
NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD



BIDDING DOCUMENTS

**Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP
(UT) 54th STP at NPA**

March, 2026

F. No. NPA/17-1/2025
NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD

INVITATION TO E-BID
Ref. No. 25/2025-26
(For Goods, Works and Non-Consulting Services)
(Say No to Corruption)
(We stand united against terrorism)

National Police Academy, a premier police training institution of Pakistan, invites electronic bids from the original manufacturers or their authorized dealers/distributors registered with Income Tax and Sales Tax Departments for *“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”*.

2. E-bidding documents as per regulation, containing detailed terms, specifications and requirements etc. 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 26th of March, 2026 at 1100 hours. Manual bids, shall not be accepted. Electronic bids will be opened on the same day on 26th of March, 2026 at 1131 hours.

Note: Notification of the GRC constituted in terms of rules-48 of PPRA Rules, 2004 is provided on EPADS at www.eprocure.gov.pk.

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Muhammad Farooq
Deputy Director (Admn)
Phone Off: 9258183
Fax: 9257414

INSTRUCTIONS TO BIDDERS

1. Scope of Bid	<i>Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA</i> as per specification enclosed as Annex-A.
2. Corrupt and Fraudulent Practices	<p>The bidder will show the highest standards of ethics during carrying out the contract. In pursuance of this policy, the following provisions shall apply:</p> <p>(a) <i>“coercive practice”</i> means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence their participation in tendering process, or affect the execution of a contract;</p> <p>(b) <i>“collusive practice”</i> means a scheme or arrangement between two or more parties, with or without the knowledge of NPA, designed to establish prices at artificial, non-competitive levels or to otherwise deprive NPA of the benefit of free and open competition;</p> <p>(c) <i>“corrupt practice”</i> means offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of a public official (including purchaser and employees of organization taking or reviewing selection decisions) in the selection process or in contract execution or the making of any payment to any third party, in connection with or in furtherance of a contract, in violation of any applicable law in the country;</p> <p>(d) <i>“fraudulent practice”</i> means any act or omission, including any misrepresentation, in order to influence (or attempt to influence) a selection process or the execution of a contract to obtain a financial or other benefit or to avoid (or attempt to avoid) an obligation;</p> <p>(e) <i>“obstructive practice”</i> means destroying, falsifying, altering or concealing evidence material or making false statements in order to impede an investigation into allegations of a coercive, collusive, corrupt, fraudulent, or prohibited practice; and threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation and acts intended to impede the exercise of the inspection and audit rights;</p> <p>(f) <i>“prohibited practice”</i> means any action that makes disqualification of bidder. NPA will reject a bid if any bidder directly or indirectly is engaged in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices in competing for contract; and</p> <p>(h) <i>“inspection of accounts”</i> means NPA has the right to inspect financial position, records and other documents of the bidder in order to determine that the bidder has firm footing.</p>
3. Procedure	Single stage one envelope procedure of the open competitive bidding process shall be adopted.
4. Language of Bid	Bid as well as all correspondence and documents relating to the bid exchanged by bidder and NPA shall be written in English/Urdu.

