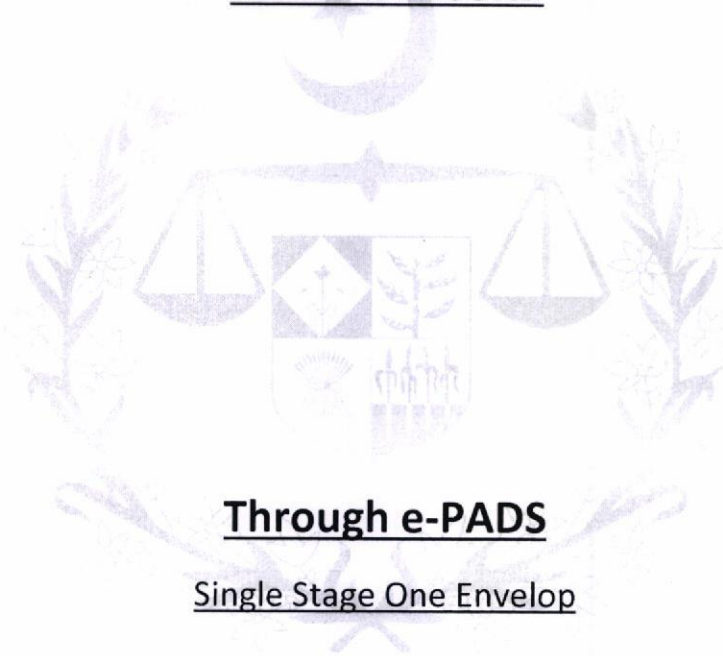


DISTRICT JUDICIARY (EAST & WEST), ISLAMBAD.

TENDER DOCUMENTS

**PROCUREMENT OF SCANNERS FOR DIGITIZATION OF
JUDICIAL RECORD**



Through e-PADS

Single Stage One Envelop

**DISTRICT JUDICIARY (EAST & WEST)
ISLAMABAD.**

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051-9260067, 051-9260968

DISTRICT JUDICIARY (EAST & WEST), ISLAMABAD
PROCUREMENT OF SCANNERS FOR DIGITIZATION OF JUDICIAL RECORD

1. INVITATION TO BIDS

The District Judiciary (East & West), Islamabad invites electronic bids through e-PADS from reputable firms/suppliers duly registered with the Income Tax and Sales Tax Departments and appearing on the Active Taxpayers List (ATL) for the procurement of **10 Scanners (Canon image FORMULA DR-G2140 or equivalent)** for digitization of judicial record under the **Single Stage – One Envelope Procedure** in accordance with PPRA Rules.

The procurement shall be carried out through e-PADS system.

2. DETAILS OF PROCUREMENT

Sr. No.	Description of Item	Quantity
1	Scanner (Canon Image Formula DR-G2140 or equivalent)	10 Nos.

Note: The quantity may be increased or decreased subject to requirement, availability of funds, and approval of the competent authority.

3. METHOD OF PROCUREMENT

The procurement shall be carried out under the **Single Stage – One Envelope Procedure** in accordance with PPRA Rules through e-PADS.

4. ELIGIBILITY OF BIDDERS

The bidder must fulfill the following Requirements:

- a. The firm/company must be registered with relevant tax authorities.
- b. The bidder must appear on Active Taxpayers List (ATL).
- c. The bidder must not have been blacklisted by any Government/Semi-Government Department.
- d. The bidder must possess experience in supply of IT equipment/scanners.
- e. Complete technical literature/brochures of the offered equipment must be provided.

5. BID SECURITY

Bid security amounting to **Rs. 1,000,000/-** in the shape of Call Deposit/Pay Order/Demand Draft in favour of the District & Sessions Judge (East), Islamabad shall be submitted along with the bid.

