



PAKISTAN ELECTRONIC MEDIA REGULATORY AUTHORITY ISLAMABAD

TENDER NOTICE

Tenders in sealed envelopes (Single Stage, Two Envelops) are invited from well-reputed Firms / Authorized Dealers / Distributors / Partners / Suppliers / Contractors having valid GST, NTN registration for **the supply of IT equipment and licenses** at Pakistan Electronic Media Regulatory Authority, PEMRA H/Qs Islamabad. Tender documents are available on PPRA E-PAD portal, **PPRA Website and PEMRA Website** before given date and time. The interested Firms / Bidders may submit their offers electronically on or before **11:00 AM on 19-01-2026**.

Terms & Conditions:-

- i. The tender shall be submitted through EPADS system. Only PPRA-registered vendors are eligible to participate.
- ii. Earnest Money 5% (refundable) of total bid amount in favor of "PEMRA" through Bank Draft / Pay Order.
- iii. Tender documents for registered bidders on EPADS are available on **www.eprocure.gov.pk**.
- iv. Audited Financial Statement for last financial year and bank statement for the last six months shall be attached with the tender documents.
- v. Details of major corporate clients along with their official telephone numbers shall be attached.
- vi. Payment shall be made after completion of work/task within 45 days through crossed cheque in Pak. Rupees after withholding all Government Taxes/ Levies.
- vii. The contractor shall not subcontract any part or the entire work to any other company / firm.
- viii. Task / job completion period shall also be indicated in the bid.
- ix. The technical bid / tender will be opened on **19-01-2026 at 11:30 AM** in presence of the representatives of companies. Whereas, financial bid will be opened on **21-01-2026 at 11:30 AM**, of the technically qualified bidders only. Financial bid(s) of technically disqualified bidders will be returned without opening.
- x. Incomplete bid(s) and conditional bid(s) shall not be entertained.
- xi. The Authority reserves the right to accept or reject any or all bids prior to the acceptance as per PPRA Rules.

(Dr. Ameer Bukhsh Mahar)

Director (Administration)

Pakistan Electronic Media Regulatory Authority

1st Floor, Mauve Area, G-8/1, Islamabad.

Phone No. 051-9107148, Fax No. 051-9107168, www.pemra.gov.pk

پاکستان الیکٹرانک میڈیا ریگولیٹری اتھارٹی، اسلام آباد



ٹینڈر نوٹس

پاکستان الیکٹرانک میڈیا ریگولیٹری اتھارٹی (پیمر ا) کو اپنے ہیڈ کوارٹرز اسلام آباد میں آئی ٹی آلات اور لائسنسز کی فراہمی کیلئے موثر جی ایس ٹی اور این ٹی این کے حامل معروف فرموں، مجاز ڈیلر، ڈسٹری بیوٹرز، پارٹنرز، سپلائرز، کنٹریکٹرز سے (سنگل سیٹج دولٹافون کی بنیاد پر) سربمہر ٹینڈرز/پیشکشیں مطلوب ہیں۔ ٹینڈر دستاویزات مقررہ تاریخ اور وقت تک پیپرا کے E-PAD پورٹل، PPRA اور PEMRA کی ویب سائٹ پر دستیاب ہیں۔ خواہشمند فرما/بولی دہندگان اپنی پیشکشیں الیکٹرانک طریقے سے 19 جنوری 2026 دن 11:00 بجے تک یا اس سے قبل جمع کرائیں۔

شرائط و ضوابط:

