

**DETAIL REQUIREMENT/SPECIFICATION OF ITEMS FOR THE OFFICE OF
DIRECTOR PUBLIC HEALTH DGHS-KP**

Solicited Bid Document for Purchase of Stationary Items

Directorate General Health Services Khyber Pakhtunkhwa, Peshawar

1. Director Public Health, Directorate General Health Services, Khyber Pakhtunkhwa Peshawar invites separate item wise sealed bids from Authorized firms/Bidders registered with relevant Registration Acts and exhibited on ATL of FBR for the purchase/supply Stationery items including computer stationery items.
2. The bids shall reach to the Office of the undersigned on or before 08/06/2018 at 11.00 AM. The bids shall be opened on the same day in the presence of Representatives of the bidders who chose to attend at 11:30 AM.
3. The Bidder should fulfill the eligibility criteria as mentioned below.

Eligibility Criteria:

- a. The bidder should be Sales Tax Registered and Income Tax Registered with FBR and have Active STRN and NTN at the time of bid opening.
 - b. At least One year of experience with Government Sector in purchase of Stationary
 - c. The bidder should provide Audit report of audit Accounts for last year.
4. The bid must be accompanied with Bid Security @ 2% of the bid value in the shape of Pay Order (PO) / Demand Draft (DD) or Call Deposit Receipt (CDR) in the name of the undersigned and bid amount will be inclusive of all Government applicable taxes.
 5. Bidding shall be conducted through Single Stage-Single envelope procedure under Rule 6(2)(a) of KPPRA Rules-2014.
 6. Conformance to the Technical specifications will be the sole parameter for bid evaluation from the eligible bidders.
 7. Bidders are required to offer most competitive lowest rate of their items, as negotiations on quoted rates are not allowed under the rules.
 8. The detailed specifications, number of items, other terms & condition, can be obtained from the below noted address on any working day during office hours. The Bidding Documents can also be downloaded from the following official website.www.healthkp.gov.pk & www.dhiskp.gov.pk
 9. The undersigned reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Procurement Rules 2014.

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The Terms & Conditions forbidding process are as under:

1. The bids should be valid for a period of 30 days from the date of bid opening.
2. The Bid/s submitted after due date & time shall not be entertained
3. The firm shall attach attested copies of registration with Sales & income Tax Authorities and shall submit their profiles containing relevant experience, past performance, capability with respect to personnel etc.
4. The firms are bound to provide complete information of the bidder along with its postal as well as valid email address and phone number/s as incomplete bids will be rejected straightaway.
5. The firms having experience in supply of required equipment/items to Govt. organization must attach copies of purchase/supply orders with their bids.
6. The bid must accompany bid security @ 02% of total value of the bid in the form of Call Deposit /Bank Draft (refundable) drawn in favor of Director Public Health, DGHS.
7. Bids without bid security of the required amount and shape shall not be entertained.
8. Prices should be quoted in Pak Rupees only.
9. Bids/Rates must be inclusive of all Govt. applicable Taxes.
10. Bid Security of the unsuccessful bidders will be released after signing of contract/ issuing of Purchase Order to the successful bidder.
11. The successful bidder shall supply the ordered goods within 20 days after signing the contract agreement/ issuance of purchase order in 02 quarters of the total value for six months to the office of undersigned.
12. The successful bidder will provide performance guarantee equivalent to 10% of the bid value in the shape of Bank Guarantee for warranty period in favor of Director (Public Health), DGHS.
13. The bidder shall provide sample/demo where required from the committee before issuance of supply order to the successful bidder
14. Bidders are required to provide one-year warranty for the item delivered under the contract. If during warranty period, the equipment supplied fail to give satisfactory performance and found defective the successful bidder will rectify the

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defect at its own cost within a reasonable time, failing which the equipment should be replaced with new one(s) without any cost.

