



Government of Khyber Pakhtunkhwa

Health Department

INTEGRATED DISEASE SURVEILLIENCE AND RESPONSE SYSTEM
(IDSRS) (DGHS-KP)

Standard Bidding Documents

For National Competitive Bidding
Pakistan

For
PRINTING OF REPORTING TOOLS, CASE DEFINATION BOARD
IEC MATERIAL AND OTHER ITEM FOR IDSRS FOR THE YEAR FOR
FINANCIAL YEAR 2025-26.

**BIDDING DOCUMENTS FOR THE
PRINTING OF REPORTING TOOLS, CASE DEFINATION BOARD IEC MATERIAL
AND OTHER ITEM FOR IDSRS FOR THE YEAR FOR FINANCIAL YEAR 2025-26
FOR ITS OFFICE**

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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1. INTRODUCTION:

Integrated Health Project, Health Department Khyber Pakhtunkhwa invites sealed bids from the eligible bidders (Suppliers) for the PRINTING OF REPORTING TOOLS, CASE DEFINATION BOARD IEC MATERIAL AND OTHER ITEM FOR IDSRS FOR THE YEAR FOR FINANCIAL YEAR 2025-26 for its office through Open Competitive Bidding under rule 6(2) (a) "Single Stage single Envelopes" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

2. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
2. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
3. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
4. The bid should be complete in all respect and must be signed by the bidder.
5. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
6. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
7. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
8. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
9. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. It is received after the date and time fixed for its receipt;
 - b. The tender document and the bids are unsigned;
 - c. The offer is ambiguous;
 - d. The offer is conditional i.e., advance payment, or currency fluctuations etc.;
 - e. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt;
 - f. Hand written bids shall NOT be accepted; it must be typed.
10. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
11. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
12. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.

13. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
14. Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Integrated Health Project, Health Department Khyber Pakhtunkhwa future bids.

2. ELIGIBLE BIDDERS:

1. 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.
2. The bidder must be registered with Director General Information & Public Relation department, Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR
3. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
4. 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 in accordance with the Section 44(1) KPPRA Rules 2014.

3. GENERAL CONDITIONS: -
1. IDSRS, Health Department, Khyber Pakhtunkhwa shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
 2. At any time prior to the deadline for submission of bids, Integrated Health Project, Health Department, Khyber Pakhtunkhwa may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
 3. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
 4. IDSRS, Health Department, Khyber Pakhtunkhwa may accept or reject any or all of the bids under KPPRA Rules, 2014.
 5. Non-Provision of mandatory documents mention in these SBDs shall lead to disqualification of the firm / quoted items.
 6. Bid document and required documents must be submitted in soft through EPADS.
 7. The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.
 8. The Procuring Agency has the right to inspect the premises of bidder to inspect the setups ensuring proper after sales services, documents mentioned in technical bids and any other relevant details. Premises (office/workshop) of bidder shall be insured through ownership/or rent agreement.
 9. The Bid security shall be shall be in shape of CDR/SDR/Bank Guarantee from any scheduled bank. Ordinary cheque in the form of bid security shall result in bid rejection.
 10. The Unit price quoted by the bidder shall be inclusive of all applicable duties and taxes. All prices shall include relevant taxes & duties, where applicable. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.
 11. In case of the Importers/Authorized Dealers/Distributors, the firm will ensure that the items are acquired from the original manufacturer and are procured through proper channel as advised by the original manufacturer.
 12. Different models/ prices offered for a single item by the same bidder shall be considered as alternate bid and shall be non-responsive.
 13. All reservations in SBDs shall be submitted in writing in the pre-bid meeting by authorized person/representative of the firm who choose to attend the meeting.
 14. Rates will be valid till 30th June 2026.
 15. The schedule for supply of goods shall be as under:

- i. Within 30 days from the date of issuance of supply order by the Purchasing Agency for items to be supplied.
- 16. The Penalty on late supply of goods shall be charged as under
 - i. Penalty @ 1% for late supply up to 15 days.
 - ii. Penalty @ 3% for late supply beyond 15 days
 - iii. Penalty @ 0.067%/day up to max 10%

3. INVITATION FOR BIDS

NOTICE INVITING TENDERS (NIT)
Government of Khyber Pakhtunkhwa, Health Department
Integrated Disease Surveillance and Response System (IDSRS) (DGHS)

1. Program Manager Integrated Disease Surveillance and Response System, Health Department, Khyber Pakhtunkhwa Peshawar invites bids for the printing of reporting tools, case definition board, IEC material and other items under National competitive bidding through E-PADS.
2. Bidding shall be conducted through single stage single envelope under Rule 6(2)(a) KPPRA Rules 2014.
3. Bidding documents can be obtained from the Health Department KP website (www.health.gov.pk), KP-PPRA website (www.kppra.gov.pk), and E-PADS (<https://kp.eprocure.gov.pk>).
4. Bids must be submitted online through E-PADS on or before 11.00 a.m. 07/04/2026, Bids will be opened the same day at 11.30 a.m. in the presence of bidders or their authorized representatives at the Directorate General Health Services Office.
5. Pre bid meeting will be held on 27/03/2026, 10:30 a.m. in the conference room of Directorate General Health Services
6. Bid security Rs.100,000/- in shape of CDR/SDR/Bank guarantee drawn in favor of Director General Health Services Peshawar must be reached to undersigned office before opening of bids.
7. Quoted rates will be valid up to 30/6/2026.
8. Bidders are required to offer most competitive lowest rates of quoted items according to specification or best quality inclusive of all the taxes.
9. The under signed reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Procurement Rules 2014.

Integrated Disease Surveillance & Response System (IDSRS)
Directorate General Health Services Khyber Pakhtunkhwa
Peshawar, Khyber Pakhtunkhwa

5. BID SECURITY

Bid security of 100,000 fix in favour of “Program Manager Integrated Disease Surveillance and Response System, Khyber Pakhtunkhwa”

Bid security of the successful bidder will be released after submission of Performance Guarantee.

The bid security may be forfeited:

- i. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii. In the case of a successful Bidder, if the Bidder fails to sign the contract or to furnish performance Guarantee.

6. BID VALIDITY:

- i) The bids should be valid for a period of 90 days.
- ii) In exceptional circumstances, Integrated Health Project, Health Department, Khyber Pakhtunkhwa may solicit the Bidder’s consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

7. SPECIFICATION

Printing of Surveillance Registers, Case Definition Boards and Case Based Reporting Form and other items

| S.No | Description | No. of Register/ CBR Required | Register Size | CBF Size |
|------|------------------------|----------------------------------|--|-------------------------------|
| 1 | Register and CBR | 2200 | Legal- 110 pages carbon paper | Legal- 100 pages carbon paper |
| 2 | Case Definition Boards | 1500 | 4X3 Feet with wooden Frame (good quality) | |
| 3 | Calendar | 2200 | Bench Size: 26x17x17cm Inner core Size : 14x26cm | |
| 4 | Dairies | 300 (50 Executive & 250 Normal) | A5 Size for normal Executive : Size A5 (Leather Case with Pen (Compensatory),Storage device Space & Device (Optional) and charger space and Mobile charger is (Optional) (Printing of disease) | |
| 5. | IEC Material | 20000 | A4 Size & A3 Size | |

Note: Printing should be as per requirement of procuring entity.

Sample:



8. SCHEDULE OF REQUIREMENT

The Procuring entity has the right to increase or decrease the quantity as per availability of fund.

MINIMUM QUALIFICATION CRITERIA

All proposals must meet the mandatory eligibility criteria to be considered for technical evaluation. The proposal(s) that do not meet the mandatory eligibility criteria shall be considered non-responsive and shall not be evaluated further with the reason(s) of rejection clearly mentioned against each. Mandatory documents:

1. NTN Certificate
2. GST Certificate
3. At least 3 years' experience in relevant field which will be proved through supply orders of the category-A only.
4. Compliance to the specifications
5. Undertaking on notarized judicial stamp paper of Rs: 100/- that firm is not blacklisted.
6. Undertaking on notarized judicial stamp paper of Rs: 100/- that firm accepts all terms & conditions set forth in bidding documents.
7. Bid Security
8. Provision of sample

9. CONTRACT AWARD CRITERIA

Lowest quoted offer for individual item after declared responsive for minimum qualification criteria and approval of sample. Which is explained as below

1. Fulfillment of minimum qualification criteria
2. Sample approval
3. Lowest quoted bid

10. BLACKLISTMENT OF DEFAULTED BIDDER/CONTRACTOR

Conditions for Blacklisting of Defaulted Bidder/Contractor under rule 44 of KPPRA Rules 2014

The following are the events which would lead to initiate (Rule 44 of KPPRA Rules 2014) blacklisting/debarment process;

- i. Consistent failure to provide satisfactory performances.
- ii. Found involved in corrupt/fraudulent practices.
- iii. Abandoned the place of work permanently.

Conditions for debarment of Defaulted Bidder/Contractor

- 1. Failure or refusal to;
- 2. Accept Purchases Order / Services order terms;
- 3. Make supplies as per specifications agreed;
- 4. Fulfill contractual obligations as per contract
- 5. Non-execution of work as per terms & condition of contract.
- 6. Any unethical or unlawful professional or business behavior detrimental to good conduct and integrity of the public procurement process.
- 7. Persistent and intentional violation of important conditions of contract.
- 8. Non-adherence to quality specifications despite being importunately pointed out.
- 9. Security consideration of the State i.e., any action that jeopardizes the security of the State or good repute of the Integrated Health Project, Health Department.

Procedure for blacklisting and debarment

- 1. Competent authority of Integrated Health Project, Health Department Khyber Pakhtunkhwa may on information, or on its own motion, issue show cause notice to the bidder.
- 2. The show cause notice shall contain the statement of allegation against the Bidder.
- 3. The bidder will be given maximum of seven days to submit the written reply of the show cause notice.
- 4. In case the bidder fails to submit written reply within the requisite time, the competent authority may proceed forth with ex-parte against the bidder.
- 5. Direct to issue notice of personal hearing to the bidder/ authorized representative of the bidder and the competent authority shall decide the matter on the basis of available record and personal hearing, if availed.
- 6. The competent authority shall decide the matter within thirty days from the initiation of proceedings.
- 7. The order of competent authority shall be communicated to the bidder by indicating reasons.
- 8. The order past as above shall be duly conveyed to the PKPRA and Defaulting bidder within three days of passing order.

9. The duration of debarment may vary up to five years depending upon the nature of violation.

11. REDRESSING OF GRIEVANCES

- a. The purchaser shall constitute a committee comprising of disagreed & notified by the competent authority proper powers and authorizations to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- b. Any bidder feeling aggrieved by any act of the purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than 03 days after the announcement of the bid evaluation report.
- c. The grievance redressed Officer shall investigate and decide upon the complaint within 06 days of the receipt of the complaint. The report along with decision shall be forwarded to the purchaser officer within the prescribed period.
- d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- e. Note: Grievance notified & designated who can invite appropriate official as co- opted member for grievance.

12. AWARD OF CONTRACT:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the Integrated Disease Surveillance And Response System, Health Department.

13. PAYMENT:

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply, installation/inspection and test run of all requisite items.

AGREEMENT DEED

FOR PROCUREMENT GOODS INSERT THE NAME OF ITEM/EQUIPMENT

THIS AGREEMENT DEED is made on this day of insert date in the year 2026 between; Integrated Disease Surveillance And Response System, Health Department, Peshawar

(Hereinafter referred to as 'First Party' which expression shall unless repugnant to the context mean and include its heirs, executors, administrators, successors and assigns) And

M/s insert the Name of the Firm

(Hereinafter referred to as 'Second Party' which expression shall unless repugnant to the context mean and include its heirs, executors, administrators, successors and assigns). (Both the above hereinafter collectively referred to as 'Parties') WHEREAS the Second Party has agreed to supply insert the name of the PRINTING OF REPORTING TOOLS ,CASE DEFINATION BOARDS,IEC MATERIAL AND OTHERS FOR IDSRS FOR THE YEAR FOR FINANCIAL YEAR 2025-26.

insert the Name of the Firm (hereinafter referred as 'Goods') out of the fresh stock to the First Party on the following terms and conditions:

DEFINITIONS:

- a. 'Consideration' means the price payable to the Second Party by the First Party under this Agreement Deed for the full and proper performance of its contractual obligations.
- b. 'Project Site' where applicable, means the place or places named in this Agreement Deed.
- c. 'Day' means a calendar day.
- d. 'Corrupt Practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- e. 'Fraudulent Practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice

among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

- f. 'Force Majeure' means an event beyond the control of the Parties and not involving the Parties fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the First Party in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

