



**BIDDING DOCUMENT
FOR PROCUREMENT OF
IT, MACHINERY & EQUIPMENT
FOR THE PROJECT 'DIGITALIZATION OF IN-HOUSE
PROCESSES & AUTOMATION OF EXAMINATION
SYSTEM OF FPSC'**

**F-5/1, AGA KHAN ROAD
ISLAMABAD**



Federal Public Service Commission

Aga Khan Road, F-5/1, Islamabad

Phone No.051-9212159

**INVITATION TO BIDS THROUGH E-PADS
“FOR PROCURMENT OF IT/MACHINERY AND EQUIPMENT”**

Federal Public Service Commission (FPSC) invites e-bids for procurement of IT/Machinery and equipment through Open Competitive Bidding (Single Stage – One Envelope Procedure) for the Project Titled “Digitalization of In-House Processes & Automation of Examination System of Federal Public Service Commission” through the E-Pak Acquisition and Disposal System (E-PADS) from firms/vendors who fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements are available for registered bidders on E-PADS at <https://eprocure.gov.pk>, www.fpsc.gov.pk and www.ppra.gov.pk free of cost.

3. E-bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on or before **27th April, 2026 (Monday) by 10:00 am**, bids will be opened on the same day at 10:30 am. Manual financial bids shall not be accepted.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through **E-PADS** when submitting the e-bid electronically through file uploading method (Single Stage One Envelope procedure) and one original hard copy of documents except financial bid with following original documents must also be submitted to the **office of the Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad** before the e-bid closing time:

- i. **Bid Security Instrument:** 3% of the bid amount/total quoted value (refundable), in the form of CDR/Demand Draft/Pay Order/Banker's Cheque (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument)).
- ii. **Affidavit:** A stamp paper of Rs.100/-duly signed, stamp of the firm and notarized stating that the firm has not been blacklisted at the time of submitting the e-bid.

5. Bidders shall have the option to submit proposals for a single item or multiple items. A pre-bid meeting for clarification of bidders' queries will be held on **16th April 2026 at 11:00 AM**. All queries raised by intending bidders will be addressed during the meeting, and the minutes of the pre-bid meeting shall be read in conjunction with these bidding documents for clarification, including any modifications or corrections made therein.

6. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004.

PROJECT DIRECTOR

FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, F-5/1, Islamabad

Subject: **BIDDING DOCUMENT / INSTRUCTIONS TO THE BIDDERS REGARDING PROCUREMENT OF IT / MACHINERY AND EQUIPMENT FOR THE PROJECT TITLED “DIGITALIZATION OF IN-HOUSE PROCESSES & AUTOMATION OF EXAMINATION SYSTEM OF FEDERAL PUBLIC SERVICE COMMISSION”.**

1. Introduction:

Procurement shall be conducted through Open Competitive Bidding (Single Stage – One Envelope Procedure) in accordance with Rule 36(a) of PPRA Rules, 2004 and E-Pak Procurement Regulations, 2023.

1.1 Source of Funding:

Through subject titled project allocated funds for the Financial Year 2025-2026.

1.2 Scope of Work:

Invitation of e-bids for procurement of following items as per specifications given in the bidding document (Specifications and estimated quantities at Section-38 of the bidding document):

- i. Desktop System
- ii. Laptops
- iii. Server
- iv. High Speed Scanner
- v. LaserJet Enterprises Network Printer
- vi. Air Conditioner Split Unit (Inverter Technology)
- vii. Bio-Metric Device
- viii. Workstation/Client Access Switches (48 Ports)
- ix. Workstation/Client Access Switches (24 Ports)

2. Eligibility Criteria (Any document not uploaded through E-PADS will not be accepted at later stage):

To be eligible for bidding, firms/vendors must meet the following requirements and submit the specified documents both through the E-PADS system and in hard copy to the office of the Assistant Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad, before the closing deadline for e-bid submissions:

2.1 Bid Security: A bid security amounting to 3% of the bid value must be submitted in the form of a CDR, Demand Draft, Pay Order, or Banker’s Cheque drawn in favour of Federal Public Service Commission FTN No.9010202-9 (Please disregard the amount reflected on E-PADS when uploading scanned copy of bid security instrument. A scanned copy should be uploaded through E-PADS, and the original must be submitted to FPSC HQs before the deadline.

