



TRANS PESHAWAR
The Urban Mobility Company

Bid Solicitation Document

**Supply, Delivery and Installation of Promotional Materials for Zu
Business Center Chamkani, Dabgari and Mall of Hayatabad**

Procurement Title	Supply, Delivery and Installation of Promotional Materials for Zu Business Center Chamkani, Dabgari and Mall of Hayatabad
Source of Funding	Government of KPK
Bid Security	<p>The bidder shall upload copy of Bid Security on EPADS Portal along with its bid to the amount of two (2)% of bid price in PKR in the shape of Call Deposit Receipt (CDR) in favour of “Chief Executive Officer TransPeshawar” valid thirty (30) days beyond the validity of the bid.</p> <p>The bidder shall also submit Bid Security in original form (in hard form) in separate envelop to TransPeshawar on the address given below, on or before the deadline for submission of bids. The bid security shall be submitted from the account of the bidder who submits the bid. Unable to submit the original bid security in hard form shall result in non-responsiveness of bidder.</p> <p>Address:</p> <p>Attention: Chief Executive Officer (CEO), TransPeshawar</p> <p>Address: TransPeshawar (The Urban Mobility Company), First Floor KPUMA Building Near Main BRT Depot, Chamkani, GT Road, Peshawar, KPK, Pakistan</p> <p>The sealed envelope shall clearly mark with:</p> <ul style="list-style-type: none"> • Bidder’s name and address; • Title of the Procurement; and • The words “<i>Original Bid Security</i>” for [Name of Procurement].
Tender Ref. No.	TPC/BD/OCB/G/Marketing-ZBC/2025-26/001
Date of issuance of Bid Solicitation Document	September 17, 2025
Deadline for any clarification/ information	Date: September 22, 2025 Time: 05:00 PM
Deadline for Submission of Bids	Date: October 07, 2025 Time: 11:30 AM
Opening of Bids	Date: October 07, 2025 Time: 12:00 PM

Bid Solicitation Document
“Supply, Delivery and Installation of Promotional Materials for Zu Business Center Chamkani, Dabgari and Mall of Hayatabad”

1. The TransPeshawar (The Urban Mobility Company) (hereinafter called “the Purchaser”) hereby requests eligible bidders to submit price quotation for **Supply, Delivery and Installation of Promotional Materials for Zu Business Center Chamkani, Dabgari and Mall of Hayatabad**. Following is the qualification/eligibility requirements to be fulfilled by the bidder. The supporting document shall be attached accordingly.

- i. A Sole Proprietors/Association of Person/Companies/General Order Distributors/Suppliers;
- ii. Registered with FBR for sales and income tax (STRN & NTN) and reflected on Active Tax Payer List (ATL);
- iii. Registered with KPRA for sales tax on services and have active status;
- iv. Submission of requisite Bid Security in accordance with Bid Solicitation Document.

2. To assist you in the preparation of your bid price we enclose herewith the necessary technical specifications/requirements and quantity as “**Specifications/Requirements and standard for performance (Appendix-I)**”. Further, to ensure alignment with the existing design and structure of the shades, the interested bidders are requested to visit this office during working hours from issuance of invitation of bids to deadline for submission of bids.

3. You must quote for all the items under this request. Bids will be evaluated for all items collectively and the contract awarded to the qualified bidder offering the lowest evaluated total cost of all the items.

4. The bids shall be submitted by uploading a PDF file containing Form of Bid and requisite documents through the **KP-EPADS portal** (kp.eprocure.gov.pk) under the **Single Stage – One Envelope Bidding Procedure**.

5. You shall submit only one bid for the given items alternative bids shall not be entertained. Your bid must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Bid, your bid shall be considered non-responsive.

6. At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda. Any addendum issued shall be part of the Bidding Document. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids.

7. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

8. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

9. The Bid shall comprise single PDF file containing following documents. The original bid security shall also be submitted in hard form on or before deadline for submission of bids otherwise the bid will be declared as non-responsive.

