

**OFFICE OF THE SENIOR CIVIL JUDGE-I (ADMIN)**  
**EAST & WEST, ISLAMABAD**

**TENDER DOCUMENT**

**Financial Year 2025-2026**

**TERMS & CONDITIONS**

**PURCHASE OF MACHINERY ITEM  
SCANNER FOR DIGITIZATION OF  
JUDICIAL RECORD**

**OFFICE OF THE SENIOR CIVIL JUDGE-I(ADMIN) EAST & WEST**  
**ISLAMABAD**

**TERMS AND CONDITION**

**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 FORMUTA DR-G2140 or equivalent)** for digitization of judicial record under the **Single Stage - One Envelope Procedure** in accordance with PPRA Rules.

**2. METHOD OF PROCUREMENT**

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

**3. ETIGIBILITY 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. 5,00,000/-** in the shape of Call Deposit/Pay Order/Demand Draft in favor of the **Senior Civil 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. SUBMTSSTON 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 complete bids must be uploaded on e-PADS on **03.06.2026 at 11:00 a.m** which shall be opened on same day at **11:30 a.m** in the presence of bidders.

**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 favor 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.  
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.

The purchase committee reserves the right to reject any bidder without assigning any reason thereof.

**Chairman/Senior Civil Judge  
East & West, Islamabad**

**UNDER TAKING**

**I have read the terms and conditions regarding “Tender” dated \_\_\_\_\_, 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: \_\_\_\_\_**

**OFFICE OF THE SENIOR CIVIL JUDGE-I(ADMIN) EAST & WEST ISLAMABAD**

**Tender Dated:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**General Sales Tax No.** \_\_\_\_\_

**National Tax No.** \_\_\_\_\_

**Vendor No.** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**TECHINICAL REQUIREMENT & PRICE BID**

<b>Sr. No</b>	<b>Description/ Specifications</b>	<b>Qty</b>	<b>Rates With GST</b>
1	<p><b>Heavy Duty Scanner</b> <b>ADF Scanner with Legal Size Flatbed</b></p> <p>Speed Landscape (A4): 145-150 ppm(Simplex)280-300ipm (Duplex) at 300- 600Dpi Scan Size: A3- Size Origin of OEM: Japan/UK/USA Scanning element: CIS Connectivity: Latest USB 3.1 &amp; Network Standard Long Document Scan: Upto 4000-6000 mm Paper Support: Minimum 20-40g/maximum 200-500g/m Daily Duty Cycle: 80,000 Scans or above Paper Capacity: 500 Sheets (80g/m) or above Features: Staple Detection, Text Enhancement, Auto Page Size Detection, Border Removal, Text Orientation Recognition, Puch Hole Removal. Able to scan A2 Size documents Legal Flatbed: Legal Flatbed (space convenient) which can work with ADF seamlessly Scanning Sensor unit: CIS Technlogy Accessories: Complete accessories, drivers and installation support must be included Operating System: Windows 10 and above Temperature 10 to 35 C Warranty Minimum 03 Years</p> <p>A Valid Authorization letter from the principal manufacturer or its authorized distributor specifically addressed to District Judiciary Islamabad is mandatory</p> <p><b>Note:</b> Equivalent Specifications and quality standards shall also be acceptable</p>	10	

<p>Signature: _____</p> <p>Name: _____</p> <p>Name of Firm with Stamp: _____</p> <p>_____</p> <p>Dated: _____</p>
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