



TENDER NOTICE

Sealed tenders are invited through EPAD “under single stage, one envelope procedure” from well reputed firms or bidders registered with the income tax/Sales tax and reflected in Active tax payer list of Federal Board of Revenue (FBR) for supply and installation of the following items for establishment of Senior Civil Judge (Admn)/ A’ala Illaqa Qazi Swat.

S#	Items Description	Specification
01	Lot -1 Stationery	Detailed specification of required items are available in bid solicitation documents
02	Lot-2 Hardware	
03	Lot-3 IT Equipment	
04	Lot-4 Plant & Machinery	
05	Lot-5 Furniture & Fixtures	

Terms & conditions:

1. The deadline for online submission of the bids on EPADS is 08-06-2026 till 11:30 AM.
2. The bids will be opened on the same day at 12:30 PM by the Purchase Committee in the presence of bidders or their authorized agents.
3. The bidders shall submit separate bid security for each lot/category @ 2% of total bid amount as Earnest Money/security deposit with the tenders in the shape of CDR in favour of Senior Civil Judge (Admn)/A’ala Illaqa Qazi, Swat which shall be retained till satisfactory completion of warranty period. The Earnest Money of the un-successful bidders, however, shall be returned after approval/finalization of the tender.
4. The bidder/firm must be registered and authorized dealer with sales and Income Tax, Department.
5. Rates offered must be quoted in Pak Rupees and including all applicable taxes (if any).
6. Quantity of goods/items can be increased/decreased keeping in view the availability of budget and prices quoted by the bidders.
7. An affidavit that the firm has never been black listed by any Department/Organization nor has been remained involved in any litigation with any party, shall be attached to the bids.
8. Submission of any false statement/documents including concealment of any information is likely to disqualify the bidder.
9. The bidders shall have to provide detailed and clear specification of each item.
10. The bidder/ firm must be registered and authorized dealer with sales and income tax dept.



**SENIOR CIVIL JUDGE (ADMN)/
AALLA ILLAQA QAZI, SWAT**



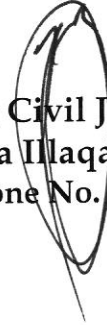
Office: 0946-712669
FAX: 0946-9240070



WEBSITE: dsjswat.gov.pk
EMAIL: scjswat@gmail.com

11. All the applicable taxes shall be deducted at source.
12. All the purchases shall be subject to the release of budget.
13. Delivery / Installation period will be 15 days after issuance of supply/ work order.
14. The purchase will be made in accordance with KPPRA, Rules.
15. For clarification of any query, contact the office of Senior Civil Judge (Admn)/A'ala Illaqa Qazi, Swat in office hours.
16. The tender /Bids documents can be obtained from the office of the undersigned on any working day or may be downloaded from our website (www.dsjswat.gov.pk). and KPPRA website www.kppra.gov.pk.

Senior Civil Judge (Admn)/
A'ala Illaqa Qazi, Swat
Phone No. 0946-712669



CHAIRMAN PROCUREMENT COMMITTEE

**OFFICE OF THE
Senior Civil JUDGE (ADMN)
/A'ALA ILLAQA QAZI, SWAT**

**BIDS SOLICITATION
DOCUMENTS**

**FOR PURCHASE OF
OFFICE STATIONERY
HARDWARE
IT EQUIPMENT
PLANT AND MACHINERY
FURNITURE AND FIXURES**

Phone No. 0946-712669
Email: scjswat@gmail.com
Website: www.dsjswat.gov.pk

NOTE

The prospective bidders are 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.