5. Bidder & his eligibility	A bidder will be original manufacturer or their authorized dealer/distributor besides having following: (a) Have at least last 03 consecutive years' experience in relevant field with government departments; (b) Be on Active Taxpayer's list of the website of FBR; (c) Not declared blacklisted; (d) Have good reputation in relevant field.
6. Number of bids	Bidder shall submit only one bid which will be processed and evaluated as per specifications and criteria defined in bidding documents. In case of submission of 2 nd bid, only 1 st bid shall be considered.
7. Bid Price	(a) Bid price must be quoted in Pak rupees inclusive of all prevalent taxes; (b) Overwriting of figures and use of fluid will not be permitted and the bid will be rejected in that case; (c) Only one price of an item shall be mentioned.
8. Documents Comprising the Bid	Bid shall comprise the following: (a) Written consent as per Annex-B; (b) Call deposit in shape of demand draft/pay order/CDR in favour of " Academy Fund Account " @ 300,000/- (three hundred thousand rupees). (c) Documents showing experience in relevant field having at least last 03 consecutive years' experience (supply/work orders); (d) Copies of NTN/GST certificates which ever applicable. (e) Addresses of retail outlets & warehouses which ever applicable; (f) Certificate as per Annex-C: i. Ownership of firm; ii. Firm not declared blacklisted; iii. Having read and accepted all clauses of bidding documents; iv. Authorized person, if any, to deal with NPA. (g) Certificate for availability of stock. (h) Valid Address, Telephone, Fax & Mobile Nos.; (i) Valid CNIC/Passport copy of owner & representative; (j) Original manufacturer or valid authorized dealership/distributorship certificate; (k) Brochure/pamphlet having complete details of the item/services/work to be supplied/carried out; (l) Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D. (m) Integrity Pact as per sample at Annex-E. (n) Any other document that the bidder may feel to add in support of its bid and has plus point. (o) Rates as per pattern at Annex-A; (p) Price quoted must be inclusive of all prevalent taxes. (q) Quoted price will be deemed to be inclusive of all taxes;
9. Dead line for submission of bids	Bids must be received electronically in PDF format on date and time as given in invitation to bid.
10. Post-dated bid	Bids received after given date and time shall be considered as post-dated bid and shall be returned unopened.
11. Bid Security	((a) Bid security shall be in shape of demand draft/pay order in favour of " Academy Fund Account " @ amount of 300,000/- (three hundred thousand rupees).

	<p>(b) Bid security must reach physically in office of the Assistant Director, Procurement, NPA before closing time else bid shall be rejected;</p> <p>(c) Bid security of unsuccessful bidders shall be returned after publishing evaluation report.</p>
12. Performance Guarantee	<p>(a) Bid security of lowest evaluated bidder(s) shall stand converted as performance guarantee and shall be retained till warranty or extended period(s).</p> <p>(b) The period of warranty shall start from the date of supply/work; and</p> <p>(c) Performance guarantee shall be forfeited in case of refusal to carry out supply or carrying out partial, substandard or deviated supply/work/services and not completing the supply/work/services within agreed timeframe.</p>
13. Period of Validity of Bids	Bids shall remain valid for one hundred twenty (120) days. Period can be extended after consultation with the bidders.
14. Submission, Sealing and Marking of Bids	<p>(a) Bids shall be submit at online on E-PADS as physical bids shall not be accepted.</p> <p>(b) Bids shall be submitted electronically in PDF format in a file.</p>
15. Bid Opening Session	<p>(a) Bids shall be opened on the prescribed date & time, as given in invitation to bid, by the Departmental Purchase & Inspection Committee of NPA.</p> <p>(b) In case of strike, public/local holiday, insurgency or any other reason of closure of office next working day shall be considered as bid opening session.</p> <p>(c) The official shall read aloud: name of bidder; presence of bid security; price quoted and any other detail as deemed appropriate.</p>
16. Incomplete bid	Bids not accompanying the mentioned documents/information shall be construed as incomplete bid and may be rejected.
17. Deviations, Reservations, and Omissions	<p>During the evaluation of bids, the following definitions apply:</p> <p>(a) <i>“deviation”</i> is a departure from the requirements specified in bidding documents;</p> <p>(b) <i>“reservation”</i> is setting of limitation or conditions or withholding from complete acceptance of requirements specified in bidding documents; and</p> <p>(c) <i>“omission”</i> is the failure to submit part or all of the information or documentation required in the Bidding Documents.</p> <p>(d) Bids may be rejected in case of deviation, reservation & omission.</p>
18. Evaluation of Bids	<p>Evaluation of bids shall be made by the Departmental Purchase & Inspection Committee of NPA, report of which shall be published electronically. Lowest evaluated bid shall be accepted. Following shall be the Evaluation Criteria:</p> <p>(a) Availability of written consent as per specimen at Annex-B;</p> <p>(b) Copies of NTN/GST certificates which ever applicable;</p> <p>(c) Call deposit at the rate and shape as specified;</p> <p>(d) Certificate for availability of stock.</p> <p>(e) Certificate as per Annex-C:</p> <ol style="list-style-type: none"> i. Ownership of firm; ii. Firm not declared blacked listed; iii. Having read & accepted all clauses of bidding documents; iv. Authorize person, if any, to deal with NPA; <p>(f) Copies of valid CNIC/Passport of owner/representative;</p> <p>(g) Availability of brochure/pamphlet of the item/work/services to be supplied/carried out;</p> <p>(h) Selection of bidders will be made on lowest evaluated rates;</p> <p>(i) Online verification of bidder on Active Taxpayer’s list of FBR;</p>

	<p>(j) Valid Address, Telephone & Mobile No. of the bidder;</p> <p>(k) Original manufacturer or valid authorized dealership/distributorship certificate;</p> <p>(l) Copies of last 03 consecutive years supply/work/services orders in the relevant field to government departments;</p> <p>(m) Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D;</p> <p>(n) Integrity Pact as per sample at Annex-E;</p> <p>(o) Inspection of retail Outlet/Warehouse of the bidder;</p> <p>(p) Selection of Departmental Purchase & Inspection Committee which shall be considered as key factor for which demonstration will have to be passed by the firms;</p> <p>(q) Bidder may add additional documents in support of its bid.</p> <p>(r) Clarification of the documents could be made.</p> <p>(s) Rate on the enclosed list as at Annex-A;</p> <p>(t) Price inclusive of all prevalent taxes;</p> <p>(u) Quoted price will be deemed to be inclusive of all taxes; and</p> <p>(v) In case of same price for the supply/work/services, selection will be made on the basis of experience of the firm and warranty period.</p>
19. Samples of products	The firms will have to provide samples of all products to be supplied for selection by the Departmental Purchase & Inspection Committee (DP&IC) on the date of opening of bid. Decision for selection of products by the DP&IC will be final. Selected items can be retained by NPA for post-evaluation.
20. Acceptance of Bid	<p>a) Selection of bidders will be made on lowest quoted rates of each item.</p> <p>b) The most advantageous bid shall be accepted.</p>
21. Grievances Committee	National Police Academy has constituted a grievances committee which can be approached through a written complain addressed to the “National Police Academy Grievances Committee”.
22. Right of acceptance or rejection	<p>(a) Departmental Purchase & Inspection Committee of NPA reserves the right to accept or reject bids or annul bidding process at any stage prior to issuance of supply/work order.</p> <p>(b) In case of rejection or annulment, bidders shall telephonically be conveyed. Collection of bid security and evaluation report shall be responsibility of bidders.</p> <p>(c) Bidders shall collect their bid securities on written request on letter head duly authorized to their representative.</p>
23. Warranty Period	All items shall have standard warranty for a period of 01 year. Performance guarantee shall be released after the warranty period. In case of extended warranty period offered by the bidder, extended period shall be considered as warranty period.
24. Validity of rates	Rates quoted in bid shall be valid for the period as stated in the Contract at Annex-D or extended period with mutual consensus of NPA and the bidder.
25. Debarring or Blacklisting	National Police Academy reserves the right to debar any bidder for a specific period or blacklist bidder for future bids.
26. Contract	The successful bidder after issuance of work/supply order shall carry out work/supply as per contractual period mentioned in the contract at Annex-D.
27. Integrity Pact	The bidders will have to furnish Integrity Pact on their letter head as per sample at Annex-E.

28. Subletting of work	Subletting of the supply/services/work to anyone else shall not be allowed and the contract would be cancelled in that case and performance guarantee will be forfeited.
29. Award of work	Lowest evaluated bidder(s) as per evaluation criteria shall be issued supply/work order for the items which shall carry out supply as per samples or any modification suggested by the Departmental Purchase & Inspection Committee.
30. Increase or decrease work/supply	National Police Academy reserves the right to increase or decrease quantity of item/work/services. In that case, rate per item/work/services shall be charged by the bidder.
31. Extension of Contract	Period of contract can be extended with mutual consent of both the parties.
32. Supply/work	The supply/work shall be carried out/accepted as per TORs mentioned in the scope of work at Annex-A within three (03) days of issuance of supply order(s).
33. Validity of rates	Rates quoted in the bid shall be valid till completion/execution of the work.
34. Advance	No advance amount will be released by the NPA.
35. Physical Inspection	National Police Academy reserves the right to carry out physical inspection of the items/work/services during the process or prior to acceptance.
36. Payments	Payments shall be released after satisfactory completion of supply/work/services, submission of bills and signed physical inspection report by the Departmental Purchase & Inspection Committee and sanction of competent authority of NPA.
37. Release of bid security	Representative may collect the bid security on furnishing a written request on letter head and proving identity. Bid security/performance guarantee of successful bidders shall be released on completion of agreed or extended warranty period. Unsuccessful bidders shall be obtain bid security after publication of evaluation report.
38. Notices	Notices may be served to the bidder in case of supplying/carrying out damaged, dysfunctional, defective, used, repaired, altered, deviated or refusal to supply/services/work. Upon serving third notice, supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.
39. Public Procurement Rules, 2004	Procurement process shall be made in accordance with Public Procurement Rules, 2004, as amended from time to time. Any clause of the bidding document in contravention of the Public Procurement Rules shall stand frozen.

SCOPE OF WORK

(Price must be quoted inclusive of all taxes)

S. #	Specification		Quantity	Per Item Rate (Rs.)	Brand Name	Total Amount (Rs.)
1.	Sr.	Component	Requirement	60		
	1.	Processor	Multi Core Processor having:- (i) Atleast 6 cores i.e Hexacore (ii) Base clock: 2.0 Ghz or higher (iii) Turbo Clock: 2.8 Ghz or higher (iv) 8MB Cache or higher			
	2.	RAM	16GB DDR5 RAM with clock 4800Mhz or higher			
	3.	Hard Drive/Memory	512 GB SSD PCIE 3 or latest version i.e. 4 / 5			
	4.	Display	(i) Size: Between 15.3 or above (ii) Resolution: Full HD or higher (iii) Refresh Rate: 60Hz or higher (iv) Type: IPS/LED/AMOLED			
	5.	BIOS	(i) Laptop must support BIOS-level self-healing protection certified by the OEM. (ii) OEM-integrated hardware-based endpoint security suite (preinstalled and supported by manufacturer)			
	6.	Operating System	Latest Licensed Windows 11 Pro 25H2 with official key			
	7.	Office Suite	Latest Licensed Microsoft Office 2024 suite with original key			
	8.	Connectivity	(i) Dual Band 2.4/5/Ghz WiFi 6 or higher (ii) Bluetooth 4 or higher			
	9.	Ports	(i) Full HDMI port (ii) Two USB Type A ports gen 2 or above (iii) One USB Type C (iv) Single Combo Audio Jack for Mic and Speakers			
	10.	Battery & Charging	45Wh or higher			
	11.	Peripheries	Mandatory: (i) Webcam with physical Privacy Shutter (ii) Audio (iii) Trackpad with multi gesture (iv) Backlit Keyboard Optional: (i) Network port (ii) VGA (iii) Fingerprint Reader			
	12.	Chasis/Frame	MIL-STD-810H certified			
13.	Warranty	01-year local warranty offered by company throughout Pakistan.				

2.	Optical Bluetooth/wireless Mouse with USB Dongle Cell operated	60			
3.	Laptop bag good quality with brand logo with water resistant material and cushioned lining	60			

Note: Bidders ***must*** mention complete laptop brand name and their respective quoted model. Laptops quoted must be compatible with HP Ecosystem i.e. Printers, Scanners, Monitors, Poly (Video Conferencing) etc.

TORs:

- (i) Supply of thirty-three (33) laptops must be immediately delivered within three (03) days of issuance of supply order by NPA. Whilst, the remaining i.e. twenty-seven (27) laptops shall have to be expectedly be delivered in the month of October, 2026 within three (03) days of the issuance of supply order.
- (ii) Rates once quoted must include all prevailing taxes and shall be considered final and no revisions of rates at later stage shall be admissible for the second delivery of supplies.

Signed & stamped by the bidder _____

(To be reproduced on the letter head of firm/contractor/proprietorship)

Islamabad, ____ day of _____ month of _____

The Deputy Director (Admn)
National Police Academy
Sector H-11, Islamabad.

Subject: SUPPLY OF LAPTOPS FOR CLASSES OF DSSP (UT) OF SINDH POLICE (4TH STC) AT THE NATIONAL POLICE ACADEMY, SECTOR H-11, ISLAMABAD

Reference: Invitation to Bid No. 9/2024-25of National Police Academy for *Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA*”.
M/s _____ hereby submit its Bid for *“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA*”. Necessary documents as have been asked for are also enclosed.

Signatures of bidder _____

Name of bidder _____

Status of Bidder (owner/representative) _____

Name of firm _____

Address of firm _____

Stamp of firm _____

(To be reproduced on the letter head of firm/contractor/proprietorship by the owner)

CERTIFICATE

This is to certify that I,
_____ am the legal owner of firm M/s
_____ with its address at
_____. I have read and
accepted all clauses of bidding document for Bid for ***Supply of Laptops for DSsP (UT) of Sindh
Police (4th STC) & ASsP (UT) 54th STP at NPA***”.

2. I hereby certify that my firm has not been declared blacklisted by any government agency. I hereby appoint/authorize Mr. _____(mention “self” if not authorized anyone) as my representative to deal with National Police Academy for the purpose of this bid.

Signatures of owner of firm _____

Name of bidder (owner of firm) _____

Stamp of firm _____

(To be reproduced on judicial paper of Rs. 50 or more by the bidder)

SPECIMEN OF CONTRACT

This agreement has been made on _____ day of _____ 20 _____ between the National Police Academy (hereinafter called the “Employer”) and M/s _____ (hereinafter called the “Contractor”) with their corporate status and registered address shall deem to include (in case of individual or proprietorship, firm, heirs, legal representative or if a partnership, the party or survivors, their respective heirs, executive heirs, executors and administrators of, if a company, its successors in business).

2. WHEREAS, the Employer is desirous to procure/carry out item/work/services in the light of clauses enumerated in bidding document for ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”*** already collected by the Contractor. In response to invitation to bid M/s _____ has agreed to ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”*** with the performance guarantee of its Pay Order/Demand Draft as security.

3. The following documents shall be construed as part of this Contract:

- a. Bidding document for ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”***. Specifications of the supply/work as specified in the bidding document.
- b. In this contract words and expressions shall have the same meanings as are respectively assigned to them in the bidding document for ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”***.
- c. In consideration of the payments to be made by Employer to Contractor as hereinafter agreed upon, the Contractor hereby covenants with the Employer to execute and complete the ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”*** in conformity and in all respects within the provisions of the bidding document for ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”***.
- d. Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of supply/work as per provisions of the bidding document for

“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”.

- e. Amount to be paid to the Contractor will be as per quoted rates and as per clauses of bidding document for ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”.***
- f. All prevalent government taxes will be applicable for deduction from the Contractor.
- g. The Contractor will have to accomplish the supply keeping into consideration timeframe given in the supply orders and during period agreed upon.
- h. Notices may be served to the Contractor in case of poor performance or substandard supply/work or not carrying out the supply/work in requisite timeframe as explained in bidding document.
- i. The Contractor and the Employer have agreed to execute this contract for the period w.e.f _____ to _____ and for extended period with mutual consensus.
- j. If any dispute arises relating to terms and conditions/agreement, the decision of the Commandant, National Police Academy shall be final and binding.

4. IN WITNESS WHEREOF the Employer and the Contractor agreed to execute the contract in the light of above terms and the clauses of bidding document for ***“Supply of Laptops for DSsP (UT) of Sindh Police (4th STC) & ASsP (UT) 54th STP at NPA”.***

Signature of the Contractor

Signature of NPA

(Seal)

(Seal)

Signed, sealed and delivered in the presence of:

Witness 1:

Witness 2:

(Name, CNIC No. and Address)

(Name, CNIC No. and Address)

(To be reproduced on the letter head of firm/contractor/proprietorship)

Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE
BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WITH RS.
10.00 MILLION OR MORE**

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

_____ (name of supplier) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing _____ (name of supplier) represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

_____ (name of supplier) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ (name of supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, misrepresentation and warranty. It agrees that

any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard ____ (name of supplier)____ agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by ____ (name of supplier)____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

(Buyer)

(Seller/Supplier)