

Government of Pakistan
Establishment Division
AHK National Centre for Rural Development
Park Road Chak Shahzad

INVITATION FOR BIDS
PROVISION OF JANITORIAL SERVICE AND SECURITY GUARDS

AHK National Centre for Rural Development invites sealed bids on single stage single envelop basis from reputed and experienced firms/service provider registered with Tax Department and on active tax payer list, for **"Supply, installation, configuration and commissioning of the E-Office Communication IT network items/equipment on turnkey basis at AHKNCRD (upper and lower) portion of the office building"**

2. E-bidding documents as per regulations, containing detailed terms and conditions **(Annexure-I)**, specifications (scope of work) **(Annexure-II)**, requirements etc. **(Annexure-III)** and Responding Organization (RO) required Documents and further information is on **(Annexure-IV)** are available for the registered bidders on EPADS at **(www.eprocure.gov.pk)**

3. The electronic bids must be submitted by using EPADS on or before (bid closing date and time). Manual bids shall not be accepted. Electronic Bids will be opened on the same day at (bid opening time at least 30 minutes after bid closing time). Details of tender can be downloaded from **http://ncrd.gov.pk.com** or **http://ppra.gov.pk.com**

4. AHK National Centre for Rural Development reserves the right to accept or reject Bids and reduce or enhance the requirements as per PPRA rules.

Director (Admin)

AHK National Centre for Rural Development ,
Park Road, Chak Shahzad, Islamabad, 051-9255065
Email. **Shahzad-f@gmail.com**

ED 75-235-P.

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1. **General Terms & Conditions**

1.1 The E-office will include Supply, installation, configuration and commissioning of the E-Office Communication IT network items/equipment on turnkey basis.

1.2 The implementation time line will be three weeks for installation. The Contractor shall provide trained staff/personnel for the services. The contractor's staff/personnel shall use modern equipment/machinery for carrying out the service.

1.3 The Contractor shall provide warranty for 6 months with service of maintenance of E-Office at AHKNCRD Complex.

1.4 The Contractor shall ensure the security and confidentiality of AHKNCRD's data during the installation and maintenance phase.

1.5 The winning party of the tender will visit the office building and install E-Office service in accordance with the specification with no compromise on the quality of service.

1.6 The successful bidder will deposit a Performance Surety Bond/Cross Cheque to the amount of Rs.125,000.00 (5%) as security which will be returned to Contractor on termination of contract if nothing outstanding is due against any party.

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SCOPE OF WORK

Details of works/supply	Nos. of Points
Supply, installation, configuration and commissioning of the E-Office Communication IT network items/equipment on turnkey basis at AHKNCRD (upper and lower) portion of the office building	60 linkage points (LAP)

S#	Name of Item	Quantity
1	Cable Cat 6 (Schneider or Equivalent)	08 Rolls
2	Switch 24 Ports to SFP (CISCO or Equivalent)	03 Nos.
3	Data Cabinet 22U (Superior Quality)	01 Nos.
4	Patch Panel (Superior Quality)	03 Nos.
5	Cable Manager (Superior Quality)	03 Nos.
6	Patch Card (Superior Quality)	65 Nos.
7	PDU Switch (Superior Quality)	01 Nos.
8	UPS Kg Watt Imported (APC) (Superior Quality)	01 Nos.
9	Phase plate (Superior Quality)	60 Nos.
10	PVC Pipe (Superior Quality)	300 sqft.
11	Duct Pati 1" (Superior Quality)	2500 sqft.
12	Fiber Switch (Superior Quality)	03 Nos.
13	Scanner 3 in 1 (HP or Equivalent)	20 Nos

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Bidders / Responding Organizations (ROs)

The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department, should be in possession of a valid NTN certificate and RO must be on the Active-Tax payer List of FBR. Copies of the certificates must be provided with the bid document.

1.1 The Responding Organization (RO) must provide the following on their letterhead:-

- i. Name of Organization
- ii. Location of Head office
- iii. Detail of office across Pakistan
- iv. Size of Company (number of employees)
- v. Number of Years of being incorporated (at least **02 years in existence**)
- vi. List of certified and dedicated Supervisors/staff (Where applicable)
- vii. Registration certificate (Income Tax)
- viii. Registration certificate (Sales Tax)
- ix. Affidavit on Stamp paper (it is not blacklisted by any Federal, Provincial Public sector organization)
- x. Vendor Number Certificate

1.2 The Responding Organization (RO) shall be responsible for payment of any duties/taxes etc., which are imposed by the Government of Pakistan (GOP). The bided price must be inclusive at all taxes. The RO is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for service rendered by any responding organization who signs a procurement contract with the Government.

1.3 The Responding Organization (RO) must be in relevant business/supplies / services for last two (02) years at least.

2. Preparation of Bids

As per PPRA rules, **Single Stage-Single two envelope** procedure will be used for the said procurement.

3. Bid Security

A bid security in shape of a Bank Draft/Pay Order in the name of DDO, AHKNCRD to 5% of the exact amount of the total cost of Financial must be submitted on e-Pak Acquisition & Disposal System (EPADS) and hard copy be provided to Director (A), AHKNCRD.

Cont...Page.2

4. **Pre-Bid Meeting**

A bidders meeting will be held in the AHKNCRD at office with record of minutes of the meetings as below:

<u>Venue:</u>	<u>Office of the Director (Admin)</u> AHK National Centre for Rural Development , Park Road, Chak Shahzad, Islamabad, 051-9255065/051-9255156 Email: shahazad-f@gmail.com
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5. **Submission of Bids**

Bids shall be submitted to e-Pak Acquisition & Disposal System (EPADS) as per PPRA rules.

6. **Opening, Evaluation and Rejection of Bids**

All bids will be opened on the same date in presence of members of Purchase Committee (PRC) and Grievance Committee (GRC).

6.2 All opening, evaluation and rejection of bids will be on e-Pak Acquisition & Disposal System (EPADS).

7. **Acceptance of Bids and Award of Procurement contract**

All signing and awarded contracts will be entertained as per sample format provided by the PPRA official websites and will be uploaded and published on e-Pak Acquisition & Disposal System (EPADS).



BIDDING PROCESS

Procurement Activity ①

Supply, installation, configuration and commissioning of the E-Office/E-Filing Communication IT network items/eq... ▼

Committee

PRC

Q Show

Name of Procurement

Supply, installation, configuration and commissioning of the E-Office/E-Filing Communication IT network items/equipment on turnkey basis at AHKNCRD (upper and lower) portion of the office building

Category

Works

Method

Open Competitive Bidding

Procedure

Single Stage Two Envelop

Bid Submission Type

N/A

Tentative Advertisement Date

28 May, 2025

Actual Advertisement Date

11 April, 2025

Bid Opening Date & Time

25 April, 2025 - 05:37 PM

Financial Opening Date & Time

Tentative Contract Award Date

27 June, 2025

Actual Contract Award Date

Estimated Cost

PKR.2,500,000

Contract Award Amount

🔍 Bidders List

✕ Rule 33: Rejection of Bids

🔍 Bid Validity Request

🔍 Contract Specimen#1

🔍 Contract Specimen#2

🔍 Show Clarification(s)

Publish Document(Bidding)

X

*** Name of Procurement ⓘ**

Supply, installation, configuration and commissioning of the E-Office/E-Filing Communicat

Mode of Procurement:National*** Publish Date ⓘ**

11-04-2025

8-05-2025 *Zahid*
A.D(G & C)*** Closing Date ⓘ**

25-04-2025

23-05-2025

*** Closing Time ⓘ**

05:07 PM ✓

*** Opening Date ⓘ**

25-04-2025

23-05-2025

*** Opening Time ⓘ**

05:37 PM ✗

Opening Time should be greater than closing time + 30 minutes and less than 23:59

*** Date Of Submission Of Clarification ⓘ**

Publish Document(Bidding)

* Name of Procurement ⓘ

Mode of Procurement:**National**

* Publish Date ⓘ

* Closing Date ⓘ

* Closing Time ⓘ

* Opening Date ⓘ

* Opening Time ⓘ

Opening Time should be greater than closing time + 30 minutes and less than 23:59

* Date Of Submission Of Clarification ⓘ

Publish Document(Bidding)

* Name of Procurement ⓘ

Mode of Procurement:**National**

* Publish Date ⓘ

* Closing Date ⓘ

* Closing Time ⓘ

* Opening Date ⓘ

* Opening Time ⓘ

Opening Time should be greater than closing time + 30 minutes and less than 23:59

* Date Of Submission Of Clarification ⓘ