

TENDER NOTICE

The Embassy of Pakistan in Beijing invites sealed quotations / bids from reputable and experienced firms /companies for the development, deployment, and implementation of an “**e-Office Digitalized Document Workflow Module**” (*hereinafter referred to as the “Core Module”*) aimed at enhancing institutional efficiency through digital processing, management, and tracking of official documentation and office correspondence.

Detailed tender documents, including the scope of work, technical specifications, functional requirements, eligibility criteria, and submission procedures, may be obtained from the **Office of the ADP, Embassy of Pakistan, Beijing till 1200 hours, 07 Jul 2026.**

Key Dates and Tender Information

Items	Details
Availability of Tender Documents	22 June 2026 onwards from 0900 hrs to 1700 hrs
Documents Collection Location	ADP Office, Embassy of Pakistan, Beijing, No. 1, Dongzhimenwai Dajie, Sanlitun, Chaoyang District, Beijing, Post Code: 100600
Bid Submission Deadline	07 July 2026 latest by 1200 hrs
Bid Opening Date Time	07 July 2026 at 1500 hrs
Opening Location	ADP Office, Embassy of Pakistan, Beijing

Terms and Conditions:

- The participating firm/company must provide documentary evidence of registration with the relevant tax and regulatory authorities.
- Individual/firms/companies should possess demonstrable experience and technical expertise in the development and implementation of digital office management systems, workflow automation solutions, and document management platforms.
- The selected firm/company shall ensure provision of secure, reliable, and high-quality software solutions, including post-deployment technical support and maintenance services, where applicable.
- The individuals, firms and companies must provide proof of registration with the local Chinese tax department and relevant local authorities.
- The bidders shall provide item-wise and category-wise quotations, clearly indicating unit cost, total cost, applicable taxes and any additional charges.
- The quoted rates should remain valid for a reasonable period, preferably 30 to 60 days from the date of submission of bids.
- The Embassy may increase or decrease the quantity of items, according to requirement.
- Bids must include all applicable taxes and service charges.
- The Embassy of Pakistan, Beijing reserves the right to fully or partially accept or reject any or all tenders/bids without assigning any reason.

For further information, please contact:

Office of the ADP,
Embassy of Pakistan Beijing,
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