



**Girls' Cadet College
Dera Ismail Khan**

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TN No. 02/Goods/March 2026

BID SOLICITATION DOCUMENT

FOR

**PROCUREMENT OF REVENUE ITEMS FOR
FUNCTIONALIZATION OF GIRLS' CADET COLLEGE (GCC), DI
KHAN**

Through

E-PADS (E-Pak Acquisition & Disposal System)

Under National Competitive Bidding (NCB)

Single Stage Two Envelope (SSTE) Procedure

Pre-Bid Meeting 13-04-2026 (Monday) at 11:00 AM

Due Date: 20-04-2026 (Monday)

Bid Submission Time: 02:00 PM

Bid Opening Time: 02:30 PM

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

INTRODUCTION & IMPORTANT NOTE FOR BIDDING ON E-PADS

Girls' Cadet College (GCC), DI Khan, located in District Dera Ismail Khan, Khyber Pakhtunkhwa, has been established by the Government of Khyber Pakhtunkhwa (GoKP) with the objective of providing quality education and fostering discipline, leadership, and character building among female cadets.

Girls' Cadet College (GCC), Dera Ismail Khan, hereby invites lot-wise sealed bids through E-PADS (E-Pak Acquisition & Disposal System) from eligible bidders in accordance with Rule 6(2)(b) "Single Stage Two Envelope" (SSTE) bidding procedure of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, 2014.

Registration on EPADS Portal:

Interested bidders, who want to participate in the bidding shall register with E-PADS to obtain their unique user's name and password.

Download BSDs:

Visit the EPADS portal using link <https://kp.eprocure.gov.pk> and download the Bidding Solicitation Documents (BSDs). Thoroughly study the BSDs to understand all instructions, bid data sheet, general and special terms and conditions of contract, specifications, knock out criteria and required documentation.

Scanning the Bid Documents:

- i. All required documents should be neatly scanned in PDF format, and both sides of documents if required in case of affidavits or certificates.
- ii. Bidders are advised to refrain from uploading unnecessary, redundant, or unsolicited files and documents that are not specifically required in the BSDs.
- iii. The final bid pdf. file must be named as **[Lot Name]**

Uploading / Submission of Bid on EPADS Portal:

- i. Upload the complete scanned bid file to the EPADS portal as per the system instructions. The upload must be completed before 02:00 PM on the closing date.
- ii. If bidders do not submit their bids via EPADS, their bids submitted through any other means will not be accepted, and the bidder will be considered as non-responsive.

CDR Submission:

Neatly scan the Bid Security and upload it with the bid on EPADS. In case of non-compliance their bid shall be declared as non-responsive.

Submission of Original CDR in hard form:

- i. Bid Security should be **2%** of the quoted value (in original) in the name of **“Principal, Girls’ Cadet College (GCC), DI Khan”**.
- ii. In a sealed envelope, by hand, to the office of the **District Planning Officer, DI Khan (Deputy Commissioner Complex, DI Khan Cantt)** on or before 02:00 PM on the closing date.
- iii. Label the envelope as: **“Bid Security Applied for [Lot Name] submitted by [name of the firm]”**
- iv. If a bidder fails to submit the Bid Security in hard form their bid will be considered as non-responsive.

PROCUREMENT PROCESS AND INDICATIVE TIMELINES:

The procurement process has been structured to ensure fairness, transparency and timeliness. It is anticipated to process through the following stages.

Stage	Indicative Timelines
Clarification Last submission via EPADS	12 April, 2026
Tender Closing/Last submission via EPADS	20 April 2026 (Monday) 02:00 PM
Tender Opening via EPADS	20 April 2026 (Monday) 02:30 PM
Bid security (PKR)	2% of Quoted value
Bid Validity	90 days

RE-TENDER NOTICE

INVITATION FOR BIDS THROUGH E-PADS (E-Pak Acquisition & Disposal System)

SINGLE STAGE TWO ENVELOPE (SSTE)

Girls’ Cadet College, DI Khan is a newly established autonomous body functioning under an active Board of Governors (BoG) to enhance intellectual capacity, vigor, and educational effectiveness through a hands-on learning approach to ensure quality provision of educational services to the people of Khyber Pakhtunkhwa (KP), and beyond.

Principal, Girls’ Cadet College, DI Khan, invites sealed bids (lot-wise) under National Competitive Bidding for the procurement of the following items in light of rule 6(2)(b) **“Single Stage Two Envelope (SSTE)”** procedures of KPPRA Rules, 2014, from manufacturers or their authorized dealers registered with Income/Sales tax, and reflected on **Active Taxpayer List (ATL)** of FBR.

<u>Lot #</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Pre-Bid Meeting</u>	<u>Bid Submission Deadline</u>	<u>Technical Bid Opening</u>
				<u>Using EPADS Link (Kp.eprocure.gov.pk)</u>	
Lot – 1	<u>Computer Systems</u>	30 (25 x Desktops) (5 x Laptops)	13-04-2026 (Monday) 11:00 AM	20-04-2026 (Monday) 02:00 PM	20-04-2026 (Monday) 02:30 PM

	<u>Security Network</u>				
Lot - 2	[CCTV, Cameras, and Cable Installation]	10			
	<u>Dispensary</u>				
Lot – 3	[Essential Medicines]	(For 100 Heads)			
	[Emergency Equipment]				
	[First Aid Kits]				
Lot – 4	<u>Mess Utensils</u>				
	[Cooking + Dining]	As per BSD (100 x Heads)			
	<u>Sports Gear</u>				
Lot – 5	Cricket	02 Bats 02 Balls			
	Football	02			
	Basketball	02			
	Volleyball	02 Balls 01 Net			
	Badminton	06 Rackets 100 Shuttles			
	Table Tennis	02 sets			

Bid Solicitation Documents (BSDs) containing detailed descriptions including evaluation criteria and other terms & conditions may be downloaded from E-PADS

<https://kp.eprocure.gov.pk> after publication of this advertisement in newspaper till last date for submission of bids. The advertisement may also be downloaded from KPPRA website.

Interested bidders, wanting to participate in the bidding process, shall register with E-PADS to obtain their unique usernames and password.