15. Bid security shall be forfeited, if a bidder withdraws his bid within the validity period

thereof or, in case of a successful bidder who repudiates the contract or fails to furnish performance guarantee and as the case may be shall proceed for blacklisting and the supply order will be placed to the next successful bidder(s).

16. Alternative bids of the same items shall not be considered and shall be rejected summarily.

17. The payment will be made after supply and inspection of all requisite items.

18. The lowest responsive bid/offer shall be accepted, meeting the technical specifications.

19. The number of required items may be increased or decreased on the basis of available budget.

20. The undersigned reserves the right to accept or reject any or all bids as per provisions of KPPRA Rules, 2014.

21. Payment shall be made on quarterly basis on completion of supply and inspection.

22. Sample of all items would be required for inspection and only those bids shall be considered responsive who have provided complete lists of samples.

23. For convenience of bidder's sample of all required items are available in the office of Deputy Director Public Health DGHS.

**Director Public Health
Director General Health Services
Khyber Pakhtunkhwa Peshawar
Tel No: 091-9210851
Fax No: 091- 9210230**

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S. No	Item Name	Specifications	Measurement of Unit	Total Quantity	Quarter-I May-July 2018	Quarter-III Aug-Oct 2018	Quarter-III Nov-Dec 2018
1.	Pencil	2x1/2 HB	Nos 1 Pack	176	66	66	44
2.	Ball Point (Black)	0.8mm	Nos 1 Pack	264	99	99	66
3.	Ball Points (Blue)	0.8mm	Nos 1 Pack	264	99	99	66
4.	White Charts	120 gsm, D Size	Nos 1 Chart	800	300	300	200
5.	Color Charts (Multi Colors)	180 gsm, D Size	Nos 1 Chart	800	300	300	200
6.	Registers	Good Quality Page & Binding 15&20 #	Nos 1 Register	176	66	66	44
7.	Color Pencils	2x1/2 HB,	Nos 1 Pack	176	66	66	44
8.	White Board	2*3	Nos. 1 White Board	16	6	6	4
9.	Stapler	24/6 or 26/6	Nos. 1 Stapler	24	9	9	6
10.	Staples Pins	24/6 "D/P"	Nos 1 Pack	32	12	12	8
11.	Xerox A4 Size Rims	80 gm, 500 sheets/rim	Nos 1 Rim	704	264	264	176
12.	Xerox Legal Size Rims	80 gm, 500 sheets/ream	Nos 1 Rim	440	165	165	110
13.	Thumb/Stamp Pads	Blue, Black, leakage proof, 70x110mm	Nos. 1 Pack	16	6	6	4
14.	Whitener Fluid	Metal Cap, Art No-K-666	No. 1 Pack	176	66	66	44
15.	Drawing Books	27*22 cm, 16-56 Pages, 130 gsm	Nos. 1 Book	640	240	240	160
16.	Pen Holder	Fine Quality # 240	Nos. 1 Pack	16	6	6	4
17.	Thumb Pins	Fine Quality (100 pen/per box)	Nos. 1 Pack	24	9	9	6

