



KHYBER PAKHTUNKHWA TRADE TESTING BOARD
INSIDE GOVERNMENT TECHNICAL & VOCATIONAL CENTER
GULBAHAR PESHAWAR
PHONE NO. 091-9225322-23



STANDARD BIDDING DOCUMENT (SBD-TTB)
FOR THE YEAR, 2025-26

(All pages of this documents are mandatory to be signed by the Bidders and submitted through EPAD along with security @ 2% Bid, failing which the Bid may be rejected)

INTRODUCTION:

Khyber Pakhtunkhwa Trade Testing Board established in the province of Khyber Pakhtunkhwa its Act of 2025, is an autonomous body and is empowered with administrative and financial authority to assess and Certify the youth acquiring their Technical and Vocational skills through formal or informal establishments and institutes of the province of Khyber Pakhtunkhwa; imparting Training in various trades and occupations affiliated for the purpose related thereto.

PART-I

1. SUBMISSION OF BIDS

- i. Goods shall be purchased under Single Stage-Single Envelope bidding procedure 6(2a) and under Single Stage-two envelopes bidding procedure 6(2b) of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 as per detail specified in the list of goods provided in Part-II. Separate bid in a sealed envelope duly marked at its face with its title Single Stage-One Envelope bidding OR Single Stage-Two Envelopes bidding shall be marked as well as the date and bids opening. In case of submission of bids under Single Stage-Two Envelopes bidding procedure, the outer sealed envelope should contain separate sealed Technical and Financial proposals and each envelope should be duly marked with "Technical Proposal", Financial Proposal".
- ii. Bids shall remain valid for (45) days from the date of opening.
- iii. The bidders shall quote their prices inclusive of all prevailing taxes, duties, and transportation, insurance and installation charges where required, etc. Bids shall be liable to be rejected in case of over writing, cutting, use of eraser or fluid quoted price be typed and hand written prices will not be acceptable.
- iv. In case of discrepancy between the unit cost and the total cost of the particular item, only the unit price offered by the firm shall be taken into account for calculation purpose.
- v. The competent authority shall have the rights as per KPPPRA Rules, to accept/reject any or all the bids after assigning due/cogent reason.
- vi. The competent authority and Procurement committee shall have the right to consider the 2nd followed by the 3rd lowest evaluated and responsive bids in case the sample of the 1st lowest successful bidder is rejected on any basis or any authority competent for the purpose.
- vii. The procuring entity shall have the right at the time of award of contract to increase or decrease the quantity of goods, if deemed considered in interest of KP-TTB, without any change in unit price or other terms and condition.

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- viii. 2% call deposit shall stand forfeited in case a bidder withdraws its bid before the award of contract to a successful bidder.
- ix. Sealed bids complete in all respect should reach the office of Secretary KP-TTB on **21-05-2026 by 11:00 AM** which shall be opened by the Purchase Committee of KP-TTB on the same day at **11:30 AM** in the presence of the Bidders or their authorized representatives. Bids received after the due date and time shall not be accepted.

2. **BID SECURITY**

- i. In case of Single Stage Single Envelop bidding, bids security in favour of Secretary KP-TTB @ 2% of the total cost of quoted rates issued by any scheduled bank must be accompanied with the bid.
- ii. In case of Single Stage Two Envelops bidding; bids security in favour of Secretary KP-TTB @ 2% of the total cost of quoted rates issued by any bank in the form of CDR must be accompanied with the financial proposal with a certificate provided in the technical proposal that the said bid security has been provided in the financial bid.
- iii. In case a bidder withdrawn from the competition before the finalization of Evaluation/Supply Order, then its 2% Call Deposit shall stand forfeited in favour of KP-TTB.

3. **DETAIL OF BID ITEMS**

The List of goods and their specifications to be supplied is given in Part-II.

4. **PRICE SCHEDULE**

Bidders shall follow the price schedule as given in Part-III.

5. **DISQUALIFICATION**

Bids shall stand rejected, if:

- i. Bid submitted without 2% Call Deposit.
- ii. Bid submitted without adherence to schedule of Requirement and evaluation criteria.
- iii. Bid is accompanied with forged/fake Documents.

6. **EVALUATION CRITERIA**

- i. In case of Single Stage Single Envelop bidding procedure, bids shall be evaluated on the basis of lowest rates of the bidder, provided the quoted items meets the tender specifications, however, for the purchase of duplicating paper acceptance consent of the duplicating paper will be taken from the user concerned.
- ii. **In case of Single Stage Two Envelops bidding procedure, the criteria for the evaluation of Technical Proposal and Financial Proposal is provided in Part-IV and Part-V.**

7. **PERFORMANCE GUARANTEE**

The successful bidder will have to deposit 10% of the total value of the contract/Supply order within one week of the date of the issuance of the offer letter to avail the supply order. the
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Performance Guarantee shall be attached as CDR in the Name of Secretary TTB with the Intention letter from the qualified supplier. In case the successful bidder does not accept the letter of intent / supply order, then its 2% Call deposit shall stand forfeited in favour of KP-TTB. Once the contract is signed and the bidder fails to make supplies, then 10% Performance Guarantee shall stand forfeited in favour of KP-TTB and the supplier with be reported blacklisted to KPPRA as per KPPRA Rules.

8. AWARD OF CONTRACT

The successful Bidder, after its bid is declared to be the lowest evaluated and responsive bid, if not in conflict with any other law, rules, regulations or policy of the Government of Khyber Pakhtunkhwa, shall be awarded the contract, within the original or extended period of bid validity.

9. SUPPLY SCHEDULE

The successful bidder shall supply the Schedule of Requirement given in Part-VI.

10. PENALTY

Penalty @0.05% percent per day of the cost of the goods delivered late (i.e; beyond the supply schedule as given in Part-VI. Such amount of penalty shall be deducted from the invoice value at the stage of payment to the firm.

11. TERMS OF PAYMENT

After deducting Income Tax, GST, Stamp duty, DPRF and other livable taxes/duties etc, as per existing rules / orders issued from time to time by the Govt. of Pakistan, payment to the supplying firm shall be made through crossed cheque in favour of the firm subject to the following:

- a. Goods have been delivered as per contract agreement.
- b. Goods have been successfully inspected and declared as per tender/approved specifications.
- c. The firm has been submitted GST invoice to the office of KP-TTB.

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PART-II**ITEMS TO BE PURCHASED THROUGH SINGLE STAGE TWO ENVELOPES PROCEDURE**

S. NO	NAME OF ITEMS	Quantity	METHOD OF PROCUREMENT
1	<p><u>ANSWER BOOK</u></p> <p>Paper Quality: Non-absorbing, 68gram standard (plus minus 02)</p> <p>Paper size 10.8X8.5 land escape with ruling of 2 CM on Right and Left side.</p> <p>No. of Page: 07 including title page</p> <p>Title page, two color printing with machine numbering.</p> <p>Binding, Machine over lock,</p> <p>Packing: Bundle of 500 Answer Books to be packed duly fastened with machine based strip rope.</p> <p>Warranty to the extent of replacing un-numbered and below specs Answer Books if so found after delivery till utilization of the store.</p> <p>(Sample to be provided with the Bid)</p>	100,000	<p>Single stage Two envelope procedure of KPPRA Rules 2014 6(2)(b)</p>
2	<p>CONTINUATION SHEETS (68gm standard) (plus minus 02) with machine numbering (Sample to be provided)</p>	100,000	

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PART-III**PRICE SCHEDULE****For Single Stage-Single Envelope Bidding Procedure**

Name of Firm: _____

Date of Establishment/Incorporation: _____

Income Tax No & Owner's CNIC (attach copy) _____

Sales Tax Reg: No (attach copy): _____

KPRR Reg: No (attach copy): _____

Firm's Bank Account IBAN: _____

ATL (attach copy)

In Pak Rupees

(1) S. No	(2) Particular**	(3) Unit Price Without GST	(4) GST per Unit	(5) = (3)+(4) Unit Price including GST	(6) Quantity	(7) = (5)x(6) Total Cost
1						
2						
3						
4						
5						
6						
7						

****As per specifications given in Part-II****Note: In case of discrepancy between the unit and total price, the unit price shall prevail. Cutting/overwriting/use of fluid/eraser in the unit price shall lead to the rejection of the bid.**

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PART-III**PRICE SCHEDULE****For Single Stage Two Envelops Bidding Procedure**

Name of Firm: _____

Date of Establishment/Incorporation: _____

Income Tax No & Owner's CNIC (attach copy) _____

Sales Tax Reg: No (attach copy): _____

KPRA Reg: No (attach copy): _____

Firm's Bank Account IBAN: _____

Press Declaration Certificate (attach copy)

In Pak Rupees

(1) S. No	(2) Particular**	(3) Unit Price Without GST	(4) GST per Unit	(5) = (3)+(4) Unit Price including GST	(6) Quantity	(7) = (5)x(6) Total Cost
1						
2						
3						
4						

****As per specifications given in Part-II**

Note: In case of discrepancy between the unit and total price, the unit price shall prevail. Cutting/overwriting/use of fluid/eraser in the unit price shall lead to the rejection of the bid. Quoted price be typed and hand written prices will not be accepted.

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PART-IV**TECHNICAL EVALUATION CRITERIA IN CASE OF
SINGLE STAGE-TWO ENVELOP PROCEDURE BIDDING**

S. No	Description	Marks Allocated
1	Attachment of income tax certificate (Active Tax payer/ATL/GST) & KPRA	05
2	Attachment of Samples as indicated in the Schedule of Requirements	15
3	Attachment of valid Press declaration certificate of Information Department	10
4	Conformance to specifications of the goods (Quality of Paper, as per report of PCSIR)	15
5	Experience of the firm that has supplied similar goods to any Examination Board/University (public/private sector) or other government organizations. i. 03 years' experience: 02 marks ii. 05 years' experience: 05 marks iii. Above 05 years' experience: 10 marks (evident documents/work orders should be attached)	10
6	<u>Financial Position (Annual Turnover during 2025-26)</u> a. Rs. 03 million – 05 marks b. Above Rs. 03 million – 10 marks c. Above Rs. 05 Million- 20 Marks (Bank Statement to be attached)	20
7	A. <u>In case of supply of office equipment</u> i. Availability of workshop for after sales service: 15 marks ii. Technical & Managerial Staff : 05 marks B. <u>In case of printing items</u> : 1- 01 no printing machine: 02 marks 2- 02 nos printing machine: 03 marks 3- More than 02 nos printing machines: 08 marks 4- Stitching machine: 02 marks Digital numbering machine: 05 marks	15
8	Attachment of Affidavit/certificate regarding Non-Blacklisting by any Government/Semi Government / Autonomous Body/Examination Boards, Universities (Public sector) on stamp paper of Rs.100/- duly signed by the Bidder and attested by Notary Public/Oath Commissioner	10
Total		100 Marks

NOTE:

- 1- Total score obtained out of 100 shall be converted to total allotted score of Seventy (70) and bidder having 70% score or above shall qualify for the opening of their financial proposals.
- 2- Firms whose score in the technical evaluation stands less than 70% shall be declared as not qualified for the competition and their financial proposals shall be returned to them un-opened.
- 3- In case of printing of Answer Books & Continuation sheets only those firms shall be eligible to participate in the competition who have their own printing press.

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PART-V
FINANCIAL EVALUATION AND SCORING SYSTEM FOR THE
BIDS ON SINGLE-ENVELOPE-TWO STAGE BIDDING

Total marks for the evaluation of technical proposal: 70 marks

Total marks for the evaluation of financial proposal: 30 marks

Total Score Obtained for Individual Bid: Marks obtained in Technical Evaluation Plus Marks Obtained in Financial Evaluation = **100**

SCORING METHODOLOGY:

Contract will be awarded to the best evaluated fair and responsive bidder whose combined Evaluation scoring calculated through the Marks awarded to Technical Proposal and Financial Proposal is the highest.

Formula for the calculation of score of the financial proposal is given below:

If the lowest price of an item quoted by a firm is Rs. 100/-, the said firm will obtain score as below:

$$= [100 \div 100] \times 30 = 30 \text{ marks}$$

- If the next higher quoted price is Rs. 110/-, the marks obtained will be:

$$= [100 \div 110] \times 30 = 27.27 \text{ Marks, and so on.}$$

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PART-VI
SUPPLY SCHEDULE

S. NO	NAME OF ITEMS	Quantity	Supply Schedule
1	<p><u>ANSWER BOOK</u></p> <p>Paper Quality: Non-absorbing, 68gram Paper size 10.8X8.5 land escape with ruling of 2 CM on Right and Left side. No. of Page: 07 including title page Title page, two color printing with machine numbering. Binding, Machine over lock, Packing: Bundle of 500 Answer Books to be packed duly fastened with machine-based strip rope. Warranty to the extent of replacing un-numbered and below specs Answer Books if so, found after delivery till utilization of the store. (Sample to be provided with the Bid)</p>	100,000	Within sixty (30) days from the date of signing of the contract agreement
2	<p>CONTINUATION SHEETS (68gm) with machine numbering (Sample to be provided)</p>	100,000	Continuation Sheets shall be supplied within thirty (30) days.

Signature & Stamp of the Bidder_____



GOVERNMENT OF KHYBER PAKHTUNKHWA
TRADE TESTING BOARD
 INSIDE GOVT. TECHNICAL & VOCATIONAL CENTER,
 GULBAHAR, PESHWAR,
 091-9225322-23



NOTICE INVITING TENDER (EPAD) SYSTEM

(Single Stage Two Envelopes - EPAD System)

The Khyber Pakhtunkhwa Trade Testing Board, Peshawar invites E-Bids from eligible firms/contractors in accordance with KPPRA Procurement Rules on Single Stage Two Envelope procedure for the items reflected below in accordance with Khyber Pakhtunkhwa Public Procurement Regulatory Authority Rules 2014 and EPAD regulations 2025. Contractors/firms must be registered with Sales Tax and Income Tax Department.

Items to be procured	Bid Security @ 02% (PKR)	Tender Fee (Non-Refundable) (PKR)
Supply of Answer Sheets and Continuation Sheets	@ 02% of the Estimated Cost	Rs. 2000

GENERAL TERMS AND CONDITIONS: -

The following documents are required to be submitted along with the application / tender form:

- a) Copy of Registration with KPPRA
- b) Copy of Registration with Income Tax Department
- c) Copy of registration with Sale Tax Department

1. Bidding documents can be downloaded from the KP-TTB official website (www.kpttb.gov.pk/) or from official website of KPPRA (kp.eprocure.gov.pk).
2. The Procurement Shall be conducted through E-PADS (E-PAK Acquisition Disposal System). Bids submitted manually shall not be entertained.
3. Any loose binding / cutting / overwriting will lead to rejection. Unsigned tender documents will be considered as defective / non-responsive.
4. All applicable taxes including (Provincial Taxes) etc. shall be deducted from the bill of the contractor/firms at prescribed rates Notified by the Government from time to time.
5. The firm/contractor should be registered with Sales tax/ Income tax and shall be active tax payer.
6. Tender Fee (Non Refundable) of Rs. 2000/- should be submitted in account of KP-TTB, Bank of Khyber, Account #(PK46KHYB0156003002242167) on or before **21.05.2026 at 11:00 AM** Bid will be opened on the same day **at 12:00 PM** in presence of contractor or their authorized representative who opt to attend.
7. Bid shall be accompanied by Bid Security @ 2% of the Estimated Cost in shape of CDR in the Name of “**Secretary Khyber Pakhtunkhwa Trade Testing Board**”. Original CDR shall be submitted before opening of tender date and time to the office concerned. An affidavit is to be provided with Technical Bid stating that a bid security (Original) amounting to 2% (of the Estimated Cost), has been placed / enclosed in the financial proposal or bid, otherwise, the technical proposal will be considered non-responsive.
8. The bidding documents will be available to all bidders on E-PADS.
9. A scanned copy of the original bid shall be uploaded on E-PADS before schedule time as mentioned above and submit original copy along with CDR before opening of tender date & time to the office of the Secretary KP-TTB.
10. The successful bidder is required to submit 10% of the total bid in the form of CDR as a performance guarantee for one year that will be returned after delivery of the items and goods.
11. In case if the Government announces Public holiday on the opening date of tender, the same shall be opened on next working day at the same time.

SAY NO TO CORRUPTION

Secretary
 Khyber Pakhtunkhwa Trade Testing Board, Peshawar

Signature & Stamp of the Bidder _____