Interested bidders shall submit bid(s) by uploading scanned copy of bid(s) on E-PADS, on or before the mentioned deadline. Pre-Bid Meeting shall be held on **13-04-2026** at **11:00 AM** in the office of the **District Planning Officer, DI Khan (Deputy Commissioner Complex, DI Khan Cantt)**. Technical bids shall be opened on **20-04-2026** at **02:30 PM** in **District Planning Officer, DI Khan (Deputy Commissioner Complex, DI Khan Cantt)**. Bidders shall upload all mandatory & relevant documents along with bid security on E-PADS. Bids received through or by hand/Post/Courier/E-mail/Fax shall **NOT** be accepted.

Bidders must only submit bid security in (original) physical form in the form of Call Deposit Receipt (CDR)/Demand Draft (DD)/Pay Order or Banker's cheque in the name of "Principal, Girls' Cadet College, DI Khan".

The Competent Authority reserves the right to reject any or all bids as per provisions contained in Rule 47 of KPPRA Rules, 2014.

PRINCIPAL
GIRLS' CADET COLLEGE, DI KHAN

INVITATION FOR BIDS (IFB)

Girls' Cadet College, Dera Ismail Khan (hereinafter referred to as the "Procuring Agency"), an autonomous body functioning under an active Board of Governors (BoG), invites electronic bids from eligible manufacturers, authorized dealers, suppliers, and firms registered with relevant tax authorities and reflected on the Active Taxpayer List (ATL) of FBR, for the procurement of goods under **National Competitive Bidding (NCB)** in accordance with Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, 2014.

The procurement shall be conducted through **Single Stage Two Envelope (SSTE)** bidding procedure under Rule 6(2)(b) of KPPRA Rules, 2014.

Scope of Procurement

The Procuring Agency intends to procure the following goods on a **lot-wise basis**:

Lot No.	Description	Mode of Procurement
Lot – 1	Computer systems	Single stage 2 envelop
Lot – 2	Security Network	Single stage 2 envelop
Lot – 3	Dispensary	Single stage 2 envelop
Lot – 4	Mess utensils	Single stage 2 envelop
Lot – 5	Sports gear	Single stage 2 envelop

Detailed specifications, quantities, terms & conditions, and evaluation criteria are provided in this Bid Solicitation Document (BSD).

Bidding Methodology

1. Bidding shall be conducted **lot-wise**.
2. Bidders may participate in **one, multiple, or all lots**.
3. **Partial bids within a lot shall not be permitted**.
4. Each lot shall be evaluated **independently**.
5. Contract award(s) shall be made **lot-wise** to the lowest evaluated responsive bidder(s).

Eligibility / Qualification Criteria for Bidders

SR #	DESCRIPTION	REMARKS
-	Knock Out Clauses	YES/NO
1.	Valid Registration with NTN / Sales Tax from the relevant authorities.	Mandatory
2.	Sales Tax Return latest 3 years attached will be cross verified from IT-1 or IT-2 form of FBR	Mandatory
3.	Audit Report signed off by Chartered Accountant only for latest 03 Years	Mandatory
4.	The bidder must be reflected in the Active Taxpayer List (ATL) of FBR and KP Revenue Authority (<i>for services only</i>)	Mandatory
5.	Manufacturer / Authorized Dealer / Importer / General Order Supplier (Profile/Letter) ✓ <i>DRAP License/Drug License</i>	Mandatory
6.	This undertaking should be tender specific. Submission of undertaking on legal valid and attested judicial stamp paper of at least Rs. 100/-, that the firm is NOT BLACKLISTED by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.	Mandatory
7.	Uploading Bid Security (in original) on EPADS.	Mandatory

SR #	DESCRIPTION	REMARKS
8.	The bidder has NOT been defaulter / insolvent nor bankrupt in past from any government department or financial institution.	Mandatory

Warranty & After-Sales Support

Requirement:

Bidder must confirm provision of manufacturer's warranty / after-sales service as specified in BSD.

Proof:

- Warranty Undertaking / Support Commitment

Non-Blacklisting Declaration

✓ Mandatory

Requirement:

Bidder shall submit an affidavit stating that the firm has **not been blacklisted by any Government/Semi-Government/Autonomous Body.**

9. Bid Security Compliance

✓ Bid Security (**2%**) as specified must be submitted.

10. Declaration that bidder is NOT defaulter / insolvent / bankrupt. (Mandatory)

11. Joint Venture / Consortium (Not allowed)

Lot-Wise Qualification Requirement

Bidders shall demonstrate relevant experience, technical capacity, and documentary compliance **only for the Lot(s) quoted.**

Evaluation of experience, technical compliance, and specifications shall be conducted on **Lot-Wise Basis.**

Failure in one Lot shall **NOT affect eligibility for other Lots**, provided requirements are met.

ELIGIBILITY / RESPONSIVENESS MATRIX:

Stage 1 – Mandatory Eligibility Screening (Pass / Fail)

Eligibility Determination:

Bidders must comply with **ALL mandatory eligibility requirements**.

Failure to meet any requirement shall render the bid **non-responsive** and shall not be considered for technical evaluation.

Lot-Wise Qualification Principle:

Eligibility, technical compliance, and evaluation shall be conducted on a **Lot-Wise Basis**.

Failure in one Lot shall not affect consideration in other Lots.

Document Verification Clause:

Procuring Entity reserves the right to verify authenticity of submitted documents.

SECTION 2 — INSTRUCTIONS TO BIDDERS (ITB)

2.1 General Provisions

2.1.1 Source of Funds

The procurement covered under this BSD shall be financed from funds of Girls' Cadet College, Dera Ismail Khan.

2.1.2 Applicable Rules

This procurement shall be governed by the **KPPRA Rules, 2014**, and any amendments thereto.

2.1.3 Eligible Bidders

This Invitation for Bids is open to all bidders meeting the eligibility criteria specified in this BSD.

Bidders must:

- Be legally registered entities
- Be registered with Income Tax / Sales Tax
- Be reflected on ATL of FBR
- Not be blacklisted

2.1.4 Eligible Goods

All goods and related services supplied under the contract shall conform to the specifications provided in the BSD.

2.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid.

The Procuring Agency shall not be responsible or liable for such costs.

2.3 Clarification of BSD

Bidders may request clarification of the BSD through E-PADS within the time specified in the Bid Data Sheet (BDS).

