

1026

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
CABINET DIVISION

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**TENDER NOTICE**

Bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/Income Tax Departments (FBR) / EPAD and having their own offices/manpower/expertise for the procurement/renewal of software licenses required by the Cabinet Division, Government of Pakistan, Islamabad for 03 years since activation, Details is as under:

Procuring Agency	Cabinet Division, Government of Pakistan, Islamabad		
No. of Tender	01 (One)		
Procurement of Renewal of Software Licenses	<b>Sr.#</b>	<b>Item</b>	<b>Qty.</b>
	1.	Renewal of Existing Network Monitoring System and Network Access Control	1
	2.	Renewal of Existing Firewall Licenses	1
	3.	Renewal of Existing Antivirus licenses	300
Contact Officer	Section Officer (General-II) Phone: 051-9201467		
Closing Date & Time for Receipt of Bid(s)	Upto <b>1100 hrs 08-04-2025</b> Room No 1028, Cabinet Block Cabinet Division Islamabad. The tender / bid alongwith copy of bank draft / pay order for bid security must be uploaded on E-Pad at <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a>		
Opening date and time	<b>1130 hrs 08-04-2025</b> , Cabinet Division Islamabad		

2. Bid Security 2% of the quoted Price of the Tender amount in shape of Bank draft/Pay Order (refundable) in favour of Section Officer (Gen-II) Cabinet Division Islamabad must be attached with bid separately.
3. Performance guarantee of the successful bidder equivalent to 2% of the Purchase order value in shape of Bank draft/Pay Order / Bank Guarantee/ Insurance Guarantee in favour of Section Officer (Gen-II) Cabinet Division Islamabad must be submitted within 2 weeks after issuance of Purchase order.
4. Detail specifications of Software mentioned above including Terms & Conditions can be downloaded from EPAD's website i.e. (<https://eprocure.gov.pk>)
5. Cabinet Division reserves right to accept or reject any or all tender(s) in the light of Rule-33 of PPRules-2004.

( **Muhammad Javed** )  
Section Officer (Gen-II)  
Cabinet Division  
Islamabad

Cb 273-84

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**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 the tender document from the PPRA's and Cabinet Division's websites. The bidders with the lowest evaluated bid will be awarded purchase contract. The detail evaluation criteria has 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 software, quantity and specifications.

**TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- i) Tender to be filled in carefully, (preferably typed). Any correction/alteration is not allowed. 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 2% of quoted price as mentioned in Tender Documents in the shape of pay order/bank draft is required in the name of Section Officer (General), 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.
- iv) The firm should clearly indicate as to whether GST is included or not in the offered rates.
- v) The bid must indicate sound financial status of the bidder. It may duly be supported by any evidence like certificate from a reputed bank.
- vi) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- vii) National Tax No.(Active), GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.
- viii) Bid validity period for two months must be clearly mentioned in the bid.
- ix) Sr No 1 and 2 shall be treated as a single lot/bid and must be quoted together. Sr No 3 is separate and may be quoted independently. Partial quotations for Sr No 1 & 2 will not be considered.

Bidder's Name/Signature/Stamp: \_\_\_\_\_

- x) The bidder will have to submit an affidavit on stamp paper of Rs.50/- 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 software is found defective and not fulfilling the prescribed specifications, the same will not be accepted 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 lowest evaluated bidder. 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 Redressal Committee already composed in the Cabinet Division will address grievances.
- 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.
- 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 04 to 06 weeks alongwith installation and commissioning on receipt of the Supply/work Order. In case supply/work is not carried out within stipulated period a penalty @ 0.1% 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 the supply order will be awarded the next lower (2<sup>nd</sup>) evaluated bidder.
- xx) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.
- xxi) No advance payment will be made on any purchase.

Bidder's Name/Signature/Stamp: \_\_\_\_\_

EVALUATION CRITERIA

Bids should be uploaded on EPAD's website i.e. (<https://eprocure.gov.pk>) as per schedule published in tender notice. The bids received via EPAD 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. Bids will be evaluated on afore mentioned prescribed criteria. 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.

3. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

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