



BIDDING DOCUMENT
FOR
PROCUREMENT OF
LAPTOPS AND DESKTOP PERSONAL COMPUTERS
FOR
FEDERAL PUBLIC SERVICE COMMISSION
F-5/1, AGA KHAN ROAD
ISLAMABAD



No.4.01/2024-2025-Log-I
Federal Public Service Commission
Aga Khan Road, F-5/1, Islamabad
Phone No.051-9212159

INVITATION TO E-BIDS THROUGH E-PADS “FOR PROCUREMENT LAPTOPS AND DESKTOP PERSONAL COMPUTERS”

In accordance with PPRA Rules 2004 as amended read with PPRA S.R.O. 296(I)/2023, dated 27th February, 2023, titled “E-Pak-Procurement Regulation 2023,” the Federal Public Service Commission (FPSC) invites e-bids through the E-Pak Acquisition and Disposal System (E-PADS) from firms/vendors that are registered with the Income Tax and Sales Tax Departments and fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements are available for registered bidders on E-PADS at <https://eprocure.gov.pk> and on FPSC's official website www.fpsc.gov.pk, free of cost.

3. E-bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on or before **6th March 2025 (Thursday) by 11:00 am**, bids will be opened on the same day at 11:30 am. Manual financial bids shall not be accepted.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through **E-PADS** when submitting the e-bid electronically through file uploading method (Single Stage One Envelope procedure) and one original hard copy of documents except financial bid with following original documents must also be submitted to the **office of the Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad** before the e-bid closing time:

- i. **Bid Security Instrument:** 3% of the bid amount/total quoted value (refundable), in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Federal Public Service Commission FTN No.9010202-9 (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument)).
- ii. **Affidavit:** A stamp paper of Rs.100/- stating that the firm has not been blacklisted at the time of submitting the e-bid.

5. Bidder (s) shall have the right to submit proposal for a single item or for multiple items. For clarifications of the bidder (s) Pre-Bid meeting will be held on **25th February, 2025 (Tuesday) at 11:00 am**.

6. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.

DIRECTOR (LOGISTICS)

F.4.01/2024-2025-Log-I
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, F-5/1, Islamabad

Subject: **BIDDING DOCUMENT / INSTRUCTIONS TO THE BIDDERS REGARDING
PROCUREMENT LAPTOPS AND DESKTOP PERSONAL COMPUTERS**

1. Introduction:

Federal Public Service Commission (FPSC) requires proposals / e-bids for procurement of laptops and desktop personal computers through open competitive e-bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure read with S.R.O. 296(I)/2023, 27th February, 2023 title “E-Pak-Procurement Regulation 2023”.

1.1 Source of Funding:

Regular budget of FPSC for the Financial Year 2024-2025.

1.2 Scope of Work:

Invitation of e-bids for procurement of following items as per specifications given in the bidding document:

- i. Two Laptops
- ii. Two Desktop Personal Computers

2. Eligibility Criteria:

To be eligible for bidding, firms/vendors must meet the following requirements and submit the specified documents both through the E-PADS system and in hard copy to the office of the Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad, before the closing deadline for e-bid submissions:

- 2.1 **PPRA Registration:** The firm/vendor must be registered with the PPRA (Public Procurement Regulatory Authority) e-Pak Acquisition and Disposal System (E-PADS).
- 2.2 **Bid Security:** A bid security amounting to 3% of the bid value must be submitted in the form of a CDR, Demand Draft, Pay Order, or Banker’s Cheque drawn on the name of Federal Public Service Commission, FTN No.9010202-9. A scanned copy should be uploaded through E-PADS, and the original must be submitted to FPSC HQs before the deadline.
- 2.3 **Affidavit of No Blacklisting:** The firm/vendor must submit an affidavit on a stamp paper of a minimum value of Rs.100, declaring that the bidder has not been blacklisted by any Government Department/Organization at the time of submission of e-bid. A scanned copy must be submitted via E-PADS, and the original must be provided at FPSC HQs.
- 2.4 **Compliance with Bidding Instructions:** The firm/vendor must carefully examine all instructions, terms, and specifications outlined in the bidding documents. Failure to provide the required information may lead to rejection of the e-bid.