- i۔ ٹینڈر ای پیڈز سسٹم کے ذریعے جمع ہوں گے، صرف PPRA پر رجسٹرڈ وینڈر حصہ لینے کے اہل ہوں گے۔
- ii۔ کل پیشکش کردہ لاگت کا 5 فیصد زریعہ (قابل واپسی) بحق پیمر بصورت بینک ڈرافٹ اپے آرڈر جمع کروانا ہوگا۔
- iii۔ رجسٹرڈ بولی دہندگان کیلئے ٹینڈر دستاویزات ای پیڈز کی ویب سائٹ www.eprocure.gov.pk پر دستیاب ہیں۔
- iv۔ آخری آڈٹ شدہ سالانہ مالیاتی اسٹیٹمنٹ اور گزشتہ چھ ماہ کی بینک اسٹیٹمنٹ ٹینڈر دستاویزات کے ساتھ منسلک کرنی ہوں گی۔
- v۔ بڑے کارپوریٹ کلائنٹس مع ان کے آفیشل فون نمبرز کی تفصیل فراہم کرنی ہوگی۔
- vi۔ ادائیگی کام کے مکمل ہونے کے 45 دن کے بعد بذریعہ کراس چیک پاکستانی روپے میں کی جائے گی اور ادائیگی کے وقت تمام سرکاری ٹیکسز/لیویز کی کٹوتی کی جائے گی۔
- vii۔ کنٹریکٹرز کام کے کسی بھی حصے یا مکمل کام کو کسی دیگر کمپنی یا فرم کو بطور ذیلی کنٹریکٹ دینے کا مجاز نہیں ہوگا۔
- viii۔ کام کی تکمیل کا دورانیہ/وقت میں بولی میں بتایا جائے۔
- ix۔ ٹیکنیکل پیشکش/ٹینڈر 19 جنوری 2026 دن 11:30 بجے کمپنیوں کے نمائندگان کی موجودگی میں کھولی جائے گی جبکہ صرف ٹیکنیکل پیشکش میں کامیاب ہونے والے بولی دہندگان کی فائنل پیشکشیں 21 جنوری 2026 کو دن 11:30 بجے کھولی جائیں گی۔ تکنیکی طور پر نااہل بولی دہندگان کی فائنل پیشکشیں کھولے بغیر واپس کردی جائیں گی۔
- x۔ نامکمل یا بغیر دستاویزی ثبوت جمع کرائے گئے ٹینڈرز قابل قبول نہیں ہوں گے۔
- xi۔ اتھارٹی کو زیرتحت پیپرا قوانین پیشکش کی منظوری سے قبل کسی ایک یا جملہ پیشکشوں کو مسترد کرنے کا اختیار حاصل ہے۔

(ڈاکٹر امیر بخش مہر)، ڈائریکٹر (ایڈمنسٹریشن)

پاکستان الیکٹرانک میڈیا ریگولیٹری اتھارٹی

فرسٹ فلور، ما وایریا، G-8/1، اسلام آباد

فون نمبر 051-9107148-9107148، فیکس نمبر 051-9107168، www.pemra.gov.pk

TENDER DOCUMENT / TERMS OF REFERENCE (TORs)
Procurement of IT Equipment / Licenses

1. Invitation to Bid

Sealed tenders are invited from well-reputed Firms / Authorized Dealers / Distributers / Partners / Suppliers / Contractors registered with Sales Tax and Income Tax Departments, having at least three (03) years of relevant business experience, for the supply of the following IT equipment and licenses:

Sr. No.	Description	Quantity	Technical Specifications
1	Sangfor Firewall License Renewal along with 24/7 technical support, hardware replacement (return to factory - 5 Business days ship after receipt) and software / firmware upgrade services for next 05 years . (Model No. M5200-F-I, NGAF)	02	<ul style="list-style-type: none"> • Access Control • Application Control • Intrusion Prevention • Botnet Detection • Content Security • Gateway Security, • Web Application Firewall, • Passive Vulnerability Scan • Anti-Web Defacement • Engine Zero Function License and Updates • Security Database Update • Neural-X Threat Update • Software Upgrade • SSL VPN License (45) • Site to Site IP Sec VPN License (45).
2	Licenses for Microsoft Windows Server 2025 Standard Edition (16 Core)	04	-
3	Logitech Group + Expansion Microphones (Part No. 960-001060)	01	Complete solution containing: <ul style="list-style-type: none"> • Camera, • Microphones (2), • Hub / Cables / Power, • Remote Control, • Speakerphone, Mount.
4	Blackmagicdesign UltraStudio 4K Mini	01	<ul style="list-style-type: none"> • SDI Video Inputs/Outputs • SDI Audio Inputs/Outputs • Analog Video/Audio Inputs/Outputs • HDMI Audio Inputs/Outputs • Mic Input, Sync Input

			<ul style="list-style-type: none"> • USB, SD Card Reader • Device Control • Computer Interface • Software Included • Internal Software Upgrade
5	Ugreen 40964 USB External Stereo Sound Adapter	03	High performance external USB sound adapter for laptop; separate input and output stereo jacks.

Note:

Bidders may quote for one or more items. Evaluation and award shall be made on an item-wise basis, and different bidders may be selected for different items.

2. Bidding Procedure

The bidding process will be conducted under the Single Stage – Two Envelope Procedure as per Rule 36(b) of the Public Procurement Rules, 2004. Technical and Financial Proposals must be submitted in separate sealed envelopes clearly marked as “Technical Proposal” and “Financial Proposal” enclosed in one sealed package addressed to the Director (Admin-I), PEMRA, Headquarters, Mauve Area, G-8/1, Islamabad. Bids must reach on or before 19-01-2026 at 11:00 AM and will be opened the same day at 11:30 AM.

3. Scope of Work

The successful bidders shall supply, install, and ensure the operational readiness of the IT items as per PEMRA’s specifications and standards, including delivery, configuration, and warranty support. Separate contracts or purchase orders may be issued to different successful bidders for distinct items.

4. General Terms and Conditions

Bidders must quote only one option per item; multiple options will lead to rejection. Annex-A, Annex-B, and Annex-C must be filled, signed, and stamped. Annex-A covers evaluation criteria, Annex-B covers technical capabilities, and Annex-C covers financial bids.

5. Evaluation Criteria

Technical evaluation will be based on Annex-A & Annex-B; bidders scoring at least 60% marks will qualify for financial evaluation. The Contract(s) shall be awarded to the bidder(s) who quoted lowest financial bid(s) among the technically qualified bidders(s) for each item.

6. Bid Security / Earnest Money

Each bidder must submit 5% of total bid value as Bid Security / Earnest Money in favor of 'PEMRA' in the form of Pay Order / Bank Draft / CDR attached with the Financial Proposal. Proposals without Bid Security shall be rejected.

7. Performance Guarantee

- i. Each successful bidder shall furnish a Performance Guarantee equivalent to ten percent (10%) of the total contract value of the item(s) awarded to that bidder, issued by a scheduled bank in favor of PEMRA. The Performance Guarantee shall remain valid as per the following terms:

Sr. No.	Description	PG Applicability	Retention Duration	Remarks
1	Sangfor Firewall License Renewal along with 24/7 technical support, hardware replacement, and software/firmware upgrades for 05 years	Applicable	05 years (entire service/support period)	PG to cover full 5-year service and hardware replacement commitment.
2	Microsoft Windows Server 2025 Standard Edition (16 Core) Licenses	Not Applicable	N/A	Software licenses are perpetual and non-returnable; no PG retention required for this item.
3	Logitech Group + Expansion Microphones	Applicable	Warranty period (minimum 01 year)	PG to cover warranty and after-sales obligations.
4	Blackmagicdesign UltraStudio 4K Mini	Applicable	Warranty period (minimum 01 year)	PG to cover warranty and performance.
5	Ugreen 40964 USB External Stereo Sound Adapter	Applicable	Warranty period (minimum 01 year)	PG to cover warranty and replacement obligations.

- ii. The already submitted Bid Security / Earnest Money (5%) may be adjusted towards the Performance Guarantee on the written request of the successful bidder(s). The successful bidder shall deposit the remaining 5% accordingly to make up the total 10% of the contract value for the awarded item(s).

- iii. Each Performance Guarantee shall remain valid for the respective warranty or service duration of the item(s) concerned and shall be released only after satisfactory completion of all contractual obligations and confirmation from the Authority i.e. PEMRA.
- iv. Partial release of the Performance Guarantee may be considered upon written request by the contractor after successful completion of warranty obligations for short-term items (Sr. No. 3 to 5), subject to PEMRA's satisfaction.
- v. The Performance Guarantee may be forfeited in case of:
 - Failure to deliver the equipment within the stipulated time.
 - Non-compliance with terms and conditions of the contract.
 - Unsatisfactory performance during the warranty period.

8. Validity of Offer and Prices

Bids must remain valid for 120 days. Rates must be in Pak Rupees inclusive of applicable taxes (if any). No escalation due to currency or market variation will be accepted during validity.

9. Payment Procedure

No advance payment will be made. Payment will be released upon delivery, satisfactory report / inspection, and verification of items, after deduction of applicable taxes and penalties, within 45 days.

10. Delivery and Warranty

Delivery must be completed within eight (08) weeks after issuance of work order by PEMRA. Equipment must be brand new with at least one (01) year onsite warranty. Defective items shall be replaced within committed time.

11. Penalty

Delay in supply will attract 1% penalty per week up to four (04) weeks. During warranty, failure to repair/replace in time will incur 1% of performance guarantee per week as penalty.

12. Disqualification

Bids will be rejected due to submission of incomplete bid(s), late submission, missing of required documents, or deviating from specifications, submission of conditional bid(s). Bidders quoting multiple options or lacking valid tax certificates will be disqualified.

13. Affidavit

An affidavit on non-judicial stamp paper must confirm that the firm is not blacklisted or in litigation with any government entity regarding IT supplies.

14. Rights Reserved

PEMRA reserves the right to accept or reject any or all bids as per PPRA Rule 33 without assigning any reason.

15. Checklist

Requirement	Yes	No
Undertaking regarding Bid Security attached		
Annexures duly filled and signed		
List of similar projects completed		
Client list with contact details		
List of technical staff		
Affidavit of non-blacklisting and non-litigation		
Valid authorization / dealership certificate		
Compliance with specifications		
Warranty / service center in Pakistan		

(Ameer Bukhsh Mahar)
Director (Administration)
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GENERAL EVALUATION CRITERIA

Sr. No.	Mandatory Requirements	Compliance	
		Yes	No
1.	Company / Firm must produce valid Sales Tax and Income Tax Registration Certificates.		
2.	Company / Firm must produce a valid Certificate from the Principal Manufacturer / Main Distributor for Pakistan.		
3.	Company / Firm must have a minimum of three (03) years of relevant business experience.		
4.	Company / Firm must have an established office in Pakistan.		
5.	Service / Warranty Centre of the quoted brand must be located in Pakistan (Certificate shall be attached).		
6.	Bidder must be in the Active Taxpayer List (ATL) for both Income Tax and Sales Tax issued by FBR.		
7.	An Affidavit on Non-Judicial Stamp Paper confirming that the firm / company has not been blacklisted and is not involved in any litigation with a government entity in connection with IT equipment supplies.		
8.	An Undertaking confirming that the required Bid Security / Earnest Money is attached with the Financial Proposal.		

TECHNICAL EVALUATION CRITERIA

Sr. No.	Attributes	Max. Score	Points Earned	Criteria
1.	Detail of Offices	10		Company / Firm has offices in Pakistan.
2.	Spare Part Availability	10		Spare parts of the quoted model and depot facility are available in Pakistan.
3.	Replacement Time for Faulty Equipment / Parts (Under Warranty) (Certificate to be attached – Clause 10(b) referred)	15		1–15 Working Days 16–30 Working Days 31–45 Working Days
4.	Total Strength of Relevant Technical Staff in Pakistan (List shall be attached with name and designation)	10		Company / Firm has ten (10) or more relevant technical staff in Pakistan.
5.	Company / Firm Experience (in Years)	30		Six (06) points will be awarded for each year of experience beyond the minimum experience of three (03) years.
6.	Projects Completed of Similar Nature (Documentary proof required such as Completion Certificates / Satisfactory Performance Certificates)	25		Five (05) points will be awarded for each project of similar nature upon provision of supply order along with completion certificate.

FINANCIAL PROPOSAL (BID FORMAT)

Date: _____

Company Name: _____

Sr. No.	Required Specification	Unit Price (Inclusive of All Applicable Taxes) – Rs.	Qty.	Total Price (Inclusive of All Applicable Taxes) – Rs.
1.				
2.				
3.				
4.				
5.				

Grand Total (Inclusive of GST): Rs. _____

Amount in Words: _____

Authorized Name: _____ Authorized Signature & Stamp: _____