



HEALTH INFORMATION AND SERVICE DELIVERY UNIT (KP- HISDU)  
HEALTH DEPARTMENT  
GOVERNMENT OF KHYBER PAKHTUNKHWA

E-TENDER NOTICE

1. The Project Director "Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit (KP-HISDU)/240232" under National Competitive Bidding (NCB) invites bids through open competitive bidding under single-stage one-envelope procedure through the Electronic Pakistan Acquisition and Disposal System (EPADS) from eligible and registered vendors with FBR (Income Tax and Sales Tax) for the following procurement.

S#	Description	Date & Time of Bid Submission	Date & Time of Bid Opening
1	Procurement of Stationery and General items (lot-wise) under a Framework Agreement	1 <sup>st</sup> June, 2026 at 02:00 pm	1 <sup>st</sup> June, 2026 at 02:30 pm

2. Authorized bidders must submit their bids electronically through e-PADS on or before 1<sup>st</sup> June, 2026 at 02:00pm. Bids will be opened on the same day at 02:30pm in the presence of bidders' representatives who wish to attend. Manual submissions of the bids will not be accepted.
3. Bid Solicitation Documents detailing terms & conditions, mandatory eligibility criteria and specifications along with other relevant information can be downloaded from: [www.kppra.gov.pk](http://www.kppra.gov.pk) and [www.healthkp.gov.pk](http://www.healthkp.gov.pk) and EPADS portal: [kp.eprocure.gov.pk](http://kp.eprocure.gov.pk).
4. A fixed amount of Rs. 50,000/- as Bid Security for each lot in the shape of a Call Deposit Receipt or Bank Guarantee, issued in favor of the Project Director, KP-HISDU Health Department from a scheduled bank, must be uploaded with the bid. Bid security in original be furnished in sealed envelope to the Procuring Entity before the bid closing time.
5. The bidders are required to give their best and final prices for quality items as no negotiations on price is permissible.
6. The Procuring Entity reserves the right to reject any or all bids as per Rule 47 of KPPRA Rules, 2014.

PROJECT DIRECTOR

Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit Project (KP-HISDU), 3<sup>rd</sup> floor Health Department, Peshawar.  
091-9210862



**STANDARD FORM OF BIDDING DOCUMENTS**  
**Under National Competitive Bidding (NCP)**

**FOR**

**PROCUREMENT OF STATIONERY & GENERAL ITEMS**

**UNDER**

**A FRAMEWORK AGREEMENT**

**Tender Reference Number:** **KP-HISDU/Health Dept./1-2/2**

**Last Date/Time for Submission:** **1<sup>st</sup> June, 2026 at 2:00 PM**

**Proposal Opening Date/Time:** **1<sup>st</sup> June, 2026 at 2:30 PM**

**Procurement Entity:**

THE ADP PROJECT “KHYBER PAKHTUNKHWA HEALTH INFORMATION AND SERVICE  
DELIVERY UNIT/240232”

HEALTH DEPARTMENT

**GOVERNMENT OF KHYBER PAKHTUNKHWA**

## **INSTRUCTION TO BIDDERS**

- A. The bidders must submit the financial bid along with mandatory documents on the Electronic Pakistan Acquisition & Disposal System (EPADS) at [www.kp.eprocure.gov.pk](http://www.kp.eprocure.gov.pk).
- B. The proposal shall be typed in New Times Roman with font size 12 and single spacing. Any hand written part or full proposal (either technical or financial) shall be rejected and shall be in English.
- C. The proposals must contain application on the bidder's letterhead, duly stamped by authorized representative shall contain the name, address, contact/ mailing details of the bidder.
- D. The proposal shall contain the copy of registration with one of the mandated authorities of Government of Pakistan along with the national tax number certificate.
- E. The bid validity period is 90 days. The Procuring Entity may request for extension in bid validity. However, upon selection of the bid and signing of contract; the prices will remain stagnant for a period of one year under framework contract.
- F. Bidders are not allowed to associate with other organizations to enhance their capacity. No joint-venture is 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 bid should be for quality items in accordance with enclosed specifications/details.
- I. All bidders shall submit their bids on the EPADS portal: [kp.eprocure.gov.pk](http://kp.eprocure.gov.pk), as per the terms & conditions on or before 02:00pm dated 1<sup>st</sup> June, 2026. Bids will be electronically opened half an hour after the deadline, i.e., 02:30pm on the same date. Manual submission and late submission after the deadline shall not be accepted.
- J. The bidder shall submit an Affidavit that his/her firm is not in blacklist by any organization in Pakistan.
- K. The bidder shall submit an affidavit that his firm is not in litigation with any govt. organization; if so, statement of ongoing be submitted.
- L. The bidders must submit a fixed amount bid security of Rs. 50,000/- along with their bid and furnish in hard form to the P.E before the bid closing deadline. Successful bidder(s) shall be asked for performance guarantee, the P.E will retain it during the contract period. Bid security will be returned to the unsuccessful vendors.
- M. The procuring entity can reject one or all such proposals, which are vague (in terms of financial proposal) or does not adhere to these instructions.
- N. Contract will be signed with the successful bidder(s) and its terms and conditions will govern as per the contract agreement.
- O. The procuring entity may offer for re-bidding in case the Bids do not satisfy its professional requirements.

- P. Bidders are requested to quote prices of quality items. In case, the purchase order issued, samples will be provided first and upon approval of the P.E; items will be delivered.
- Q. Bids shall be quoted in the table provided under the Section "General Terms & Conditions." However, while quoting the price for each of the above items at Annexures A1 & A2, the quantity against each item/unit shall be considered as one (01).
- R. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).

## GENERAL TERMS & CONDITIONS

1. The bidders must submit quotations (lot-wise) for Stationery items & General items, outlined at Annex-A1 (Lot-1) & A2 (Lot-2), on the following format. Delivery period must be 10 days after issuance of purchase order.

S#	Description/ Specification	Qty	Unit Rate (Rs.)	GST+ Income Tax + any other applicable tax	Total	Delivery Period
1.		01				Within 10 days after P.O
2.						
3.						

**The matrix is to be filled by the bidder** as per the instructions laid down here.

2. **General Terms and Conditions** Following are the General Terms and Conditions:
- (a) The above details shall be submitted online on EPADS ([www.kp.eprocure.gov.pk](http://www.kp.eprocure.gov.pk)), separately for Lot-1 & Lot-2 along with the required documents reflected at Annex-2.
  - (b) The Supplier (s) must be registered with the Income & Sales Tax authorities.
  - (c) Warranty of Goods shall be provided (where applicable).
  - (d) The quotation (s) must remain valid for 90 days for evaluation of bid, and thereafter for a period of one year under the framework contract.
  - (e) All suppliers shall mention all applicable taxes in their quotation. 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. The quoted price must be inclusive of delivery/transportation charges to the PMU office at Health Secretariat/Police Service Hospital, Peshawar.
  - (f) The request for quotation is non-transferable.
  - (g) Quotations must be submitted on or before the given time and date through EPADS platform. No late quotation for any reason whatsoever, will be considered.
  - (h) The quotation(s) must be accompanied with a fixed amount bid security valuing Rs. 50,000/- for each lot.
  - (i) NTN certificate shall be enclosed.
  - (j) Suppliers shall submit separate quotation for each lot, on their company letterhead.
  - (k) The quotation must carry the authorized signatures of the representative of the Bidder.
  - (l) The procuring entity may reject all bids or proposals at any time prior to the acceptance of a bid or proposal specifying the grounds for rejection of bids.
  - (m) Initially, the Framework Agreement will be signed with the successful bidder(s) for a period of one year, which can be extended for another term of two years on a yearly basis based on satisfactory performance and mutual agreement between both parties.

## MANDATORY ELIGIBILITY CRITERIA

Following is the qualification criteria. Procuring Entity may add more (in case required) strictly in accordance with the PPRA rules.

- i. Bidders should be registered with the Government entities (SECP/ registrar of firms or any other relevant authority),
- ii. Carrying a National Tax Number (NTN), or a CBR Tax Exemption Certificate, and existence at ATL,
- iii. Should demonstrate similar experience, at least three contracts/Purchase Orders,
- iv. The bidder shall submit an affidavit that his firm is not in blacklist by the concerned procuring entity, and is not in litigation with any authority. If so, the bidder to provide details.
- v. The bidder shall submit an affidavit that his firm is willing to deliver the items enlisted in Annex-A(1) & A(2) within 10 days after issuance of Purchase Order.

