

## E-TENDER NOTICE

The Project Director of the ADP Scheme “Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit (KP-HISDU)/240232” under National Competitive Bidding (NCB) invites sealed bids through open competitive bidding under single-stage one-envelope procedure from eligible and registered vendors with FBR (Income Tax & Sales Tax) for the supply of IT Equipment listed below.

<b>S#</b>	<b>Description</b>	<b>Quantity</b>
1	Laptop	06
2	Desktop Computer	05
3	Laser Printer	04
4	Heavy duty photocopier	01
5	Refrigerator	01

1. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of the Project Director, KP-HISDU, 3<sup>rd</sup> Floor, Health Department, Peshawar.
2. Bid Solicitation Documents describing technical specifications, mandatory eligibility criteria and other relevant information may be downloaded from: [www.kppra.gov.pk](http://www.kppra.gov.pk), [www.healthkp.gov.pk](http://www.healthkp.gov.pk) and the EPADS portal: [kp.eprocure.gov.pk](http://kp.eprocure.gov.pk).
3. Authorized bidders must submit their bids electronically through e-PADS on or before 11<sup>th</sup> June, 2026 at 03:00 PM. Bids will be opened on the same day at 02:00 PM in the presence of bidders’ representatives who wish to attend. Manual submissions of bids will not be accepted.
4. Bids shall be accompanied by a Bid Security equal to 2% of the bid price in the shape of a Call Deposit Receipt (CDR) or Bank Guarantee, issued in favor of the Project Director, KP-HISDU, Health Department, from a scheduled bank. The bid security in original shall be furnished in a sealed envelope to the Procuring Entity before the bid closing time.
5. Bidders are required to give their best and final prices for quality items as no negotiations on price are permissible.
6. The Procuring Entity reserves the right to reject any or all bids as per Rule 47 of the KP Public Procurement 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 BIDDING DOCUMENT**  
**(SMALL PROCUREMENT UPTO RS. 10 MILLION)**

**FOR**

**PROCUREMENT OF IT EQUIPMENT**

*(Laptops, Desktop Computers, Laser Printers, Heavy Duty Photocopier and Refrigerator)*

**Tender Reference Number:**

KP-HISDU/Health Dept./1-2/3

**Last Date / Time for Submission:**

11<sup>th</sup> June, 2026 at 2:00 PM

**Proposal Opening Date / Time:**

11<sup>th</sup> June, 2026 at 3:00 PM

**PROCURING ENTITY**

ADP Project “Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery  
Unit (KP-HISDU) / 240232”

Health Department, Government of Khyber Pakhtunkhwa

3rd Floor, Health Department, Peshawar - Telephone: 091-9210862

*Issued under:*

**Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KP-PPRA)**

KPPRA Act 2012 & KP Public Procurement Rules 2014

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## A. INVITATION TO BID

**Date:** \_\_\_\_\_

**IFB No.:** KP-HISDU/Health Dept./1-2/3

The Project Director of the ADP Scheme “Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit (KP-HISDU)/240232” under National Competitive Bidding (NCB) invites sealed bids through open competitive bidding under single-stage one-envelope procedure from eligible and registered vendors with FBR (Income Tax & Sales Tax) for the supply of IT Equipment listed below.

The procurement is funded from the public exchequer under the Annual Development Programme (ADP) of the Government of Khyber Pakhtunkhwa. The provisions of these Bidding Documents are in strict compliance with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act, 2012 and the KP Public Procurement Rules, 2014.

### Summary of Items to be Procured:

S#	Description	Quantity	Delivery Period
1	Laptop	06	01 month from P.O.
2	Desktop Computer	05	01 month from P.O.
3	Laser Printer	04	01 month from P.O.
4	Heavy Duty Photocopier	01	01 month from P.O.
5	Refrigerator	01	01 month from P.O.

7. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of the Project Director, KP-HISDU, 3<sup>rd</sup> Floor, Health Department, Peshawar.
8. Bid Solicitation Documents describing technical specifications, mandatory eligibility criteria and other relevant information may be downloaded from: [www.kppra.gov.pk](http://www.kppra.gov.pk), [www.healthkp.gov.pk](http://www.healthkp.gov.pk) and the EPADS portal: [kp.eprocure.gov.pk](http://kp.eprocure.gov.pk).
9. Authorized bidders must submit their bids electronically through e-PADS on or before 11<sup>th</sup> June, 2026 at 00:00 PM. Bids will be opened on the same day at 03:00 PM in the presence of bidders' representatives who wish to attend. Manual submissions of bids will not be accepted.
10. Bids shall be accompanied by a Bid Security equal to 2% of the bid price in the shape of a Call Deposit Receipt (CDR) or Bank Guarantee, issued in favor of the Project Director, KP-HISDU, Health Department, from a scheduled bank. The bid security in original shall be furnished in a sealed envelope to the Procuring Entity before the bid closing time.
11. Bidders are required to give their best and final prices for quality items as no negotiations on price are permissible.
12. The Procuring Entity reserves the right to reject any or all bids as per Rule 47 of the KP Public Procurement Rules, 2014.

