

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION**

TENDER NOTICE

Pursuant to approval of the Austerity Committee of the Finance Division conveyed vide Establishment Division's O.M No.7(2)EXP-IV/2024 dated 28.04.2025, Staff Welfare Organization invites sealed Technical and Financial bids in accordance with PPRA rules through <https://eprocure.gov.pk> (EPADS) from vendors registered with GST/Income Tax Department, having vendor number from AGPR Islamabad, and own offices within Islamabad, for the **Procurement of IT equipment/Office equipment for SWO, Islamabad** as per detail given below:-

S#	Description	Quantity
1.	Desktop Computers	06
2.	Scanners	06
3.	LED (video wall)	01
4.	Printers	03
5.	External Hard Disk (SSD)	01
6.	USB HUB	02
7.	HDMI Cable	03
8.	Network Storage device	01
9.	Laptop	01
10	Video Conferencing System	01

2. Bid documents as per regulations, containing detailed terms and conditions, specifications and requirements etc., are available for the registered bidders on the website of EPADS (www.eprocure.gov.pk), PPRA (www.ppra.org.pk) and SWO (www.swo.gov.pk).

3. Tender will be obtained on Single Stage–One Envelope basis. The electronic bids must be submitted by using EPADS on or before , **5th June 2025 (11:00AM)**. No bids will be accepted after the deadline. One copy originally signed be sent to the office of undersigned before the deadline.

4. Bids will be opened on the same day (05th June, 2025) at 11:30 AM.

5. The bids shall be submitted on EPADS through one proposal, and all required original documents must also be submitted to SWO before the tender opening time.

6. The Staff Welfare Organization reserves the right to accept or reject any or all the tenders according to PPRA Rules, 2004.

(FAROOQ ASLAM SYED)

Director (A&F)

Staff Welfare Organization, Aabpara, Islamabad.

Ph:051-9244567/051-9244564

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATIO
TENDER DOCUMENT**

PROCUREMENT OF IT EQUIPMENT / OFFICE EQUIPMENT

Pursuant to approval of the Austerity Committee of the Finance Division conveyed vide Establishment Division's O.M No.7(2)EXP-IV/2024 dated 28.04.2025, Staff Welfare Organization invites Technical and Financial bids in accordance with PPRA rules under "**Single Stage-One Envelope Procedure**" through <https://eprocure.gov.pk> (**EPADS**) from vendors registered with GST/Income Tax Department, having vendor number from AGPR Islamabad, and own offices within Islamabad, for the **Procurement of IT equipment/Office equipment for SWO, Headquarters, Islamabad.**

The bids should be submitted through **EPADS** on or before 5th June, 2025, no later than 11:00 AM. Bids will be opened on the same day (**5th June 2025**) at **11:30 AM.**

Details of Equipment with Specification

ITEMS	SPECIFICATIONS	QUANTITY
TOWER DESKTOP BRANDED	INTEL COREi7 13 TH GEN OR ABOVE, 14700, 33MB Cache, 20 Cores 28 Threads, RAM 32GB (2x16) DDR-5 UPTO 64GB, INTEL CHIPSET BOARD, HARD DRIVE 1TB NVMe SSD, LED 24" DISPLAY FULL HD OF SAME BRAND AS OF DESKTOP PC INTEL GRAPHIC, USB-C, 100/1000 LAN, 1x HDMI Port, 1x VGA Port, 2x LAN Ports WIFI 6 2x2 + BLUETOOTH SAME BRAND USB KEYBOARD WITH USB OPTICAL MOUSE, BRAND MOUSE PAD, HIGH QUALITY HEAD PHONE WITH MIC USB , POWER SUPPLY 300 WATTS, 1000VA BATTERY BACKUP, LIFE TIME WINDOW 11 PROFESSIONAL LICENSED/MEDIA, LIFE TIME LATEST MICROSOFT OFFICE LICENSED LATEST VERSION E-MAIL BINDING, ONE YEAR LOCAL BRAND/DISTRIBUTOR WARRANTY	06
SCANNERS	ADF SHEET-FEEDER SCANNER 60PPM/120IPM OR ABOVE SPEED, ULTASONIC SENSOR A4/A5/LEGAL SCANNING, CARD SCANNING, DUAL-SIDE SCANNING, LONG PAPER SCANNING, 100-110 SHEET ADF, MINMUM 7000-10000 DAILY SCAN, Scan to USB Drive CONNECTIVITY: USB 3.0 ONE YEAR LOCAL BRAND/DISTRIBUTOR WARRANTY	06