Thanking you.

Yours truly,  
On behalf of PMU-KP-HISDU Project, Health Dept.  
Muhammad Kamran, Admin officer  
3<sup>rd</sup> floor, Health Department, Peshawar Telephone: 091- 9210862

## **GENERAL AND SPECIAL CONDITIONS OF FRAMEWORK CONTRACT**

### **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 Rs. 50,000/- as bid security, separately for each lot.

### **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. Purchase Order shall be issued to the vendor, and within 10 days of receipt of the Purchase Order, the supply of the items must be made by the vendor to the KP-HIDSU office in Peshawar. The vendor shall bear any costs for unloading at the point of delivery. KP-HIDSU only accepts responsibility for the items upon issuance of a signed Goods Received Note confirming goods, and signed by the delivering party.

### **D. VARIATIONS / REPEAT ORDERS**

The Procuring entity may during the execution of the framework Contract, issue purchase orders for supply of stationery & general items as reflected at Annex-A1 and Annex-A2 at the approved rates, as and when required. The unit price will remain the same till the end of the Contract date.

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

Each pack or container should clearly indicate the following information:

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

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

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

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

#### **G. PERFORMANCE BANK GUARANTEE**

Successful bidders shall furnish a fixed amount of Performance Bank Guarantee of Rs. 100,000/- on the proforma prescribed provided that the guarantee is issued by any of the approved Banks within 20 days of issuance of the letter of acceptance. The performance guarantee shall remain valid throughout the execution of purchase order/contract and shall be returned within 10 days after the expiry of warranty period and satisfactory performance. If such Guarantee is issued by a foreign bank, it should be countersigned by a Pakistani bank on the approved list of banks.

#### **H. FORFEITURE OF PERFORMANCE BANK GUARANTEE**

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

#### **I. 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)

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

The supplier shall perform services in accordance with recognized standards, applicable laws and regulations. The suppliers shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of the project (representing consultant firm /organization). The Project Coordinator shall have the qualifications as may be agreed between the client and the consultant.

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

Except with the prior written approval of the Client, the supplier shall not assign or transfer the Agreement for Goods or any part thereof nor engage any other independent supplier or sub-contractor to perform any part of the services without prior consent of the service providers. The supplier agrees that no proprietary and confidential information received by the supplier from the Client shall be disclosed to a third party unless the supplier receives a written permission from the Client to do so.

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

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

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

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

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

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

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

If a bidder is not satisfied with the decision of the Committee, he may take recourse to the GRC and afterwards KP-PPRA. 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 KP-PPRA in accordance with the KPPRA Law.

**M. INDEMNITY**

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

**N. SUB-LETTING CONTRACT**

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

**O. BRIBES COMMISSION ETC.**

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

**P. Termination (of the contract agreement)**

This Framework Contract shall commence upon the signing of this agreement and shall continue for one

year unless earlier terminated pursuant to Section 5 of this contract. The client and the vendor may mutually agree to extend services beyond the term of the Contract through a written Contract Amendment to this Contract after successful review of the performance of the vendor.

#### **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 shall not terminate the contract during its period, however, if desire to terminate the contract his security amount shall be forfeited.

#### **Q. FORCE MAJEURE**

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

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

#### **R. APPLICABLE LAWS**

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

#### **S. CONTRACT AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto. However, the period of contract can be extended beyond one year under Rule-31A of the KPPRA Rules, 2014.

#### **T. NOTICES**

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

To: The Client

To: The Supplier -----

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

**Agreed between:**

**KP-HISDU REPRESENTATIVE**

**SUPPLIER REPRESENTATIVE**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Stamp: \_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Stamp: \_\_\_\_\_

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

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

WHEREAS the ADP Project “*Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit (KP-HISDU)/240232*” having its registered office at Health Department by an agreement made between \_\_\_\_\_ (hereinafter called the supplier/service provider) has awarded the contract (hereinafter called the framework contract) vide agreement / letter / P.O. No. dated for the supply of goods / works / services specified in the said Purchase Order / contract agreement.