### PROJECT DIRECTOR

Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit (KP-HISDU)  
3rd Floor, Health Department, Peshawar -- Telephone: 091-9210862

## **B. INSTRUCTIONS TO BIDDERS**

1. 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).
2. The proposal shall be typed in Times New Roman with font size 12 and single spacing. Any hand-written part or full proposal (either technical or financial) shall be rejected. The proposal shall be in English.
3. The proposals must contain an application on the bidder's letterhead, duly stamped by the authorized representative, and shall contain the name, address and contact / mailing details of the bidder.
4. The proposal shall contain a copy of registration with one of the mandated authorities of the Government of Pakistan (SECP / Registrar of Firms / etc.) along with the National Tax Number (NTN) certificate.
5. The bid validity period shall be ninety (90) days from the date of bid opening. The Procuring Entity may, under exceptional circumstances, request for an extension of the bid validity period; provided that the same shall not exceed the original bid validity period.
6. Bidders are not allowed to associate with other organizations to enhance their capacity. No joint-venture is allowed.
7. Collusion between firms is strictly prohibited. Any firm / group of firms found to be involved in creating a cartel or any other collusion arrangement against the interest of the project / Government will be blacklisted and debarred.
8. The bid shall be for quality items in strict accordance with the specifications/details enclosed at Annexure-I.
9. 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 03:00 PM dated 11<sup>th</sup> June, 2026. Bids will be electronically opened half an hour after the deadline, i.e., 03:30 PM on the same date. Manual submission and late submission after the deadline shall not be accepted.
10. The bidder shall submit an affidavit that its firm has not been blacklisted by any organization in Pakistan.
11. The bidder shall submit an affidavit that its firm is not in litigation with any government organization; if so, a statement of ongoing litigation shall be submitted.
12. The bids shall be accompanied by a Bid Security equal to 2% of the bid price 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. Bid security in original shall be furnished in a sealed envelope to the Procuring Entity before the bid closing time.
13. The bid security so deposited shall be returned to the depositor after issuance of the work order. Successful bidder(s) shall be required to furnish a Performance Guarantee of 10% of the purchase order value; the Procuring Entity shall retain it until the expiry of the warranty period.

14. The Procuring Entity may reject one or all such proposals which are vague (in terms of the financial proposal) or which do not adhere to these instructions.
15. The Contract will be signed with the successful bidder(s) and its terms and conditions will govern as per the Contract Agreement.
16. The Procuring Entity may offer for re-bidding in case the bids do not satisfy its professional requirements.
17. The Procuring Entity may decrease the quantity as per the available budget.
18. Bids shall be quoted in the table provided under the Section “General Terms & Conditions.” A bidder, if eligible, may apply for all or any of the advertised equipment as mentioned at Annexure-I.
19. Arbitration as per law shall apply in case of disagreement arising out of contract execution which cannot be settled between the two parties (Procuring Entity and Supplier / Vendor / Bidder).

**C. FORM OF BID**

**Date:** \_\_\_\_\_

**IFB No.:** KP-HISDU/Health Dept./1-2/3

**To:**

The Project Director  
Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit (KP-HISDU)  
3rd Floor, Health Department, Peshawar

*Gentlemen and / or Ladies:*

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 the IT Equipment (Laptops, Desktop Computers, Laser Printers, Heavy Duty Photocopier and Refrigerator) 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, to deliver the goods within one (01) month from the date of issuance of the Purchase Order, in accordance with the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to ten percent (10%) of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Entity.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid opening under the 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.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or Gratuity

*(If none, state "None".)*

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 Schedule (in Pak. Rupees)**

Name of Bidder: \_\_\_\_\_ IFB No.: KP-HISDU/Health Dept./1-2/3

Item	Description	Country of Origin	Qty	Unit Price DDP (Rs.)	Total DDP per Item (Rs.)	Unit Price DDP to Final Destination + Incidental Services
1	Laptop		6			
2	Desktop Computer		5			
3	Laser Printer		4			
4	Heavy Duty Photocopier		1			
5	Refrigerator		1			

Signature of Bidder: \_\_\_\_\_

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

**D. GENERAL TERMS AND CONDITIONS**

Bidders must submit quotations for the IT equipment outlined at Annexure-I on the following format. The delivery period must be one (01) month after issuance of the Purchase Order.

