



F.No.1/5/IT/Misc/2025

TENDER/ BIDDING DOCUMENT

**REPAIR & MAINTENANCE OF NETWORK INFRASTRUCTURE /
IT EQUIPMENT AND LICENCING & ENHANCEMENTS IN SOFTWARE APPLICATIONS**

Director (IT)

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1. **Instructions to Bidders**

Bidders are advised to read the instruction to Bidders carefully:

- a. All terms and condition mentioned in the bidding documents may please be read point by point and understood properly before quoting. All tender conditions should be responded clearly. Bids are liable to be rejected due to non-acceptance of any one or more conditions.
- b. Bidding documents containing terms & conditions, method of procurement, technical specification, etc are available at the office of Director (IT WING), MINISTRY OF DEFENCE, Rawalpindi. The same can also be downloaded from websites of MOD www.mod.gov.pk and PPRA www.ppra.org.pk. The bidding document can also be obtained at below mentioned address free of cost.
- c. **Procedure to be followed for procurement: Single stage-two envelop**
- d. The name of firm / supplier should be borne on active tax payer list and will submit a copy of Certificate of registration with the bids.
- e. The rates bided / quoted by the bidders shall be item-wise, including all Govt. taxes and should be final and will be valid upto 30th June, 2026.
- f. The bidders are required to submit a demand draft not less than 2% of bid price as bid security/ money in the name of DDO, MOD. The bid security should be submitted with financials bids. However, a confirmation to this effect shall also be provided with technical bids.
- g. Locally available items/equipment will be supplied/ installed within one week from the date of issuance of supply/ work order / PO. Imported items will be delivered with four weeks of the PO.
- h. Firm will be responsible for maintenance / warranties as applicable with provided equipment during warranty period without any additional charges.
- i. The firms/ suppliers blacklisted by the Government are not eligible for participation in tender.
- j. If for any reason, the office remains closed on the date of opening of tender, it will be opened on next working day.

- k. Quantity of items can be increased/decreased keeping in view the requirement/ budget position.
- l. The authority shall reserve the right to accept or reject the bid of one or all the bidders as per PPRA rules and this will not be challengeable.
- m. Financial bids are required to be submitted on the prescribed format.
- n. Cutting / overwriting in Financial proposal shall not be accepted.

2. Eligibility of Bidders

- This Invitation for Bids is open to all original manufacturers / their authorized agents / suppliers and in case of imported goods their authorized agents / importers / suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax payers List of FBR etc).
- Bidders under declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.
- Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also NOT ELIGIBLE.
- Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.

3. Bidding Procedure

- The Bidding procedure shall be governed by the Public Procurement Rules 2004 issued and amended time to time, by the Public Procurement Regulatory Authority (PPRA).
- Single stage – Two Envelop procedure” shall apply (IT Equipment / Hardware). The procedure prescribed in the Invitation for Bids is explained herein below:
- The bid shall comprise tender reference No. 1/5/IT/Misc/2025 with single package containing one separate sealed envelope for Technical specifications and separate envelop for financial evaluation. Financial bids of only technically qualified bidders shall be opened.
- Initially, only the envelop marked as “TECHNICAL BID” shall be opened in the MINISTRY OF DEFENCE, Rawalpindi at **11:30 am on the 24th**

October, 2025 in the presence of the bidders or their authorized representatives, who may choose to be present themselves for bids.

- MoD due to classified nature of its operations will evaluate firms / staff with on additional security factor / clearance.
- Experience of vendor in similar projects will be duly weighted.
- For IT Hardware, software and services, the committee will evaluate the technical Bids as per required technical specifications and other terms & conditions and reject any Bid which shall not conform to the specified requirements.
- The “FINANCIAL BIDS” of eligible and technically qualified bidders/ bids shall be opened publicly after completion of technical bid.
- The Financial Bid of ineligible and/or technically nonresponsive bidders shall be returned un-opened.
- The bid found to be the most advantageous shall be accepted. In case, two bidders submit equal financial bid, the bidder with more experience, capacity and relevant experience shall be selected.
- 60% weightage shall be awarded to technical proposal and 40% to financial.