6. REQUIRED DOCUMENTS

The bidder shall upload/provide the following documents:

- a. Copy of NTN Certificate
- b. Copy of Sales Tax Registration Certificate
- c. Proof of Active Taxpayer List (ATL) status
- d. Company/Firm Profile
- e. Affidavit regarding non-blacklisting
- f. Technical brochures/literature of the offered equipment
- g. Original Bid Security

7. SUBMISSION OF BIDS

- a. Bids shall be submitted electronically through e-PADS along with one physical (01) hard copy containing all required documents and annexures.
- b. The bids must be complete in all respects.
- c. Incomplete bids or bids received after due date and time shall not be entertained.
- d. Rates quoted shall be inclusive of all applicable taxes and duties.
- e. The quoted rates shall remain valid upto 30.06.2026 from the date of opening of bids.

8. BID OPENING DATE & TIME

The bids shall be opened on 01.06.2026 at 11:00 AM in the Conference Hall of B-Block District Judicial Complex G-11/4, Islamabad in the presence of bidders or their authorized representatives who choose to attend.

9. DELIVERY PERIOD

The successful bidder/supplier shall complete the supply, delivery, installation, and commissioning of the equipment within seven (07) days from the date of issuance of the Work Order/Purchase Order.

10. PERFORMANCE GUARANTEE

The successful bidder shall furnish Performance Guarantee/Bank Guarantee equivalent to 10% of the total contract value in favour of the Procuring Agency within the prescribed time, which shall be released after successful completion of the supply and fulfillment of contractual obligations.

11. TERMS & CONDITIONS

- a. The procuring agency reserves the right to accept or reject any or all bids under PPRA Rules.
- b. The supplied items shall be genuine, brand new and unused.
- c. The successful bidder shall be responsible for installation and demonstration of equipment.
- d. Payment shall be made after successful supply and inspection of items.
- e. Any defective item shall be replaced immediately by the supplier at its own cost.
- f. The bidder shall comply with all applicable Government rules and regulations.
- g. The quantity of items may be increased or decreased according to requirement and availability of funds.
- h. In case of failure to supply within stipulated period, action may be taken under PPRA Rules and terms of contract.


CHAIRMAN

Joint Purchase Committee
District Judiciary (East & West)
Islamabad.

12

DISTRICT JUDICIARY (EAST & WEST)
ISLAMABAD.

UNDERTAKING

I have read the term, conditions and specifications of "Tender" I hereby undertake to abide by these terms & conditions in letter and spirit.

Signature: _____

Name of Authorize Person: _____

Name of Firm & Full Address with Stamp:

Dated: _____

DISTRICT JUDICIARY (EAST & WEST)
ISLAMABAD.

12

TECHNICAL REQUIREMENTS & PRICE BID

Sr #	Description	Qty	Total Amount including Taxes
	<p>Scanner Specifications</p> <ul style="list-style-type: none"> • Type: High-Speed Document Scanner • Model: Canon imageFORMULA DR-G2140 or equivalent • Scanning Speed (A4 Landscape): 140-150 ppm (Simplex) / 280-300 ipm (Duplex) at 300-600 Dpi • Country of Origin: Japan/UK/USA • Long Document Scanning: 4000–6000 mm • Paper Support: Minimum 20–40 g/m² and Maximum 200–500 g/m², including A3-size scanning support • Daily Duty Cycle: 80,000 scans or above • Paper Capacity: 500 sheets (80 g/m²) or above • Flatbed Support: Legal-size flatbed with seamless integration with ADF • Scanning Sensor Unit: CIS Technology • Operating Temperature: 10°C to 35°C • Automatic Document Feeder (ADF) • USB Connectivity: USB 3.0/3.2 compatible • OCR Support: Required • Operating System Compatibility: Windows 10 and above • Accessories: Complete accessories, drivers, and installation support must be included • Features: <ul style="list-style-type: none"> • Multiple file format support, Multi-feed detection, Thresholding, Jam recovery, Staple detection, Text enhancement, Auto page size detection, Border removal, Text orientation recognition, Punch hole removal, Capability to scan A2-size documents, Gigabit LAN, Straight Path & U-turn. • A valid authorization letter from the principal manufacturer or its authorized distributor specifically addressed to District Judiciary, Islamabad, is mandatory. • Warranty: Minimum three (03) years <p>Note: Equivalent specifications and quality standards shall also be acceptable.</p>		

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