

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION**

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services for Cabinet Division, Islamabad. Interested bidders (manufactures/ suppliers/authorized dealers) may download tender documents from E-Pad/PPRA and Cabinet Division's official websites. The most advantageous bid will be awarded purchase contract. The detail evaluation criteria have been prepared and attached with these instructions.

2. This document contains following:
- a. Terms and conditions for each tender.
 - b. Evaluation Criteria.
 - c. Detail of the items' quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) Tender to be filled in carefully, (preferably typed). Any correction/alteration is not allowed after opening of the bids. Each page must be signed and stamped, incomplete forms will not be accepted.
- ii) **Single stage-two envelope** bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. **Bid Security 5%** of quoted price (according to Rule-26 of PPRA Rules-2004) as mentioned in Tender Documents in the shape of pay order/bank draft is required in the name of Section Officer (General-I), Cabinet Division, Islamabad. The tenders which are found deficient of the earnest money will not be considered.
- iii) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request after finalization of tender process.
- iv) For each item the manufacturers/company name/brand name or equivalent must be quoted. Firms should offer rates for more than 25% of items procured during the FY 2026-27. The firms should have sufficient stock of each item, the physical inspection may be conducted.
- v) The firm should clearly indicate as to whether GST is included or not in the offered rates.
- vi) The bid must have financial capability and provide a bank statement as evidence which qualify them to supply order.
- vii) The experience of the bidder in relevant field will be considered.
- viii) National Tax No. (Active), GST Registration Number, Vendor Number and bank account number must be indicated by each bidder.
- ix) Bid validity period till 30-06-2027 must be clearly mentioned in the bid.
- x) The bidder will have to submit an affidavit on stamp paper of Rs. 100/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector

organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.

- xi) If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- xii) Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to rejection.
- xiii) The contract award will be given to the most advantageous bid. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- xiv) The Result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Grievances Redressal Committee already constituted in the Cabinet Division will address grievance(s).
- xv) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds
- xvi) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons as the case may be.
- xvii) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xviii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within 03 days of receipt of the Supply/work Order. In case of emergency firm will bound to provide the items on time/date as prescribed. In case supply/work is not carried out within stipulated period a penalty to the maximum of 0.5% per day of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- xix) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and may action will be taken against them as per laid down procedure.
- xx) Earnest money will be forfeited if a bidder is unable to provide items at any time/as per work orders during the financial year and firm would be backlisted for future business with Government Departments.
- xxi) No advance payment will be made on any purchase.
- xxii) Bidder will supply items in the given address of Cabinet Division.
- xxiii) Procurement will be made as per Government Policy.

EVALUATION CRITERIA

Bids will be evaluated as per prescribed criteria given as instructions to bidders and Terms & Conditions for Tender. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004. The bids received within the stipulated time and date will be opened by the Tender/Purchase Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.

CRITERIA FOR EVALUATION

Sr. No.	Criteria/ Sub-Criteria & Marks		Total Marks	Marks Obtained
1.	Financial position of the Firm (Maximum 20 Marks)			
	a.	Balance sheet for last 02 year (Minimum Rs. 25 million) Each year carries 05 marks	10	
	b.	Business annual turnover (Minimum Rs. 10 million) - Less than Rs. 5 million0 mark - Rs 5 million but up to Rs. 10 million05 marks - Rs. 10 million to 25 million7.5 marks - Rs. Above 25 million10 marks	10	
	c.	Audit Report for last two years (each year carry 05 mark)	10	
	Sub-Total Marks		30	
2.	Company Location & Outreach (Maximum 10 Marks) with Valid Legal Proofs			
	a.	Geographically based in: - Islamabad / Rawalpindi10 marks - Other Cities05 mark	15	
	b.	Branch Offices in major cities of Pakistan (02 marks for each office upto a maximum of 10 marks)	10	
	c.	Own Office Building (Provide Evidence)	05	
	Sub-Total Marks		30	
3.	Management capabilities of the bidder (Maximum 20 Marks)			
	a.	Total regular technical staff (Minimum 10 employees) - Up to 10 employees02 mark 11 to 15 employees04 mark 16 to 20 employees07 mark 21 and more employees10 mark EOBI/Social Security registration will be preferred; further, evidence of child labour will render the firm disqualified)	10	
	b.	Experience of working with more than 10 clients for upto 5 years and more (Rawalpindi/Islamabad based Public and reputable private sector organizations) 01 Mark for each firm	10	
	c.	Delivery time (Maximum 60 days) - Delivery within 07 days10 mark - Within 08 to 15 days06 mark - Within 15 to 30 days04 mark - Within 30 to 60 days02 mark	10	
	d.	Manufacturing / Direct import / Authorized Dealership (supported by documentary evidence) - Own Manufacturing10 Marks - Direct Import07 Marks - Authorized Dealers/Distributors05 Marks	10	
	Sub-Total Marks		40	
TOTAL MARKS			100	