The Procuring Agency may:

- ✓ Issue clarifications
- ✓ Modify BSD via corrigendum

All amendments shall become integral part of BSD.

2.4 Amendment of BSD

The Procuring Agency reserves the right to amend the BSD prior to the deadline for submission of bids.

Any amendment shall be communicated through:

- E-PADS
 - KPPRA Portal (where applicable)
-

2.5 Preparation of Bids

2.5.1 Language of Bid

The bid and all correspondence shall be in **English**.

2.5.2 Documents Comprising the Bid

Bidders shall submit:

A. Technical Proposal

Including but not limited to:

- Bid Form
 - Eligibility Documents
 - Technical Specifications Compliance
 - Manufacturer Authorization (where applicable)
 - Brochures / Catalogues (where applicable)
 - Mandatory Supporting Documents
-

B. Financial Proposal

- Price Schedule / BOQ
- Financial Bid Form

Prices must be:

- ✓ Inclusive of all taxes
- ✓ Lot-wise quoted

2.5.3 Lot-Wise Bidding Rules

- Bidding shall be strictly **lot-wise**
- Partial bids within a lot **shall not be allowed**
- Each lot evaluated independently

2.5.4 Bid Prices

Prices quoted shall be:

- ✓ Fixed
- ✓ Final
- ✓ Inclusive of all applicable taxes
- ✓ Not subject to adjustment

2.5.5 Bid Validity

Bids shall remain valid for the period specified in the BDS.

2.5.6 Bid Security

Bid Security:

- Shall be required on **lot-wise basis**
- Shall be submitted in acceptable form
- Shall be uploaded (scanned) + submitted (original)

Bid Security may be forfeited if:

- ✓ Bid withdrawn
- ✓ Bidder refuses contract
- ✓ False information provided

2.6 Submission of Bids

2.6.1 Electronic Submission

Bids must be submitted through **E-PADS** only.

Manual submissions shall NOT be accepted.

2.6.2 Two Envelope Procedure (SSTE)

Bidders shall submit:

- ✓ Envelope-1 → Technical Proposal
- ✓ Envelope-2 → Financial Proposal

Financial Proposal shall remain unopened until technical evaluation is completed.

2.6.3 Deadline for Submission

Bids must be submitted on or before the deadline specified in Tender Notice & BDS.

2.6.4 Late Bids

Late bids shall be rejected.

2.7 Bid Opening

2.7.1 Technical Bid Opening

- Technical bids shall be opened publicly
- Financial bids remain sealed

2.7.2 Financial Bid Opening

Only technically responsive bidders shall be invited.

2.8 Evaluation of Bids

2.8.1 Confidentiality

Information relating to evaluation shall not be disclosed.

2.8.2 Responsiveness of Bids

A bid shall be considered responsive if:

- ✓ Conforms to BSD
- ✓ Meets technical requirements
- ✓ Meets eligibility criteria
- ✓ Bid security valid

2.8.3 Disqualification Conditions

Bidder may be disqualified if:

- Incomplete bid
- Missing bid security
- False information
- Blacklisted status
- Non-compliance with specs

2.9 Award of Contract

2.9.1 Award Criteria

Contract shall be awarded lot-wise to:

- ✓ Lowest Evaluated Responsive Bidder

2.9.2 Procuring Agency's Right

Procuring Agency reserves right to:

- ✓ Accept / reject bids
- ✓ Increase / decrease quantities (within permissible limits)

2.9.3 Performance Security

Successful bidder shall furnish Performance Security as specified in BDS.

2.10 Fraud & Corruption

Bidders shall observe highest standard of ethics.

Procuring Agency may reject bid if bidder involved in:

- Fraud

- Corruption
- Collusion
- Coercion

Bid Data Sheet (BDS)

The following specific data for this procurement shall complement, supplement, or amend the provisions of the Instructions to Bidders (ITB).

BDS 1 — Procuring Agency

Name:

Girls' Cadet College, Dera Ismail Khan

Address:

Girls' Cadet College, Dera Ismail Khan

BDS 2 — Procurement Method

Bidding Procedure:

Single Stage Two Envelope (SSTE)

Procurement Type:

Goods

Basis of Bidding:

Lot-wise

BDS 3 — Scope of Procurement

Procurement shall be conducted on a **lot-wise basis** as defined in the Invitation for Bids (IFB).

- Bidders may bid for one or more lots
- Partial bids within a lot shall not be permitted
- Each lot shall be evaluated independently

BDS 4 — Bid Validity Period

Bids shall remain valid for:

✓ **120 Days**

from the date of bid opening.

BDS 5 — Bid Security

Bid Security shall be:

✓ **2% of Bid Price (Lot-wise)**

Form of Bid Security:

Bid Security must be submitted in the form of:

- Call Deposit Receipt (CDR)
- Demand Draft (DD)
- Pay Order
- Banker's Cheque

in favour of:

“Principal, Girls’ Cadet College, DI Khan”

Submission Requirements:

✓ Original physical instrument

✓ Scanned copy uploaded on E-PADS

Failure shall render bid **non-responsive**.

BDS 6 — Performance Security

The successful bidder shall furnish:

✓ **Performance Security @ 10% of Contract Price**

Form:

Same acceptable forms as Bid Security.

Timeline:

Within timeframe specified in Letter of Acceptance (LOA).

Failure → Contract cancellation + forfeiture of Bid Security.

BDS 7 — Delivery Period

Delivery shall be completed within:

✓ **30 Days**

from the date of issuance of Purchase Order / Work Order.

BDS 8 — Bid Submission Method

Bids must be submitted through:

✓ **E-PADS (<https://kp.eprocure.gov.pk>)**

Manual submissions shall NOT be accepted.

BDS 9 — Two Envelope Mechanism

Envelope-1 → Technical Proposal

Envelope-2 → Financial Proposal

Financial proposals of technically non-responsive bidders shall not be opened.

BDS 10 — Bid Opening

Technical Bid Opening:

As per Tender Notice

Financial Bid Opening:

To be communicated to technically responsive bidders.

