



DISTRICT & SESSIONS COURT MARDAN

TENDER NOTICE

Office of the District & Sessions Judge, Mardan invites Sealed Bids, subject to availability of funds, from the original manufacturers authorized dealers, distributors / suppliers registered with Income Tax and Sales Tax Departments (GST) for supply/repair of **Plant & Machinery, I.T. Equipment, Hardware, Furniture, Law Books, Protective Bags for Record Room, Stationery and Other General Items (electrification, cleansing etc.)**.

Open Competitive bidding "*Single Stage Two Envelope*" bidding procedures shall be used in light of Chapter II clause (2-a) of the *Khyber Pakhtunkhwa, Public Procurement Regulatory Authority (KPPRA) Rules 2014*.

Description	Dates
<i>Last Date and Time for Bid submission</i>	30 / 04 / 2026 by 10:00 AM
<i>Bid Security</i>	2% of the bid in PKR

Any information about the tender or standard bidding documents can be obtained from office of the undersigned on any working day during office hours before the date of tender opening on payment of non-refundable fee of Rs.2,000/-. The advertisement may also be downloaded from www.kppra.gov.pk and www.mardandc.peshawarhighcourt.gov.pk/public/app website.

Additional District & Sessions Judge-VII
Chairperson Purchase Committee, Mardan
Ph. 0937-920201

DISTRICT PROCUREMENT COMMITTEE



OFFICE OF THE DISTRICT & SESSIONS JUDGE MARDAN

TENDER SOLICITATION DOCUMENTS

for procurement and/or repair of

*Plant & Machinery, I.T. Equipment, Hardware, Furniture, Law
Books, Protective Clothing for Record Room, Stationery and
Other General Items*

Regular Budget (2025-26)

Phone No. 0937-9230201

Email: dsjmardan@yahoo.com

<https://mardandc.peshawarhighcourt.gov.pk/public/app/tenders>

NOTE

The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc.

Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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INTRODUCTION

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<i>Last Date and Time for Bid submission</i>	30 / 04 / 2026 by 10:00 AM
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INSTRUCTIONS TO BIDDERS

- Any information about the tender or standard bidding documents can be obtained from Office of the District & Sessions Judge, Mardan during office hours before the date of tender opening or downloaded from the official website *mardandc.peshawarhighcourt.gov.pk*.
- This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) 2014.
- 2% of total bid amount as Earnest Money/security deposit should be attached with the tenders, in the shape of Call Deposit, in favour of District & Sessions Judge Mardan. Tenders with Cross Cheque/ Banker's Cheque, demand draft and without call deposit shall not be entertained. The Earnest Money of the unsuccessful bidders, however, shall be returned after approval/finalization of the tender.
- The bids will be opened on 30 / 04 / 2026 at 10:00 AM in presence of the bidders or their authorized representatives who choose to attend.
- Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder. Delay on part of the bidder or courier service shall not be entertained.
- All the bidders are required to provide the bids relating documents as per rules in envelop.
- The bid security/earnest money may be forfeited:**
 - In the case of a successful bidder failing to sign the contract or supply the equipment within the specified delivery time period.
- The procuring entity shall disqualify a supplier or contractor if it finds, at any time;**
 - That the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
- No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to rejection of offer.

12. Price quoted must be in Pak Rupees and must include all applicable taxes. If not specifically mentioned in the tender/quotation, it will be presumed that the price includes all the Government Taxes.
13. Supplier shall entirely be responsible for all taxes, duties, license fees etc incurred until delivery of the contracted goods to the Procuring Agency.
14. Firms shall give warranty with parts and After Sale Services for the equipment they offer.
15. Installation of equipment shall be the responsibility of successful bidder.
16. In case, even if after delivery, the technical committee of the office found the items/equipment defective, low quality, not working properly, or any other fault, the competent authority has the right to return the defective items/equipment for replacement or may award the bid to the next lower bidder after cancellation of his supply order.
17. The Authority reserves the right to increase/decrease, reject any or all tenders with cogent reasons.
18. Incomplete, ambiguous, and conditional bids shall not be entertained.
19. Bids can be submitted by post or delivered directly in the office of Undersigned.

ELIGIBILITY CRITERIA

Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.

- ✓ The bidder must be registered with Income / Sales Tax Department / NTN as per prevailing latest tax rules.
- ✓ The bidder must provide proof of inclusion in the Active Taxpayer List (ATL) for both Sales Tax and Income Tax.
- ✓ The bidder shall provide an undertaking that the bidder has never been declared as black listed in past by any institution duly attested by Oath Commissioner/Notary public.
- ✓ Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization.
- ✓ If the bidder provides details concerning his qualifications as false/incorrect or incomplete, the legal proceedings shall be initiated against him.