4. Bidding Documents and Submission of bids

- The items required, bidding procedures and bidding Documents, Terms and conditions, etc are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:
 - a. Instructions to Bidders (ITB)
 - b. Requirements
 - c. Technical Specifications included.
 - d. Evaluation Criteria
- The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

- The Bidder should quote the prices of items according to the technical specifications as provided. The specifications of items, different from the required specifications, shall straightway be rejected.
- The Bidder is required to bid a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.
- No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.
- Prices shall be quoted in Pak Rupees.

5. **Bid Security**

- The Bidder shall furnish, as part of its bid, a **Bid Security @ 2%** of the total Quoted Bid Value in Pak rupees in the shape of pay order/demand draft/ call deposit in the name of DDO, MINISTRY OF DEFENCE, Rawalpindi.
- The Bid Security (in the shape of pay order/demand draft) shall be enclosed with in the 'Financial Bid' sealed envelope. However, a confirmation to this effect shall also be provided with technical bids.
- Unsuccessful bidder's Bid Security shall be returned after announcement of the successful bidders.
- The successful Bidder's Bid Security shall be returned after expiry of warranty period of goods.
- The bid Security shall be forfeited in following cases:
 - a. if a Bidder withdraws its bid during the period of bid validity or
 - b. In the case of a successful Bidder, if the Bidder fails to sign the contract or fails to supply goods.

6. **Bid Validity**

- Bids shall remain valid upto 30 June, 2026.
- Bid having validity for a shorter period shall be rejected.
- The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period.
- However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have

submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

7. Evaluation of Bids

- Technical Bids shall be opened by the Procurement Committee publicly in the presence of the Bidders or their representatives who may choose to be present on the mentioned date and time.
- Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Technical Evaluation bid to the bidding documents.
- The Technical Bids shall then be evaluated as per required technical specifications / criteria defined in proceeding Para.
- The Financial Bids of technically qualified (i.e. compliance to technical specifications and other terms & conditions) bidders shall be opened publicly on **24th October, 2025 at 11:30 am.**

8. Rejection of Bids

- The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPR) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

Bidder must not indicate directly or indirectly their financial bid anywhere in the technical bid. Any such disclosure shall result in rejection of entire bid of the concerned bidder.

- Conditional or incomplete bid/bids shall be rejected.
- Tender specifications/requirements not conforming in general.
- **Technical Bids** received without a confirmation of **bid security (2% of the bid money)**, shall be rejected. In addition, firms submitting **bid security money** in the form of Crossed Cheques shall also be liable for rejection.

9. Evaluation Criteria

Technical evaluation will be done on the basis of following parameters for eligibility of the bidder/ bids: -

- a. On Active Tax Payers List of FBR.
- b. GST Certificate.
- c. Registration and number of business years in Pakistan.
- d. Complete Company profile.
- e. The bidder should be a company / firm having operational office in Islamabad / Rawalpindi.
- f. Bid validity upto 30 June, 2026.
- g. Affidavit to the effect that not blacklisted.
- h. Compliance with schedule of requirements (Yes/No)
- i. Submission of required amount of bid security with Financial Bid (A confirmation to this effect in technical Bid is mandatory)
- j. Manufacturer's standard warranty: One (01) year local and 3 years official warranty including parts and labour.
- k. Compliance with Technical Specifications.
- l. Technical brochures/ Data Sheets for the Licensed software to be provided.
- m. Original Bidding Documents duly signed/ stamped by CEO / Owner of the company.
- n. Item wise most advantageous bidder(s) will be awarded the bid.
- o. Bidder with a strong company profile demonstrated experience in similar projects and excellent past performance records will be given preference.

10. Special Conditions of Contract

The following Special Conditions shall supplement the General Conditions of contract/ work order / PO. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of contract/ work order / PO.

I. Inspection and Tests

- a. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- b. The Committee will carry out detailed physical examination of stocks and can reject any item if found not according to the approved technical

specifications / brand etc. Moreover, the Supplier will also be responsible to replace the same without any additional charges.

II. **Packing**

Packing & accessories: All the items to be provided in proper company packing with brochures and CDs.

III. **Warranty**

- a. The warranty period of the supplied goods shall be standard one year local / 3 year official from date of delivery of the supplies at the purchaser's premises.
- b. On-site support services will be provided and defects will be corrected / item replaced within 3 days.