S#	Description / Specification	Qty	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Total
1	Laptop (as per Annexure-I specifications)	06			
2	Desktop Computer (as per Annexure-I specifications)	05			
3	Laser Printer (as per Annexure-I specifications)	04			
4	Heavy Duty Photocopier (as per Annexure-I specifications)	01			
5	Refrigerator (as per Annexure-I specifications)	01			

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

**General Terms and Conditions:**

- The above details shall be submitted online on EPADS ([www.kp.eprocure.gov.pk](http://www.kp.eprocure.gov.pk)) for all or any item of Annexure-I along with the required mandatory documents reflected at Annexure-II.
- The Supplier(s) must be registered with the Income & Sales Tax authorities.
- Warranty of Goods shall be provided. The warranty period shall be one (01) year minimum from the date of delivery and acceptance.
- The quotation(s) must remain valid for ninety (90) days for evaluation of the bid; if required, the period may be extended on the request of the Procuring Entity.
- 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 the Health Secretariat / Police Service Hospital, Peshawar.
- The request for quotation is non-transferable.
- Quotations must be submitted on or before the given time and date through the EPADS platform. No late quotation, for any reason whatsoever, will be considered.
- The quotation(s) must be accompanied with a Bid Security equal to 2% of the bid price.
- NTN certificate shall be enclosed.

- The quotation must carry the authorized signatures of the representative of the Bidder.
- 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.
- The equipment must be sourced directly from the Original Equipment Manufacturer (OEM) or through an officially authorized distributor. An Authorization Certificate or Letter of Authorization from the OEM, confirming that the bidder is authorized to supply the offered product, must be attached.

## E. GENERAL AND SPECIAL CONDITIONS OF THE CONTRACT

### **1. Language**

All communications and documentation related to this procurement shall be in English.

### **2. Bid Security Deposit**

Unless otherwise agreed between the Procuring Entity and the Supplier, the latter shall deposit with the Procuring Entity a sum equal to two percent (2%) of the bid value as Bid Security.

### **3. Place and Time of Delivery**

The Supplier / Vendor / Bidder shall, as may be required by the Procuring Entity, deliver free at the places detailed in the Schedule of Delivery the list and quantities of the goods detailed herein, and the goods shall be delivered not later than the dates specified. A Purchase Order shall be issued to the vendor and, within one (01) month of receipt of the Purchase Order, the supply of the items must be made by the vendor to the KP-HISDU office at the Health Department, Peshawar. The vendor shall bear any costs for unloading at the point of delivery. KP-HISDU shall accept responsibility for the items only upon issuance of a signed Goods Received Note confirming the goods, signed by the delivering party.

#### **Delivery Schedule**

<b>S#</b>	<b>Item / Deliverable</b>	<b>Date of Delivery</b>	<b>Place of Delivery</b>	<b>Verification</b>	<b>Acceptance</b>
1	Laptop (Qty: 06)	Within 01 month of P.O.	KP-HISDU Office, 3rd Floor, Health Dept., Peshawar	Inspection Committee, KP-HISDU	Goods Received Note
2	Desktop Computer (Qty: 05)	Within 01 month of P.O.	KP-HISDU Office, 3rd Floor, Health Dept., Peshawar	Inspection Committee, KP-HISDU	Goods Received Note
3	Laser Printer (Qty: 04)	Within 01 month of P.O.	KP-HISDU Office, 3rd Floor, Health Dept., Peshawar	Inspection Committee, KP-HISDU	Goods Received Note
4	Heavy Duty Photocopier (Qty: 01)	Within 01 month of P.O.	KP-HISDU Office, 3rd Floor, Health Dept., Peshawar	Inspection Committee, KP-HISDU	Goods Received Note

<b>S#</b>	<b>Item / Deliverable</b>	<b>Date of Delivery</b>	<b>Place of Delivery</b>	<b>Verification</b>	<b>Acceptance</b>
5	Refrigerator (Qty: 01)	Within 01 month of P.O.	KP-HISDU Office, 3rd Floor, Health Dept., Peshawar	Inspection Committee, KP-HISDU	Goods Received Note

**4. Variations / Repeat Orders**

The Procuring Entity may, during the execution of the Contract, by notice in writing direct the Supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Supplier, and the Supplier shall carry out such variations and be bound by the same conditions; provided that repeat orders are within a period of six (06) months, and that they do not exceed fifteen percent (15%) of the original contract value as per the KP Public Procurement Rules, 2014.