LETTER FOR TENDER

Tender Reference No. as per KP-PPRA _____

To:

**The Chairman, District Development Committee,
Establishment of District & Sessions Judge, Mardan.**

Dear Sir/Madam,

1. Having examined the Bidding Document, we, the undersigned, being a company doing business under the name _____ and address _____ and being duly incorporated under the laws of Pakistan hereby offer to supply and install the bid Goods.
2. We, the undersigned, offer to supply and deliver the bid Goods in conformity with the said Bidding Document for the sum of Rs. _____. In words (_____)
3. As security for due performance of the undertakings and obligations of this bid, we submit herewith an Earnest Money/Bid Security 02% of the bid.
4. We undertake to deliver and complete the supply and installation within the time as provided in the Schedule of Requirement Form.
5. We agree to abide by this bid up to its validity period as mentioned in the Bidding Data Form and it shall remain binding upon us and may be accepted by us at any time before the expiry of that period.
6. We understand that you are not bound to accept the lowest or any bid you may receive.
7. We do hereby declare that the bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid.

Dated: ____ / ____ / ____

Signature: _____

Name of Bidder: _____

Complete Address: _____

Mobile #: _____

Phone #: _____

Seal: _____

BIDDER’S INFORMATION FORM

M/S: _____

Company Owner’s Name: _____

Company’s Business Address: _____

National Tax Number (NTN) and Date of Registration: _____

Sales Tax Registration Number and Date of Registration: _____

Vendor Number and Date of Registration: _____

Owner’s CNIC #: _____

Mobile/Telephone #: _____

Email: _____

Fax #: _____

Authorized Person’s Name: _____

Authorized Person’s Designation: _____

Authorized Person’s CNIC No: _____

Authorized Person’s Signature: _____

Seal: _____

CONTRACT FORM

This agreement made on ____/____/_____, between the Chairman Purchase/Procurement Committee, establishment of District & Sessions Judge, Mardan (hereinafter called the (“Purchaser”) and [_____] [_____] *name of Supplier (hereinafter called the “Supplier”)*.

Whereas, the Purchaser invited bids for the Goods and has accepted the bid of the Supplier for the supply of all of the Goods and Services in the sum of [_____] figures_____].

Now this agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract referred to.
2. The following documents collectively referred to as “the Bidding Document” shall be deemed to form and be read and construed as part of this agreement, viz.:
 - a. The Bid Form and the Price Schedule Form submitted by the Bidder;
 - b. General Conditions of Contract;
 - c. Special Conditions of Contract;
 - d. The Award of Contract; and
 - e. Earnest Money/ Bid Security;
3. In consideration of the payments to be made by the Purchaser to the Supplier, the Supplier hereby covenants with the Purchaser to provide the Goods in conformity in all respects with the provisions of the Bidding Documents.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods, the tender price.

In witness whereof the purchaser and the supplier hereto have caused this agreement to be executed in accordance with the relevant laws, the day and year first above written.

Signature of the Purchaser: _____ Signature of the Supplier: _____

Date: _____ Date: _____

Seal: _____ Seal: _____

Address: _____ Address: _____

Witness-1: _____ Witness-2: _____

Designation: _____ Designation: _____

CNIC: _____ CNIC: _____

Address: _____ Address: _____

DETAIL SPECIFICATION/REQUIREMENT/BOQ

Note: - Quantity can be increased/decreased/dropped subject to availability of funds. Specify Model, where applicable.