BDS 11 — Evaluation Method

Contracts shall be awarded:

✓ **Lot-wise**

to the **Lowest Evaluated Responsive Bidder**

BDS 12 — Prices & Taxes

- Prices must be inclusive of all taxes
 - No price adjustment permitted
 - Taxes shall be deducted as per Government Rules
-

BDS 13 — Quantity Variation

The Procuring Agency reserves the right to:

- ✓ Increase / decrease quantities
- ✓ Subject to KPPRA permissible limits

BDS 14 — Payment Terms

Payment shall be made:

- ✓ After successful delivery
- ✓ Inspection / acceptance
- ✓ Submission of required documents

Detailed mechanism defined in SCC.

BDS 15 — Warranty / Defect Liability

Warranty requirements shall apply as specified in:

- ☞ Technical Specifications / SCC

SECTION 4 — EVALUATION & QUALIFICATION CRITERIA

4.1 General Principles of Evaluation

Evaluation shall be conducted in accordance with **KPPRA Rules, 2014** under the **Single Stage Two Envelope (SSTE)/Single Stage One Envelop (SSOE)** procedure.

Evaluation shall be:

- ✓ Lot-wise

✓ Transparent

✓ Document-based

✓ Strictly compliance-driven

Each lot shall be evaluated independently.

4.2 Technical Evaluation

Technical proposals shall be evaluated **without reference to price.**

4.2.1 Preliminary Examination

The Procuring Agency shall examine bids to verify:

- Completeness of bid
- Proper bid submission
- Valid bid security
- Mandatory documents

Failure → **Bid declared non-responsive**

4.2.2 Mandatory Eligibility Criteria

Bidder must provide:

- ✓ Legal registration documents
- ✓ NTN / Tax registration
- ✓ ATL verification
- ✓ Non-blacklisting certificate / affidavit

Failure → **Automatic disqualification**

4.2.3 Technical Responsiveness (STRICT RULE)

A bid shall be considered technically responsive ONLY if:

- ✓ All specifications are met
- ✓ All required documents submitted
- ✓ No material deviation exists

Definition of Material Deviation

Material deviation includes:

- Non-conformance to specifications
- Missing technical details
- Alternative products without approval
- Conditional bids
- Incomplete compliance sheets

Material deviation → **Bid Rejection**

4.2.4 No Substitutions / Alternatives

Unless explicitly permitted:

- ✗ Substitutions shall NOT be allowed
- ✗ Alternative specifications shall NOT be accepted

4.2.5 Documentary Evidence Requirement

Bidders must submit:

✓ Brochures / catalogues (where applicable)

✓ Manufacturer data sheets

✓ Compliance statement

Unsupported claims → **Treated as non-compliance**

4.3 Financial Evaluation

Financial proposals of ONLY technically responsive bidders shall be opened.

4.3.1 Correction of Errors

Arithmetical errors shall be corrected as per procurement rules.

Bidder shall be bound by corrected price.

4.3.2 Evaluation of Prices

Evaluation shall be based on:

✓ **Total Lot Price**

NOT item-wise comparison.

4.3.3 Lowest Evaluated Bidder

The contract shall be awarded to:

✓ **Lowest Evaluated Responsive Bidder (Lot-wise)**

4.4 Qualification Criteria

Bidder must demonstrate:

4.4.1 Legal Capacity

- ✓ Valid registration
- ✓ Tax compliance
- ✓ Not blacklisted

4.4.2 Technical Capacity

Bidder shall provide evidence of:

- Relevant experience (where required)
- Manufacturer authorization (where required)
- Technical compliance

4.4.3 Financial Capacity

Where applicable:

- ✓ Ability to execute supply
- ✓ Sound financial standing

(Procuring Agency may request supporting evidence if required.)

4.5 Multiple Lot Participation

Bidders may participate in multiple lots.

Each lot:

✓ Evaluated independently

✓ Awarded independently

Winning one lot → No automatic entitlement to others.

4.6 Disqualification Conditions

Bidder may be disqualified if:

- False information provided
- Forged documents
- Non-compliance with BSD
- Conditional bid
- Conflict of interest
- Bid security invalid

4.7 Procuring Agency's Rights

The Procuring Agency reserves the right to:

- ✓ Accept / reject bids
- ✓ Seek clarifications
- ✓ Verify documents
- ✓ Reject abnormally low bids (if unjustified)

4.8 Clarification During Evaluation

Clarifications:

- ✓ May be sought
- ✓ Shall NOT permit change in price/specs
- ✓ Shall NOT cure material deviation

4.9 Determination of Responsiveness

Responsiveness shall be determined based on:

- ✓ Documents submitted
- ✓ Technical compliance
- ✓ BSD requirements

TECHNICAL EVALUATION MATRIX

1. This matrix only applies to bids passing the Eligibility Matrix (Pass/Fail).
2. Qualifying Score = 70/100
3. Claim must be supported with relevant documentary proof. No score shall be awarded otherwise.
4. Financial bids of only technically qualifying bids shall be opened.
5. Contract Award shall be made to the Lowest Evaluated Responsive Bidder

S #	Parameters	Sub-Parameters	Marks
1	Product Specifications		30
	Product that 100% Comply with the advertised Specification	Fully compliance with the required specification (Up to a maximum of four Minor deviations may be accommodated subject to the condition that main function and performance in any aspect would not affect. 1 mark will be deducted each deviation. However, up to four marks will be deducted.	30
2	Legal Requirement		06

	Firm Experience above 07 years (FBR/Income tax annual statement should be attached)	03	
	Firm Experience above 03 years (FBR/Income tax annual statement should be attached)	03	
3	Product Local Performance	25	
	Satisfactory performance certificate from the Govt Institute-one mark for each institute. Letter should on the institute letter head duly signed and numbered within last six months.	10	
	Relevant previous experience in the same nature item. A copy of the supply order should be attached. 1.0 number for each supply order that confirms that same items are provided by the bidder to the institute for the last three years.	05	
	Delivery period <21 days	05	
	Delivery and installation/Technical Training (Inclusive)	05	
4	Firms Performance Certificates	21	
	Valid ISO 9001 Quality Management Certificate of Firms from the PNAC accredited	03	
	Chamber of Commerce	01	
	Bidder/Organization Profile	03	
	Product Broacher/Data sheets	04	
	Quality of items (Superior/Average)	10	
5	Qualified Technical Staff	05	
	Pharmacist Category A License (Only for dispensary items)	03	
	Human Resource- Minimum 10 Staff Members	02	
6	Financial Capabilities	07	
	Turnover in Million for Last 3 Financial years	Turn over verified from IT-1 or IT-2 form of FBR minimum 95 Million for each Year	03
	Company solvency/Ability to handle large orders	04	
7	National Office / Local Office	06	
	Availability of office at Province/National Level	02	
	Availability of Physical Office in DI. khan	02	
	Physical Warehouse	02	
	To be verified with Ownership/Rent Agreement with Owner / Rent Agreement with Company Name/ Physical verification		