- 2.5 **Firm Profile and Documentation:** The firm/vendor must provide the following documentation:
- i. Active landline phone number.
 - ii. Bank account details.
 - iii. NTN (National Tax Number) Certificate.
 - iv. GST Certificate.
 - v. Certificate of Active Taxpayer status.

3. Cost of Bid:

The firm/vendor shall bear all costs associated with the preparation and submission of its e-bid. The Procuring Agency (FPSC) shall, under no circumstances, be responsible or liable for any costs incurred by the bidder in the bidding process.

4. Form of Bid(s):

4.1 Submission of E-Bid

Submission / opening of e-bids shall be through E-PADS in accordance with E-Pak Procurement Regulations, 2023. The e-bid must be uploaded on **E-PADS** as prescribed at <https://eprocure.gov.pk>.

4.2 Language of Documents

All bid-related documents or correspondence must be made in **English**.

4.3 Covering Letter and Signatures

A scanned copy of a proper covering letter, printed on the firm's letterhead, should be attached/uploaded. Additionally, all pages of the bid must be signed and bear the official seal of the person authorized to sign/endorse the bid on behalf of the firm.

5. Opening and Evaluation of Bids:

5.1 Opening of Bids

Bids will be opened through **E-PADS** by the Procurement Evaluation Committee of FPSC, in accordance with the **E-Pak Procurement Regulation, 2023**, on **6th March, 2025 (Thursday) at 11:30 am**.

5.2 Evaluation of Bids

An evaluation report of the e-bids will be prepared based on the criteria outlined in the bidding documents. This report will be announced and published on E-PADS as per **Rule 35 of PPRA Rules, 2004**, prior to the approval of the final recommendation by the Competent Authority.

6. Clarification of Bids:

No bid shall be allowed to be modified, altered or withdrawn after opening of the e-bid(s). Clarification (if any) shall follow Rule 31 of PPRA Rules 2004.

7. Deadline for Submission of Bids:

7.1 Submission of E-Bids

E-bids must be uploaded on **E-PADS** within the timeline provided in the advertisement/bidding document.

7.2 No Alternate Submission Methods

Bids submitted by hand, postal mail, fax, telegram, or email will **not** be accepted.

7.3 No Extension of Deadline

After the specified deadline for submission of e-bids, no requests for an extension of time will be entertained.

8. Validity of Bid:

All bids shall be valid up to 30.06.2025

9. Bid Price:

9.1 Currency and Taxes

The bid price must be quoted in **Pakistani Rupees**, inclusive of all applicable taxes for the **Financial Year 2024-2025**.

9.2 Information on Requirements

The bidder is deemed to have obtained all necessary information regarding the requirements that may affect the bid price.

9.3 Item Pricing Based on Specifications

The bidder must quote the prices of items in accordance with the specifications provided in the bidding document.

9.4 Market Conditions and Inflation

While preparing the e-bid, the bidder should consider the current market trends and inflation in the cost of goods. **No requests for price increase** due to market fluctuations in the cost of goods and services will be entertained at any stage during the contract period.

10. Rate Analysis of Bids:

The rates quoted by firms will be evaluated **item-wise**. If a firm is not interested in bidding for a particular item, **diagonally draw a cross line** on the relevant page of bidding document to indicate non-participation for that item.

11. Bid Security:

- 11.1 A bid security amounting to 3% of the bid value must be submitted in the form of a CDR, Demand Draft, Pay Order, or Banker's Cheque drawn on the name of Federal Public Service Commission. A scanned copy should be uploaded through E-PADS, and the original must be submitted to FPSC HQs before the deadline.
- 11.2 Cheque / Cash shall not be accepted.
- 11.3 Any e-bid not accompanied by the bid security shall be rejected.
- 11.4 Bid security shall be returned to the unsuccessful bidders on completion of bidding process.
- 11.5 Bid security of the successful bidder shall be discharged upon the bidder sign the contract agreement with FPSC and submission of performance guarantee from a Scheduled Bank or an insurance guarantee from AA rating company.
- 11.6 The bid security shall be forfeited if the bidder fails to enter into contract till the date intimated by the procuring agency i.e. FPSC.