S#	ITEM / WORK	SPECIFICATIONS	Model	Qty	Rate
1)	Split ACz	1.5 Ton DC Invertor, Hot & Cold blow		1	
2)	Water Dispenser	3 Tap (Hot, Cold, Fresh)		1	
3)	Bottle Tank for Water Dispenser	19 Litre		1	
4)	UPS	24V, 1500W-2000W		1	
5)	UPS	12V, 1500W-2000W		1	
6)	Battery	200 Ah, Liquid Acid, Phoenix or equivalent		1	
7)	Battery	70 Ah, Liquid Acid, Phoenix or equivalent		1	
8)	Fan	Wall Bracket Fan, 14"		1	
9)	Fan	Pedestal Fan, 24"		1	
10)	Fan	Ceiling Fan, 56"		1	
11)	Fan	False Ceiling Fan, 2' X 2'		1	
12)	Amplifier	Sound System		1	
13)	Speaker	Sound System		1	
14)	Mic	Sound System		1	
15)	Tyre	195/99/R15 Yokohama or equivalent		1	
16)	Law Books	Discounted rate on printed price		1	
17)	Safety Bags for Record Room	Parachute, Sewed Bags, 2' X1.5' with closing/tie Rope		1	
18)	Printer	Duplex, having refillable Toner Cartridge, without chip		1	
19)	Cartridge	53A, HP or equivalent, Refillable		1	
20)	Cartridge	83A, HP or equivalent, Refillable		1	
21)	Cartridge	85A, HP or equivalent, Refillable		1	
22)	Cartridge	151A, HP or equivalent, Refillable		1	
23)	Cartridge	057, HP or equivalent, Refillable		1	
24)	Cable	Printer Data Cable		1	
25)	Cable	Power Cable (1 meter)		1	
26)	Cable	HDMI to VGA		1	
27)	Cable	HDMI to Dual VGA		1	
28)	Cable	HDMI to Dual HDMI		1	
29)	Cable	D-Port		1	
30)	Cable	HDMI to HDMI 3 meter		1	
31)	Cable	HDMI to HDMI 5 meter		1	
32)	Cable	Coaxial, RG7		1	
33)	Cable	Ethernet		1	
34)	Connector	RJ45			
35)	Network Switch GB/SFP Support	24 Ports		1	
36)	Wi-Fi Router	Wi-Fi 6, MLL-MMO Gigabit		1	
37)	I.O.s Box	Complete Box		1	
38)	Dry Cell	Rechargeable Cell		1	
39)	LED Screen	24 Inches		1	
40)	Keyboard + Mouse	Wireless		1	
41)	Keyboard	USB Connector		1	
42)	Mouse	USB Connector		1	
43)	Camera	IP Cam, 8MP (3840x2160), weather proof, Night Vision,....		1	
44)	Camera Power Adaptor	12V DC, 1.5A-2.5A		1	
45)	Computer Table	Wooden, Normal Size		1	
46)	Table	Wooden, 2.5'x4', 2 Drawers		1	
47)	Table	Wooden, Executive		1	
48)	Tea Table	Wooden, 2' X 2'		1	
49)	Tea Table	Wooden, 2' X 4'		1	
50)	Chair	Executive, Revolving, Foam Rexene covered, for Presiding Officer		1	
51)	Chair	Wooden, Revolving, Foam Rexene covered, for Conference Room		1	
52)	Chair	Wooden, Revolving, Cane		1	
53)	Chair	Computer Revolving Chair, Ergonomic		1	
54)	Chair	Metal frame Office Chair, Cane		1	
55)	Cupboard	Wooden, 2 doors, 3 shelves		1	
56)	Cupboard	Steel, 2 doors, 3 shelves		1	

57)	Rack	wooden, 1 middle shelf		1	
58)	Rostrum /Dais	Wooden, Standard Size with 1-shelf		1	
59)	Benches	Wooden, 3-seater		1	
60)	Out-door Litigants Benches	Wooden with backrests, Metal frame,		1	
61)	Court Benches	Wooden, Executive, 3-seater with foam covered with green colour Rexene.		1	
62)	Ladder	Aluminum Extendable/Flexible		1	
63)	Tissue Paper Box			1	
64)	Toilet Paper Roll	White		1	
65)	Anti-Mosquito Spray	Mortein or equivalent		1	
66)	Air Freshener Spray			1	
67)	Broom	Broom Straw per kg rate		1	
68)	Broom Brush			1	
69)	Mop			1	
70)	Wiper (Floor)	Large, Heavy Duty		1	
71)	Wiper (Bath Room)	Small, Light Duty		1	
72)	Bucket	Normal, Plastic		1	
73)	Mug	Plastic		1	
74)	Ever	Plastic		1	
75)	Hanger	Steel wall hanger		1	
76)	Toilet Cleaner/Sweep Bottle			1	
77)	Acid Bottle			1	
78)	Phenyl Bottle			1	
79)	Surf Packet	Rate per kg		1	
80)	Liquid Soap/Hand Wash bottle			1	
81)	Soap	Normal size		1	
82)	Ceiling Light	2' X 2'		1	
83)	LED Light	15W approx.		1	
84)	LED Light	18W approx.		1	
85)	LED Light	25W approx.		1	
86)	LED Light	45W approx.		1	
87)	LED Light	75W approx.		1	
88)	Electric Wire/cable	Copper, 3/29-gauge wire		1	
89)	Electric Wire/cable	Copper, 7/29-gauge wire		1	
90)	Electric Wire/cable	Copper, 7/44-gauge wire		1	
91)	Electric Wire/cable	Service Cable		1	
92)	Electric Wire/cable	4-Core Cable		1	
93)	Electric Wire/cable	Copper, Double		1	
94)	Power Plug	for AC/Heater, Heavy Duty		1	
95)	Power Extension Board			1	
96)	Power Protector	(Voltage, Current)		1	
97)	Circuit Breaker	AC 10 Amp, 1 pole		1	
98)	Circuit Breaker	AC 20 Amp, 1 pole		1	
99)	Circuit Breaker	AC 32 Amp, 1 pole		1	
100)	Circuit Breaker	AC 63 Amp, 2 poles		1	
101)	Circuit Breaker	DC 63 Amp, 2 poles		1	
102)	Power Change-Over	600 Amp		1	
103)	Power Change-Over	400 Amp		1	
104)	Capacitor	3.5 micro-ferric for ceiling fan		1	
105)	Dry Cell	AA Size		1	
106)	Dry Cell	AAA Size		1	
107)	Photocopying	Rate per copy		1	
108)	Notice Board	2' X 3'		1	
109)	Paper	80g, Folio, Copymat or equivalent		1	
110)	Paper	80g, Folio, AA or equivalent		1	
111)	Paper	70g, Folio, Copymat or equivalent		1	
112)	Paper	70g, Folio, AA or equivalent		1	
113)	Paper	80g, A4, Copymat or equivalent		1	
114)	Paper	80g, A4, AA or equivalent		1	
115)	File Laces	Small, Normal Size		1	
116)	File Laces	Large, 2 ft length		1	
117)	Ball Point Pen	Gel, Soft, Blue, Black, Red		1	
118)	Ball Point Pen	Blue, Black, Red		1	
119)	Pointer Pen	Blue, Black, Red		1	
120)	Marker (Permanent)	Cut nib, Blue and black and Red		1	
121)	Marker (Painting)	Cut nib		1	