TABLE OF CONTENTS

Introduction:	4
Instructions To Bidders:	4
Eligibility Criteria.....	5
Letter for Tender:	6
Bidder's Information Form	7
Contract Form.....	8-9
Detailed Specifications/ Requirements	10-14

INTRODUCTION:

Office of the Senior Civil Judge (Admn), Swat invites Sealed Bids (Through EPADS) from the original manufacturers authorized dealers, distributors / suppliers registered with KPRA, Income Tax and Sales Tax Departments (GST) under open Competitive bidding "*Single Stage One Envelope*" bidding procedures under Rule 6 (2) (a) of the *Khyber Pakhtunkhwa, Public Procurement Regulatory Authority (KPPRA) Rules 2014 and KPPRA amendment Act, 2022*.

Description	Dates
Last date and time for Bid submission	08-06-2026 by 10:30 am
Bid Security	2% of the bid in PKR in shape of "CDR" Separate for each lot/category

INSTRUCTIONS TO BIDDERS:

- Complete tenders, in all respects, must be submitted online through the EPAD system on or before 08/06/2026 before 11:30 AM. The Bids will be opened at 12:30 PM on the same day via the EPAD system in the office of Senior Civil Judge (Admn) Swat, in the presence of the Chairman and Members of the Procurement Committee, as well as any bidders or their authorized representatives who wish to attend.
- All the purchases shall be subject to release of funds.
- Any information/ clarification about the tender or standard bidding documents can be obtained from Office of the Senior Civil Judge (Admn), Swat during office hours before the date of tender opening.
- This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014 and KPPRA amendment Act, 2022.
- 2% of total bid amount as Earnest Money/ security deposit should be attached with the tenders, in the shape of CDR (Separate for each lot/category), in favor of Senior Civil Judge (Admn), Swat. Tenders with Cross Cheque/ Banker's Cheque, demand draft and without call deposit shall not be entertained. The Earnest Money of the unsuccessful bidders, however, shall be returned after approval/ finalization of the tender.
- The bidders have to mention clear specification of each quoted item i-e brand name, Model and quality etc
- Any bid submitted after the deadline for submission of bids shall not be entertained.
- The bidder/firm must have experience in the relevant field and shall furnish certificate and documents as evidence of successful supply of these items to Govt: / Non -Govt recognized entities.
- Quantity of items can be increase/ decrease in the light of availability of budget and rates quoted by the bidders.

10. All the bidders are required to provide complete requisite documents i.e. NTN, FBR, KPPRA registration copies for their eligibility, financial evaluation / Qualification as prescribed under the rules.
11. **The bid security/earnest money may be forfeited:**
 - a) In the case of a successful bidder fails to sign the contract or supply the equipment within the specified delivery time period.
10. **The procuring entity shall disqualify a supplier or contractor if it finds, at any time:** that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
11. No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to Rejection of offer.
12. **All the applicable taxes shall be deducted at source.**
13. Price quoted must be in Pak Rupees and must include all applicable taxes. If not specifically mentioned in the tender/quotation, it will be presumed that the price includes all the Government Taxes.
14. Supplier shall entirely be responsible for all taxes, duties, license fees etc incurred until delivery of the contracted goods to the Procuring Agency.
15. **Onsite installation of items will be the sole responsibility of the successful bidders.**
16. All goods shall be offered with standard warranty. Firms shall give warranty in writing on an affidavit with parts and after Sale Services for the equipment they offer.
17. In case, even if after delivery, the technical committee found the items/equipment defective, low quality, not working properly, or any other fault, the competent authority has the right to return the defective items/equipment for replacement or may award the bid to the next lower bidder after cancellation of his supply order.
18. Incomplete, ambiguous, and conditional bids shall not be entertained.

