AND CONDITIONS

1. **General Terms and Conditions:** Following are the General Terms and Conditions;

(a) The above details shall be submitted in a sealed envelope.

(b) The Supplier (s) must be registered with the Sales Tax & Income Tax authorities.

(c) Warranty of Goods shall be provided along with quote. The warranty period shall be one (01) year or more".

(d) The quote (s) must remain valid for ninety (90) days.

(e) All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total quoted amount for each item.

(f) The request for quotation is non-transferable.

(g) Bids 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.

(h) The bid(s) must be accompanied with a bid security valuing 2 % of the total quoted price.

(i) STRN & NTN certificate shall be enclosed.

(j) Each supplier can only submit one offer / quote.

(k) The bid must carry the authorized signatures of the representative of the supplier.

(l) Govt. Postgraduate College Kohat has the right to accept or reject any or all offers without assigning any reason thereof.

Thanking you.

Principal
Govt. Postgraduate College
Kohat

GENERAL AND SPECIAL CONDITIONS OF CONTRACT/PURCHASE ORDER

A. LANGUAGE

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

B. BID SECURITY DEPOSIT

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 goods detailed in the said Schedule at 'C'.

C. PLACE AND TIME OF DELIVERY

The Supplier/Vendor/bidder shall as may be required by the Procuring entity either deliver free 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***

Sr. #	Item Deliverable	Date of Delivery	Place of delivery	Verification	Acceptance

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.

In case of dispute by the supplier, joint re-inspection of the supplied material shall be carried out, at the cost of the supplier, in presence his or his authorized representative either at a laboratory designated by the procuring entity or by a neutral independent entity as jointly agreed.

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. 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).

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)

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

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

K. 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 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 biding on both the parties.

Q. 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.

R. 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.

S. 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.

T. 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.

U. 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.

V. APPLICABLE LAWS

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

W. 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.

X. 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.

CONTRACT AGREEMENT

THIS AGREEMENT made the {Date of agreement} between *Government Postgraduate College Kohat* located at Pindi road, Kohat, Khyber Pakhtunkhwa (hereinafter called ―the Procuring agency) of the one part and *{Firm Name}* having its office at {Office Address} (hereinafter called ―the Supplier and installer) of the other part: WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *Procurement of {Items to be procured}* and has accepted a bid by the Supplier for the 10 kW solar system 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 General Conditions of Contract;
    d. the Special Conditions of Contract; and
    e. 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.
5. A 10% security amount of the total contract value will be retained by the Procuring entity for one-year post-installation, as our warranty to ensure the system's performance and compliance with project specifications.

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 Government Postgraduate College Kohat**
Signature: _____	**Signature:** _____
Name: _____	**Name:** _____
Title: _____	**Title:** _____
Date: _____	**Date:** _____