LED (VIDEO WALL)	<p>SCREEN SIZE 65" SMART VIDEO WALL QLED,</p> <p>3840X2160 REFRESH RATE 100Hz, ANTI REFLECTION MATTE DISPLAY, PICTURE ENGINE: QUATUM PROCESSOR 4K/8K, ONE BILLION COLOR , WIFI-5, BLUETOOTH 5.2, LAN,</p> <p>SLEEK, SLIM, SMART HUB, MINIMUM 4-HDMI PORT, ULTA VIEWING ANGLE, OBJECT TRACKING SOUND +,</p> <p>2-USB PORTS, MULTI VIEW, MOVEABLE STAND WITH DRAWERS, 20W SPEAKER, WALL MOUNT STAND</p> <p>BRIGHTNESS DEDECTION, 2.1 SOUND BAR SAME BRAND,</p> <p>VERIFICATION OF SERIAL NUMBER/MODEL CODE FROM OFFICIAL WEBSITE OF QUOTED BRAND</p> <p>ONE YEAR LOCAL BRAND/DISTRIBUTOR WARRANTY</p>	01
PRINTERS	<p>LASERJET PRINTER MINIMUM 40PPM,</p> <p>A4/A5/LEGAL/250-PAGE SHEET, 512MB/1GB, 1.2GHz PROCESSOR, 2-PAPER TRY, 1200X1200 DPI</p> <p>DUPLX+WIRELESS, 80000 DUTY CYCLE, ONE EXTRA ORIGINAL TONER PER PRINTER,</p> <p>ONE YEAR LOCAL BRAND WARRANTY</p> <p>LASERJET PRINTER MINIMUM 40PPM,</p> <p>A4/A5/LEGAL/550-PAGE SHEET, 512MB/1GB, 1.2GHz PROCESSOR, 1200X1200 DPI, 5.9 SEC</p> <p>DUPLX+NETWORK 550/650 PAGES TRY, 140,000/275.000 DUTY CYCLE, ONE EXTRA ORIGINAL TONER,</p> <p>ONE YEAR LOCAL BRAND/DISTRIBUTOR WARRANTY</p>	02 01

ITEMS	SPECIFICATIONS	QUANTITY
HDMI CABLE	<p>HDMI CABLE 15-METER FIBER</p> <p>HDMI CABLE 05-METER FIBER</p> <p>HDMI CABLE 03-METER FIBER</p>	<p>01</p> <p>01</p> <p>01</p>

NETWORK STORAGE DEVICE	<p>NEWTORK STORAGE</p> <p>CPU 4-CORE</p> <p>1.7GHZ</p> <p>SYSTEM MEMOERY 2GB OR ABOVE</p> <p>HARD DRIVE SUPPORT 4 (SSD AND ENTERPRISE EDITION) WITH CAPACITY 6TB X 4= 24 TB</p> <p>TWO RJ-45 PORT</p> <p>TWO USB 3.2 PORTS</p> <p>ONE TB SSD DISK</p> <p>ONE YEAR LOCAL BRAND WARRANTY</p>	01
LAPTOP	<p>INTEL COREI7 13TH GEN OR ABOVE, 13700HX, PROFESSIONAL SERIES</p> <p>RAM 24GB LPDDR-5 UPTO 64GB SUPPORT,</p> <p>HARD DRIVE 512GB/1TB SSD,</p> <p>15.6" DISPLAY FULL HD IPS 250NITS OR ABOVE SIZE,</p> <p>INTEL GRAPHIC + NAVIDIA GEFORCE 8GB DDR-6 GRAPHIC CARD,</p> <p>100/1000 LAN, WIFI-6,</p> <p>BLUETOOTH 5.3,</p> <p>WEB CAM 1080P</p> <p>FULL SIZE BACKLIT KEYBOARD, WITH TRACK PAD/MOUSE PAD,</p> <p>WIRELESS MOUSE,</p> <p>HIGH QUILTY HEAD PHONE WITH MIC USB,</p> <p>4-CELL OR ABOVE BATTERY,</p> <p>POWER ADAPTER,</p> <p>EXECUTIVE BAG</p> <p>LIFE TIME WINDOW 11 PROFESSIONAL LICENSED/MEDIA,</p> <p>LIFE TIME LATEST MICROSOFT OFFICE LICENSED LATEST VERSION E-MAIL BINDING,</p> <p>ONE YEAR LOCAL BRAND WARRANTY</p>	01

Javed Iqbal
 Superintendent-II (Admn)
 21 May 2025, 02:18:54 PM

VIDEO CONFERENCING SYSTEM	VIDEO CONFERENCING SYSTEM (AVER VC520 PRO 3 OR EQUIVALENT) CAMERA: SUPER LOW LIGHT 8M PIXEL SENOR, ULTRA FHD IMAGE QUALITY, 12x OPTICAL LENS 36X TOTAL INCLUDING 24x LOSSLESS ZOOM, RESOLUTION (16:9) 1920x1080, 1280X720 AT 60, 30, 15 fps, AUTO FOCUS MOTORIZED PAN & TILT MOVEMENT, TILT AND ZOOM CONTROLLED FROM REMOTE USB: 3.1 CAMERA WALL MOUNT BRACKET FULL DEPLEX SPEAKER PHONE, ECHO CANCELLATION, ADVANCE NOISE SUPPRESSION, DUAL -OMNI DIRECTIONAL MICROPHONE HD AUDIO LCD DISPLAY CALLER ID 10-20 PEOPLE MEETING ZOOM AND MICROSOFT TEAMS CERTIFIED	01
HARD DRIVE	1-TB SSD HARD DRIVE USB EXTERNAL SSD, USB 3.2, 2000MB/S READ & WRITE SPEED, SHOCK PROOF, ONE YEAR LOCAL BRAND WARRANTY	01
USB HUB	USB HUB 3.0, 7-13 PORT MINIMUM, 5000MBPS MINIMUM DATA TRANSFER RATE	02

Terms & Conditions:

1. The bids shall be submitted on E-PADS through one proposals as the financial proposal and technical proposal" and all require original document also submitted to **SWO** before the Tender opening time.
2. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than 5% of total bid amount in favor of "**DDO, Staff Welfare Organization, DG's Office, Islamabad**" as bid security which may be released 30 days after up loading of Final Evaluation.
3. Successful Firm/Company must submit **5% of Quoted bid as Performance Guarantee** after award of purchase order or retain Bid Security as Performance Guarantee with understanding with bidder (within 5 Days after LOI/PO, otherwise order will be cancelled and issued to 2nd lowest bidder and earnest Money will be forfeited) which shall be returned for, after two months period of supplied items and shall be subject to deductions on account of unsatisfactory delivery/performance.
4. No bid will be accepted without bid security CDR/Pay order.
5. Bid will not be accepted if a vender is under litigation with Staff Welfare Organization or black listed by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal of stamp paper of worth Rs.100 is mandatory).
6. Duly signed and stamped Terms and condition on official letter head need to be attached with tender documents. All the bids must include G.S.T. and all other applicable taxes.
7. The selected firms will provide items within 05 working days from receipt of supply orders as per approved by SWO. If supply is not made in due time, a fine of 0.10% of contract value per day will be charged to the firm. If supply/installation is delayed beyond 5-days without any reason from receipt of supply order, the bid security money will be confiscated.
8. **SWO** can increase or decrease the quantity of items to be purchased and reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.
9. Bid validity period shall be 30-days from the date of opening of Technical bids. This period can be extended by **SWO** with the consent of bidders.
10. No advance payment will be made. Payment will be processed upon satisfactory delivery/ Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of substandard items or services, Performance Guarantee shall be forfeited in favor of the **SWO**.
11. Successful bidder will have to provide samples of each item if demanded by the SWO procurement committee, which will be examined by Procurement Committee, Supply / Work Order, shall be issued upon grant of Final approval from Committee. (In Case non-providing of samples,

- committees have to right reject the bid of lowest bidder and order to next lowest bidder).
12. All Bidders shall submit bids for all items otherwise bid will be rejected.
 13. During warranty period, successful bidder will, must provide onsite support/service.
 14. The bids shall be uploaded on EPADS for "Procurement of IT Equipment for Staff Welfare Organization, Headquarters, Islamabad.
 15. The Bids Prices shall be evaluated on whole with lowest rate subject to meeting the minimum requirement as provided in the product specifications. with Quality Based
 16. Competent Authority reserves the right to reject all bids any time prior to the acceptance of a bid or proposal. However, **SWO** shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of its bid.
 17. Vendor must submit work orders/supply orders from at least 5 clients, both from public and private sectors, verifying 3 years of experience. Vendor is also required to submit work completion/work done certificates from at least 3 well-reputed clients executed in the last 3 years.
 18. All PPRA Rules/Terms apply on said Tender and all vendors follow the PPRA Rules and all Tender Terms & Conditions. Final Authority is case shall be Director General, SWO.