ELIGIBILITY CRITERIA:

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

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

LETTER FOR TENDER

Tender Reference No. as per KPPRA _____

To:

**The Chairperson
Procurement Committee
Civil Court Swat.**

Dear Sir/Madam,

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

Dated: ____/____/____

Signature: _____

Name of Bidder: _____

Complete Address: _____

Mobile #: _____

Phone #: _____

Seal: _____

BIDDER'S INFORMATION FORM

M/S: _____

Company Owner's Name: _____

Company's Business Address: _____

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

Sales Tax Registration Number and Date of Registration: _____

Vendor Number and Date of Registration: _____

Owner's CNIC #: _____

Mobile/Telephone #: _____

Email: _____

Fax #: _____

Authorized Person's Name: _____

Authorized Person's Designation: _____

Authorized Person's CNIC No: _____

Authorized Person's Signature: _____

Seal: _____

CONTRACT FORM

This agreement made on _____/_____/_____, between the Chairperson Purchase/Procurement Committee, establishment of Senior Civil Judge(Admn), Swat (hereinafter called the ("Purchaser")) and [_____
_____] *name of Supplier (hereinafter called the "Supplier")*.

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

Now this agreement witnesses as follows:

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

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

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

Date: _____ Date: _____

Seal: _____ Seal: _____

Address: _____ Address: _____

Witness-1: _____ Witness-2: _____

Designation: _____ Designation: _____

CNIC: _____ CNIC: _____

Address: _____ Address: _____

DETAIL SPECIFICATIONS/ REQUIREMENTS**STATIONERY (LOT-1)**

S. No	Description of item	Qty	Remarks
1	Computer Paper AA Premium Legal F4 216x 330 mm Size 80 g 500 Sheets	400 rims	Any clarification regarding the items as well as samples can be obtained from office of the Senior Civil Judge (Admn), Swat.
2	Copymate Plus Paper Legal Size 70 g 500 sheets	650 rims	

HARDWARE (LOT-2)

S #	Item Name	Specifications	Qty
1	Printers	Key Technical Specifications Print Speed: Up to 40 ppm or above (A4/Letter/legal), with first-page-out as fast as 6.1–6.3 seconds. Resolution: 1200 x 1200 dpi (black). Duty Cycle: Up to 80,000 pages monthly; Recommended: 750 to 4,000 pages. Paper Handling: 100-sheet multipurpose tray, 250-sheet input tray, 150-sheet output bin. Connectivity: Gigabit Ethernet, Hi-Speed USB 2.0, dual-band Wi-Fi (on 'dw'/'fdw' models). Processor & Memory: 1200 MHz processor with 512 MB memory. (HP, Dell, Lenovo, Kodak, Cannon international standard) Branded	25
2	Computer All in One	Processors: Intel Core i5 (14th Generation or Above) 16GB DDR4 RAM, 512-GB NVMe M.2 SSD, 21.5" FHD LED 1920x1080 or Above Display, Operating System: Windows 11 Pro 64 Bit, Intel® Graphics, Wi-Fi: Integrated, Gigabit Network card, Integrated Bluetooth, Webcam 3.0MP, Power Connector, 1 x HDMI, 1 x VGA, 1 x LAN (RJ-45), 4 x USB 3.2, 1 x USB 2.0, 1 x MIC IN, 1 x Audio OUT, Standard USB, Keyboard, Standard USB Mouse, , Manufacturer One (01) Year Comprehensive Warranty. Dealership certificate must be attached (HP, Dell, or Lenovo, international standard) Branded	15

IT EQUIPMENTS (LOT-3)