122)	High Lighter	Different colours		1	
123)	Glue Stick	Medium size		1	
124)	Staple Machine	24/6 Size		1	
125)	Staple Machine	10 No. Size		1	
126)	Staple Machine	Large size/Heavy Duty for Book Binding		1	
127)	Staples Pin	24/6,		1	
128)	Staples Pin	23/8		1	
129)	Staples Pin	23/10		1	
130)	Staples Pin	23/13		1	
131)	Staples Pin	23/15		1	
132)	Staples Pin	10 No. Size		1	
133)	Staple Remover/Opener	24/6		1	
134)	Single Punch Machine			1	
135)	Double Punch Machine			1	
136)	Correction Pen			1	
137)	Cutter			1	
138)	Sticky Notes	Different colours		1	
139)	Sticky Tags	Different colours		1	
140)	Envelop	Hard/Threaded, A3 Size		1	
141)	Envelop	A4 Size, White		1	
142)	Envelop	4" X 10", White and/or Brown		1	
143)	Stamp Pad	Blue and black and Red		1	
144)	Pencil			1	
145)	Pencil Sharpener			1	
146)	Pencil Eraser			1	
147)	Type Writer Eraser			1	
148)	Finger Wet Box	Foam		1	
149)	Paper Pin			1	
150)	Pins Cushion			1	
151)	Notice board Pin	Different colours		1	
152)	Ink	Pen Ink, Blue and Black and Red		1	
153)	Ink	Stamp Pad Ink, Blue and Black and Red		1	
154)	Cotton Tape	Brown, 3"		1	
155)	Scotch/Crystal Tape	Transparent, 3"		1	
156)	Register	Size 52 No.		1	
157)	Toner Ink	Toner Pack for printer cartridge		1	
158)	Cartridge Drum	Repair/Replacement		1	
159)	Cartridge Cleaning Blade	Repair/Replacement		1	
160)	Cartridge Doctor Blade	Repair/Replacement		1	
161)	Printer Repairing	Repair/Replacement		1	
162)	Printer Service/overhauling	fortnightly per printer		1	
163)	Cartridge Refilling	fortnightly per cartridge		1	
164)	Camera Power Adaptor	Repair/Replacement		1	
165)	Laptop Power Charger	Repair/Replacement		1	
166)	Laptop Battery	Repair/Replacement		1	
167)	CPU Power Supply	Repair/Replacement		1	
168)	Laptop Charging Base	Repair/Replacement		1	
169)	Revolving Chair Base	Repair/Replacement		1	
170)	Office chair cane weaving/repair	Repair/Replacement		1	
171)	Office chair Clothed foam	Repair/Replacement		1	
172)	Revolving Chair Rexene foam	Repair/Replacement		1	
173)	Table/Computer Table Polishing	Renovating/Polishing/Repair		1	
174)	Benches Polishing	Courts' Benches Renovating/ Polishing/ Repair		1	
175)	Benches Polishing	Litigants' Benches Renovating/ Polishing/ Repair		1	
176)	Cupboard	Renovating/ Polishing/ Repair/ Replacement		1	
177)	Toner ink	Toner Ink Refilling/Replacement for Photocopier Machine		1	
178)	Drum	Replacement for Photocopier Machine		1	
179)	Photocopier Service	Monthly		1	
180)	AC Service	Seasonal		1	
181)	AC Gas Charging	Seasonal		1	
182)	Generator Service	Monthly		1	

183)	Network per Point	per foot rate with proper ducting cabling (CAT-6) AWG 23 pure copper), backbox, face plat, i/o * in the required districts of the province		1	
184)	Webcam (Branded)	Full HD 1080p @30fps90° Wide FOV, Dual Sterio Microphones with Noise Cancellation, Autofocus, USB Plug-and-Play, Tripod Thread, Multi Streaming, Logi-Capture Support		1	
185)	Laptop (Branded)	PC16250, Intel(R) Core (TM) Ultra 7 255U, 16", Non-Touch, FHD+, IPS, 300 nits, 45% NTSC, Anti-Glare, FHD Cam, Fingerprint Reader, No vPro, FHD HDR RGB Camera, TNR, Camera Shutter, Microphone, 16 GB: 1 x 16 GB, DDR5, 5600, 500 GB SSD, 3-cell, 45 Wh, Express Charge Capable, MediaTek Wi-Fi 6 MT7920, backlit Copilot, Color silver, Windows OS licensed, 3 Years basic onsite service. NOTE: 16 GB RAM and 2 TB SSD which is compatible must be quoted separately		1	
186)	UPS	Computer UPS 1KVA 12 Volt Power Factor 1 with 12 Volt Lithium-ION Dry Battery 100 AH, Branded		1	
187)	Sound Power Mixer (Branded)	4 XLR Mic/Line Inputs (with Preamps & Phantom Power) Built-in professional power amplifier Sterio Main out (XLR, TRS) for Speakers 48V phantom power supply Audio Interface with Computer System Advanced Audio Features like Per Channel Gain/Trim, PAD, SEND, High, Low Effects etc. Per Channel Mute and LED Metring Head Phone out with Independent Level Branded Audio Cables (for connecting with Computer System)		1	
188)	Microphone	Capsule Type: Condenser Frequency response: 20-20kHz Polar Pattern: Hyper Cardioid Power Supply: Phantom Power Gooseneck Base Indicator/MIC LED Advance Features like Active Noise Cancellation (ANC) Hyper Sensitivity		1	
189)	LED Screen (Branded)	Size: 55" Resolution:4K (UHD) original screen, (3840*2160), 3 bezel-less, PQI (Picture Quality Index)2200, HDR10+ support, Bluetooth (BT5.2), Noise reduction, One billion colour At least 3 HDMI, 2 USB With 02 Nos. 4K 10meter High Quality HDMI Cable (Version 2.1) With all accessories (wall mount stand & screws etc) of good quality		1	
190)	Wall Mount Speakers with Cabling	Frequency response: 80 Hz - 20 kHz Connection: 2-core cab tyre cable (6 mm diameter) Sensitivity (1W, 1m): 90 dB Rated input (high impedance): 45 W Rated impedance: 8 Ω Installation, Commissioning & Fixing		1	
191)	Document Visualizer	A3 Document Scanner 13MP High-Resolution CMOS Sensor A3 Scanning in Just 1 Second Patented Asymmetrical LED Lighting for Shadow-Free Results OCR (130+ Languages) – Editable Word/Excel & Searchable PDF Text-to-Speech (TTS) + MP3 Export Multiple Scan Modes: Single, Multiple, Auto, ID Card Barcode & QR Code Recognition UVC/UAC Compatible – Zoom/Teams Classroom Ready Built-in Microphone for Online Demonstrations 3X Digital Zoom Using Software Compact & Lightweight (Ideal for Carrying) USB Type-C Plug & Play Supports Both Windows & macOS One Year Standard Warranty		1	

192)	Internet Connection (Fiber)	PTCL Flash Fiber will be preferred; however, if it is not available, fiber internet services from a private ISP will be installed and procured. Provision of internet connectivity at a minimum bandwidth of 30 Mbps.		1	
193)	Videocon software Licenses/Users	a) TrueConf 5-user pack on the domain of Peshawar High Court (lifetime). b) Zoom One license for a period of one year.		1	

Signature & Seal of Contractor/Supplier