- i. Form of Bid;
- ii. Evidence of Sole Proprietor, or Firm or Company, or General Order Distributor or Supplier;
- iii. Registration with FBR for sales and income tax and reflected on Active Tax Payer List (ATL);
- iv. Registration with KPRA;
- v. Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document (if applicable)
- vi. Bid Security in accordance with Bid Solicitation Document.

10. To assist in the examination, evaluation, and comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder with regard to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Price Bids.

11. Your bid should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract:

- i. PRICES: The prices shall be quoted for supply, delivery and installation of given items at office of TransPeshawar. Prices shall be quoted in PKR. Price shall remain firm and fix during currency of the contract.
- ii. BID SECURITY: The bid security shall be submitted in currency, shape, amount, and manner as provided in bid solicitation documents. A bid not accompanied by compliant bid security shall be rejected as non-responsive;
 - (a) The requisite bid security shall remain valid for a period of Twenty-Eight (28) days beyond the original validity period of the bids;
 - (b) Bid Security of the unsuccessful bidders shall be released as promptly as possible upon the successful Bidder's furnishing of the performance security;
 - (c) The bid security of successful bidder shall be returned once the successful bidder has signed the contract agreement and furnished the required performance security.
 - (d) The Bid security may be forfeited if:
 - i. A bidder withdraws his bid during the period of bid validity.
 - ii. In the case of a successful bidder, if he fails to:
 - accept the correction of his Bid Price, pursuant to Para below; or
 - Furnish the Performance security in accordance with Para below;
 - Sign the contract agreement, in accordance with Para below
- iii. EVALUATION OF BIDS: Offers meeting the terms and conditions, conformance to the technical specifications, and standards of performance and meeting eligibility and/ or qualification requirements stipulated in Bid solicitation document shall be determined as substantially responsive and shall be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material omissions, deviations or reservations to the terms, conditions, eligibility and/ or qualification requirements and technical specifications and standards of performance provided for in Bid Solicitation Document, and it will not be considered further. In evaluating the bids, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- iv. VALIDITY OF THE OFFER: Your bid should be valid for a period of sixty (60) days from the deadline for receipt of bid.
- v. AWARD OF PURCHASE ORDER. The award will be made to the substantially responsive bidder offering the lowest evaluated price and will be declared as successful bidder and will be issued Purchase Order.

vi. PERFORMANCE SECURITY:

- a. Within seven (07) days of issuance of Purchase Order from the Purchaser, the successful bidder shall furnish the performance security in Pak Rupees to the amount of ten (10%) of contract price in shape of CDR/Bank Guarantee on a format as prescribed by the purchaser, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan. Performance Security shall remain valid thorough out execution of the contract and will be released after completion of the contract including warranty obligations, if any, and subject to satisfactory performance.
- b. The performance security may be forfeited if the Supplier defaults under the contract.
- c. Failure of the successful bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the Purchaser may award the contract to the next lowest evaluated bidder whose offer is substantially responsive.

vii. Signing of Contract: Within seven (07) days of issuance of the Purchase Order, the successful bidder will sign the contract agreement with the purchaser.

viii. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids: The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

FORM OF BID

To:

**Chief Executive Officer TransPeshawar
(The Urban Mobility Company),
First (1st) Floor, KPUMA Building, Main BRT Depot,
Opposite NHA Complex, Chamkani, Peshawar.**

We offer to execute the **Supply, delivery and Installation of Promotional Materials for Zu Business Center Chamkani, Dabgari and Mall of Hayatabad**, Ref. No. **TPC/BD/OCB/G/Marketing-ZBC/2025-26/001** in accordance with the Terms and Conditions of this BSD at a Bid Price of ----- (amount in words and figures) (Inclusive of Taxes). We propose to complete the supply, delivery and Installation of Goods under the Contract within the delivery time stipulated in the contract after signing of contract.

S#	Item Description or Make	Quantity (A)	Unit Price (PKR) (Inclusive of Taxes) (B)	Total Price (PKR) (Inclusive of Taxes) C= A x B
1.	Supply and installation of Vertical Banners on Building Zu Business Center Dabgari and Mall of Hayatabad (Front Elevation) (40x15 ft) as per Appendix-I.	04		
2	Supply and installation of Vertical Banners on Building Zu Business Center Dabgari and Mall of Hayatabad (Side Elevation) (40x15 ft) as per Appendix-I.	04		
3	Supply and installation of Pedestrian Bridge Banners (40x8 ft) as per Appendix-I.	24		
4	Supply and wrapping of buses as per specification and dimensions provided in Appendix-I.	04		
5	Supply and Delivery of Brochures/Flyers as per Appendix-I.	3000		
6	Supply and installation of Horizontal Banners on ZU Business Center Chamkani (Top front and back) only as per Appendix-I.	2		
Total				

This Form of Bid and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you receive.

We hereby confirm that this Bid complies with the Validity of the Offer, Warranty obligation and other terms & conditions of Bid Solicitation Document.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number: _____

Fax Number, if any _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number **TPC/BD/OCB/G/Marketing-ZBC/2025-26/001** made on -----, **2025**, between Chief Executive Officer TransPeshawar (The Urban Mobility Company) (hereinafter called "the Purchaser") on the one part and ----- (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested bids for **Supply, delivery and Installation of Promotional Materials for Zu Business Center Chamkani, Dabgari and Mall of Hayatabad**, to be provided by Supplier, viz. Contract **Supply, delivery and Installation of Promotional Materials for Zu Business Center Chamkani, Dabgari and Mall of Hayatabad**, (hereinafter called "the Contract") and has accepted the bid by the Supplier for the supply of goods under the Contract at a sum of (Amount in words and figures) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Contract, Purchase Order, Form of Bid, Terms and Conditions of Supply, Technical Specifications and standard of performance (Appendix-I), Performance Security.
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply, delivery, and installation of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply, delivery, and installation of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Pakistan on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Witness on behalf of Purchase

Witness on behalf of Supplier

TERMS AND CONDITIONS OF SUPPLY

Purchaser: TransPeshawar (The Urban Mobility Company)
Procurement Title: **Supply, Delivery and Installation of Promotional Materials for Zu Business Center Chamkani, Dabgari and Mall of Hayatabad**

1. Schedules for Supply, Delivery and Installation: The schedule for printing, delivery and installation shall be in accordance with **Appendix-I**
2. Duration of Contract: The duration of the contract is Four (04) month started from signing of contract by both the parties.
3. Fixed Price: The price indicated in the Form of Bid shall be firm and fixed and shall not be subject to any adjustment during performance of the contract.
4. Delivery: The Supplier shall complete the delivery within above stated duration at place of delivery.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940 of Pakistan.
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) Delivery Challan/Note;
8. Payment: Before payment, the Purchaser will inspect delivery and installation of goods under the contract for meeting the quality and quantity against the prescribed specification and quantity. Any payment shall be processed after satisfactory assessment/inspection and acceptance by the Purchaser. Payment shall be made in following manner:
 - a) 100% payment will be made after successful delivery, installation and acceptance of all goods by the purchaser at given site in accordance with the contract.
9. Performance Security: Within ten (10) days of the issuance of Purchase Order from the Purchaser, the successful bidder shall furnish the performance security in Pak Rupees to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee on the format as prescribed by the purchaser, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan. Performance Security shall remain valid thorough out execution of the contract and will be released after completion of the contract including warranty obligations and subject to satisfactory performance. The performance security shall be forfeited if the Supplier defaults under the contract.
10. Warranty: Goods offered should be covered by manufacturer's/supplier's warranty 03 months from the date of successful delivery and installation. During the warranty period if the item is non repairable the supplier is bound to replace the item with new one.
11. Defects: All defects in Goods will be corrected/replaced without any cost to the Purchaser within 15 days during inspection and warranty period from the date of notice by the Purchaser. The name and address of service facility where the defects/defective item are to be corrected/replaced by the supplier are:

Facility _____

Address _____

12. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

13. Required Technical Specifications:

The Technical Specifications and standard for performance are attached as **Appendix-I** to this Bid Solicitation Document. Suppliers shall confirm the compliance with the mentioned specifications of goods.

14. Failure to Perform: The Purchaser may cancel the Agreement and proceed for other remedy provided under the contract or other relevant law if the Supplier fails to supply and deliver the Goods, in accordance with the above terms and conditions.

Appendix- 1

Specifications/Requirements and standard for performance

List of Goods and Related Services

S#	Description	Size/Dimensions (Ft)	Printing Material	Installation/Fixtures	Quantity
1	Vertical Banners on Building Zu Business Center Dabgari and Mall of Hayatabad (Front Elevation)	40x15	Star Media Panaflex	Iron Frame (40x15 ft) 1.5 inch steel tubes 18-20 gauge	4
2	Vertical Banners on Zu Business Center Dabgari and Mall of Hayatabad Building (Side Elevation)	40x15	Star Media Panaflex	Iron Frame (40x15 ft) 1.5 inch steel tubes 18-20 gauge	4
3	Pedestrian Bridge Banners	40x8	Star Media Panaflex	Ropes and cable tie strips	24
4	Bus Wrapping	29x5, 29x5, 6.6x3.3	One-Vision	complete pasting with taping	4
5	Brochures/Flyers	A4	128 gram on Art Paper	N/A	3000
6	Horizontal Banners on Zu Business Center Chamkani (Top front and back) only	40x10 and 50x15	Star Media Panaflex	N/A	2

Appendix- 1

Specifications/Requirements and standard for performance

Delivery and Completion Schedule

The delivery period shall start as per given schedule:

S#	Description	Size/Dimensions (Ft)	Printing Material	Installation/Fixtures	Quantity	Schedule
1	Vertical Banner on Building Zu Business Center Dabgari and Mall of Hayatabad (Front Elevation)	40x15	Star Media Panaflex	Iron Frame (40x15 ft) 1.5 inch steel tubes 18-20 gauge	4	Within (14) days of signing of contract.
2	Vertical Banners on Zu Business Center Dabgari and Mall of Hayatabad Building (Side Elevation)	40x15	Star Media Panaflex	Iron Frame (40x15 ft) 1.5 inch steel tubes 18-20 gauge	4	Within (14) days of signing of contract.
3	Pedestrian Bridge Banners	40x8	Star Media Panaflex	Ropes and cable tie strips	24	Within (14) days of signing of contract.
4	Bus Wrapping	29x5, 29x5, 6.6x3.3	One-Vision	complete pasting with taping	4	Within (14) days of signing of contract.
5	Brochures/Flyers	A4	128 gram on Art Paper	N/A	3000	Within (14) days of signing of contract.
6	Horizontal Banners on ZU Business Center Chamkani (Top front and back) only	40x10 and 50x15	Star Media Panaflex	N/A	2	Within (14) days of signing of contract.

Appendix- 1

Specifications/Requirements and standard for performance

Supplier Obligations

The supplier shall:

1. Print all promotional materials as per given designs and specifications prescribed by the purchaser of above-mentioned Specifications/requirements and standard for performance.
2. The promotional material quality will be as per given specifications.
3. Deliver the printed promotional material within stipulated time frame.
4. Install printed material at designated locations or any other location within timeline communicated by TransPeshawar after inspection of material by TransPeshawar.
5. All the associated cost of printing, installation including steel frame or as mentioned in Appenx-1, replacement, change will be the responsibility of supplier for the term of contract i.e., Four (04) months.
6. If the printed material is not of the standard quality as defined by TransPeshawar it will be responsibility of the supplier to replace and provide as per requirements without any cost to purchaser.