12. Amendment in the Bidding Documents:

12.1 Modification or Amendment

FPSC may, at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing an addendum for any reason, as provided under **Rule 23(3) of the Public Procurement Rules, 2004**.

12.2 Extension of Submission Deadline

FPSC may, at its discretion, extend the deadline for the submission of bids, as provided under **Rule 27 of the Public Procurement Rules, 2004**.

13. Non-Responsiveness of the Bids:

A bid shall be considered **non-responsive** and not generally in order if:

13.1 Lack of Bid Security

The e-bid is not accompanied by the required bid security.

13.2 Exclusion of Taxes and Duties

The e-bid price is not inclusive of all applicable taxes, duties, etc.

13.3 Missing NTN/GST Certificate

The e-bid is not accompanied by a valid NTN (**National Tax Number**) and GST (**Goods and Services Tax**) certificate.

13.4 Proof of Active Taxpayer

The e-bid is not accompanied by proof of being an **active taxpayer**.

13.5 Contravention of Bidding Documents

The bid is found to be in contravention of any clause in the **bidding documents**.

13.6 Specifications / Bid Value is Unclear

Bid shall be rejected, if rate (s) are incomplete, unclear, conditional, altered or ambiguous multiple options of the items / specifications of product etc.

13.7 Missing Information

Bid shall be rejected if required detail of specifications, brand, origin, make, model, warranty, support period etc. are not clearly quoted / mentioned.

14. Clarification of Bidding Documents:

Interested bidder(s) requiring any clarifications regarding the tender documents may submit a query through **E-PADS**, in accordance with the **E-Pak Procurement Regulations, 2023**, within the specified timelines on **E-PADS**.

15. Supply Order / Work Order:

After receiving the **letter of Intent (LOI)** and signing the **contract agreement**, the successful bidder will be issued a supply order for supply of equipment within **14 days**. Bid Security Instrument submitted by the firm/bidder shall be released after expiry of one year warranty period of supplied equipment.

16. Announcement of Final Evaluation Report:

16.1 Announcement of Bid Evaluation Results

As per **Rule 35 of PPR-2004**, the procuring agency shall announce the results of the bid evaluation on E-PADS in the form of Final Evaluation Report, providing justification for the acceptance or rejection of bids. This report must be announced at least **fifteen days prior** to the award of the contract.

17. Right Reserved:

As provided under Rule 33(1) of Public Procurement Rules 2004, FPSC reserves the right to reject all bids or proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. The procuring agency shall upon request communicate to any bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.

18. Warranty Period:

The successful bidder shall be responsible for providing a one-year warranty and support free of charge, which includes service and replacement of parts free of cost.

19. Inspection / Testing:

FPSC's technical team will inspect and test the supplies of product / equipment as per specifications and accessories list after its arrival and installation of product at the procuring agency premises, testing reports if required shall be signed by both the parties.

20. Terms of Payment:

- i. No advance payments would be made.
- ii. Payment shall be made after deduction of all applicable taxes.

21. Delivery Time:

The delivery time of equipment/product shall not be more than 10 (ten) days, how any relaxation may be granted as per merit of the case by the procuring agency.

22. Completion Schedule:

Successful bidder shall be bound to provide the quoted items after acceptance of Letter of Intent (LOI) and signing of contract agreement with the procuring agency as per given time lines in the bidding document.

23. Entry into Force of Performance of Service Contract:

As provided vide Rule 44(a) of Public Procurement Rules 2004.

24. Blacklisting of Suppliers and Contractors:

24.1 The Procuring Agency, at any stage can blacklist the bidder, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (amended).

24.2 The Procuring Agency shall give an opportunity of hearing with the notification, with recorded reasons to the bidders before such passed the orders.

25. Redressal of Grievances:

As provided under Rule 48 of Public Procurement Rules, 2004.

26. Signing of contract agreement:

26.1 Promptly after completion time of publication of final evaluation report on E-PADS and acceptance of Letter of Intent by the bidder, the Procuring Agency shall sign and date the contract agreement.

- 26.2** If the successful Bidder, after completion of all codal formalities shows inability to sign the contract/refuse/accept the contract, then their Bid Security instrument shall be forfeited and the firm shall be blacklisted for a minimum period of six month, in such situation the procuring Agency may make the Award to the next lowest evaluated firm / vendor.
- 26.3** The Contract Agreement shall be made on Stamp Paper having minimum worth of Rs.100/- and the successful bidder shall arrange the stamp paper.
- 26.4** Contract agreement shall be signed by the Director (Logistics) on behalf of procuring agency.

27. Award of contract:

Procuring agency (FPSC) will award the contract to the firm/bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous bidder provided that the such bidder is:

- 27.1** eligible in accordance with the provisions of PPRA rules.
- 27.2** determined to be qualified to perform the contract award satisfactorily.

28. Procuring Agency's Right to Vary Quantities at the Time of Award:

Procuring agency reserves the right at the time of issuance of purchase/supply order to increase or decrease the quantity of items originally specified in the bidding documents without any change in the unit price or other terms and conditions of the bid and bidding documents.

- 29.** These bidding documents are subject to all provisions of Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023 title "E-Pak Procurement Regulations, 2023" as and where applicable.

30. Opening of Financial Bid:

The financial bids of firms/vendors who qualify the eligibility criteria, as outlined in the bidding documents, will be opened for the evaluation of their financial bids.

31. General Terms & Conditions:

- 31.1** In this contract the following General terms & Conditions shall be interpreted as indicated.
- 31.2** "The Procuring Agency" means the FPSC or the procuring agency advertised the Invitation to e-bids.
- 31.3** "The contract" means the agreement entered into between the procuring Agency and supplier, as mentioned in tender documents and PPR Rules 2004 as amended from time to time.

- 31.4** The contract price means the price payable to the supplier under the contract for the full and proper performance of its contractual obligations.
- 31.5** "Items" means Supply of Laptop and Desktop Personal Computer which the successful firm / vendor is required to supply to the procuring agency under the contract agreement.
- 31.6** The process of invitation of e-bid shall be single stage one envelope method (*Technical & Financial bids*) as per Procurement Rule No. 36(a) PPR-2004 as amended from time to time.
- 31.7** The Procuring Agency has the full right to delete/reject any/whole items in full or part without assigning reason.
- 31.8** The bidder is bound to put / submit the rates item wise.
- 31.9** The Procurement Evaluation Committee shall have the right to inspect and / or test the items to confirm their conformity with respect to specifications mentioned in the bidding document.
- 31.10** Should any inspected or tested goods fail to conform to the specifications the Procurement Evaluation Committee shall reject them and firm / vendor shall replace the rejected item.
- 31.11** All taxes shall be deducted from bill according to the Federal Govt. Rules.
- 31.12** If the firm / vendor to whom the contract is awarded, refuses or neglect to execute the whole agreement/ contract/ some items of the agreement or fail to execute the supply/Work order fully / completed, the amount of performance guarantee shall be forfeited and purchase shall be made further 2nd lowest eligible bidder.
- 31.13** The Contract is to be made on *Stamp Paper minimum worth of Rs.100/-*
- 31.14** The items / goods shall be supplied strictly in accordance with the specifications mentioned in the bidding document. In case the firm / vendor is held responsible for supplying the goods which fall below the standard specified in the bidding document, the firm / bidder shall be blacklisted and barred from participation in future tenders or fined or both. Procuring Agency reserves the right to impose any amount of penalty and / or forfeit the bid performance guarantee.
- 31.15** Procuring agency i.e. FPSC reserves the right to accept or reject any or all offers without assigning reason as per Rule 33 of PPR-2004 as amended from time to time.