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18.	Sticky Notes	127 x 75 mm, 100 sheets	Nos. 1 Pack	400	150	150	100
19.	Erasable Markers	W822 Blue & Black	Nos. 1 Pack	88	33	33	22
20.	Permanent Makers	UM 2 Blue & Black	Nos. 1 Pack	88	33	33	22
21.	Punch Machine	Double Hole#30	Nos. 1 Punch Machine	24	9	9	6
22.	Punch Machine	Single Hole # 30	Nos. 1 Punch Machine	24	9	9	6
23.	Scissors (Small)	5"	Nos 1 Scissor	16	6	6	4
24.	Scissors (Big)	8"	Nos 1 Scissor	16	6	6	4
25.	Highlighters	Multicolor, fluorescent	Nos. 1 Pack	16	6	6	4
26.	Color Markers	Multicolor (12 Pack)	Nos. 1 Pack	176	66	66	44
27.	Flags/Tags Multi Color	A 3-4 4*100 (76*76)	Nos 1 Pack	80	30	30	20
28.	Heavy Duty Stapler	Staple 20 sheets of 80 gm, uses staples 24/6 or 26/6	Nos. 1 Stapler	11			
29.	Heavy Duty Stapler Pins	24/6 or 26/6	Nos. 1 Pack	32	12	12	8
30.	Writing Pads	A4, 90 gm, imported paper	Nos 1 Writing Pad	400	150	150	100
31.	Foot/Rulers	12-inch, plastic/ metal	Nos. 1 Pack	40	15	15	10
32.	Kacha Covers	As per sample	Nos. 1 Cover	160	60	60	40
33.	Diaries	Fine Quality	Nos. 1 Dairy	40	15	15	10
34.	Box File	Blue, Fine Quality/Imported	Nos. 1 File	176	66	66	44
35.	Ring Files	Blue Fine Quality/Imported	Nos. 1 File	176	66	66	44
36.	Office Calendars	Fine Quality	Nos. 1 Calendar	16	6	6	4
37.	Golden Marker	No. GP	Nos. 1 Pack	16	6	6	4
38.	Silver Makers	No. SP	Nos. 1 Pack	16	6	6	4

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39.	Envelopes	(A4) Ordinary/Brown	Nos. 1 Envelope	40	15	15	10
40.	Envelopes	(Legal Size) Ordinary/Brown	Nos. 1 Envelope	40	15	15	10
41.	Scotch Tape (Big Size)	3-inch Best Quality	Nos 1 Tape	40	15	15	10
42.	Scotch Tape (Small Size)	2-inch Best Quality	Nos. 1 Tape	40	15	15	10
43.	Paper Clips	Plastic, 36mm,	Nos. 1 Box	40	15	15	10
44.	Flip Charts	50 (68 gsm)	Nos. 1 Chart	880	300	300	200
45.	Attendance Registers (PFCs)	Star # 2	Nos. 1 Register	10			
46.	Log Books (Vehicle)	As per sample	Nos. 1 Log Book	8			
47.	Transparent Envelope Folder	A 4 Size # 922	Nos. 1 Envelope	240	90	90	60
48.	Glue Sticks (Big)	(35 gm)	Nos. 1 Box	88	33	33	22
49.	Glue Sticks (Small)	(08 gm)	Nos. 1 Box	88	33	33	22
50.	Erasers/Rubbers	Standard size	Nos. 1 Box	16	6	6	4
51.	Poster Paints	Fine Quality/Imported	Nos. 1 Box	264	99	99	66
52.	Crayons	Fine Quality (10-12 Colors)	Nos. 1 Box	264	99	99	66
53.	Sharpeners	Fine Quality Plastic Packet of 50	Nos. 1 Box	16	6	6	4
54.	Paper Cutter	No. 0423, (Auto-lock)	Nos. 1 Cutter	16	6	6	4
55.	Envelope Opener (Knife)	Stainless Steel Opener	Nos. 1 Opener	8			
56.	Letter Envelopes	Height 6, 1/8 Length 11, 1/2	Nos. 1 Envelope	40	15	15	10
57.	Calculators	(CT-612) 12 digits	Nos. 1 Calculator	16	6	6	4
58.	White Board Duster	Local/Fine Quality	Nos. 1 Duster	24	9	9	6

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59.	Paint Brush	Fine Quality	Nos. 1	40	15	15	10
60.	Oil Paints	Fine Quality	Nos. 1	160	60	60	40
61.	Printer Toner	1300 pages	Nos 1	12	4	4	4
62.	Printer Toner	2000 pages	Nos. 1	12	4	4	4
63.	Printer Toner	1500 pages	Nos. 1	12	4	4	4
64.	Printer Toner	1000 pages	Nos 1	12	4	4	4