**5. Inspection of Goods on Delivery**

The goods shall be inspected by the inspection 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, the Procuring Entity shall have the right to lodge claims within thirty (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 the presence of the Supplier or its authorized representative, either at a laboratory designated by the Procuring Entity or by a neutral independent entity as jointly agreed.

**6. Packaging**

Material shall 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 shall be suitable enough for the goods to reach the stores of the Procuring Entity safely.

Each pack or container shall clearly indicate the following information:

- Purchase Order Number and date
- Name of Product / Deliverable
- Quantity
- Gross and net weights
- Name of Manufacturer / Service Provider

Manufacturer's instructions regarding the maximum storage life of the product and the storage conditions must be followed. Material / works / service shall be delivered at the stores of the Procuring Entity in original packing of the manufacturer. Where applicable, manuals containing instructions of the manufacturer about the application (in use) of the item shall be provided in English. If required by the Procuring Entity, technical experts shall be sent by the manufacturer for application of the item at site.

### **7. Performance Bank Guarantee**

Successful bidders shall furnish a Performance Bank Guarantee of ten percent (10%) of the value of the Purchase Order / Tender Price / Contract on the prescribed proforma, provided that the guarantee is issued by any of the approved banks within twenty (20) days of issuance of the Letter of Acceptance. The Performance Guarantee shall remain valid throughout the execution of the Purchase Order / Contract and shall be returned within ten (10) days after the expiry of the warranty period and satisfactory performance. If such guarantee is issued by a foreign bank, it shall be countersigned by a Pakistani bank on the approved list of banks.

### **8. Forfeiture of Performance Bank Guarantee**

The Performance Bank Guarantee may be forfeited if the Supplier 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.

### **9. Payment Clause**

Payment shall be made on production of the following documents:

- The Supplier / Vendor submits a manually signed invoice in triplicate certifying that the 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 and price / rate of each item.
- Material / Deliverables Receiving Report (in original) signed by the Authorized Representative of the Procuring Entity in acknowledgement of having received all supplies / deliverables in accordance with the Purchase Order / Contract Agreement.
- Authenticated sales tax invoice in original as prescribed in the Sales Tax Act, 1990 (where applicable).
- Valid Income Tax Exemption Certificate (otherwise Income Tax at currently applicable rates shall be deducted from the invoice).
- National Tax Number.
- Sales Tax Registration Number.
- Certificate in original issued by an Independent Inspection Agency (where applicable).
- Bank Account Number and Branch.
- Recovery of all applicable taxes at source shall be made as per rules.
- Certificate from the Procuring Entity stating that the goods are 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	Laptop			
2	Desktop Computer			
3	Laser Printer			
4	Heavy Duty Photocopier			
5	Refrigerator			

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

*(Assessment / Evaluation Officers)*

*Name and Designation:* \_\_\_\_\_

**10. 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 Supplier shall appoint a focal person who shall coordinate with the Procuring Entity at all times during the execution of the project. The Project Coordinator shall have the qualifications as may be agreed between the Client and the Supplier.

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 with 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. The Supplier agrees that no proprietary or confidential information received by the Supplier from the Client shall be disclosed to a third party without written permission from the Client.

The Procuring Entity may take any of the following actions if, after 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, an amount equivalent to 0.067% per day (2% per month) of the total value of

the contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond a 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 cancelling the Purchase Order / Contract Agreement.
- Cancel the Purchase Order / Contract Agreement at the Supplier's risk and cost. In such case, the Procuring Entity reserves the right to take any action against the Supplier which it may deem fit under the circumstances, including blacklisting of the Supplier.
- Recover any consequential losses / damages incurred by the Procuring Entity by withholding any or all amounts otherwise due to the Supplier against this or any other Purchase Order / Contract.

### **11. Disputes and Controversies / Dispute Resolution**

The Procuring Entity shall constitute a Committee consisting of an odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of the 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, it may take recourse to the Grievance Redressal Committee (GRC) and afterwards to KP-PPRA. The mere fact of lodging a complaint shall not warrant suspension of the 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.

### **12. 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 trademark, and shall take all risks of accident or 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 it for the fulfilment of the contract; provided always that in the event of any claim in respect of an alleged breach of a patent, registered design or trademark being made against the Procuring Entity, it shall notify the Supplier of the same, and the Supplier shall be at liberty at its own expense to conduct negotiations for the settlement of any litigation that may arise therefrom.

### **13. 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 Supplier subletting or assigning this Contract or any part thereof without such permission, the Procuring Entity shall be entitled to cancel the Contract and to purchase the goods elsewhere on the Supplier's account and risk, and the Supplier shall be liable for any loss or damage which the Procuring Entity may sustain in consequence of, or arising out of, such purchase.

#### **14. 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 anyone 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 to payment of any loss or damage resulting from such cancellation. The Procuring Entity shall be entitled to deduct the amounts so payable from any monies 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.

#### **15. Termination of the Contract Agreement**

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 written notice of thirty (30) days to the Supplier, terminate this Agreement. All accounts between the Client and the Supplier shall be settled not later than sixty (60) days from the date of such termination.

##### **Termination by the Supplier**

The Supplier may suspend the Agreement by 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 the notice of suspension, the Supplier 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 from the date of such notice of intent to terminate, all payments due to the Supplier.

#### **16. Force Majeure**

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockouts 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 any 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.

**17. Applicable Laws**

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

**18. 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 may be extended beyond one year under Rule 31-A of the KPPRA Rules, 2014.

**19. 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 — Project Director, KP-HISDU, 3rd Floor, Health Department, Peshawar.

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.

## **F. MANDATORY ELIGIBILITY CRITERIA**

Following is the qualification criteria. The Procuring Entity may add more (if required) strictly in accordance with the KPPRA Rules:

- Bidders should be registered with Government entities (SECP / Registrar of Firms or any other relevant authority).
- Carrying a National Tax Number (NTN) or a CBR Tax Exemption Certificate, and existence on the Active Taxpayers List (ATL).
- Should demonstrate five (05) years' experience; at least one (03) contracts / Purchase Orders of similar nature to be attached.
- Conformity of the quoted equipment with the required technical specifications.
- An Authorization Certificate or Letter of Authorization from the Original Equipment Manufacturer (OEM) or through an officially authorized distributor.
- The bidder shall submit an affidavit that its firm is not blacklisted by the concerned Procuring Entity and is not in litigation with any authority; if so, the bidder shall provide details.
- Local warranty period of one (01) year as minimum.
- The bidder shall submit an affidavit that its firm is willing to deliver the items enlisted at Annexure-I within one (01) month after issuance of the Purchase Order.

## **G. EVALUATION METHODOLOGY & CRITERIA**

In accordance with Rule 6(2)(a) of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Public Procurement Rules, 2014, the procurement shall be conducted under the Single Stage One Envelope Procedure.

The bids shall be evaluated based on the mandatory eligibility criteria and compliance with the technical specifications provided in the bidding documents. The contract shall be awarded to the lowest evaluated responsive bidder whose bid is determined to be substantially responsive to the prescribed requirements and specifications, in accordance with the applicable provisions of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Rules, 2014. In case of a tie in the evaluated bid price, preference shall be given to the bidder offering specifications higher or closest to the required specifications and subsequently on toss.

Bidders are required to carefully submit all mandatory documents as specified in the bidding documents. No additional or supplementary documents shall be accepted after submission, in any case.

**H. BANK GUARANTEE FORM IN RESPECT OF BID SECURITY**

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

To,  
Admin Officer  
Project Director, KP-HISDU, Health Department,  
3rd Floor, Health Department, Peshawar.

WHEREAS M/s \_\_\_\_\_ through their agent \_\_\_\_\_ (hereinafter called the Supplier) are submitting their offer against your Tender Enquiry No. KP-HISDU/Health Dept./1-2/3 for the Procurement of IT Equipment, due on 11<sup>th</sup> June, 2026, and have requested us to issue a Bank Guarantee for Rs. \_\_\_\_\_ in your favor as Bid Security to ensure their compliance with the conditions of the tender.

The Guarantor, waiving all objections and defenses under the aforesaid contract, hereby unconditionally, irrevocably and independently guarantees to pay to the Procuring Entity without delay, upon the Procuring Entity's first written demand, any amount claimed by the Procuring Entity up to the sum named herein, on the Procuring Entity's written declaration that the bidder has refused or failed to fulfil any of the terms of the tender / bid or has committed any breach thereof.

Notices in writing of any such breach, of which the Buyer shall be the sole judge, on the part of the bidder shall be given by the Buyer to the Guarantor, and on each first demand, payment shall be made by the Guarantor of all sums then due under this guarantee unconditionally and without any reference to the bidder or any other person and without any objection.

This guarantee is valid up to three (03) months from the date of opening of the tender. In case the bidder is awarded the contract for the supply of goods as per the tender enquiry / letter / RFP quoted above, the guarantee will remain valid up to the date of furnishing of an acceptable Performance Bond on the Procuring Entity's format.

Claim, if any, must reach us in writing on or before the expiry date, after which we shall no longer be liable to make payment to you. Our liability hereunder is limited to Rs. \_\_\_\_\_.

**NAME OF BANK:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**AUTHORIZED OFFICER OF THE BANK:** \_\_\_\_\_

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

*(To be furnished on 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 3<sup>rd</sup> Floor, Health Department, Peshawar, by an agreement made between \_\_\_\_\_ (hereinafter called the Supplier / Service Provider) has awarded the Contract (hereinafter called the 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, and the Supplier has requested \_\_\_\_\_ Bank Limited to issue the said guarantee for an amount equal to ten percent (10%) of the Purchase Order.

In consideration of the premises, we \_\_\_\_\_ Bank Limited hereby guarantee irrevocably and unconditionally forthwith to pay to the Procuring Entity, without reference to the Supplier, on the first demand of the Procuring Entity in writing stating that the Supplier 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 allowance 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 the 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:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**AUTHORIZED OFFICER OF THE BANK:** \_\_\_\_\_

## J. 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.

### The Purchase Order shall carry the following information:

- Name of the Supplier
- Date of issue of the Purchase Order
- Delivery address
- Name of the Procuring Entity purchasing the items
- Requisition Number
- Purchase Order Number
- Quantity of each item required
- Any part or pattern number for each item
- A brief description of each item
- Unit cost or rate for each item
- Delivery period and whether the delivery is to be made in lots

For detailed Contract Agreement, General Conditions of Contract and Special Conditions will be used, if the Procuring Entity deems suitable.

### Agreement Between:

KP-HISDU REPRESENTATIVE	SUPPLIER REPRESENTATIVE
Name: _____ Position: _____ Signature: _____ Date: _____ Stamp: _____	Name: _____ Position: _____ Signature: _____ Date: _____ Stamp: _____

**ANNEXURE-I**

**TECHNICAL SPECIFICATIONS**

The following are the detailed technical specifications for each item of IT Equipment to be procured. Bidders shall ensure strict conformity of the offered equipment to these specifications. Any deviation must be clearly mentioned and shall be subject to the discretion of the Procuring Entity.

<b>S#</b>	<b>Name of Equipment</b>	<b>Specification</b>	<b>Quantity</b>
1	<b>Laptop</b>	Processor: Intel Core i7-12700H or better; RAM: 16 GB DDR4 (expandable to 32 GB); Storage: 512 GB NVMe SSD or higher; Generation: 12 <sup>th</sup> or higher; Graphics: NVIDIA GeForce GTX 1650 or better; Display: 15.6-inch Full HD, IPS panel; Battery Life: 8 hours or more; Operating System: Windows 10 Pro or Ubuntu Linux; Additional Features: USB-C, HDMI, Wi-Fi 6, Bluetooth 5.0; Warranty: One (01) year minimum	06
2	<b>Desktop Computer</b>	Processor: Intel Core i7-12700 or upgraded; RAM: 16 GB DDR4 (expandable to 32 GB); Storage: 512 GB NVMe SSD + 1 TB HDD; Graphics: Integrated or NVIDIA GeForce GTX 1650; Operating System: Windows 10 Pro or Ubuntu Linux; Connectivity: USB-C, USB 3.0, HDMI, Ethernet, Wi-Fi; Additional Features: Keyboard, mouse, and monitor (24-inch Full HD); Warranty: One (01) year minimum	05
3	<b>Laser Printer</b>	Print Speed: 40 pages per minute; Print Resolution: 1200 x 1200 DPI; Paper Capacity: 250 sheets input tray, 150 sheets output tray; Monthly Duty Cycle: Up to 80,000 pages; Functions: Print, Copy, Scan; Connectivity: Ethernet, USB, Wi-Fi; Additional Features: Automatic duplex printing, mobile printing support, energy-saving mode; Warranty: One (01) year minimum	04
4	<b>Heavy Duty Photocopier</b>	Print Speed: 50 pages per minute; Print Resolution: 1200 x 1200 DPI; Paper Capacity: 1,500 sheets input tray, 500 sheets output tray; Monthly Duty Cycle: Up to 200,000 pages; Functions: Print, Copy, Scan; Connectivity: Ethernet, USB, Wi-Fi; Additional Features: Automatic duplex printing, touchscreen interface, mobile printing support, OCR (Optical Character Recognition); Warranty: One (01) year minimum	01
5	<b>Refrigerator</b>	Type: Double-door refrigerator; Capacity: 300 liters or more; Energy Rating: 4-star; Features: Frost-free, inverter compressor, multi-airflow cooling, adjustable shelves, chiller tray, temperature controller, auto lamp On/Off; Accessories: Supplied with all standard accessories as per manufacturer catalogue for the model supplied; Power: AC, 220 Volts, 50 Hz; Compressor: Power-saver compressor; Insulation: Puff / Maxi 2 / Polyurethane; Warranty: One (01) year minimum	01

**Item 01 — Laptop**

**Item Code:** KP-HISDU/IT/01 | **Required Quantity:** 06 No(s). | **Warranty:** One (01) year minimum.

**Detailed Technical Specifications**

S#	Parameter	Required Specification
1	<b>Processor</b>	Intel Core i7-12700H or better
2	<b>RAM</b>	16 GB DDR4 (expandable to 32 GB)
3	<b>Storage</b>	512 GB NVMe SSD or higher
4	<b>Generation</b>	12th or higher
5	<b>Graphics</b>	NVIDIA GeForce GTX 1650 or better
6	<b>Display</b>	15.6-inch Full HD, IPS panel
7	<b>Battery Life</b>	8 hours or more
8	<b>Operating System</b>	Windows 10 Pro or Ubuntu Linux
9	<b>Additional Features</b>	USB-C, HDMI, Wi-Fi 6, Bluetooth 5.0
10	<b>Warranty</b>	One (01) year minimum

**Compliance Statement**

S#	Parameter	Bidder's Offered Specification	Compliance (Yes / No) — with remarks if any
1	Processor		
2	RAM		
3	Storage		
4	Generation		
5	Graphics		
6	Display		
7	Battery Life		
8	Operating System		
9	Additional Features		
10	Warranty		

**Bidder's Name & Stamp:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Item 02- Desktop Computer**

**Item Code:** KP-HISDU/IT/02 | **Required Quantity:** 05 No(s). | **Warranty:** One (01) year minimum.

**Detailed Technical Specifications**

S#	Parameter	Required Specification
1	<b>Processor</b>	Intel Core i7-12700 or upgraded
2	<b>RAM</b>	16 GB DDR4 (expandable to 32 GB)
3	<b>Storage</b>	512 GB NVMe SSD + 1 TB HDD
4	<b>Graphics</b>	Integrated or NVIDIA GeForce GTX 1650
5	<b>Operating System</b>	Windows 10 Pro or Ubuntu Linux
6	<b>Connectivity</b>	USB-C, USB 3.0, HDMI, Ethernet, Wi-Fi
7	<b>Additional Features</b>	Keyboard, mouse, and monitor (24-inch Full HD)
8	<b>Warranty</b>	One (01) year minimum

**Compliance Statement**

S#	Parameter	Bidder's Offered Specification	Compliance (Yes / No) — with remarks if any
1	Processor		
2	RAM		
3	Storage		
4	Graphics		
5	Operating System		
6	Connectivity		
7	Additional Features		
8	Warranty		

*Bidder's Name & Stamp:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Item 03 - Laser Printer**

**Item Code:** KP-HISDU/IT/03 | **Required Quantity:** 04 No(s). | **Warranty:** One (01) year minimum.

**Detailed Technical Specifications**

S#	Parameter	Required Specification
1	<b>Print Speed</b>	40 pages per minute
2	<b>Print Resolution</b>	1200 x 1200 DPI
3	<b>Paper Capacity</b>	250 sheets input tray, 150 sheets output tray
4	<b>Monthly Duty Cycle</b>	Up to 80,000 pages
5	<b>Functions</b>	Print, Copy, Scan
6	<b>Connectivity</b>	Ethernet, USB, Wi-Fi
7	<b>Additional Features</b>	Automatic duplex printing, mobile printing support, energy-saving mode
8	<b>Warranty</b>	One (01) year minimum

**Compliance Statement**

S#	Parameter	Bidder's Offered Specification	Compliance (Yes / No) — with remarks if any
1	Print Speed		
2	Print Resolution		
3	Paper Capacity		
4	Monthly Duty Cycle		
5	Functions		
6	Connectivity		
7	Additional Features		
8	Warranty		

*Bidder's Name & Stamp:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Item 04 — Heavy Duty Photocopier**

**Item Code:** KP-HISDU/IT/04 | **Required Quantity:** 01 No(s). | **Warranty:** One (01) year minimum.

**Detailed Technical Specifications**

S#	Parameter	Required Specification
1	<b>Print Speed</b>	50 pages per minute
2	<b>Print Resolution</b>	1200 x 1200 DPI
3	<b>Paper Capacity</b>	1,500 sheets input tray, 500 sheets output tray
4	<b>Monthly Duty Cycle</b>	Up to 200,000 pages
5	<b>Functions</b>	Print, Copy, Scan
6	<b>Connectivity</b>	Ethernet, USB, Wi-Fi
7	<b>Additional Features</b>	Automatic duplex printing, touchscreen interface, mobile printing support, OCR (Optical Character Recognition)
8	<b>Warranty</b>	One (01) year minimum

**Compliance Statement**

S#	Parameter	Bidder's Offered Specification	Compliance (Yes / No) — with remarks if any
1	Print Speed		
2	Print Resolution		
3	Paper Capacity		
4	Monthly Duty Cycle		
5	Functions		
6	Connectivity		
7	Additional Features		
8	Warranty		

*Bidder's Name & Stamp:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Item 05 — Refrigerator**

**Item Code:** KP-HISDU/IT/05 | **Required Quantity:** 01 No(s). | **Warranty:** One (01) year minimum.

**Detailed Technical Specifications**

S#	Parameter	Required Specification
1	<b>Type</b>	Double-door refrigerator
2	<b>Capacity</b>	300 liters or more
3	<b>Energy Rating</b>	4-star
4	<b>Features</b>	Frost-free, inverter compressor, multi-airflow cooling, adjustable shelves, chiller tray, temperature controller, auto lamp On/Off
5	<b>Accessories</b>	Supplied with all standard accessories as per manufacturer catalogue for the model supplied
6	<b>Power</b>	AC, 220 Volts, 50 Hz
7	<b>Compressor</b>	Power-saver compressor
8	<b>Insulation</b>	Puff / Maxi 2 / Polyurethane
9	<b>Warranty</b>	One (01) year minimum

**Compliance Statement**

S#	Parameter	Bidder's Offered Specification	Compliance (Yes / No) — with remarks if any
1	Type		
2	Capacity		
3	Energy Rating		
4	Features		
5	Accessories		
6	Power		
7	Compressor		
8	Insulation		
9	Warranty		

**Bidder's Name & Stamp:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ANNEXURE-II**

**MANDATORY ELIGIBILITY CRITERIA / COMPLIANCE CHECKLIST FOR PROCUREMENT OF IT EQUIPMENT**

**Ref. No.:** KP-HISDU/Health Dept./1-2/3

Kindly tick (✓) the appropriate box (Yes or No) against each document mentioned below and submitted with your Financial Bid:

<b>S#</b>	<b>Document / Requirement</b>	<b>Yes</b>	<b>No</b>
1	Bidder is registered with a Government entity (Registrar of Firms / SECP).		
2	Proof of registration with FBR (Income Tax / Sales Tax), existence on the Active Taxpayers List (ATL).		
3	Authorization Certificate or Letter of Authorization from the OEM or through an officially authorized distributor.		
4	Conformity of the quoted equipment to the technical specifications at Annexure-I.		
5	Affidavit ensuring delivery of the quoted items within one (01) month after issuance of the Purchase Order.		
6	Affidavit / undertaking that the bidder has not been blacklisted by any organization in Pakistan and has no litigation with any organization.		
7	Demonstration of five (05) years' experience; at least three (03) Purchase Orders of similar nature with Government / Semi-Government departments are attached.		
8	Offering minimum local warranty period of one (01) year.		
9	Bid Security equivalent to 2% of the bid price (CDR / Bank Guarantee) in favor of Project Director, KP-HISDU.		

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

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thanking you.*

*Yours truly,*

**On behalf of PMU-KP-HISDU Project, Health Department.**

**Muhammad Kamran, Admin Officer**

3rd Floor, Health Department, Peshawar- Telephone: 091-9210862