AND WHEREAS in accordance with the provisions of clause \_\_\_\_\_ of the Contract/ Purchase Order the supplier is required to furnish a bank guarantee for the due performance and observance of all the terms provisions and stipulations of the Contract/Purchase Order by the service provider and the service provider has requested Bank Limited to issue the said guarantee for an amount of Rupees 100,000/-

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

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

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

NAME OF BANK  
WITH ADDRESS  
AUTHORISED OFFICER OF THE BANK

## **PURCHASE ORDER / CONTRACT AGREEMENT**

The purchase order is the simplest form of contract for procurement between the procuring entity and the supplier. It is used to form a contract by accepting the successful bidder's quotation, where no contract award notice or detailed contract document is required. The purchase order defines the goods to be supplied, the price to be paid for the goods, works or services and the delivery period required.

2. The purchase order shall carry the following information:
  - the name of the supplier;
  - the date of issue of the Purchase Order;
  - the delivery address;
  - the name of the procuring entity purchasing the items;
  - the Requisition Number;
  - the Purchase Order Number;
  - the quantity of each item required;
  - any part or pattern number for each item;
  - a brief description of each item;
  - the unit cost or rate for each item; and
  - the delivery period and whether the delivery is to be made in lots.
3. For detailed contract agreement, General Conditions of Contract and Special conditions will be used, if the procuring entity deems it suitable.

<b>Stationery Items Annex – A1 (LOT-1)</b>			
Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit			
<b><u>BID SHEET</u></b>			
Procurement of Stationery Items Under Framework Agreement		Ref #:	<u>KP-HISDU/Health Dept./1-2/2</u>
		Date:	
		Closing Date:	1 <sup>st</sup> June, 2026 at 02:00 pm
<b>From (KP-HISDU Contact Name &amp; Address):</b>		<b>Supplier Name &amp; Address:</b>	
Admin & Procurement Officer			
3rd floor Health Department, Peshawar, Pakistan			
Tel:	091-9210862	NTN #:	
Mob:	0333-9092962	STRN #:	
		Tel:	
		Email:	
Estimated delivery time from the date of issue of the PO:		10 days	
Duration for which the quote is valid:		90 days, upon selection rates shall be locked for the entire contract period	
Delivery Location:		3 <sup>rd</sup> floor, Health Department, Peshawar, Pakistan/ Police Services Hospital, Peshawar	
S#	Description	Specification	Unit
1	Ball Point (blue, black)	Piano or Equivalent	Box
2	Uni Ball Pen (blue, black)	Eye Micro or Equivalent	Box
3	Roller Pens	Schneider or Equivalent	Piece
4	Laser Printer Cartridges	Original quality	Piece
5	Paper A4 (500 sheets ream) 70 gm	Paper One or Equivalent	Ream

6	Paper A4 (500 sheets ream) 80 gm	Paper One or Equivalent	Ream
7	Paper Legal Size (500 Sheets Ream) 80 gm	Paper One or Equivalent	Ream
8	Paper Color A4 size (100 Sheet Ream) 80gm Multicolor color	Spectra or Equivalent	Ream
9	Punch Machine 15-20 Pages capacity (Standard Size)	Chanyi or Equivalent	Piece
10	Punch Machine 150-200 Pages capacity	Deli or Equivalent	Piece
11	Box file/Folder	Q B or Equivalent	Piece
12	Ring Box file 225-D	Rex or Equivalent	Piece
13	T.T file Punch	Chanyi or Equivalent	Pkt of 12
14	My Clear Plastic Bags	Good Quality	Piece
15	Protector Sheets	Fine Quality	Pkt of 100
16	Sticker Sheets A4 size	Good Quality	(Pckt of 100 Sheets)
17	Binding Sheets - A4 15mm	Good Quality	Pkt of 100
18	Binding Sheets- Legal Paper Size 15mm	Good Quality	Pkt of 100
19	Correction Pen- Metal Tip (Whitener)	Piano or Equivalent	Pkt of 12
20	Marker Permanent	Dollar or Equivalent	Piece
21	Separators (Set) Plastic Paper Blank	Sworld or Equivalent	Pkt
22	Glue Stick Medium	AMOS or Equivalent	Piece
23	Tag/flagging	Normal Equivalent	Pkt
24	Sticky Notes	Normal or Equivalent	Pkt
25	Cells Battery AA	Maxell or Equivalent	Piece
26	Cells Battery AAA	Maxell or Equivalent	Piece
27	Drafting Pad A4 (contains 40 pages)	Ideal or Equivalent	Piece
28	Envelop small size white 4x9 inch/ letter	Fine Quality	Pkt
29	Envelop A4 size White	Fine Quality	Pkt
30	Highlighter Multi Color	Piano or Equivalent	Piece

31	Stamp pad Blue/Black (standard size)	Chanyi or Equivalent	Piece
32	Stapler Medium (Standard Size)	Chanyi or Equivalent	Piece
33	Staple Pins Medium 23/10, 10mm	DL or Equivalent	Box
34	Heavy Duty Stapler Machine	Deli or Equivalent	Piece
35	Staple Pins for heavy duty stapler	Good quality	Box
36	Letter Dispatch Register No. 6	Babar or Equivalent	Piece
37	Letter Receive Register No. 6	Babar or Equivalent	Piece
38	Register No. 6 Simple	Babar or Equivalent	Piece
39	Stock Register No.6	Babar or Equivalent	Piece
40	Vehicle Log Book	Babar or Equivalent	Piece
41	Marker White Board (Multi Color)	Dollar or Equivalent	Piece
42	Packing Tape 2" (Brown)	Johnson or Equivalent	Piece
43	Scotch Tape 1" Transparent	Deer or Equivalent	Piece
44	Paper clips colored	Three Flower or Equivalent	Pkt
45	Paper Cutter	SDI or Equivalent	Piece
46	Pencil	Gold Fish or Equivalent	Box/ dozen
47	Eraser	Piano or Equivalent	dozen
48	Sharpener small (Plastic)	Dux or Equivalent	Dozen Box
49	Scale Steel (Ruler)	Fine Quality	Piece
50	Scissors Medium (Stainless Steel)	DL or Equivalent	Piece
51	Thumb Pin Color	Tzd or Equivalent	Piece
52	Name Card Holder with clip	Fine Quality	Piece
53	White Board Duster	Fine Quality	Piece
54	Paper clipper	good Quality	Box
55	Citizen Calculator (14 Digit)	Citizen	Piece
56	Ringing Bell	good Quality	Piece
57	White Board (Large size) 3x4	Fine Quality	Piece
58	Pen Holder (wood)	Fine Quality	Set
59	Pakistan table flag	Fine Quality	Piece
60	Meeting schedule holder	good Quality	Piece

61	Dak Folder	good Quality	Piece
62	Notice Board green (3x4)	good Quality	Piece
63	KP-HISDU logo Kacha Cover	Fine Quality	Dozen
64	KP-HISDU logo Pakka Cover/ Two Board File (Register Size) No. 36 with thread	good Quality	Set
65	KP-HISDU logo leather diary	Fine Quality	Piece
66	KP-HISDU logo Table calendar	good Quality	Piece
67	KP-HISDU logo Tissue Box	Fine Quality	Piece
68	KP-HISDU logo Paper Bag	Fine Quality	Dozen

**Instructions:**

Bidders are requested to quote prices of quality items. In case, the purchase order issued, samples will be provided first and upon approval of the P.E; items will be delivered.

Bids shall be quoted in the table provided under the Section "General Terms & Conditions." However, while quoting the price for each of the above items in the table, the quantity against each item/unit shall be considered as one (01).