S #	Item Name	Specifications	Qty
1	Laptop Intel Corei5	Processor Intel® Core™ i5 (14th Gen), 10 MB Intel Smart Cache Processor Speed: 1.2 GHz Base Frequency, Up to 4.5 GHz Intel® Turbo Boost Technology, RAM: 16GB DDR4-3200 MT/s, Storage: 512GB PCIe NVMe M.2 SSD, Display: 15.6" FHD (1920 × 1080), IPS, micro-edge, anti-glare, 250 nits, 45% NTSC, Wireless Connectivity: Wi-Fi 6, Bluetooth® 5.3 wireless card, Dealership certificate must be attached (HP, or Dell, international standard) Branded	40
2	ADF Scanners	Product: Document Scanner, Duplex & Automatic Document Feeder (ADF), Straight Paper path. Throughput Speed 40ppm/ 80ipm @ 300 dpi color / gray scale and B&W, Feeder Capacity: 80 Sheets of 80g/m2 or higher, Paper Thickness Supported: Minimum 27g/m2, to maximum 433g/m2, Flatbed Support Optional: Detachable Book edged Legal Flatbed and should be compatible with the same Model, Hi-speed USB 3.2 or higher, Daily duty cycle 5000 pages or above, Warranty: One Year Warranty and availability of parts in market	25
3	CAT 6 Copper Cable	Key Specifications: Material: 100% Solid Copper (Bare Copper). Conductor Gauge: 23 AWG or 24 AWG. Structure: 4 Twisted Pairs Shielded (FTP). Data Rate: Up to 1 Gbps (Gigabit Ethernet). Bandwidth: Up to 250 MHz. Length: 305 meters (1000 ft) per drum. Compliance: ANSI/TIA-568-C.2, RoHS 2.0	04 Bundles

PLANT & MACHINERY (LOT-4)

S #	Item Name	Specifications	Qty
1	1.5 Ton Split Air Conditioner/ DC inverter (with complete on-site installation)	1.5 Ton DC Inverter AC offers high-performance cooling and heating with DC Inverter technology, reducing energy consumption by up to 60%. It uses eco-friendly R410A refrigerant, operates on 220-240V, 50Hz, and provides a cooling capacity of 18,000 BTU and a heating capacity between 18,000–19,000 BTU. The EER is 3.20–3.32 W/W, ensuring efficient energy use. It must operate quietly with 45–50 dB(A) for the indoor unit and 49–56 dB(A) for the outdoor unit. Smart features include Wi-Fi control, hidden LED display, and multilingual support. 3D/4D airflow and Gentle Breeze enhance comfort, while self-cleaning reminders, leak detection, and auto-clean filters ensure low maintenance. Ideal for medium to large rooms, it comes with a 1-year parts warranty and 10 years on the compressor, latest model	08
1	2 Ton Split Air Conditioner/ DC inverter (with complete on-site installation)	2 Ton DC Inverter AC offers high-performance cooling and heating with DC Inverter technology, reducing energy consumption by up to 60%. It uses eco-friendly R410A refrigerant, operates on 220-240V, 50Hz, and provides a cooling capacity of 24,000 BTU and a heating capacity between 24,000–26,000 BTU. The EER is 3.20–3.50 W/W, ensuring efficient energy use. It must operate quietly with 46–52 dB(A) for the indoor unit and 52–58 dB(A) for the outdoor unit. Smart features include Wi-Fi control, hidden LED display, and multilingual support. 3D/4D airflow and Gentle Breeze enhance comfort, while self-cleaning reminders, leak detection, and auto-clean filters ensure low maintenance. Ideal for medium to large rooms, it comes with a 1-year parts warranty and 10 years on the compressor, latest model	04
2	UPS alongwith batteries	The Trion wise Plus 4004 4kw/4000VA off-grid solar inverter with built in MPPT charge Controller, 5000W Max PV Array Power 500 V DC Max PV Open Circuit Voltage with 02 years warranty 8000VA Surge Power 10ms/20ms transfer time, -10 C to 50C operating temperature with 200Ah Dry battery/ sealed lead acid battery Osaka, Phoenix, AGs, Exide	10
3	Water Dispenser	Latest Model, removable tanks, alongside standard hot and cold-water dispensing capabilities. Features such as refrigerator compartments, precise temperature control and rustproof tanks.	20
4	SOLAR SYSTEM 06 KW (1 Job)	SOLAR PANELS: Supply and Erection of solar PV module solar panels 590 Watts or above bifacial crystalline A grade/type updated Technology. 1 Canadian. 2 Longi. JA or equivalent brand approved by the Engineer, with 25-year warranty and meet the KP government approved standards.	590 Watt 14 Panels
		Inverter: Supply And Erection of Hybrid Inverter with net metering option updated version IP66 having 06 KW capacity, of establish brands.	6 KV 1
		Battery Bank: Supply and Erection of LiFePO ₄ , IP65 battery (100Ah or above, 51.2V) with 8,000 cycles and a 5year warranty. Installation must comply with KP Government specifications, ensuring a voltage drop of less than 3% for efficient performance.	AH 01
		PANEL MOUNTING STRUCTURE: The pale mounting structure should be made of hot dipped (80 Microns Average) Galvanized steel of minimum thickness of 12SWG/2.64 mm Channel/Pipe 8 SWG	NSI 1
		Concrete Pads: PCC 1:2:4 for PV Mounting as per requirement including all civil work, installation and instruction of Engineer In charge.	
		Earthing: Supply and installation of a complete earthing system, including a 3-meter copper earth rod enclosed in a manhole with a durable iron cover. The system shall also	