Total Marks in Technical Criteria: 100

Qualifying Percentage in Technical Criteria: **70%**

SECTION 5 — GENERAL CONDITIONS OF CONTRACT (GCC)

5.1 Definitions

In this Contract:

- **Procuring Agency** → Girls' Cadet College, DI Khan
- **Supplier** → Successful Bidder / Contractor
- **Contract** → Agreement between parties
- **Goods** → Items specified in BSD
- **Services** → Incidental services (installation, etc.)
- **Day** → Calendar Day

5.2 Application

These General Conditions shall apply to all lots unless modified by the **Special Conditions of Contract (SCC)**.

In case of conflict → **SCC Prevails**

5.3 Standards

Goods supplied shall:

- ✓ Be new
- ✓ Be unused
- ✓ Conform to specifications
- ✓ Be free from defects

5.4 Use of Contract Documents

Supplier shall not disclose contract documents without written permission.

5.5 Delivery & Documents

Supplier shall deliver:

- ✓ Goods within specified period
- ✓ At designated location
- ✓ Along with required documents

Failure → Contractual liability.

5.6 Delivery Period

Delivery shall be completed within:

- ☞ Period specified in **BDS / SCC**

5.7 Liquidated Damages

If Supplier fails to deliver within delivery period:

- ✓ **Liquidated Damages @ 0.1% of Contract Price per Day**

(Maximum deduction limit typically 10%)

Upon reaching maximum → Contract termination may apply.

5.8 Inspection & Acceptance

Goods shall be subject to:

- ✓ Inspection
- ✓ Testing (where applicable)

✓ Verification of compliance

Non-compliant goods → Rejection / Replacement.

5.9 Rejection of Goods

Procuring Agency may reject goods if:

- Not as per specifications
- Damaged
- Defective
- Substandard

Supplier shall replace at own cost.

5.10 Warranty

Supplier warrants that goods:

- ✓ Are new
- ✓ Meet specifications
- ✓ Free from defects

Warranty period → As defined in SCC / Specs.

Defects during warranty → Replacement / Repair.

5.11 Payment

Payment shall be made:

- ✓ After successful delivery
- ✓ Inspection / Acceptance
- ✓ Submission of invoice & documents

Detailed mechanism → SCC.

5.12 Prices

Prices shall remain:

- ✓ Fixed
- ✓ Final
- ✓ Not subject to adjustment

5.13 Contract Amendments

Amendments require:

- ✓ Written agreement
- ✓ Approval of competent authority

5.14 Assignment

Supplier shall not assign contract without written consent.

5.15 Delays & Extension of Time

Extension may be granted ONLY if:

- ✓ Justified
- ✓ Beyond supplier's control
- ✓ Approved formally

5.16 Termination for Default

Procuring Agency may terminate if:

- Failure to deliver
- Failure to perform

- Breach of contract
- Submission of false documents

Security → May be forfeited.

5.17 Termination for Convenience

Procuring Agency may terminate contract as per rules.

Supplier compensated for performed obligations.

5.18 Force Majeure

Neither party liable for failure due to:

- Natural disasters
- War
- Government restrictions
- Events beyond control

5.19 Dispute Resolution

Disputes shall be resolved through:

- ✓ Mutual consultation
- ✓ Competent forums / courts

(SCC can refine jurisdiction if needed.)

5.20 Governing Law

Contract governed by laws of:

- ✓ Islamic Republic of Pakistan / KPPRA Framework

5.21 Fraud & Corruption

Supplier must observe highest ethical standards.

Violation → Termination / Legal action.

SECTION 6 — SPECIAL CONDITIONS OF CONTRACT (SCC)

6.1 General

These Special Conditions of Contract (SCC) shall supplement and amend the General Conditions of Contract (GCC).

In case of conflict:

✓ **SCC shall prevail**

6.2 Delivery Location

All goods shall be delivered at:

✓ **Girls' Cadet College, Dera Ismail Khan**

Delivery shall be deemed complete ONLY upon:

✓ Physical delivery

✓ Inspection

✓ Acceptance by Procuring Agency

6.3 Delivery Period

Delivery shall be completed within:

✓ **30 Days**

from the date of issuance of Purchase Order / Work Order.

Failure → Liquidated Damages shall apply.

6.4 Payment Terms

Payment shall be made:

✓ Within 30 Days

after:

- ✓ Successful delivery
- ✓ Inspection / Acceptance
- ✓ Submission of invoice & required documents

No advance payment unless specifically approved.

6.5 Inspection & Acceptance

Goods shall be subject to:

- ✓ Physical inspection
- ✓ Technical verification
- ✓ Functional testing (where applicable)

Acceptance Authority:

- ✓ **Authorized Committee / Officer of GCC**

6.6 Warranty Requirements

6.6.1 Equipment / Machinery / IT / Electronics

Applicable to:

- CCTV / Security Equipment
- Computer Systems

- Projector / Display Units

Warranty Period:

✓ **Minimum 12 Months**

Supplier obligations:

- ✓ Repair / Replace defective goods
- ✓ At no additional cost
- ✓ Within reasonable time

6.6.2 Consumables / Stationary Items

Consumables shall:

- ✓ Be new
- ✓ Be of standard quality

No warranty applicable unless defect detected at delivery.

6.6.3 Medicines / Dispensary Items

Medicines must:

- ✓ Be fresh stock
- ✓ Have **minimum 75% residual shelf life**
- ✓ Comply with DRAP standards
- ✓ Properly sealed / labeled

Expired / near-expiry items → Rejection.

Supplier → Mandatory replacement.