<b>General Items Annex – A2 (LOT-2)</b>			
Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit			
<b><u>BID SHEET</u></b>			
Procurement of General Items Under Framework Agreement		Ref #:	<u>KP-HISDU/Health Dept./1-2/2</u>
		Date:	
		Closing Date:	1 <sup>st</sup> June, 2026 at 02:00 pm
<b>From (KP-HISDU Contact Name &amp; Address):</b>		<b>Supplier Name &amp; Address:</b>	
Admin & Procurement Officer			
3rd floor Health Department, Peshawar, Pakistan			
Tel:	091-9210862	NTN #:	
Mob:	0333-9092962	STRN #:	
		Tel:	
		Email:	
Estimated delivery time from the date of issue of the PO:		10 days	
Duration for which the quote is valid:		90 days, upon selection rates shall be locked for the entire contract period	
Delivery Location:		3 <sup>rd</sup> floor, Health Department, Peshawar, Pakistan/ Police Services Hospital, Peshawar	
<b>S#</b>	<b>Description</b>	<b>Specification</b>	<b>Unit</b>
1	Water Dispenser	Good Quality	Piece
2	KP-HISDU Logo Tea Mug	Good Quality	Piece
3	KP-HISDU Logo Water Bottle (Hot/Cold)	Good Quality	Piece
4	Dinner Set (30-36 piece)	Melamine	Set
5	Hot Pot (set of 3)	Good quality	Set
6	Table Spoons (Set of 12)	Steel	Set
7	Forks (Set of 12)	Steels	Set
8	Extension boards (3-4 plugs)	Fine Quality	Piece
9	Microwave oven	Dawlance or equivalent	Piece
10	Stove- steel (4 burners)	Good quality	Piece
11	Water Set (6 glasses, 1 Jug)	Fine Quality	Set

12	Water Jug	Fine Quality	Piece
13	Air Freshener	Fine Quality	Piece
14	Emboss Stamp	Fine Quality	Piece
15	Cleaning Mop	Fine Quality	Piece
16	Dusting cloth	Fine Quality	Piece
17	Water Buckets large (plastic)	Fine Quality	Piece
18	Washroom bucket (lota/plastic)	Good quality	Piece
19	Waste bin (Small)	Fine Quality	Piece
20	Waste bin (medium)	Fine Quality	Piece
21	Waste bin (large)	Fine Quality	Piece
22	Washroom wiper	Fine Quality	Piece
23	Broom brush (plastic)	Fine Quality	Piece
24	Phenyl	Fine Quality	Piece
25	Surf	Serf excel or Equivalent	Piece
26	Dish Wash long bar	Fine Quality	Piece
27	Soap	Safe guard or Equivalent	Piece
28	Hand wash (liquid)	Good quality	Piece
29	Towel (Medium size)	Fine Quality	Piece
30	Tea Set (kettle & 12 cups)	Fine Quality	Set
31	Tea cups (daily use)	Average	Piece
32	Electric Kettle	Good quality	Piece
33	Black Tea	Lipton or Equivalent	KG
34	Green Tea	Mushtaq or Equivalent	KG
35	Green Alaichi	Fine quality	KG
36	Coffee 900-1000 gm	Nescafe or equivalent	Jar
37	Sugar	Fine quality	KG
38	Milk Pack	Nestle or Equivalent	Liter
39	Bakery Biscuit (Mix)	Good Quality	KG
40	Bakery cake (plain/fruit)	Good Quality	Piece
41	Samosa (potato)	Good Quality	Piece
42	Gas Cylinder (10-12 kg)	Good Quality	Piece
43	Wall Clock	Good Quality	Piece
44	Indoor plants (artificial/ natural)	Good Quality	Piece
45	Ashtray (stone)	Good Quality	Piece

Instruction may be read as the same as provided under Annexure-A1

Ref No: KP-HISDU/Health Dept./1-2/2

**COMPLIANCE CHECKLIST FOR PROCUREMENT OF STATIONERY & GENERAL ITEMS UNDER  
FRAMEWORK AGREEMENT**

- Kindly check the box (Yes or No) against each document mentioned submitted with your Financial Bids.

<b>DOCUMENT LIST</b>	<b>YES</b>	<b>NO</b>
a. Bidders should be registered entities with the Government (Registrar of firms/ SECP).	<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of registration with FBR (Income Tax/ Sales Tax).	<input type="checkbox"/>	<input type="checkbox"/>
c. Affidavit ensuring delivery of the quoted items with 10 days.	<input type="checkbox"/>	<input type="checkbox"/>
d. An Affidavit/ undertaking that the bidder has not been blacklisted by any organization in Pakistan and has no litigation with any organization.	<input type="checkbox"/>	<input type="checkbox"/>
e. Three (03) Work Orders/Agreements of similar Nature work with Government/ Semi-Government departments, Multinational Companies.	<input type="checkbox"/>	<input type="checkbox"/>

Bidder's Name: \_\_\_\_\_

Company Stamp: \_\_\_\_\_