	include lightning arrestors, earth joints, clamps, GI pipes, and 16mm ² flexible cable to connect the structure to the copper rod. All panel structures and metallic components must be properly earthed.	Job	1.0
	Cabling/Wiring/AC/DC Cables: Supply, installation, and connection of all required cables, including 16mm ² appropriately sized DC cables for connecting the PV system to the inverter, and 6mm ² cables for the AC side wiring. All cables shall be laid using suitable conduits, clamps, trays, and termination accessories (including sockets and connectors) to ensure a complete, safe, and professional installation. All AC and DC cables must be made of 99.99% pure copper strands, flexible in construction, and compliant with relevant quality and safety standards.	Job	1.0
	AC/DC Breakers and SPDs: Supply and installation of AC breakers, DC breakers (PV-rated), Type II AC SPDs, Type II DC SPDs, and voltage protection devices (VPDs) in weatherproof enclosures.	Job	1.0

FURNITURE & FIXTURES (LOT-5)

S#	Item Name	Specifications	Qty
1	Presiding Chairs	Presiding High Back Double Ply Revolving Chair (As per sample) (Sample/ Picture can be obtained from office of the Senior Civil Judge Swat)	10
2	Revolving Chairs	AQUA mesh high back revolving chair. Model: Boss B-543 (As per sample) (Sample/ Picture can be obtained from office of the Senior Civil Judge Swat)	60
3	Presiding Table (Wooden)	Size: - Length= 5' width= 3'.6" height= 2'.5" (Sample/ Picture can be obtained from office of the Senior Civil Judge Swat)	02
4	Computer Table (Wooden)	Size: - Length= 4', width= 2', height= 2.5' (Sample/ Picture can be obtained from office of the Senior Civil Judge (Admn), Swat)	02
5	Small Centre Table (Wooden)	Standard size (As per sample) (Sample/ Picture can be obtained from office of the Senior Civil Judge (Admn), Swat)	05
6	Lawyer Table (Wooden Large Size)	Size: - Length= 8', width= 4', height= 2.5' (Sample/ Picture can be obtained from office of the Senior Civil Judge (Admn), Swat)	01
	Lawyer Chair (Cushion)	Standard size (As per sample) (Sample/ Picture can be obtained from office of the Senior Civil Judge (Admn), Swat)	60
7	Office Table (Wooden)	Size: - Length= 5', width= 2.5', height= 2.5' (Sample/ Picture can be obtained from office of the Senior Civil Judge (Admn), Swat)	12
8	Steel Almirah	Standard Size with 05 shelves, 18 Guage (Sample/ Picture can be obtained from office of the Senior Civil Judge (Admn), Swat)	15
	Steel Benches	4 seater imported frame chrome finishing uphold Sofa (Sample/ Picture can be obtained from office of the Senior Civil Judge (Admn), Swat)	30

(Faiza Gul)
Senior Civil Judge (Admn)/
Chairperson