IV. **Payments**

- A pre-receipted bill along with GST invoice be forwarded in triplicate to this Ministry for payment in due course of time.
- In case the item (s) provided is found to be of an inferior quality, it will not be accepted.
- Payment to the successful bidder/Supplier will be made subject to:
 - a. Satisfactory delivery, inspection, testing and configuration/ installation of items.
 - b. Upon submission of required documents.
 - c. On submission of invoice for payment through AGPR, Islamabad after fulfilling codal formalities.
 - d. 40% payment in advance and 50% payment will be made on delivery repairing of IT hardware, technical services and software.

11. **Redressal of Grievances and Settlement of Disputes**

- The grievances if any will be redressed as per PPRA rule.
- In the case of any dispute concerning the interpretation and/or application of this contract / work order/ PO shall be settled through arbitration.
- The Secretary (MOD) or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

12. Schedule of Requirements

- The equipment shall be delivered and installed in accordance with the following schedule of requirements: -

| S. No | Milestone | Time Period |
|-------|--|--|
| 1. | Repair & Maintenance of Computer / Servers | Within 2 weeks from date of issuance of work order / purchase order / signing of contract. |
| 2. | Repair & Maintenance of IT Equipment (Network Points) | Within 2 weeks from date of issuance of work order / purchase order / signing of contract. |
| 3. | Renewal of Software Licenses | Within 2 weeks from date of issuance of work order / purchase order / signing of contract |
| 4. | Enhancement in MoD engagements app, Budget Tracking, LMS | Within 6 weeks from date of issuance of work order / purchase order / signing of contract |

13. Penalties for Late deliveries

The IT equipment supplies shall be delivered in accordance with the purchase orders/ work order/ terms & conditions. In case of late delivery, penalty of @ 1% per day upto maximum of 10% of the total contract value may be applied.

14. Withdrawal of Bid

- The firm cannot withdraw the bid before issuance of work/ purchase order/ signing of contract and within validity period of bids.
- If firm withdraws its bid within validity period, the competent authority may place firm under embargo for a period which may be extended up to one year. The next best price / position firm shall be offered contract.
- Moreover, the bid security money of firm will be confiscated. Any change in original bidding/ tender conditions would also be construed as withdrawal of bid in addition to forfeiture of bid security money.

15. Technical Specifications

Note: All the quoted equipment should be recognized / renowned brands as required below:-

| S# | Item | Specification | Qty |
|----|---|---|-----|
| 1 | Repair & Maintenance of IT Equipment / Network Points | <ul style="list-style-type: none"> • Network Cable CAT 6 • Patch Panels 24 Ports • Network I/O • Faceplate • Back Box • Ducting • Cable Manager • Cable Management for all nodes • Cable Tagging for all nodes • PDU • Network Cabinet 9U • Patch Cords CAT6 1 Meter • Patch Cords CAT6 3 Meter • Patch Cords Fiber MM • SFPs • ODF | 500 |
| 2 | Repair & Maintenance Computer Hardware | <ul style="list-style-type: none"> • Desktop Computers / Server Machines • Replacement of HDD /SSD 256/512 GB • Replacement of RAM DDR3/DDR4 8/16 GB • Replacement Power Supply • Repair of Motherboard Intel | 200 |
| 3 | Renewal of Software Licenses | <ul style="list-style-type: none"> • Windows 2016 / 2022(Standard/Enterprise Edition) <ol style="list-style-type: none"> a. For 7x HP Server ProLiant 380 Gen9 (12 Core) b. For 3x Dell Server PowerEdge R750 (32 Core) | |
| 4 | Renewal of Software | <ul style="list-style-type: none"> • Enhancement in MoD engagements app, Budget Tracking, LMS | |

Note: Interested suppliers/firms can survey/ visit/ discuss before submission of bids.

16. Proforma for Financial bids

| S. No. | Detail of work | Qty | Unit Price without GST (Rs) | GST | Unit Price with GST | Total Amount with GST (Rs) |
|---------------|-----------------------|------------|------------------------------------|------------|----------------------------|-----------------------------------|
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