**32. SPECIFICATIONS OF LAPTOPS / DESKTOP PERSONAL COMPUTER
REQUIRED BY THE PROCURING AGENCY:**

A. TWO LAPTOPS

a. Processor:	Intel Core i7
b. Generation:	Minimum 13 th
c. RAM:	16 GB DDR5-4800
d. Storage:	512 GB SSD
e. Operating System:	Windows 11 Pro (genuine)
f. Speed:	Up to 5.2 GHz
g. Screen size	15.6 inch
h. Screen Resolution	Full HD (1920x1080)
i. Wireless/wifi:	Wi-Fi 6(802.11ax) (Dual band) 2*2
j. USB:	1x USB 3.2 (Gen 2) Type-C support DisplayPort™ / power delivery / G-SYNC, 2x USB 3.2 (Gen 1) Type-A
k. Keyboard:	Backlit
l. Camera	HD
m. Bag:	Leather bag superior quality
n. Mouse:	External (wifi)
o. Mouse Pad:	Standard
p. Charger/Power cables:	Standard
q. Warranty:	Local (One year)

B. TWO DESKTOP PERSONAL COMPUTERS

- a. Processor: Intel Core i9
- b. Generation: Minimum 13th
- c. RAM: 16 GB DDR5-4800
- d. Storage: One TB SSD
- e. Operating System: Windows 11 Pro (genuine)
- f. Speed: Up to 5.2 GHz
- g. Screen size: 24 inch
- h. Screen Resolution: Full HD (1920x1080)
- i. USB: 1x USB 3.2 (Gen 2) Type-C support DisplayPort™ / power delivery / G-SYNC, 2x USB 3.2 (Gen 1) Type-A

- j. Keyboard: Standard
- k. Mouse: Standard
- l. Mouse Pad: Standard
- m. Power cables: Standard
- n. Power extension: Superior quality
- o. Warranty: Local (One year)

33. FORM TO BE SUBMITTED / UPLOADED BY THE BIDDERS ON E-PADS:

- a. Bidders are required to upload their financial bid, item wise on the E-PADS along with all related documents, reflecting the exact specifications of each item. Any bid not uploaded in the required format shall be treated as non-responsive.
- b. This form is to be uploaded on E-PADS. It is not to be submitted to FPSC office. However, a signed copy as uploaded on the E-PADS shall be provided at the time of bid opening.
- c. If any bidder is not interested to quote rate for any item, shall draw a straight line against that item.

NOTE: KINDLY FILL THIS FORM ON COMPUTER AND UPLOAD PRINT OUT FOR CLEARNESS.

S.No.	Name of Item / product / equipment	Specifications quoted with one year warranty/support period as specifications provided in the bidding document	Total Rate Quoted for complete quantity inclusive of all applicable taxes for FY 2024-2025
1.	Two (2) Laptops		
2.	Two (2) Desktop Personal Computers		

Signature of firm representative: _____

Name: _____

Firms Stamp: _____

Address of firm: _____

Cell No. _____

Landline No. _____



No.4.01/2024-2025-Log-I
Federal Public Service Commission
Aga Khan Road, F-5/1

Islamabad, the 14th February, 2025

To,

✓ Deputy Director – III,
Public Procurement Regulatory Authority,
Sector G-5/1,
Islamabad.


Subject: PUBLICATION OF NOTICE FOR INVITATION TO E-BIDS THROUGH E-PADS FOR PROCUREMENT OF LAPTOPS AND DESKTOP PERSONAL COMPUTERS FOR FEDERAL PUBLIC SERVICE COMMISSION.

Dear sir,

I am directed to enclose herewith Notice for invitation to E-Bids bearing No. No.4.01/2024-2025-Log-I along with bidding document for uploading on the website of Public Procurement Regulator Authority (PPRA) on 14th February, 2025 (Friday) with closing date of 6th March, 2025 (Thursday).

2. Copy of uploading fee deposited in HBL PPRA's Bank Account No.PK17 HABB 0004 5400 1310 0701, dated 14.02.2025 amounting to Rs.15,000/- (Rupees fifteen thousand only) is also enclosed herewith as proof advance payment/uploading fee.

Encl: As above


(Muhammad Asghar)
Assistant Director (Logistics-I)
051-9212159

Copy for information and necessary action:

APS to Chief (IT) along with notice for invitation to E-Bids bearing No. No.4.01/2024-2025-Log-I along with e-bidding document for uploading on the website of FPSC w.e.f. 14th February, 2025 (Friday).