



Government of Pakistan
Ministry of Commerce
(Trade Dispute Resolution Organization)



2(10)/2014- TDRO

Islamabad the 16th January, 2026

Subject: UPLOADING OF TENDER NOTICE ON PPRA's WEBSITE

The undersigned is directed to refer to the subject cited above and to enclose herewith the tender notice for hiring of IT Equipments services for TDRC, with the request to upload it on the PPRA website.

2. The invoice for the advance for the payment of Rs. 15,000 is also attached for necessary action.


(Aziz ur Rehman)
AO (Admin/Accounts)

Managing Director
Public Procurement Regulatory Authority (PPRA)
Islamabad.

2nd Floor, State Life Building No.5, China Chowk Islamabad.
Tel: 051-9223028, E-mail: tdro2014@gmail.com Website: www.tdro.gov.pk


AS(WD)

19/11



TENDER DOCUMENT

FOR SUPPLY OF

I. T. Equipment.....

DIRECTOR (Admn)

Trade Dispute Resolution Organization (TDRO)

2nd Floor, SLIC Building No.5, China Chowk

ISLAMABAD.

E-mail: tdro2014@gmail.com, Website: www.tdrc.gov.pk

Tel: 051-9223031



TENDER NOTICE

1. Trade Dispute Resolution Organization (TDRO), invites bids through E-PADS from the original manufacturers / authorized dealers/distributors / suppliers/ contractors etc., registered with Income Tax and Sales Tax Departments (at active taxpayer list ATL) for procurement of:

- **I. T. Equipment**

2. Bidding documents, containing detailed terms and conditions along with the list of items required are available for the interested bidders at the PPRA's E-PADS portal www.eprocure.gov.pk.
3. Interested individuals, firms meeting the above requirements are invited to submit their bids through "E-PADS" at www.eprocure.gov.pk or in sealed envelopes. The bids shall be submitted through E-PADS within 15 days after publication of this advertisement. The Bid Security equivalent to 2% of the total bid value in the form of Pay Order/ Demand Draft/ Banker's Cheque in favor of TDRC, Islamabad, prepared in accordance with the instructions given in the bidding documents shall be submitted along with the bidding documents. Bids without Bid Security and incomplete proposals will be rejected. The bids will be opened on the same day at 12:30 p.m dated 2nd Feb 2026, in the presence of the bidders or their authorized representatives (if any) in the office of the Director (Admn) at the address given below:

DIRECTOR (Admn)

Trade Dispute Resolution Organization (TDRO)

2nd Floor, SLIC Building No.5, China Chowk

ISLAMABAD.

E-mail: tdro2014@gmail.com, Website: www.tdrc.gov.pk

Tel: 051-9223031

1. BACKGROUND

Trade Dispute Resolution Organization (TDRO), invites bids under Rule No. 36(a) of Public Procurement Rules, 2004 from the original manufacturers / authorized dealers/distributors / suppliers/contractors, registered with Income Tax and Sales Tax Departments for procurement of "I.T. Equipment" as per details and specification given in "Bill of Quantity".

2. SCOPE OF SERVICES

The successful bidder (s) will be required to provide the items as per specifications and requirement detailed in BOQ at the premises of Trade Dispute Resolution Organization (TDRO), located at 2nd Floor, State Life Building No.5, China Chowk, Islamabad.

3. INSTRUCTIONS TO THE BIDDER

- A. The bids shall be submitted by the bidder(s) along with the following documents:
- i. Bids along with tender application form as per **Annex-I**.
 - ii. Bidder(s) profile containing name of firm, its status, address, telephone number (s), e-mail address and other relevant information as per **Annex-II**.
 - iii. Information regarding experience of similar work with major clients.
 - iv. An Affidavit to the effect that the firm is not blacklisted and is not in litigation with any private or public organization / department.
 - v. Copy(s) of STN & NTN Certificates.
 - vi. List of Clients
 - vii. Undertaking on company's letterhead duly attested, that the items supplied will be in OEM packing and no tempering have been made.
 - viii. Duly filled in and attested "**Bill of Quantity**".
- B. Incomplete bids will be considered as non-responsive
- C. TDRO reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the bidders and without assigning any reason to the bidders
- D. All applicable Taxes (Income Tax and Sales Tax) will be deducted from all payments of successful bidder at the rate prescribed under the Tax Laws.
- E. The price quoted shall be in Pak Rupees inclusive of all applicable taxes. The price quoted in this tender will be treated as final and must be valid for ninety (90) days. Rates shall be quoted on the FCS basis (Free delivery at Consignee's Store).
- F. In case of supply of sub-standard/expired items/goods, the Performance Guarantee/Security bid along with items supplied will be confiscated.
- G. One Year Warranty will be applicable on all Items.

4. PROCEDURE OF COMPETITIVE BIDDING

- a) Single Stage–two envelope procedure, as per rule No.36(b) of Public Procurement Rules, 2004
- b) The bid shall comprise single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- c) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- d) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
- e) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the Trade Dispute Resolution Organization (TDRO).
- f) TDRO shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
- g) During the technical evaluation no amendments in the technical proposal shall be permitted.
- h) The financial proposals of bids, who qualify technical evaluation, shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- i) The financial bid found to be the lowest evaluated bid shall be accepted.

5. Submission and opening of Bids

Bidding Document duly filled and complete in all respect supported with all the requisite documents and information can be submitted on E-PADs within 15 days after publication of the advertisement. The bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA Rules, 2004.

6. Bid Security

All the Bidders are required to submit 2% bid amount of the actual bid in form of Pay Order/ Demand Draft/ Banker's Cheque in favor of TDRO, Islamabad with the sealed proposal as per Rule No. 25 of the PPRA Rules, 2004. Bids without bid security will be rejected.

7. Evaluation Procedure

The bids will be evaluated on the basis of criteria, quantity and specifications mentioned in BOQs against each items as per technical evaluation criteria stipulated herein the bidding document. The unit price, inclusive of all applicable taxes, shall be quoted in Pakistani Rupees.

8. Delivery of items

The successful bidder will be liable to supply the requisite items within Ten (10) days from the issuance of date of purchase order.

9. Performance Guarantee

The Successful bidders will be required to furnish a performance guarantee of 5% of the contract amount. The performance guarantee will be confiscated if the successful bidder (s) fails to provide the goods/ items as per BOQs and within the stipulated timelines.

10. Payment Schedule

The successful bidder (s) will be required to supply the items for which the supply order has been issued as per rates and specification of quotes. After acceptance of the goods/items by the TDRO and issuance of Work Completion Certificate/ Delivery Challan, the supplier can process his case for payments. The supplier would submit his bill containing the details about Invoice number, date, list of items supplied, rates per unit inclusive of GST/any applicable taxes and total payment due. The payment will be made on actual basis after successful completion of work/ supply of items as assigned and the case regarding partial payment will not be accepted.

Note: *The Purchaser reserves the right to accept/reject any or all tenders (in part or whole) as per PPRA Rules, 2004.*

TECHNICAL EVALUATION CRITERIA

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated	Tentative Assessment
1.	<u>Profile</u>		<u>15</u>	
1.1	<u>Company Status:</u>			
	Supplier/ Dealer/Distributor	04		
	Manufacturer	06		
1.2	<u>Similar type of Items/Products Sold to Public Sector in year 2024</u>			
	≥ 1 ≤ 10	01		
	≥ 11 ≤ 20	03		
	≥ 21	05		
2.	<u>Relevant Experience (along with documentary proof)</u>		<u>15</u>	
	≥5 ≤10years experience	10		
	≥10 ≤15years experience	15		
3.	<u>Financial Strength of the Firm</u>		<u>10</u>	
	Bank statements showing cash flow between Rs.5Million and less thanRs.10millionin the Year, 2024	5		
	Bank statements showing cash flow of more than Rs. 10 million in the year 2024	10		
	<u>Technical Specification of Items quoted</u>		<u>15</u>	
	Close to required Specification	05		
	As per specification	10		
4.	<u>Government/ Public Sector Clients (with five years record)</u>		<u>15</u>	
	≥ 1 ≤ 5	10		
	≥ 6 ≤ 10	15		
Total			70	

(Passing marks: 50%)

(Annex-I)

TENDER APPLICATION FORM

No.....

Dated.....

Director (Admn),
Trade Dispute Resolution Organization (TDRO)
2nd Floor, SLIC Building No.5, China Chowk,
Islamabad.

Subject: - Tender For Supply of “_____”

1. Name of Applicant/ Firm.....

2. Address.....

3. Phone No..... Mobile No..... Fax No.....

4. Past Experience.....

5. Income Tax Certificate..... (Copy attached)

6. GST Certificate..... (Copy attached)

7. Certificate of Authorized Vender/Sole Distributor.....

8. Bid Amount.....

9. Earnest Money@2% of the Bid Amount.....

Paid By Pay Order No..... Dated..... Bank.....

10. Cost of Tender Application Form(Non Refundable)Rs.1000/-Paid By Pay

Order

No..... Dated..... Bank.....

Signature of Applicant & Stamp

TECHNICAL EVALUATION SHEET

1. Company Name: _____
2. Company Profile: _____
 - I. Date of Incorporation: _____
 - II. Location of Head Office: _____
 - III. Details of Branch Offices across Pakistan: _____
 - IV. Human Resource strength / Work Experience of Technical Staff: _____

(Provide Organogram & Resumes separately)

3. Projects Details
 - a. Number of projects so far completed with Public/Private Organization:
 - Name
 - Year of completion (Most recent first):(with Contact Details)
 - b. Number of ongoing projects in hand with Public/Private Organizations:
 - Name
 - Year of acquirement (Most recent first):(with contact details)
4. Industry Related Certification(Please Specify)
5. Proof of Distributor/Dealership with OEM
6. Annual turnover

List of Items

Item	Quantity	Detailed Specifications
Branded Laptops	05	<p>Processor: Intel Core Ultra 5 (13th Gen) 12 MB Intel® Smart Cache 2.2 GHz Up to 4.8 GHz RAM: 16 GB DDR5 5600 (expandable to 32 GB) Storage: 512 GB PCIe Gen 4 NVMe SSD Display: 15.6" FHD (1920×1080), IPS 300nits Anti-glare Graphics: Intel® Integrated Graphics with Intel® Ultra™ Ultra 5 processors and dual-channel memory configuration Backlit keyboard with numpad & multi-touch pad Connectivity: Wi-Fi 6, Camera with privacy shutter, Bluetooth, Microphone, Battery Life: 4 to 5 hours Ports: HDMI, Type-C (20G x1) w/ Power Delivery & DisplayPort, USB 3.2, RJ-45 Branded Laptop Bag Original power cord and Power Adapter OS: Windows 11 Pro (licensed to be verified by Microsoft) MS Office 365 (Licensed) Warranty: 1 year -</p>
	05	<p>Processor: Intel Core Ultra 5 (13th Gen) 12 MB Intel® Smart Cache 2.2 GHz Up to 4.8 GHz RAM: 16 GB DDR5 5600 (expandable to 32 GB) Storage: 1TB PCIe Gen 4 NVMe SSD Display: 15.6" FHD (1920×1080), IPS 300nits Anti-glare Graphics: Intel® Integrated Graphics with Intel® Ultra™ Ultra 5 processors and dual-channel memory configuration Backlit keyboard with numpad & multi-touch pad Connectivity: Wi-Fi 6, Camera with privacy shutter, Bluetooth, Microphone, Battery Life: 4 to 5 hours Ports: HDMI, Type-C supporting Power Delivery & DisplayPort, USB 3.2, RJ-45 Branded Laptop Bag Original power cord and Power Adapter OS: Windows 11 Pro (licensed to be verified by Microsoft) MS Office 365 (Licensed) Warranty: 1 year -</p>

Desktop PC's	05	<p>Processor: Intel Core i5 (13th Gen) RAM: 16 GB DDR5 (expandable to 32 GB) Storage: 256 GB NVMe SSD & 1 TB HDD Graphics: Integrated Intel Iris Xe or equivalent Connectivity: Wi-Fi 6, RJ-45 Ports: HDMI, VGA, USB-C, USB 3.2, Display: 19" LED with HDMI & VGA Ports, USB Mouse + Keyboard (Branded) OS: Windows 11 Pro (licensed) MS Office 365 Standard (Licensed) Warranty: 1 year</p>
Documents Scanners (Flatbed+ADF)	02	<p>Type: Duplex Automatic Document Feeder ADF Capacity: ≥ 80-100 Pages Speed: ≥ 25-30 ipm color (pages per minute Simplex) & 40-60 ipm color (pages per minute duplex) Resolution: Optical 600 dpi (up to 1200 dpi for flatbed) Duty Cycle: ≥ 6,000 pages/day Connectivity: USB 3.0, Ethernet, Wireless TWAIN/WIA drivers Paper Size: A4, Legal, Envelopes, Cards or paper thickness upto 1.25mm File Formats: PNG, GIF, JPEG, Single-Page PDF, Multi-Page PDF, DOC Compatible with Windows, Mac OS Warranty: 1 year</p>
Printers	05	<p>Type: Monochrome Laser Printer Speed: ≥40 ppm Resolution: 1200 dpi Duplex: Automatic Multiple Trays: Tray-1 multifunction with 100 sheets input, Tray-2 with 250-300 sheets input Connectivity: USB, Ethernet, Wi-Fi Duty Cycle: ≥ 50,000 pages/month Compatible with Windows, Mac OS Warranty: 1 year</p>
Digital Photocopier	01	<p>Type: Multifunction (Print/Copy/Scan) 4GB Memory Speed: ≥ 45 cpm/ppm Scanning Speed: ≥ 60 IPM Simplex, ≥ 100 IPM Duplex Dual Scan Document Feeder: Built in up to 300 pages Paper Size: A4, A5, B5, Executive, Legal, Letter, Resolution: 1200 dpi, Zoom Range: 25 to 400% Copy Selector: 1-9999 Display: 10.1 touch screen Duplex: Automatic</p>

		<p>Feeder: ≥ 500 sheets or above Connectivity: USB, Ethernet Compatible with Windows, Mac OS Warranty: 1 year</p>
<p>Audio & Video Conferencing System with 75" TV</p>	<p>01</p>	<p>High-Definition Audio System (Centralized Audio system with all necessary equipment's i.e. Main Controller Unit, Amplifier, with 01 Microphone for Chairman and 08 Microphones for Delegates, Integrated Ceiling Speakers, Echo Cancellation, Noise Reduction, with Aux & Bluetooth Connectivity, Installation Support)</p>
		<p>Video Conferencing System (HD 1080p Video quality at 30 frames-per-second, Auto Focus & Framing, Microphone Array, Compatibility with Zoom/Teams/Webex) Accessories (Wall Mount Kit, Cabling, Remote Control, Installation Support) Warranty:1 year</p>
		<p>75" Advanced Interactive Display (International Renowned Brands Only) (4K UHD, IPS Panel, Android 14 or Latest, 8GB Ram, 128GB Storage, Touch Screen, Multiple Touch Points, Wireless Casting, Stylus, Built-in Camera, Standard & Wide View, Face Tracking, Speaker Tracking, Built in 2 HD Speakers, Built in 2 * 20W HD Speakers, Built-in Microphone Array with AGC / ANR / AEC, HDMI IN*2, HDMI OUT*1, LAN IN*1, LAN OUT*1, Type-C 3.1, USB 2.0*1, USB3.1*1 Compatibility: supported ChromeOS, Windows, and macOS. OPS for LED: Intel Core i5 13th Gen, 16GB, 512GB, Microsoft Win 11), Installation Support</p>