- 2.2 **Affidavit of No Blacklisting:** The firm/vendor must submit an affidavit on a stamp paper of Rs.100/- duly signed, stamp of the firm and notarized stating that the firm has not been blacklisted at the time of submission of bid. A scanned copy must be submitted via E-PADS, and the original must be provided at FPSC HQs with hard copy of required documents.
- 2.3 **Performance Certificate:** The firm/vendor must provide performance certificates for the supply of similar equipment during the last three years from **at least three** Government/Semi Govt./Autonomous Bodies or reputed organizations along with a proof of supply/work order. This certificate should be submitted through E-PADS and attested copies must also be submitted with the hard copy of required documents.
- 2.4 **Dealership/Distributor Rights:** The firm/vendor must have dealership, partnership, or distributorship rights for the brands quoted in the bid. Evidence of this relationship with the Original Equipment Manufacturer (OEM) must be provided, both as a scanned copy through E-PADS and attested copy must also be submitted with the hard copy of required documents.
- 2.5 **Compliance with Bidding Instructions:** The firm/vendor must carefully examine all instructions, terms, and specifications outlined in the bidding documents. Failure to provide the required information/documents may lead to rejection/non-responsiveness of their bid and disqualification from the bidding process.
- 2.6 **Service centre/office:** Proof of the service centre/office of the firm / vendor at Islamabad/Rawalpindi (copy of lease agreement or owner ship proof required).
- 2.7 **Firm Profile and Documentation:** The firm/vendor must provide the following documentation at the time of uploading the bid and at the time of submission of hard copy in the office of Director (logistics) before the deadline of the activity:
- i. A profile of the firm, including details of the technical team/professionals.
 - ii. Active landline phone number installed in service centre/office of the firm/vendor in Islamabad/Rawalpindi (as an evidence last paid telephone bill of landline number shall be provided).
 - iii. Bank account details.
 - iv. AGPR Vendor information
 - v. NTN (National Tax Number) Certificate.
 - vi. GST Certificate.
 - vii. Status of Active Taxpayer.
 - viii. Performance certificates.
 - ix. Proof of dealership/partnership/distribution rights of quoted equipment.
 - x. Proof of service centre/office in Islamabad/Rawalpindi.
 - xi. Affidavit regarding non-blacklisting.
 - xii. Bid Security
 - xiii. Signed with stamp of the firm on all the page of these bidding documents.

3. **Cost of Bid:**

The firm/vendor shall bear all costs associated with the preparation and submission of its e-bid. The Procuring Agency (FPSC) shall, under no circumstances, be responsible or liable for any costs incurred by the bidder in the bidding process.

4. Form of Bid(s):

4.1 Submission of E-Bid

Submission / opening of e-bids shall be through E-PADS in accordance with E-Pak Procurement Regulations, 2023. The e-bid must be uploaded on **E-PADS** as prescribed at <https://eprocure.gov.pk>.

4.2 Language of Documents

All bid-related documents or correspondence must be made in **English**.

4.3 Covering Letter and Signatures

A scanned copy of a proper covering letter, printed on the firm's letterhead, should be attached/uploaded. Additionally, all pages of the bid must be signed and bear the official seal of the person authorized to sign/endorse the bid on behalf of the firm.

5. Opening and Evaluation of Bids:

5.1 Opening of Bids

Bids will be opened through **E-PADS** by the Procurement Evaluation Committee of FPSC, in accordance with the **E-Pak Procurement Regulation, 2023, on 27th April 2026 (Monday) at 10:30 am.**

5.2 Evaluation of Bids

An evaluation report of the e-bids will be prepared based on the criteria outlined in the bidding documents. This report will be announced and published on E-PADS as per **Rule 35 of PPRA Rules, 2004**, prior to the approval of the final recommendation by the Competent Authority.