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____

A:-Mandatory Requirements

1. Verifiable documentary proof for all below requirements is mandatory.

Eligibility/ Evaluation Criteria

1. Sales Tax Registration (Copy of Certificate)
2. Income Tax Registration (Copy of Certificate)
3. Experience certificate of Similar Work (atleast 3 years) along with minimum 3 clients satisfaction report.
4. Income Tax Return for last 3-years,
5. Bank statement minimum last two years. (Minimum 2 Million or above)
6. Brochures of all quoted items must be attached.
7. Islamabad AGPR Vendor Number.
8. Authorized dealership certificate.
9. Affidavit/Undertaking that the firm has never been black listed by any organization/Government department on Judicial Stamp Paper worth 100 Rupees.
10. Proof of Active Tax Payer List. (Income Tax and Sales Tax).
11. Original Bid Security in form of bank draft/Pay order/CDR of 5% of total bid value musts be submitted along with all required documents to SWO, Islamabad, before the opening of bids.

(The bidders are required to submit above documents in the following sequence with proper page referencing)

Sr. No.	Attributes	Reference Page
1	Company/Firms Profile	
2	Terms & Conditions Acceptance Form	
3	Sales Tax Registration (Copy of Certificate)	
4	Income Tax Registration (Copy of Certificate)	
5	Experience certificate of Similar Work (atleast 3 years) along with minimum 3 clients satisfaction report.	
6	Income Tax Return for last 3-years.	
7	Bank statement minimum last two years. (Minimum 2 Million or above)	
8	Brochures of all quoted items must be attached.	
9	AGPR Vendor Number.	
10	Authorized dealership certificate.	

11	Affidavit/Undertaking that the firm has never been black listed by any organization/Government department on Judicial Stamp Paper worth 100 Rupees	
12	Proof of Active Tax Payer List. (Income Tax and Sales Tax).	
13	Original Bid Security in form of bank draft/Pay order/CDR of 5% of total bid value must be submitted along with all required documents to SWO, Islamabad, before the opening of bids.	
14	Financial Bid	

Special Terms & Conditions

Sr.No.	Attributes	Reference Page
1	Release of Bid Security	Shall be released to: i. Unsuccessful bidders after completion of due process. 1. To the successful bidder upon submission of Performance Guarantee.
2	Performance Guarantee	Lowest and Final Bidder must deposit 5% of total quoted Cost in the form of Bank Draft/Pay Order within SEVEN days of formal work award/agreement. Failure to submit will result in disqualification from the process and forfeiture of Bid Security.
3	Release of Performance Guarantee	Successful Completion of Defect Liability Period and in case of unsatisfactory completion of Defect Liability Period the Performance Guarantee will be forfeited
4	Defect Liability Period/Warranty Period	One year from delivery and onward Work Done Satisfactory by concerned, During a foresaid period all cost pertaining to repair/ replacement, transportation etc. will be borne by vendor and no claim whatsoever will be entertained.
5	Mode of Payment	1. All payments will be in Pak Rupees. 2. Payment will be subject to all applicable taxes. 3. Payment will be done after complete supply. and requisite installation of these items.
6	Liquidated Damages in case if non-completion of work within the stipulated period.	Liquidated Damages in case of Liquidated damages would be charged @ 0.1% per day of total contract worth
7	Limit of Liquidated Damages	Up to a maximum of 5% of Contract Sum/Worth
8	Method of Payment	Through AGPR
9.	Validity of Tender	(30) Days from the date of opening of tender

Financial Proposal/Bid

Name of Supplier: _____

SR.#	Description	Qty.	Per Unit Without GST	GST Rs.	Per Unit Rate including Tax	Total Cost (Quantity X Rate price including all taxes)
1	Desktop Computer (as per specs mentioned above)	06				
2	Scanner (as per specs mentioned above)	06				
3	LED Video Wall (as per specs mentioned above)	01				
4	Printer (as per specs mentioned above)	02				
	Printer (as per specs mentioned above)	01				
5	External Hard Disk (SSD) (as per specs mentioned above)	01				
6	USB HUB	02				
7	HDMI CABLE (as per specs mentioned above)	01				
	15-METER	01				
	05-METER	01				
	03-METER					
8	NETWORK STORAGE DEVICE (as per specs mentioned above)	01				
9	LAPTOP (as per specs mentioned above)	01				
10	VIDEO CONFERENCING SYSTEM (as per specs mentioned above)	01				
	Total Amount in Word					Total:

(Filled Technical/Financial Proposal to be submitted on your company's letter head)

Javed Iqbal
 Superintendent-II (Admn)
 21 May , 2025, 02:18:54 PM
 Signature and Stamp: