

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,
PESHAWAR
(091-9212214)**

"TENDER NOTICE"

Notice Inviting Tenders through E-Bidding (EPADS)

Sealed Bids are invited from eligible, experienced and reputable firms of Stationary and other relevant items through KPPRA E-PADS. Interested firms duly register on e-pads and with relevant tax authorities are eligible to participate. Tender should be uploaded to EPADS and its physical copy should reach to the office of the undersigned on or before 22.04.2026 at 10:00 AM, which will be opened on the same day at 11:00 AM in presence of bidders or their representatives at the Conference Room of Judicial Complex, Peshawar. The Bid security shall be submitted in favour of District & Sessions Judge Peshawar from the account of the firm/bidder/contractor who submits the bid. The rates should be quoted in FOR.

Nature of the Tender (Single Stage One Envelop)

| S.No. | Description |
|-------|-------------|
| 1 | Stationary |

TERMS AND CONDITIONS:

1. The bids shall be valid till 30th June, 2026.
2. The interested firm must be registered with KPPRA EPADS.
3. The EPADS registered Firms will submit their bids online through EPADS portal as well as submit the original bid hard copies to the office of District & Sessions Judge, Peshawar.
4. Any query regarding the procurement can be availed from the Accounts Branch of the district courts.
5. Call Deposit/Earnest Money valuing Rs.130,000/- in favour of District & Sessions Judge, Peshawar in the form of CDR shall be submitted to the office of undersigned by hand physically or through post before deadline.
6. Rates must be inclusive of all Govt: applicable taxes.
7. The tender must be according to Bid Solicitation Documents (BSDs) of Tender.
8. The Procuring Entity may reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal. The procuring entity shall upon request communicate to any contractor or consultant, who submitted a bid/proposal, the ground(s) for rejection of bids/proposals.
9. A detailed Bid Solicitation Documents (BSDs) can be downloaded from the official website of EPADS www.portalkp.eprocure.eov.pk or www.sessionscourtpeshawar.gov.pk.


DISTRICT & SESSIONS JUDGE,



DISTRICT JUDICIARY, KHYBER PAKHTUNKHWA, PESHAWAR

Ph#091-9210099 Fax#091-9212419
eMail: scPeshawar@yahoo.com
web: SessionsCourtPeshawar.gov.pk

No. 646
Dated Peshawar 31.03.2026

STANDARD BIDDING DOCUMENT

Note: The prospective bidders are expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all required information prescribed in this Bidding Documents or submission of a Bid not substantially responsive to the Bidding Document in every respect would result in the rejection of the Bid.


[INAM ULLAH WAZIR]
District & Sessions Judge
DISTRICT & SESSIONS JUDGE,
PESHAWAR

INTRODUCTION:

District & Sessions Judge Peshawar invites sealed bids from eligible experience and reputable firms for the supply of required items through E-pads. Interested firms duly registered on e-pads and with relevant tax authorities are eligible to participate.

| | |
|----------------------------|-------------------------------|
| Tender Opening Date | 22/04/2026 at 11:00 AM |
|----------------------------|-------------------------------|

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|------------------------------|------------------------------------|
| Method of Procurement | |
| 1. Stationary | Single stage - One Envelope |

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7. The tender must be according to Bid Solicitation Documents (BSDs) of Tender.
8. The Procuring Entity may reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal. The procuring entity shall upon request communicate to any contractor or consultant, who submitted a bid/proposal, the ground(s) for rejection of bids/proposals.
9. Price should be quoted in Pakistani Rupees and as "per unit".
10. Incomplete bids shall not be accepted.
11. Successful bidder will be bound to complete supply of the items within stipulated time after signing the contract/issuance of purchase order; failing


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Peshawar

which, or supplying below standard items will lead to forfeiture of earnest money/call deposit.

12. Bid Security of the unsuccessful bidders will be released after signing of contract / issuing of Purchase Order to the successful bidder.
13. Sales Tax Registration Number, National Tax Number (NTN), Provincial Vendor Number as well as Bank Account Number must be indicated in Bid and must be on active tax-payer list of FBR and KPPRA.
14. 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 the District & Sessions Judge, Peshawar, If during warranty period, the equipment supplied fails to give satisfactory performance, or found to be defective, the successful bidder will rectify the defect at its own cost within a reasonable time, depending on the nature of the article; failing which the equipment should be replaced with new one(s) without any cost.
15. In case the successful bidder(s) fail to supply the ordered goods within stipulated time, their purchase order will be deemed cancelled, performance guarantee will be confiscated and, as the case may be, shall proceed for blacklisting and the purchase order will be placed to next-lowest bidder(s).
16. If any of the given specifications/parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected by the Authority.
17. No advance payment will be permissible.
18. The payment will be made after successful supply.
19. The lowest offer will be accepted, provided they meet the quality needs and ensuring value for money.
20. This Office will not be responsible for any postal or courier delays.
21. The quantity of the required items may be increased or decreased on the basis of available budget/requirement.
22. Any attempt by a Bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in disqualification of the firm.
23. The Procuring Entity may reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal. The procuring entity shall upon request communicate to any contractor or consultant, who submitted a bid/proposal, the ground(s) for rejection of bids/proposals.


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24. The bidder must bring samples of all items Details below;

| Stationary | | | |
|-------------------|--|-----------------|---------------|
| S.No. | Item | Quantity | Detail |
| 1 | Computer Paper (80 grams) size 8.5" x 13" | 1100 RIM | Rate per Rim |
| 2 | Photocopy Paper (70 grams) size 8.5" x 13" | 800 RIM | Rate per Rim |
| 3 | Ball Points (Best Quality) | 1000 In No's | Rate per unit |
| 4 | High Lighter (Best Quality) | 500 In No's | Rate per unit |
| 5 | Gum Stick (36 gram) | 400 In No's | Rate per unit |
| 6 | Pointers | 1500 In No's | Rate per unit |
| 8 | Envelopes (Legal Size Fabric Made) | 500 In No's | Rate per unit |
| 9 | Envelopes Small Size | 500 In No's | Rate per unit |
| 11 | Steel Ruler (Best Quality) | 100 In No's | Rate per unit |
| 12 | Staples Pins (24/6) | 1500 In No's | Rate per unit |
| 13 | Stamp Pad | 50 In No's | Rate per unit |
| 14 | Stamp Pad Ink | 50 In No's | Rate per unit |
| 15 | Stapler Machine (Having Staple Opener) | 100 In No's | Rate per unit |
| 16 | Pencils | 500 In No's | Rate per unit |
| 17 | Tags | 1000 Bags | Rate per Bag |
| 18 | Sharpeners | 200 In No's | Rate per unit |
| 19 | Markers | 600 In No's | Rate per unit |
| 20 | Staple Pin Opener | 100 In No's | Rate per unit |
| 21 | Erasers | 200 In No's | Rate per unit |
| 22 | Sticky Notes | 30 In No's | Rate per unit |
| 23 | Flag Paper | 100 In No's | Rate per unit |
| 24 | Single Hole Punch Machine (Best Quality) | 10 In No's | Rate per unit |
| Toners | | | |
| S.No. | Item | Required | |
| 01 | Toner 85-A | 50 Units | Rate per unit |
| 02 | Toner 76-A | 100 Units | Rate per unit |
| 03 | Toner 107-A | 100 Units | Rate per unit |
| 04 | Toner 151-A | 40 Units | Rate per unit |
| 05 | Toner 26-A | 15 Units | Rate per unit |
| 06 | Toshiba 5018p (original) | 04 Units | Rate per unit |
| 07 | Toshiba T-3028P-P (original) | 03 Units | Rate per unit |
| 08 | Toner 17-A | 05 Units | Rate per unit |
| 09 | Drum 19-A | 05 Units | Rate per unit |

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[INAM ULLAH WAZIR]
 DISTRICT & SESSIONS JUDGE,
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