TERMS AND CONDITIONS:

1. Second Party shall deliver Goods at the premises and precincts of Integrated Disease Surveillance and Response System, Health Department.
2. The specification, quality, quantity of goods shall be in conformity to purchase orders, which shall be made part of this Agreement Deed.
3. These approved rates will be valid till 30 June 2026.
4. The Second Party will be liable to complete the supply within stipulated time limit i.e., 30 days after the issuance of the Purchase order.
5. The Second Party will liable to complete the supply within stipulated time limit by confirming quality, quantity and timeline up to the entire satisfaction of First Party.
6. In case the Second Party failed to complete the supply till the due date i.e. 30 days from Issuance of the purchase order, a penalty as per detail below will be charged from the Second Party;
 - a. Penalty @ 0.067%/day for late supply upto 30 days
 - b. Penalty @ 1%/day for late supply after 30 days, maximum upto 10%.

Once the maximum is reached, the First Party may consider termination of the contract.

7. The Second Party shall be responsible for the transportation of the Goods and the transportation charges incurred thereof. The Second Party shall complete the supply of goods within the stipulated period as mentioned in the supply.
8. The Second Party shall be responsible for any defect in goods or supply of goods. The entire goods will be free of any charges and encumbrance of what so nature and the First Party or its agent will be authorized at all reasonable time to view, check and examine the conditions of the supplied Goods.
9. The Second Party shall not, without the prior written consent of First party, disclose this Agreement Deed, or any provision thereof, or any specification, plan, drawing, pattern, sample, or

information furnished by or on behalf of the First Party in connection therewith, to any person other than a person employed by the Second Party in the performance of this Agreement Deed. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

10. The Second Party shall provide such packing of the Equipment as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Agreement Deed. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Equipment's final destination and the absence of heavy handling facilities at all points in transit.
11. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Agreement Deed, including additional requirements, if any, and in any subsequent instructions ordered by the First Party.
12. The second party shall deposit an amount of 10% of the consideration as performance security till the end of contract period and will be released back to successful bidders after the expiry of contract period, subject to the condition that all contractual obligations related to supplies are fulfilled.
13. The Second Party shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under this Agreement Deed is the result of an event of Force Majeure.
If a Force Majeure situation arises, the Second Party shall promptly notify the First Party in writing of such condition and the cause thereof. Unless otherwise directed by the First Party in writing, the second Party shall continue to perform its obligations under this Agreement Deed as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
14. Any notice given by one party to the other pursuant to this Agreement Deed shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in contract.
15. A notice shall be effective when dispatched on the given address of the Parties in this Agreement Deed via above means.
16. Payment to the Second Party shall be on presenting a bill in the shape of summary duly verified by Finance Department. The bill shall be counter verified from the end using department before

clearance. Demand in violation of this clause of agreement may lead to imposition of reasonable amount of fine.

17. In the event of any difference or dispute arising between the Parties or their representative agents regarding rights and liabilities of the parties or any other matter relating to this Agreement Deed may be referred to the Board of Governors of the First Party and their decision will be final in all aspects and the Second Party warrants to abide by the decision of the Board of Governors of the First Party and will be bound by the decisions.
18. This Agreement Deed may be reviewed at any stage with mutual consultation of both Parties, if required. All amendments or addition to this Agreement Deed must be in writing and signed by both Parties through addendum to this Agreement. No amendment of any provision of this Agreement Deed shall be valid unless the same shall be in writing and signed by the Parties
19. The validity, interpretation, construction and performance of this Agreement Deed shall be governed by the Laws of Khyber Pakhtunkhwa in Pakistan. This Agreement Deed shall be interpreted with all necessary changes in gender and in number as the context may require and shall convey to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

IN WITNESS WHEREOF the Parties mentioned above have carefully pursued the terms and condition embodied in this Agreement Deed and has executed the same, setting their signatures below, on the date and place mentioned above.

Signature
Project Director
Integrated Disease Surveillance and Response
System, Khyber Pakhtunkhwa

Signature:
Name:
Designation:
CNIC No.
Stamp:
For and on behalf of successful Bidder

WITNESS NO. 1
Signature:
Name:
Father's Name:
Address:
CNIC No:

WITNESS NO. 2
Signature
Name:
Father's Name:
Address:
CNIC No: