



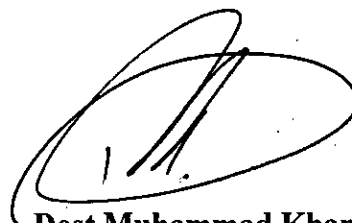
OFFICE OF THE DISTRICT & SESSIONS JUDGE, MOHMAND

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INSTRUCTIONS TO BIDDERS

1. Proposal should accompany the following:
 - a. Original Call Deposit Receipt (CDR)
 - b. Enlistment Order of C&W Department.
 - c. Renewal of Registration for CFY 2023-24.
 - d. National Identity Card.
 - e. Valid Pakistan Engineering Council Registration for current financial year (2023-24).
 - f. Form H of the Firm/Company.
 - g. STRN Certificate (in case of supply).
 - h. NTN Certificate (firm must be in active tax payer list).
 - i. KPPRA Certificate ((firm must be in active tax payer list).
 - j. Non Black List Certificate on Stamp Paper.
 - k. Documents showing general capabilities, financial soundness, general and relevant record, personnel capabilities, equipment capabilities.
 - l. Any other documents to support technical bid.
2. Bid Security shall be submitted in the shape of call deposit receipt (CDR) from scheduled bank in favour of District & Sessions Judge, Mohmand from the account of the firm who submits its bid.
3. Bidding Documents shall be submitted to the office of the District & Sessions Judge, Mohmand on or before the closing date & time.
4. The contractor quoting their bids upto a limit of 10% below on Engineer's Estimated Cost shall submit bid security 02% on Engineer's Estimated Cost. The Contractor quoting their bid more than 10% below upto 20% below on Engineer's Estimated Cost shall submit additional 08% security on Engineer's Estimated Cost in addition to 02% bid security. If the bid is not accompanied with the required amount of additional security, then it will be considered as non-responsive & the 02% bid security shall be forfeited in favour of Government and the second lowest bidder and so on will be considered accordingly.
5. Similarly, a contractor quoting bid more than 20% below shall submit with his bid an additional security on Engineer's Estimated Cost of equal to the differential amount of submitted bid along with detailed rate analysis). In case of more than 20% below bids, If the bid is not accompanied by the detailed rate analysis and / or required amount of additional security then, the said bid shall be considered as non-responsive. All the securities submitted along with such non-responsive bid shall be forfeited in favour of Government and the second lowest bidder and so on will be considered accordingly.
6. In case detailed rate analysis submitted with the bid is in view of the procuring entity, not convincing, the head of the procuring entity may declare such bid as non-responsive without any forfeiture of bid securities and record reasons thereof.
7. The procuring entity may offer the contract to next lowest bidder after due diligence in the context of the financial difference between such two bids or may advertise procurement opportunity afresh.
8. Income tax at the rate of 7% shall be deducted from the bill of payment. Firm from tax exempted areas shall provide Tax Exemption Certificate from Federal Board of Revenue.
9. Government taxes and other deductions shall be incurred as per the rules.
10. The Additional Security shall be released to the contractor in four (04) installments that is 25% to be released upon completion of 25% of the project, 50% to be released upon completion of 50% of the project, 75% to be released upon completion of 75% of the project and the remaining amount to be released after completion of the project.
11. Pay order is not acceptable as per Notification No of KPPRA vide No. KPPRA/M&E/Estt: /1-12 /2017-18 dated 05.04.2018.
11. Bid security of the 1st, 2nd & 3rd lowest bidders for the specific work will be retained by the department till the approval of bids and signing the agreement after awarding the contract.

12. Venue of bids opening is **Conference Hall of District Courts Mohmand at Ghallanai.**
13. Successful bidder should sign the agreement with the department after issuance of letter of acceptance.
14. Time allowed for the completion of the work as specified in the NIT shall start from the issuance of Letter of Acceptance (LOA).
15. If the evaluated bid costs of two or more than two bidders are equal, then the successful bidder declared through draw.
16. Bids will be opened in the presence of bidders / their representative who choose to be present.
17. The bidders are required to quote their rates above or below on both MRS as well as on Non MRS items.
18. After commencement of work by the successful bidder, the procuring entity may replace the additional security with a bank guarantee of the same amount from the scheduled bank, if the already deposited security is not in the form of bank guarantee.
19. The procuring entity has the authority to reject any or all the bids under relevant rules for reasons to be recorded.
20. Incomplete, ambiguous, conditional bids and those received after due date and time shall not be accepted.
21. All instructions mentioned on work plan Access to Justice Development Fund, 2023 issued by the august Peshawar High Court, Peshawar shall be followed.
22. Contract shall be awarded as fixed price on turnkey basis. However, the committee may divide the scope of work into more than one contract, on the basis of nature of work.
23. All bidders are required to be registered with the Khyber Pakhtunkhwa Revenue Authority, established under the Khyber Pakhtunkhwa Finance Act, 2013 (Khyber Pakhtunkhwa Act No. XXI of 2013), for works, consulting and non-consulting services as listed in Schedule-II of the Act *ibid*.
24. The contractor shall be responsible to bear the cost for structural, electrical and plumbing design, soil test and other material test.
25. Work Completion Certificate will be prepared and signed by the committee.



Dost Muhammad Khan,
District & Sessions Judge, Mohmand
Chairman Project Committee(AJDF)
0924-290133