6.7 Replacement of Rejected Goods

Rejected goods must be:

- ✓ Removed by Supplier
- ✓ Replaced at own cost
- ✓ Within timeframe specified by GCC

6.8 Liquidated Damages

Liquidated Damages:

- ✓ **0.1% per Day of Contract Price**

Maximum deduction:

- ✓ **Up to 10% of Contract Price**

Beyond maximum → Contract termination may apply.

6.9 Performance Security

Performance Security:

- ✓ **10% of Contract Price**

Released ONLY after:

- ✓ Completion of delivery
- ✓ Expiry of warranty (where applicable)
- ✓ Fulfilment of obligations

6.10 Risk & Title

Risk remains with Supplier until:

- ✓ **Final Acceptance of Goods**

6.11 Taxes & Duties

- Prices inclusive of taxes
- Taxes deducted as per Government Rules

6.12 Contract Completion

Contract considered complete upon:

- ✓ Delivery
- ✓ Inspection
- ✓ Acceptance
- ✓ Fulfilment of warranty obligations

6.13 Blacklisting & Legal Action

Supplier may be blacklisted if:

- Failure to perform
- Fraudulent practices
- Supplying substandard goods
- Submission of false documents

As per applicable procurement laws.

SECTION 7 — TECHNICAL SPECIFICATIONS / SCHEDULE OF REQUIREMENTS

LOT – 3 → DISPENSARY

A. Essential Medicines

S#	Item	Specification	Qty
1	Paracetamol Tablets	500 mg, Blister Pack, DRAP Registered	5,000 Tabs
2	Ibuprofen Tablets	Standard Strength, DRAP Registered	2,000 Tabs
3	Antacid Tablets / Suspension	DRAP Registered	200 Packs
4	ORS Sachets	Standard Electrolyte Formula	300 Sachets
5	Antihistamine Tablets	DRAP Registered	1,500 Tabs
6	Anti-Allergy Syrup	DRAP Registered	50 Bottles
7	Cough Syrup	DRAP Registered	80 Bottles
8	Topical Antiseptic Solution	Standard Antiseptic	40 Bottles
9	Antibiotic Ointment	DRAP Registered	60 Tubes
10	Burn Cream / Ointment	DRAP Registered	40 Tubes
11	Pain Relief Gel	DRAP Registered	50 Tubes

B. First Aid & Dressing Items

S#	Item	Specification	Qty
1	First Aid Boxes (Complete)	Institutional Grade	5
2	Cotton Rolls	Medical Grade	100
3	Bandages (Various Sizes)	Sterile	150
4	Gauze Pieces / Pads	Sterile	500

5	Adhesive Bandages	Standard	300
6	Surgical Tape	Medical Grade	80
7	Antiseptic Wipes	Standard	200
8	Disposable Gloves	Non-Sterile	500 Pairs
9	Face Masks	Disposable	300
10	Digital Thermometers	Clinical Grade	5

C. Emergency / Medical Support Equipment

S#	Item	Specification	Qty
1	Blood Pressure Apparatus	Digital / Aneroid	2
2	Stethoscope	Clinical Grade	2
3	Nebulizer Machine	Standard Medical Use	1
4	Oxygen Cylinder (Complete Set)	With Regulator	1
5	Wheel Chair	Standard Institutional Use	1
6	Stretcher	Foldable / Standard	1
7	Hot Water Bags	Standard	6
8	Ice Packs	Reusable	6

Regulatory Compliance:

All medicines must be **DRAP Registered** and supplied through **licensed distributors / authorized suppliers**.

Medicines shall have **minimum 75% residual shelf life** at the time of delivery.

Medicine Quality & Condition:

All medicines shall be new, unused, properly sealed, and stored under recommended conditions.

Damaged, tempered, or near-expiry medicines shall not be acceptable.

Estimated Consumption Basis:

Quantities specified are based on estimated one (01) year institutional usage.

Procuring Entity reserves the right to increase/decrease quantities within reasonable limits without change in unit rates.

Procuring Entity reserves the right to verify batch numbers, expiry dates, DRAP registration, and reject non-compliant supplies.

SECTION 8 — BID FORMS

FORM – 1 → BID SUBMISSION FORM

To:

Principal

Girls' Cadet College

Dera Ismail Khan

Subject: Submission of Bid

Dear Sir,

Having examined the Bid Solicitation Documents (BSD), including all sections, specifications, terms & conditions, the undersigned hereby submits this bid for:

✓ **Lot No.** _____

We undertake that:

- The bid is prepared in accordance with BSD
- All information provided is true and correct
- Prices quoted are inclusive of all taxes
- Bid shall remain valid for the specified period
- We accept all terms & conditions

Bidder Details

Name of Bidder: _____

Authorized Signature: _____

Name & Designation: _____

CNIC: _____

Date: _____

FORM – 2 → BIDDER INFORMATION FORM

Bidder Information

Bidder Name: _____

Legal Status: _____

NTN: _____

STRN (if applicable): _____

Address: _____

Phone: _____

Email: _____

Authorized Representative

Name: _____

Designation: _____

CNIC: _____

FORM – 3 → ELIGIBILITY / NON-BLACKLISTING AFFIDAVIT

AFFIDAVIT

I / We hereby solemnly declare that:

- ✓ The firm is legally registered
- ✓ The firm is on Active Taxpayer List (ATL)
- ✓ The firm is not blacklisted
- ✓ All documents submitted are genuine
- ✓ No fraudulent practices involved

We understand that false declaration shall result in:

- ✓ Disqualification / Blacklisting / Legal Action

Bidder Name: _____

Authorized Signature: _____

Stamp: _____

Date: _____

FORM – 4 → TECHNICAL COMPLIANCE FORM

Lot No: _____

Requirement	Compliance (Yes/No)
Specifications Read & Understood	_____
Goods Meet Specifications	_____
Required Documents Attached	_____
Warranty Accepted	_____

Requirement	Compliance (Yes/No)
Delivery Period Accepted	_____

Additional Remarks (if any):

Authorized Signature: _____

FORM – 5 → PRICE SCHEDULE / FINANCIAL BID FORM

Lot No: _____

Bidder hereby quotes:

✓ **Total Lot Price: PKR** _____

Price includes:

✓ All taxes

✓ All duties

✓ Delivery

✓ Installation (where applicable)

Authorized Signature: _____

Stamp: _____

FORM – 6 → BID SECURITY SUBMISSION FORM

Bid Security Details

Instrument Type: _____

Amount: _____

Bank: _____

Instrument No: _____

Original instrument submitted as per BSD requirements.