6. Clarification of Bids:

No bid shall be allowed to be modified, altered or withdrawn after opening of the e-bid(s). Clarification (if any) shall follow Rule 31 of PPRA Rules 2004.

7. Deadline for Submission of Bids:

7.1 Submission of E-Bids

E-bids must be uploaded on **E-PADS** within the timeline provided in the advertisement/bidding document.

7.2 No Alternate Submission Methods

Bids submitted by hand, postal mail, fax, telegram, or email will **not** be accepted.

7.3 No Extension of Deadline

After the specified deadline for submission of e-bids, no requests for an extension of time will be entertained.

8. Validity of Bid:

All bids shall be valid up to 30.06.2026

9. Bid Price:

9.1 Currency and Taxes

The bid price must be quoted in **Pakistani Rupees**, inclusive of all applicable taxes for the **Financial Year 2025-2026**.

9.2 Information on Requirements

The bidder is deemed to have obtained all necessary information regarding the requirements that may affect the bid price.

9.3 Item Pricing Based on Specifications

The bidder must quote the prices of items in accordance with the specifications provided in the bidding document.

9.4 Market Conditions and Inflation

While preparing the e-bid, the bidder should consider the current market trends and inflation in the cost of goods. **No requests for price increase** due to market fluctuations in the cost of goods and services will be entertained at any stage during the contract period.

10. Rate Analysis of Bids:

The rates quoted by firms will be evaluated **item-wise**. If a firm is not interested in bidding for any particular item, **diagonally draw a cross line** on the relevant page of bidding document to indicate non-participation for that item.

11. Bid Security:

11.1 A bid security amounting to 3% of the bid value must be submitted in the form of a CDR, Demand Draft, Pay Order, or Banker's Cheque drawn on the name of Federal Public Service Commission (FTN No.9010202-9). A scanned copy should be

uploaded through E-PADS, and the original must be submitted to FPSC HQs before the deadline.

- 11.2 Cheque / Cash shall not be accepted.
- 11.3 Any e-bid not accompanied by the bid security shall be rejected.
- 11.4 Bid security shall be returned to the unsuccessful bidders on completion of bidding process.
- 11.5 Bid security of the successful bidder will be released on submission of performance guarantee 5% of the ordered value in the shape of CDR/Pay Order/Bank Draft/Demand Draft/Banker's Cheque along with the bill/invoice before processing of payment to the firm/vendor.
- 11.6 The bid security shall be forfeited if the bidder fails to enter into contract till the date intimated by the procuring agency i.e. FPSC.

12. Amendment in the Bidding Documents:

12.1 Modification or Amendment

FPSC may, at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing an addendum for any reason, as provided under **Rule 23(3) of the Public Procurement Rules, 2004**.

12.2 Extension of Submission Deadline

FPSC may, at its discretion, extend the deadline for the submission of bids, as provided under **Rule 27 of the Public Procurement Rules, 2004**.

13. Non-Responsiveness of the Bids:

A bid shall be considered **non-responsive** and not generally in order if:

13.1 Lack of Bid Security

The e-bid is not accompanied by the required bid security.

13.2 Exclusion of Taxes and Duties

The e-bid price is not inclusive of all applicable taxes, duties, etc.

13.3 Missing NTN/GST Certificate

The e-bid is not accompanied by a valid NTN (**National Tax Number**) and GST (**Goods and Services Tax**) certificate.

13.4 Proof of Active Taxpayer

The e-bid is not accompanied by proof of being an **active taxpayer**.

13.5 Contravention of Bidding Documents

The bid is found to be in contravention of any clause in the **bidding documents**.

- 13.6 **Specifications / Bid Value is Unclear**
Bid shall be rejected, if rate (s) are incomplete, unclear, conditional, altered or ambiguous multiple options of the items / specifications of product etc.
- 13.7 **Missing Information**
Bid shall be rejected if required detail of specifications, brand, origin, make, model, warranty, support period etc. are not clearly quoted / mentioned.
- 13.8 **Incomplete Documents**
Non-observance of instruction contained in Section-2 of the bidding document.

