

Tender Notice

Ministry of Foreign Affairs invites sealed bids from experienced and well reputed firms registered with Income Tax and Sales Tax authorities of Government of Pakistan for "**Procuring Services of Repair and Maintenance of Security Cameras Installed in the MoFA and its Premises, Islamabad**".

2. The Bidders should be registered on the e-Pak acquisition Disposal System (E-PADS) in order to participate in the subject tender. Interested bidders can register themselves electronically on E-PADS through <https://eprocure.gov.pk#supplier/registration>. Bidding documents, containing detailed terms and conditions can be access through the E-PADS.

3. "**SINGLE STAGE TWO ENVELOPE PROCEDURE**" will be followed. Firms should mark both the envelopes separately with the words **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL**, and then seal the two envelopes in a single package.

4. The tender is also available on PPRA Website as well as E-PADS.

5. Bids prepared in accordance with the instructions provided in the bidding documents, must be submitted electronically through E-PADS only and original Bids security must be submitted in (in hard form) through legally authorized representatives on the address given hereunder on or before **on 03rd February 2026 at 1130 hours** i.e. the closing of bid time and will be open on the same day **at 1200 hours**.

6. Amount of Bid Security **@ 5%** of the total quoted amount in favor of Ministry of Foreign Affairs.

7. The Ministry of Foreign Affairs reserves the right to accept or reject all bids in accordance with PPRA Rules.



(Ehsan Kareem)
Deputy Director (C&S)
Room No. 251, 2nd Floor, SYKB,
051-90569075

Bidding Documents
For Procuring Services of Repair and Maintenance of
Security Cameras Installed in the Ministry of Foreign
Affairs and its Premises Islamabad

Communication & Security Section
Room # 251
Ministry of Foreign Affairs
Islamabad
Ph: 051-9201420



Dates: 14th January, 2026

SECTION – I

INVITATION TO BID

The Ministry of Foreign Affairs, Islamabad hereby invites sealed bids from well reputed, experienced and license holding private companies/ firms registered with Income Tax and Sale Tax Departments and how are on the active Taxpayers list of the FBR, stationed at Islamabad/ Rawalpindi for **“Procuring Services of Repair and Maintenance of Security Cameras Installed in the MOFA and its Premises Islamabad”**, to Participate in the Tender.

2. A completed set of **bidding documents** may be download from **e-PADS** website by an interested eligible Bidder. The tender is also available on **PPRA Website**.
3. All Bids must be accompanied by a bid security 5% of total quoted amount.
4. Bids, prepared in accordance with the instructions provided in the bidding documents, must be submitted electronically through **e-PADS** only. The **original bid security (in hand form)** must be submitted through a legally authorized representative to the address given below on or before **03rd February at 1130 hours (closing time of bids)**. The bids will be opened at 1200 hours on the same day in the presence of bidders or their authorized representatives who may wish to attend.

(Ehsan Kareem)
Deputy Director (C&S)
Room # 251, 2nd Floor, SYKB
Ministry of Foreign Affairs,
Islamabad



SECTION II

Instructions for Bids

1. Scope of procurement:

Ministry of Foreign Affairs invites Bids for "**Procuring Services of Repair and Maintenance of Security Cameras Installed in the MoFA and its Premises Islamabad**", as described in the Technical Specifications attached here to. All bidders should fully understand and know the exact nature, type and quantum of the work before submitting their Tender/ Quotation. If the bidder needs any clarification/ information he should contact the ministry before the date of opening of quotations. The successful company/ firms will be expected to provide services by the required completion date as finalized in the General Conditions of Contract.

2. Contents of Bidding Documents:

The set of Bidding Documents comprises the sections listed below:

Section I	Invitation to Bid
Section II	Instructions for Preparation of Bid
Section III	Evaluation Criteria
Section IV	Bill of Quantities/Schedule of Prices
Annexure-A	Minimum Qualification Criteria
Annexure-B	Minimum Eligibility Performa
Annexure-C	Form of Bid
Annexure-D	Undertaking

3. Eligibility to Bid:

Firms/Suppliers/Companies who are duly registered with tax authorities may be eligible to participate only if they fulfill the Minimum Qualification Criteria given at Annex-A.

2. Qualification of the Supplier:

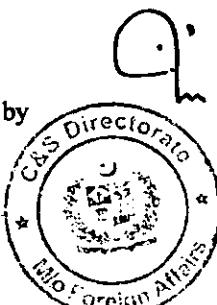
To qualify for award of the contract must provide filled in Minimum Eligibility Performa at Annexure- Annexure-B.

3. Documents Comprising the Bid:

The bid submitted by the supplier shall comprise the following documents:

i. Technical Bid

- a) Copies of Taxation Documents (To be Enclosed with Technical Bid)
- b) Minimum Eligibility Proforma (Annexure-B)
- c) Form of Bid, without Mentioning the Bid Security Amount (Annexure-C)
- d) Undertaking (Annexure-D)
- e) All documentary proofs mentioned in section-III.
- f) Details of Projects/ work done by the Company in last three or more years supported by documented proof in compliance.
- g) Company's hierarchy with CVs
- h) Bank Statements for FY 2024 and FY 2025
- i) All other requirements mentioned in the bidding Documents.



6. **Bidding Procedure:**

“SINGLE STAGE TWO ENVELOPE PROCEDURE” will be followed. Firms should mark both proposals separately with the words “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” sealed in two separate envelopes, and then seal the two envelopes in a single package. Initially only technical proposal will be opened.

7. **Validity of the Bid and Bid Security:**

The price bids shall remain valid for the period of Sixty (60) calendar days counted from the date of submission of the bids specified in Clause 10 below. The purchaser may request the suppliers to extend the period of validity for a specified additional period. The purchasers request and the supplier’s responses shall be made in writing or by fax or by email. A supplier may refuse the request for extensions of Bid validity in which case he may withdraw his bid without any penalty. A supplier agreeing to the request will not be permitted to otherwise modify its bid.

Bidder should submit a Bid Security equal to at least 5% of total quoted amount in favor of the Ministry of Foreign Affairs in the shape of Pay Order/ Demand Draft.

8. **Language of the Bid:**

All documents relating to the Bid and contract shall be in the English Language.

9. **Preparation and Sealing of Bid:**

The supplier shall prepare one original of the documents comprising the price bid as described in Clause 6 above. All the pages of the bid where entries or amendments or corrections have been made shall be initialed by the person or persons signing the bid. Sealed bids shall be addressed to the purchaser at the address provided above and shall provide a warning not to open before the specified time and date for bids opening as defined in Clause 3 of Invitations to Bid. If the envelope is not sealed and marked as above, the purchaser will bear no responsibility for the misplacement or premature opening of the bid.

10. **Place and Deadline for submission of Bid:**

Bids, prepared in accordance with the instructions provided in the bidding documents, must be submitted electronically through e-PADS only. The original bid security (in hand form) must be submitted through a legally authorized representative to the address given below on or before 03rd February 2026 at 1130 hours (closing time of bids). The bids will be opened at 1200 hours on the same day in the presence of bidders or their authorized representatives who may wish to attend.

11. **Modification and withdrawal of Bid:**

No bid shall be modified after the deadline for submission of Bid specified above in Clause 10. Withdrawal of a bid between the deadline for submission of bids and expiration of validity of bids as specified in Clause 7 above will result in the supplier being excluded from the list of suppliers for a period of two years.

12. **Opening of Bids:**

Only the Technical bids will be opened initially on 1200 hours of 03rd February 2026 at Media Center, Ground floor, of Agha Shahi Block, in the Ministry of Foreign Affairs, Islamabad. While financial bids of technically qualified firms only, will be opened later on.



13. **Process to be confidential:**

Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the contract award shall not be disclosed until the award to the successful firm/company has been announced.

14. **Evaluation and Comparison of Bids:**

Initially the Bidder's documentation against minimum eligibility criteria shall be verified as per **Annexure-A**. All Bidders must provide duly filled in proforma at **Annex-B**. The qualified Bidders will then undergo the Technical evolution according to the criteria give at **Annexure-C**. Only the Bidders who qualify through the Technical Evaluation will be eligible for Financial Bids evaluation, once both the stages are completed, the contract shall be awarded to **most advantageous Bidder as per criteria defined in Annexure-C**.

The Ministry will award the contract to the firm/company whose bid has been determined to be Most Advantageous to the proposal documents and who got the maximum marks based on Evaluation Criteria as defined in **Annexure-C**. The Technical Criteria has 60% weightage while Financial Criteria has 40% weightage. The Most Advantageous Bidder will be the bidder who gets highest weighted Average marks out of 100.

The Technical Evaluation will be based on the criteria provided in **Section-III**, the minimum qualifying score to qualify in Technical proposals is achieving 60 marks. All mandatory documents must be provided. In case any mandatory documents are found missing the Technical proposal shall be deemed non-responsive and disqualified.

If two or more bidders obtain equal marks in Final Evaluation, then the contract will be awarded to the one with the lowest financial bid.

Evaluation criteria for financial proposal are given as under:

$$\text{Financial Proposal Score} = 40 * \frac{\text{Amount Quoted by Lowest Bidder}}{\text{Amount Quoted by Bidder being evaluated}}$$

All the bidders must submit bids for the services in compliance with the Specifications and requirements. In evaluating the Bids the Ministry will determine for each proposal the evaluated bids by adjusting the bids making any correction for any arithmetic errors as follows:

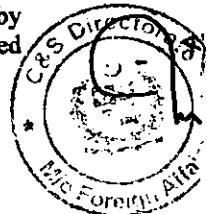
- a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- c) If a supplier refuses to accept the correction, his bid will be rejected.

15. **Purchaser's right to accept any bid and to reject any or all bids:**

The Ministry as a purchaser reserves the right to accept or reject any bid, and to cancel the process of competition and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected firm/company or any obligation to inform the affected firm/company of the grounds for the purchaser.

16. **Purchaser's right to increase or decrease quantities:**

The purchaser, reserves the right to increase or decrease quantities of supplies.



17. **Notification of award and signing of Contract:**

Results of evaluation would be known in a reasonable time, suppliers are instructed not to approach the Purchaser after opening of bids until the finalization of award. The supplier whose bid has been accepted will be notified of the award by the Purchaser prior to the expiration of the validity period of the bid, by registered Work Order letter. This letter will state the sum that the Purchaser will pay the supplier in consideration of the supply, installation and commissioning of the supplies by the supplier as prescribed by the contract. The written notification of award will constitute the formation of the contract. The successful Bidder will be awarded the contract for the work and shall be liable to sign a Contract Agreement with detailed work assignment and Specific Conditions of the contract within 07 days of issuance of Work Order.

18. **Assignment Duration**

The duration for the supply/installation/services of the items shall not exceed 25 days from the issuance of Purchase Order.

19. **Penalty**

If supply/installation/services is not completed within 15 days by the successful bidder, penalty amounting to Rs 5,000/- per day will be charged.

20. **Payment Terms:**

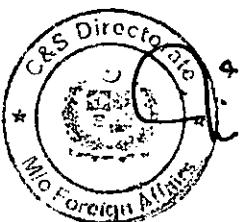
As per rule.

21. **Terms of Service Level Agreement:**

The successful Bidder has to sign a Service Level Agreement with Ministry for "Procuring Services of Repair and Maintenance of Security Cameras installed in the MoFA and its Premises Islamabad", for at least 1 year. The services shall include monthly corrective (As per need) and preventive (at least once a month) maintenance visits to (MoFA Premises i.e; FOL, FOH, GIDSH, PBFH, FS & FM residence). The Maintenance Engineer/personnel shall also be responsible for cleaning of lens, repairing cables & faulty equipments if required and submitting a Health check report for all the cameras including (thermal cameras), switches, NVRs, UPS, Backup batteries, ODF & Fibre optic cables.

The supplier/firm will depute a well qualified technical person in the Ministry on permanent basis for immediate repair.

The successful bidder will also have to maintain 5% of spares (backup inventory) for the total number of cameras & equipments at the end of year. The repairs and replacement of faulty cameras and equipments will be responsibility of the bidder. Details of SLA will be finalized with the successful bidder.



SECTION III

**BoQ for Procuring services of repair and maintenance of security cameras installed in the
Ministry of Foreign Affairs and its Premises**
Bill of Quantities (BoQ)

Sr	Items	Qty	Description & Specification
1.	1080P IR Dome Network IP Cameras POE	200	DS-2CD2725FWD
2.	Fixed 2MP IR Outdoor Bullet Cameras	157	DS-2CD2625FWD
3.	PTZ IR Outdoor Speed Dome Cameras	04	DS-2DF82361
4.	Network Video Recorder 32- Channels	11	DS-963NI-I16
5.	Network Video Recorder -16 Channel	03	Hikvision
6.	Network Video Recorder -8 Channel	02	Hikvision
7.	PTZ Controllers with IP Connectivity	02	DS-1100KI
8.	3MP Fish Eye Cameras	03	DS-2CD6332FWD
9.	ICX 7150 Compact Switch (12-POE Ports)	11	Brocade (ICX-7150)
10.	Transceivers IGE SFPs SM	14	SFP-1G-SM
11.	Racks Outdoor with D/P Circuit Breaker 24x18x12	15	12-U
12.	Cable Manager	6	
13.	PDU	07	
14.	OFC 8 Core SM (Single Mode)	2800m	
15.	OFDF 48 Port	2	
16.	OFDF 8 Port	16	
17.	OFC Patch Cords SM 3 Meter	41	
18.	1 KVA Online Smart UPS with Battery Packs	15	SURT1000XLI
19.	5 KVA Online Smart UPS with Battery Packs	2	SURT5000XLI
20.	650 VA UPS	14	BX650LI
21.	ICX 7150 Compact Switch (24-POE Ports)	4	ICX7150-24P-4XIG
22.	12 POE-Network Switches	5	
23.	UPS Homage	3	Vintage (Homage)
24.	CCTV Cameras (2MP)	19	Hikvision (DS-2CD2042WD)
25.	LED Screens TCL 50" , Industrial Grade 55", Changhong Ruba 60"	10	TCL, Brains, Haier & Changhong Ruba
26.	LED Screens TCL 32"	03	TCL, Brains, Haier & Changhong Ruba

Quotation should be inclusive of all Income tax and general sales/services tax as applicable.

***Work should be done in professional manner following international slandered SOPs and complete
in all respects, deployment as per instructions of Engineer-in-Charge, payment will be made on the
basis of satisfactory work done report submitted by the Engineer- in-charge**

5% Earnest Money of Total Amount:

Bank Draft / Pay Order No.

Name of the firm:

Authorized person:

Signature:

Contact Details:

Contractors Seal with Signature

Ministry of Foreign Affairs,

Islamabad



{ANNEX-A}

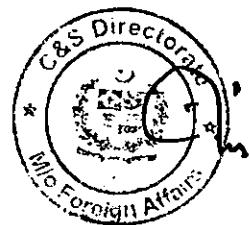
Minimum Qualification Criteria

Minimum Eligibility Criteria:

In continuation of instructions to bidders initial assessment/ scrutiny of Bidders will be done on the basis of following parameters:-

1. NTN & GST Certificate.
2. On Active Tax Payers List of FBR.
3. Registration/Incorporation/Business Certificate and number of business years in Pakistan.
4. Complete Company profile.
5. The bidder should be a company/firm having an operational office in Islamabad/ Rawalpindi.
6. Affidavit on legal paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization organization/Division/ Ministry.
7. Submission of required amount of bid security with Financial Bid (A confirmation to this effect in Technical Bid is must)
8. Manufacturer's Authorization certificates from the original manufacturers of equipment. The bidder should be partner/ authorized distributor/ seller from the Original Manufacturer.
9. Company/Firm employee's list along with hierarchy.

In case of any missing documents from the above mentioned list the Bid shall be deemed nonresponsive



{ANNEX-B}

Technical Evaluation Criteria for Procuring services of repair and maintenance of security cameras installed in the Ministry of Foreign Affairs and its Premises

Category	Description	Points
Partner with Principal	Partnership Certificate with reputed international brands. Yes = 20 Marks, No = 0 Marks	Must
Bid Authorization	Valid Bidding Authorization Certificate from principal/OEM of the quoted brand. (Attach Letter) Yes = 15 Marks, No = 0 Marks	
Firm Experience	Minimum Three Years of Experience in Similar Projects (Attach documentary Proof) Yes = 15 Marks, No = 0	Must
Staff information/ Company Structure	Technical Team members details/ Hierarchical Structure of company 05 Marks	Must
Local Presence	Company must have a local presence in twin cities (Islamabad, Rawalpindi) Details and phone number. Yes = 15 Marks, No = 0	Must
Financial Strength	Minimum Bank Balance of Company through bank statements 7 Million and above (20 Marks) 4 Million to 6.9 Million (10 Marks) Less than 4 Million (0 Marks)	Must
On active tax Payers list in FBR , including (NTN,STRN) certificates	Yes = 05 Marks	Must
Tax Return	Yes= 05 Marks	

Max Marks 100

Minimum Qualification Marks = 60%

Firms who fail to submit documents that are must will be considered technically knocked out.



{ANNEX-C}

Technical Evaluation

Technical Evaluation has 60% weightage in final evaluation.

A firm will be technically qualified if it gets at least 65 marks out of 100 and meet mandatory requirements as mentioned in SECTION-III.

Financial Evaluation

Financial Evaluation has 40% weightage in final evaluation.

Evaluation criteria for financial proposal are given as under:

$$\text{Financial Proposal Score} = 40 * \frac{\text{Amount Quoted by Lowest Bidder}}{\text{Amount Quoted by Bidder being evaluated}}$$

Final Evaluation

$$\text{Final Evaluation} = (60\% \times \text{Technical Proposal Score}) + \text{Financial Proposal Score}.$$

The Bidder who succeeds in gaining maximum marks in Final Evaluation will be deemed to be the Most Advantageous bidder.

In case two or more Bidders achieve equal marks in the Final Evaluation, contract will be awarded to the bidder with the lowest financial bid.



UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.

We have gone through all the conditions of tender / bidding documents and are liable to any legal action for furnishing false information / documents.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____