Authorized Signature: _____



SECTION 9 — CONTRACT FORMS

FORM – 1 → LETTER OF ACCEPTANCE (LOA)

Girls' Cadet College

Dera Ismail Khan

No: _____

Date: _____

To:

M/s _____

Address: _____

Subject: LETTER OF ACCEPTANCE

Dear Sir,

This is to notify you that your bid dated _____ for:

✓ **Lot No.** _____

for the procurement of goods under Tender Notice No. _____ has been **accepted** at the evaluated contract price of:

✓ **PKR** _____

You are hereby required to:

✓ **Furnish Performance Security**

✓ **@ 10% of Contract Price**

✓ **In acceptable form**

✓ Within _____ days

Failure → Bid Security forfeiture + cancellation.

Delivery Period:

✓ **30**
Days

Principal

Girls' Cadet College

DI Khan

FORM – 2 → CONTRACT AGREEMENT

CONTRACT AGREEMENT

This Agreement made on _____

Between:

Girls' Cadet College, DI Khan

(hereinafter "Procuring Agency")

AND

M/s _____

(hereinafter "Supplier")

1. Scope of Contract

Supplier agrees to supply:

✓ Goods under **Lot No.** _____

as per BSD, LOA, and Contract Documents.

2. Contract Price

Total Contract Price:

✓ **PKR** _____

Inclusive of:

- ✓ Taxes
- ✓ Duties
- ✓ Delivery
- ✓ Installation (where applicable)

3. Contract Documents

This Contract shall consist of:

- ✓ BSD
- ✓ Supplier's Bid
- ✓ Letter of Acceptance
- ✓ Performance Security
- ✓ Purchase / Work Order

4. Delivery

Delivery Period:

✓ **30 Days**

5. Warranty

Warranty obligations as per BSD/SCC.

6. Liquidated Damages

Applicable as per GCC/SCC.

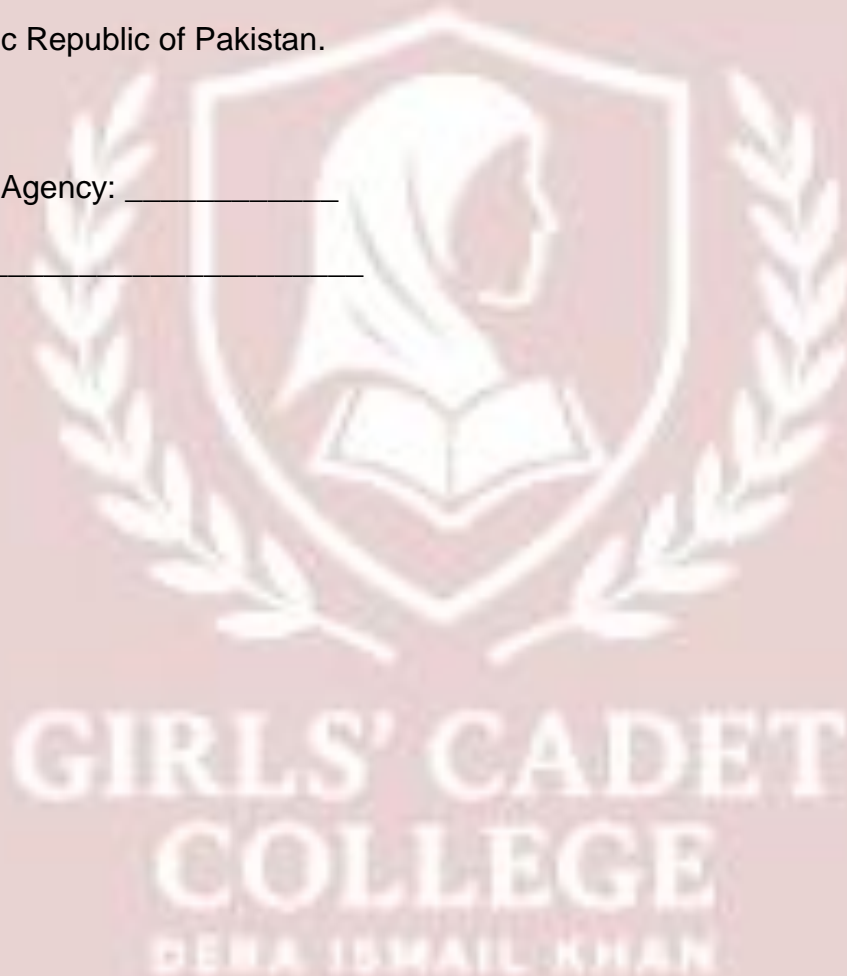
7. Governing Law

Laws of Islamic Republic of Pakistan.

Signed:

For Procuring Agency: _____

For Supplier: _____



FORM – 3 → PERFORMANCE SECURITY FORM

PERFORMANCE SECURITY

To:

Principal
Girls' Cadet College
DI Khan

Whereas M/s _____ has been awarded the Contract for:

Lot No. _____

We hereby provide Performance Security of:

PKR _____

(@ 10% of Contract Price)

This Security shall remain valid until:

- Completion of Contract
- Fulfilment of obligations
- Expiry of warranty (where applicable)

Signed by Bank / Issuer

Authorized Signature: _____

SECTION 10 — PRICE SCHEDULE / FINANCIAL BID

10.1 General Instructions

- ① Bidders shall quote prices **strictly on lot-wise basis**.
- ② Prices must be **inclusive of all applicable taxes & duties**.
- ③ Prices shall be **fixed & final**.
- ④ Partial pricing within a lot **shall not be permitted**.