14. Clarification of Bidding Documents:

Interested bidder(s) requiring any clarifications regarding the tender documents may submit a query through **E-PADS**, in accordance with the **E-Pak Procurement Regulations, 2023**, within the specified timelines on **E-PADS**.

15. Performance Guarantee:

Bidders shall provide performance guarantee @ 5% of ordered value before the payment of bill in the form of CDR/Demand Draft/Pay Order/Banker's Cheque along with invoice / bill before processing of payment. Performance Guarantee shall be retained up to the itemized warranty period from the date of delivery of equipment.

16. Announcement of Final Evaluation Report:

As per **Rule 35 of PPR-2004**, the procuring agency shall announce the results of the bid evaluation on E-PADS in the form of Final Evaluation Report, providing justification for the acceptance or rejection of bids.

17. Notification of Contract Award:

Prior to the award of the contract, **Procuring Agency** shall issue a **Final Evaluation Report**, which will provide justification for the acceptance or rejection of the bids.

18. Right Reserved:

As provided under Rule 33(1) of Public Procurement Rules 2004, FPSC reserves the right to reject all bids or proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. The procuring agency shall upon request communicate to any bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.

19. Warranty Period:

The successful bidder shall be responsible for providing specific warranty and warranty-related support free of charge. Warranty is mentioned against each item at Section-38 of this bidding document, which includes service and replacement of parts free of cost, starting from the date of installation of the product/equipment at FPSC Headquarters in Islamabad.

20. Service / Support of Product:

The successful bidder shall be responsible for providing a service / support as detail mentioned against the specification of each item at Section-38 of the bidding document.

21. Training of users:

The firm/vendor shall provide comprehensive in-house training to the staff (where required), covering the following aspects:

- 21.1 Installation of equipment
- 21.2 Complete training on how to use the machine and its features
- 21.3 Troubleshooting
- 21.4 Replacement of accessories (e.g., toners, printing drums, etc.)
- 21.5 Day-to-day maintenance and service of the equipment
- 21.6 Safety features

22. Supply of Accessories:

The firm/vendor shall provide all the necessary accessories as listed below:

- 22.1 Complete documentation and labelling
- 22.2 Software/operating system required to operate the machines
- 22.3 Supply of accessories, such as toners, and any other items that are required to be supplied with the new machines/equipment on one-time basis.

23. Transportation / Installation / Labor:

The firm/vendor shall be responsible for all clearances and transportation of product to the FPSC HQ premises. Additionally, the firm/vendor will be responsible for providing loading and unloading labor. No additional charges will be paid for the installation of equipment or related services.

24. Inspection / Testing:

The respective inspection committee/consultant shall ensure that the certified items delivered to the procuring agency comply fully with the requirements specified in the bidding document. Payment to the firm shall be made only upon submission of a satisfactory inspection report by the Inspection Committee / Consultant Firm / Procurement – Consultant Selection Committee of the project.

25. Terms of Payment:

- i. No advance payments shall be made.
- ii. Delivery of the equipment will be accepted on the satisfactory inspection report as mentioned at Section-24 of the bidding document.
- iii. Payment shall be made after deduction of all applicable taxes through AGPR by DDO Project.

26. Delivery Time:

The delivery time of equipment/product shall not be more than 15 days after the issuance of work/supply order, however any relaxation in the delivery time shall be granted on merit of the case by the Project Director.

27. Completion Schedule:

Successful bidder shall be bound to provide the quoted items after signing of contract agreement with the procuring agency as per given time lines in the supply order. Procuring agency reserve the right to issue supply order for any item(s) as per requirement keeping in view of allocated funds.

28. Entry into Force of Performance of Service Contract:

As provided vide Rule 44(a) of Public Procurement Rules 2004.