- Note:** i) If information against any of the criteria is not provided or provided information is less than minimum requirement, zero marks will be awarded.
- ii) The information shall be supported by documentary evidences in each criteria/sub-criterion.

I. Mandatory Qualification (Pass/Fail)

S#	Requirement	Documentary Evidence
1	Registration of Firm/Company	Certificate of Incorporation/Registration from relevant authority (SECP, Registrar of Firms, etc.)
2	Active Tax Compliance	NTN Certificate, Active Taxpayer List (ATL) status and Sales Tax Registration (where applicable).
3	Statutory Compliance	Affidavit that the firm is not blacklisted/debarred and is compliant with applicable labour laws including EOBI and Social Security registration where applicable.

HARDWARE ITEMS FOR FY 2026-27
(As Per Government Policy)

S#	Items	Quantity	Rate per unit/per piece	GST 18%	Total
1.	Black & White Printer: Printer Type: Laser Jet Print Speed: at least 18 ppm or higher Print Resolution: Minimum of 600x600 dpi or higher Connectivity: Wired, USB 2.0/3.0 Warranty: One Year complete hardware service	15			
2.	Scanners	15			
3.	Laser Jet Printer for computer (Compatible with window 8.1 professional, 40CPM or above)	15			
4.	Wireless Mouse	40			
5.	Mouse with pad (lazer) A4 Tech/equivalent	80			
6.	Key board, wireless	50			
7.	Key board	50			
8.	DVD Rom (Combo Drive)	10			
9.	Speakers	10			
10.	LCD VGA Cable	12			
11.	DVD (R.W) x8 speed	150			
12.	DVD (R) x8 speed	150			
13.	CD (R.W) x8 speed	150			
14.	CD (R) x8 speed	150			
15.	Power cable (Fine Quality)	80			
16.	Printer USB cable (Fine Quality) 3-foot	50			
17.	Printer USB cable (Fine Quality) 10-foot	20			
18.	USB extendable cable (Male and Female)	20			
19.	HDMI Cable 3 meter (Fine Quality)	20			
20.	HDMI Cable 10 meter (Fine Quality)	20			
21.	Head Phone with Mic. Best Quality	06			
22.	USB 16GB (3.0)	50-Nos			
23.	USB 32GB (3.0)	40-Nos			
24.	USB 64GB (3.0)	24-Nos			
25.	Any other items with prior intimation.				

Signature (Authorized Person/Proprietor): _____
Name of Authorized Person: _____
Name/address of Firm: _____
Stamp of Firm: _____

MACHINERY/EQUIPMENT FOR FY 2026-27
(As per Government of Policy)

S#	Name of Items	Quantity	Rate Per Unit	GST 18%	Total
1.	Heavy duty Photocopier Machine • Scan, print, photocopy • 60 copies per minutes • A3 toA5 • LCD touch screen control panel • Printing, print from PC • Network Interface Standard 10BaseT/100BaseTx • Print from USB • 300 sheets or above • Trolley & Cover • Reverse Automatic Document Feeder • Warranty & Free Service	02			
2.	Bracket Fan	15			
3.	Microwave Oven (20 liter)	03			
4.	Fax Machine 4 in 1 (Fax, Scanner, Printer, copier)	04			
5.	Blower Heater	30			
6.	Pedestal Fan Stand	10			
7.	Electric Water Cooler	02			
8.	Any other item of machinery equipment with prior intimation.				

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____