Evaluation shall be based on:

✓ **Total Lot Price**

10.2 Financial Bid Form

PRICE SCHEDULE / FINANCIAL BID

Tender Notice No: _____

Bidder Name: _____

Lot No.	Description	Total Lot Price (PKR)
Lot – 3	Dispensary	_____

Important Declaration

The Bidder hereby confirms:

- ✓ Prices are inclusive of all taxes
- ✓ Prices are fixed & final
- ✓ Prices include delivery / installation (where applicable)

✓ No hidden charges applicable

Authorized Signature: _____

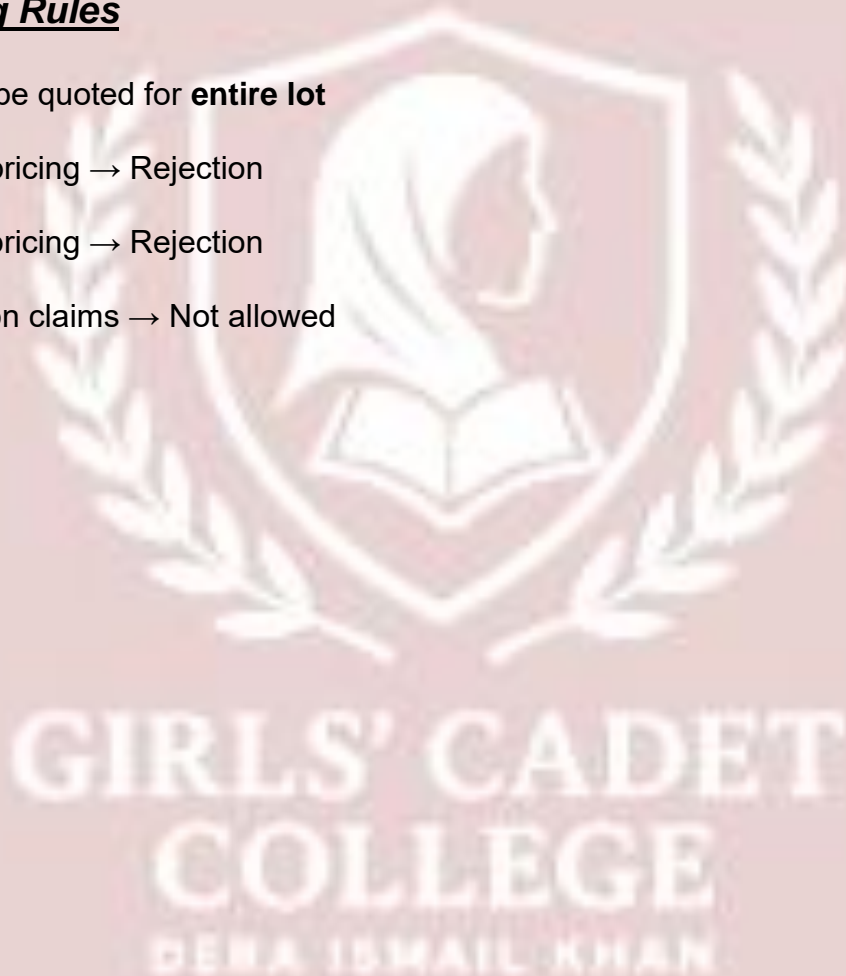
Name & Designation: _____

Stamp: _____

Date: _____

10.3 Pricing Rules

- Prices must be quoted for **entire lot**
- Conditional pricing → Rejection
- Ambiguous pricing → Rejection
- Price variation claims → Not allowed



4. Bid Form and Price Schedules

Date: _____

TN No: _____

To:

Principal, Girls' Cadet College (GCC), DI Khan

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* 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 in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by Girls' Cadet College (GCC), DI Khan.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 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 _____ 2026.

signature]

[in the capacity of]



Price Schedule in Pak. Rupees

Name of Bidder _____ TN Number _____ Page of _____

1	2	3	4	5	6	7
Item	Description	Country of Origin	Qty	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required
						

Signature of Bidder _____

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

6. Contract Form

THIS AGREEMENT made the _____ day of _____ 2026 between Girls' Cadet College, DI Khan, of *Khyber Pakhtunkhwa Pakistan* (hereinafter called "the Procuring Entity") of the one part and *[name of Supplier] of [city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS Girls' Cadet College, DI Khan, invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring Entity's Notification of Award.
3. In consideration of the payments to be made by Girls' Cadet College, DI Khan, to the Supplier as hereinafter mentioned, the Supplier hereby covenants with Girls' Cadet College, DI Khan, to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. Girls' Cadet College, DI Khan, hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for Girls' Cadet College, DI Khan)

Signed, sealed, delivered by _____ the _____ (for the Supplier)



7. Bank Guarantee for Advance Payment

To:

Principal, Girls' Cadet College (GCC), DI Khan

[name of Contract]

Dear Sir,

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called "the Supplier") shall deposit with Girls' Cadet College (GCC), DI Khan, a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to Girls' Cadet College (GCC), DI Khan, on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between Girls' Cadet College (GCC), DI Khan, and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[Address]

[date]

8. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To:

Principal, Girls' Cadet College (GCC), DI Khan

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against TN No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

FINANCIAL CAPABILITY ANNUAL TURNOVER

Year (Enter the Financial Year)	*Annual Turnover (Rs in Million)
2022-23	
2023-24	
2024-25	
Total	
Average	

**Submit last 3 years audited Financial Statements.*

INCOME TAX RETURNS

Year (Enter the Financial Year)	Income Tax Returns (PKR)
2022-23	
2023-24	
2025-26	

**Tax Returns documents from the relevant documents must be attached.*

(Signature of Authorized Signatory)

Bidder seal & stamp

AFFIDAVIT / UNDERTAKING

Note:

All the bidders shall submit the original affidavit on non-judicial stamp paper of Rs. 500/- (Rupees Five Hundreds Only) attached with technical bid at the time of bid submission as per following format.

I, _____ Owners / Director / Legal Attorney / Accredited representative of M/s _____, solemnly declare that,

1. M/s _____ have read the contents of the Bidding Document and have fully understood it.
2. That the financial instruments, statements of facts, data and documents being submitted by M/s _____ for the Tender vide **Tender No. TN 02/Goods/March, 2026 dated _____** are true, genuine and correct.
3. Undertakes that information being submitted is correct and true, and that any false information shall lead to disqualification at any stage.
4. M/s _____ is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.
5. Bid Security (in original) is placed in the financial bid.
6. In case we fail to comply any of the aforesaid conditions or the documents submitted by M/s _____ is found false/forged, our tender will be cancelled forfeiting the Bid Security amount and debarring us from participation in future tenders of Girls' Cadet College (GCC), DI Khan, for a period of one year.

Signature with Seal of the Deponent (bidder)