29. Blacklisting of Suppliers and Contractors:

29.1 The Procuring Agency, at any stage can blacklist the bidder, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (amended).

29.2 The Procuring Agency shall give an opportunity of hearing with the notification, with recorded reasons to the bidders before such passed the orders.

30. Redressal of Grievances:

As provided under Rule 48 of Public Procurement Rules, 2004.

31. Signing of contract agreement:

31.1 Promptly after issuance of Letter of Intent (LoI) and acceptance by the successful most advantageous bidder.

- 31.2** Within three days of acceptance of LoI both the successful firm/vendor and the Procuring Agency shall sign and date the contract agreement.
- 31.3** If the successful Bidder, after completion of all codal formalities shows inability to sign the contract/refuse/accept the contract, then their Bid Security instrument shall be forfeited and the firm shall be blacklisted for a minimum period of six months, in such situation the procuring Agency may make the Award to the next lowest most advantageous evaluated bidder.
- 31.4** The Contract Agreement shall be made on Stamp Paper having minimum worth of Rs.100/- and the successful bidder shall arrange the stamp paper.
- 31.5** Contract agreement shall be signed by the Project Director on behalf of procuring agency.

32. Award of contract:

Procuring agency will award the contract to the firm/bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous bidder provided that the such bidder is:

- 32.1** eligible in accordance with the provisions of PPRA rules.
- 32.2** determined to be qualified to perform the contract award satisfactorily.
- 33.3** fulfilled the eligibility criteria provided in this bidding document.

33. Procuring Agency's Right to Vary Quantities at the Time of Award:

Procuring agency reserves the right at the time of issuance of purchase/supply order to increase or decrease the estimated quantity of items originally specified in the bidding documents without any change in the unit price or other terms and conditions of the bid provided in bidding documents. Procuring agency also reserve the right to cancel the procurement either in full or for any specific item.

- 34.** These bidding documents are subject to all provisions of Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023 title "E-Pak Procurement Regulations, 2023" as and where applicable.

35. Evaluation of Financial Bid:

The financial bids of firms/vendors/bidders who qualify the eligibility criteria provided in the bidding documents shall be considered as responsive bids and evaluated accordingly. Bidders who will fail to meet the eligibility criteria they will be disqualified from the bidding process and their bids will not be further evaluated.

36. Penalty:

If the vendor on issuance of supply/work order unable to provide the delivery of the equipment as per given timelines in the supply/work order, a penalty @ 1 % (one percent) on the whole amount of the supply/work order will be charged on weekly basis and the same

shall be deducted from the bill/invoice of the firm/vendor before payment by the DDO Project. Validity of this condition shall not be extended beyond the validity of the bid period.

37. Integrity Pact:

In case of value of of supply/work order exceeds Rs.10 million, an integrity pact shall also be signed between both the parties.

38. PLEASE SEE SPECIFICATIONS AT APPENDIX-A

APPENDIX-A

<u>S.NO.</u>	<u>NAME OF ITEM</u>	<u>ESTIMATED QUANTITY REQUIRED</u>	<u>ANNEXURE</u>
A	Desktop System	40 Nos.	I
B	Laptop	20 Nos.	II
C	Server	1 No.	III
D	High Speed Scanner	25 Nos.	IV
E	LaserJet Enterprises Network Printer	4 Nos.	V
F	Air Conditioner Split Unit (Inverter Technology)	10 Nos.	VI
G	Biometric Device	5 Nos.	VII
H	Workstation/Client Access Switches (48 Ports)	5 Nos.	VIII
I	Workstation/Client Access Switches (24 Ports)	5 Nos.	IX

Note: Procuring Agency reserve the right to cancel procurement of any item or increase / decrease the estimated quantity required of any item.

A. DESKTOP SYSTEM

S. No	Item	Item Description (Minimum Specifications)
1	Type	Tower
2	Processor	Intel® Core™ i7 14700 vPro® (20 cores up to 5.4 GHz) or higher
3	Operating System	Windows 11 Pro (Genuine)
4	Memory	32 GB: 4 x 8 GB (quad channel), DDR5
5	Chassis Options	Tower with 300W Gold Power Supply
6	Storage	1 TB NVMe SSD (PCIe 4.0)
7	Additional Storage	Additional 3.5 inch, 2TB, 7200rpm, SATA, Hard Disk Drive
8	Keyboard	Wired Keyboard - US English
9	Mouse	USB Optical Mouse
10	Communications/Network	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, internal antenna
11	Wireless Driver	Wireless Driver, Intel AX211 Wi-Fi 6E 2x2, Bluetooth
12	Service Support	Support Next Business Day Onsite Service after remote diagnosis with HW-SW Support, 60 Month(s)
13	Display	24" FHD IPS LED Monitor
14	Keep Your Hard	Keep Your Hard Drive 60 Month(s)
15	C13 Power Cord	C13 Power Cord
16	Warranty	One year (service and replacement of parts free of cost).

B. LAPTOPS

S. No	Item	Item Description (Minimum Specifications)
1	Base	Laptops
2	Processor	Intel® Core™ i7 150U (10 cores, up to 5.4 GHz) or higher
3	Operating System	Windows 11 Pro (Genuine)
4	Display	15.6" FHD
5	Memory	16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with Intel® Core™ processors)
6	Storage	512 GB NVME
7	Primary Battery	3-cell, 55 Wh, ExpressCharge™ Capable, Long Life Cycle, 3-year limited hardware warranty
8	Keyboard	English US backlit Copilot key keyboard with numeric keypad
9	Wireless	Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card
10	Power Supply	65W AC rugged adapter, 4.5mm barrel, E4
11	Power Cord	E4 Power Cord 1M for Europe
12	Camera	FHD HDR RGB Camera, TNR, Camera Shutter, Microphone
13	Systems Management	Intel vPro Enterprise Management Not Offered
14	Hardware Support Services Upgrades	Support Next Business Day Onsite Service after remote diagnosis with HW-SW Support-BN, 60 Month(s)
15	Keep Your Hard Drive	Keep Your Hard Drive, 60 Month(s)
16	Carrying Cases	Original carrying case/bag
17	Warranty	One year (service and replacement of parts free of cost).

C. SERVER

S.No.	Item	Item Description (Minimum Specifications)
1.	Model	2U Rack mounted Server
2.	Processor 1	Intel® Xeon® Gold 6548Y+ 2.5G, 32C/64T, 20GT/s, 60M Cache, Turbo, HT (250W) DDR5-5200
3	Processor 2	Intel® Xeon® Gold 6548Y+ 2.5G, 32C/64T, 20GT/s, 60M Cache, Turbo, HT (250W) DDR5-5200
4	Memory	64GB x 12 RDIMM, 5600MT/s, Dual Rank (768 GB)
5	Hard Disk Drive	960GB NVMe
6	RAID Controller and HBA Card	Must be supported raid 0,1,5,10 etc. with 4GB cache or higher.
7	Network Adapter	Dual Port 10/25GbE SFP28 x2 Dual Port 1GbE Dual Port 10Gb, Base-T, PCIe Adapter, Full Height
8	Optics	SFP28 SR Optic, 25GbE x 4
9	Power Supply	Dual, Hot-Plug, Fully Redundant Power Supply (1+1), 1400W
10	Fan Module	Redundant fan modules in full configuration, allowing one-fan failures
11	Accessories	Security Bazil, Standard Rail Kit, Cable Management Bracket etc.
12	PCIe Slots	Supports up to 10 PCIe5.0 standard slots or higher
13	Operating System	Windows Server 2025,16CORE,FI,No MED,UnLTD VMs, NO CALs, Multi Language Windows Server 2025, Add License,16CORE, NO MEDIA/KEY
14	OS Media Kits	Windows Server 2025,16CORE,DF Recovery Image, Multi Lang, (Downgrade not included)
15	Remote Management	Enterprise Remote Management
16	Warranty from OEM	3 Years NBD Warranty (service + replacement of parts free of cost) from OEM , Keep Your Hard Drive For 3 years (Hard Drive will not be returned for warranty claim)

D. HIGH SPEED SCANNER

S. No	Item	Item Description (Minimum Specifications)
1	Paper Size	Supports Legal Size (8.5" x 14") and smaller formats
2	ADF Capacity	Minimum 100 sheets or higher
3	Scanning Speed	60 PPM simplex; 120 IPM for duplex
4	Duplex Scanning	Automatic duplex scanning
5	Resolution	Optical resolution of 600 dpi or higher
6	Connectivity	USB 3.0, Ethernet, Wi-Fi, and cloud integration
7	Daily Duty Cycle	Minimum 10,000 pages
8	Compatibility	Windows (7, 8, 10, 11), macOS, and Linux
9	File Formats	Supports PDF, TIFF, JPEG, PNG, searchable PDF, Word documents
10	OCR Software	Advanced built-in or bundled OCR software with multilingual support
11	Control Panel	5-inch or larger touchscreen interface
12	Power Consumption	Energy-efficient with advanced power-saving modes (TEC)
13	Warranty	Minimum 3-year onsite warranty with replacement of parts free of cost
14	Additional Features	Multi-feed detection, auto-cropping, blank page removal, barcode
15	Certifications	ISO 9001, ISO 27001, Energy Star, or equivalent

E LASERJET ENTERPRISE NETWORK PRINTER

S. No	Item	Item Description (Minimum Specifications)
1	Print Technology	Laser
2	Print Speed	75 pages per minute (ppm) or higher
3	First Page Out Time	As fast as 5 seconds
4	Resolution	Minimum 1200 x 1200 dpi
5	Duty Cycle	Monthly duty cycle of 300,000 pages or higher
6	Paper Handling	100-sheet multipurpose feeder & 550-sheet input tray
7	Duplex Printing	Automatic
8	Connectivity	USB, Ethernet, and Wireless (Network Ready)
9	Display	4.3-inch color touchscreen, adjustable angle
10	Processor Speed	Minimum 1.2 GHz
11	Memory	512 MB or higher
12	Paper Output	500-sheet output bin
13	Energy Efficiency	Compliant with Energy Star and EPEAT standards
14	Warranty	1-year on-site warranty with parts replacement free of cost

F. AIR CONDITIONER SPLIT UNIT (INVERTER TECHNOLOGY)

S.No.	Items	Item Description (Minimum specifications)
1.	Air Conditioner Split Unit (QDBMS & PMC, IT Wing)	T3 Rating 2 Tons 24000 BTU Copper pipe, Power Cable, Remote and all other standard accessories with onsite installation 03 years comprehensive support and warranty free of cost

G. BIOMETRIC DEVICE

S.No	Item	Item Description (Minimum Specifications)
1	Fingerprint Capacity	5,000+
2	Face Capacity	3,000 (1:N) / 5,000 (1:1)
3	Card Capacity	10,000
4	Transaction Capacity	100,000
5	Communication	TCP/IP, USB Host / Client, Wiegand Output & others
6	Hardware	1.2GHz Dual Core CPU, Memory 128MB RAM / 256MB Flash, SilkID Fingerprint Sensor, 4.3 Inches TFT-LCD Screen
7	Standard Functions	ID Card, Work Code / ADMS, DST / SMS / Bell Schedule, Attendance Status Auto-Switch, Record Query / Photo ID
8	Optional Functions	HID / Mifare Card Reader, External Printer, Wi-Fi / 3G /4G, Battery (2,000 mAH), POE
9	Special Functions	Multiple Biometric Verification Modes, Alive Finger Detection, Duplicate Face Detection
10	Access Control Interface	Lock Relay Output, Alarm Output, Exit Button, Door Sensor, External Bell Output
11	Compatibility	BioTime 7.0
12	Working Temperature	0 °C ~ 45 °C
13	Warranty	2 Years with parts, service & Labour free of cost

H. WORKSTATION/CLIENT ACCESS SWITCHES (48 PORTS)

Category	Specification
Ports	- 48 × 10/100/1000Base-T Ethernet ports - 6 × 10G SFP+ uplink ports (with 2 × 10G single-mode optical SFP+ modules, 10km range)
Series & Type	Enterprise-grade Layer 3 managed switch
Performance	- Switching capacity: Minimum 215 Gbps - Forwarding rate: Minimum 160 Mpps - Jumbo frame support: 12,250 bytes
Memory	- RAM: Minimum 1 GB - Flash: Minimum 512 MB
MAC & VLAN	- MAC address table: Minimum 32K entries - VLANs: Minimum 4K
Routing & Protocols	Must support: - Static Routing - DHCP - RIP - OSPF - IS-IS - IGMP Snooping - Telnet - SSH
IPv4 ARP Entries	Minimum 4,000 or higher
Other Requirements	- Enterprise-grade reliability and redundancy features - Should comply with industry standards for security and performance
Note <ul style="list-style-type: none"> i. SFPs must of the same OEM Brand that of quoted Switch. ii. 3 Years NBD Standard OEM Warranty 	

I. WORKSTATION/CLIENT ACCESS SWITCHES (24 PORTS)

Category	Specification
Ports	- 24 × 10/100/1000Base-T Ethernet ports - 4 × 10G SFP+ uplink ports (with 2 × 10G single-mode optical SFP+ modules, 10km range)
Series & Type	Enterprise-grade Layer 3 managed switch
Performance	- Switching capacity: Minimum 128 Gbps - Forwarding rate: Minimum 95 Mpps - Jumbo frame support: 12,250 bytes
Memory	- RAM: Minimum 1 GB - Flash: Minimum 512 MB
MAC & VLAN	- MAC address table: Minimum 32K entries - VLANs: Minimum 4K
Routing & Protocols	Must support: - Static Routing - DHCP - RIP - OSPF - IS-IS - IGMP Snooping - Telnet - SSH
IPv4 ARP Entries	Minimum 4,000 or higher
Other Requirements	- Enterprise-grade reliability and redundancy features - Should comply with industry standards for security and performance
<p>Note:</p> <ul style="list-style-type: none"> i. SFPs must of the same OEM Brand that of quoted Switch. ii. 3 Years NBD Standard OEM Warranty 	

39. BID SUBMISSION FORM (USE SEPARATE FORM FOR EACH ITEM):

Specification of Quoted Items: Kindly ensure that the specifications of the quoted items are provided in full detail. This is crucial to prevent any rejection of your bid due to incomplete or unclear item descriptions. After completing the bid form(s), upload the documents to the E-PADS system. A signed copy as uploaded on the E-PADS shall also be provided at the time of bid opening.

NOTE: KINDLY FILL THIS FORM ON COMPUTER AND UPLOAD PRINT OUT FOR CLEARNESS.

S.No.	Name of Item / product / equipment with OEM Name and Country of origin	Specifications quoted with warranty/support period as specified at Section 38 of the bidding document	Rate of Single item inclusive of all applicable taxes for the FY 2025-2026 (Rs.)	Estimated Quantity of No. of Items Required (detail at Section 38 of the bidding document)	Total Rate Quoted for complete quantity inclusive of all applicable taxes for FY 2025-2026 (Rs.) (F) = (D) x (E)
(A)	(B)	(C)	(D)	(E)	(F)

Amount in words: _____

Signature of firm representative: _____

Name: _____

Firms Stamp: _____

Cell No. _____

Landline No. _____

40. **Declaration for Acceptance of RFP Terms & Conditions (On Bidder's Letter Head).**

To:

**Project Director,
FPSC HQs, F-5/1, Aga Khan Road
Islamabad**

Sir,

I have carefully gone through the terms & conditions contained in the bidding document for selection of vendor and all other terms for procurement of items / equipment. I declare that all the provisions of this bidding document are accepted by my company. I further certify that I am an authorized signatory of this company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Landline Phone No.

Cell No.

Email address: