

BIDDING DOCUMENTS

For

OFFICE FURNITURE,IT EQUIPMENT,ELACTRICAL EQUIPMENT

May, 2026

Issue No: MISC/01/26

FOREWARD

1. This Bidding Document has been structured in the following manner:
 - a. Bidding Document Part I: Bidding Instructions**
 - i. Invitation to Bid;
 - ii. Instructions to Bidders;
 - iii. Eligibility Criteria;
 - iv. Bid Evaluation Criteria;
 - v. Bid Forms and Schedule; and
 - b. Bidding Document Part III: Terms of Reference & Technical Specifications**
 - i. Scope of work; and
 - ii. Technical Specifications.
 - c. Bidding Document Part IV: Financial Bids**

Submission of a Bid in response to these Bidding Documents shall be deemed as full acknowledgment, understanding, and unconditional acceptance by the Bidder of all the terms and conditions set forth herein

These Bidding Documents do not constitute a solicitation to invest or otherwise participate in the bidding process, nor do they constitute a guarantee by REDAMCO that any Agreement will be awarded.

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PART – I

SECTION - I: LETTER OF INVITATION TO BID

To,

M/s. _____

Dear Mr./Ms.

REDAMCO, a State-Owned Enterprise, invites sealed bids from interested Bidders at its own OR through their authorized dealers or individual for “IT , Furniture and Misc item” under Public Procurement Rules, 2004 (the Rules amended time to time).

1. The bidding process is open to all parties who meet the eligibility criteria as laid down in the Bidding Document.
2. Interested bidder can submit bids for one or more or all packages. However separate bid form shall have to be submitted for each of the package along with separate processing fee and bid security for each package.
3. The Bidding documents will be issued to interested Bidder along with tender processing fee (non-refundable) amounting to PKR 20,000/- per package in f/o Railway Estate Development and Marketing Company (Pvt) LTD in shape of Demand Draft/ Pay Order.
4. Detailed terms and conditions are provided in the Agreement and Specifications.
5. Competitive bidding will be conducted using **Single Stage One Envelope (SSTE)** procedures, in accordance with the PPRA Rules.
6. All bids must be prepared using the standard forms provided in the Bidding Documents. Any information that is missing or not entered in the designated sections will not be considered during the evaluation process
7. 1 (one) original bid submitted through EPAD in the prescribed forms given in the Bidding Documents, separately sealed, signed & stamped submit in REDAMCO Office.

8. The REDAMCO may reject all proposals at any time prior to the acceptance of bids as per Rule 33 of the PPRA Rules.
9. The Bidding documents can be downloaded from PPRA (www.ppra.org.pk). Bidding Documents available on websites are for information purposes, however, for submitting Bids the interested firms/companies/ individuals can obtain any information.

YOURS SINCERELY,
MANAGER PROCUREMENT
1ST FLOOR, CORPORATE OFFICE, SERVICE
ROAD SOUTH, SECTOR I-11/1 ,
ISLAMABAD
Ph# +92-051-9278717-19

SECTION - II: INSTRUCTIONS TO BIDDERS

A: DEFINITIONS

- (a) **“Agreement”** means the Agreement for “IT, Furniture and Misc Items” to be executed by and between the REDAMCO and the Successful Bidder annexed as Part II of the Bidding Document.
- (b) **“Bid(s)”** means documents required to be submitted in response to the Invitation to Bid and ITB.
- (c) **“Bidding Data Sheet” or “BDS”**, means Section III of the Bidding Documents.
- (d) **“Bid Prices”** means the prices included in the Schedule of Prices, as specified in Clause 17 of the ITB.
- (e) **“Bid Security”** means the bid security to be given by the Bidders, as detailed in Clause 12 of the ITB.
- (f) **“Bid Submission Deadline”** has the meaning given in the BDS.
- (g) **“Bidding Documents”** means the documents prepared by the REDAMCO for the selection of the Bidder.
- (h) **“Bidder”** means the successful Bidder with whom the REDAMCO would sign the Agreement.
- (i) **“Day”** means Calendar Day.
- (j) **“Evaluation Committee”** means the evaluation committee set up under Sub-Clause 16.1 of the ITB in order to evaluate the technical and financial proposals of the Bidders.
- (k) **“GOP”** means the Government of Pakistan, including Federal and Provincial Governments.
- (l) **“Instructions to Bidders” or “ITB”** means the instructions to bidders provided in Section II of Part I of the Bidding Documents.
- (m) **“Invitation to Bid”** means the letter included in the Section I of Part I of the bidding documents, released/published by the REDAMCO.
- (n) **“Individual”** mean person who participate in bidding process on behalf of company.
- (o) **“Letter of Acceptance”** means the notification of award as specified in Clause 24 of the ITB.
- (p) **“Parties”** means the REDAMCO and the Bidder or Bidder, as the case may be.
- (q) **“REDAMCO”** means the Railway Estate Development and Marketing Company (Pvt) limited, wholly owned Subsidiary of Ministry of Railways.
- (r) **“Bids/Proposal”** means the Technical Bid and the Financial Bid , as specified in ITB
- (s) **“Rules”** means the Public Procurement Rules, 2004, amended up to date
- (t) **“Goods(s)”** means the goods to be delivered by the prospective Bidder/Bidder pursuant to the Agreement and the Technical Specifications.

- (u) **“Technical Specifications”** mean the terms of reference and technical specifications contained in the Bidding Document.

B. INTRODUCTION	
1. Scope of Bid	<p>1.1 REDAMCO, as defined in the BDS, invites Bids for the IT, Furniture and Misc allied items. The selection of Bidders shall be carried out in accordance with the method specified in the Bidding Documents. Each Bidder is required to quote for the complete scope of Services; any Bid covering only a partial scope shall be deemed non-responsive and will be rejected.</p>
2. Eligible Bidders	<p>2.1 Bidding is open to all bidders as defined in definitions and Bidding Data Sheet</p> <p>2.2 A bidder may not, in the sole determination of the REDAMCO, be eligible to participate in Bids for the Project while under sanction (including but not limited to blacklisting) by the GoP or provincial government. A Bid from a sanctioned firm will be rejected.</p> <p>2.3 A Bidder can submit offer for more than one package however; separate bid & bid security shall be submitted with each offer.</p>
3. Cost of Bidding	<p>3.1 T h e Bidders shall bear all costs associated with the preparation and submission of their respective Bids and the REDAMCO shall in no case be liable for such costs, regardless of the conduct or outcome of the bidding process.</p>

**C: PREPARATION
OF BIDS**

**4. Contents of
Bidding
Documents**

4.1 In addition to the Invitation to Bid, the Bidding Documents are those stated below, and should be read in conjunction with any schedules or addenda issued.

a. **Part I:** Instructions to Bidders & Bidding Data Sheet Schedules to Bid comprising the following:

- i) Schedule A: Specific Services Data
- ii) Schedule B: Integrity Pact
- iii) Schedule C: Letter of Technical Proposal
- iv) Schedule D: Form of Power of Attorney
- v) Schedule E: Checklist

b. **Part II:** Agreement

c. **Part III:** Terms of Reference for the Bidders and Technical Specifications of the Project

d. **Part IV:** Financial Proposal – Letter and Form

4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the Bid.

4.3 The Bidders shall obtain the Bidding Documents directly from the REDAMCO in the manner specified in the advertisement. Bidding Documents obtained from any other source shall not be valid.

<p>5. Clarification of Bidding Documents</p>	<p>5.1 A prospective Bidder requiring any clarification(s) in respect of the Bidding Documents may make a request for clarification from REDAMCO in writing on the address indicated in the BDS.</p> <p>5.2 REDAMCO shall only consider a request for clarification received at <u>least 5 (five) days prior to the deadline for the submission of Bids</u>. Clarification requests received after this time shall not be entertained. REDAMCO shall respond to any request for clarification received within the stipulated time before two (2) working days prior to the deadline for the submission of Bids. Copies of REDAMCO's response shall be forwarded to all prospective Bidders who have received the Bidding Documents, including a description of the enquiry but without identifying its source.</p> <p>5.3 The REDAMCO shall not be bound by any verbal interpretation of the Bidding Documents.</p>
<p>6. Amendment of Bidding Documents</p>	<p>6.1 At any time prior to the deadline for submission of Bids, the REDAMCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing an addendum.</p> <p>6.2 Any addendum issued pursuant to Sub-Clause 6.1 of the ITB shall be deemed to form part of the Bidding Documents, and shall be communicated to all Bidders who have acquired the Bidding Documents within 2 (two) days of the REDAMCO's approval of the addendum.</p> <p>6.3 To afford prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the REDAMCO may, at its discretion, extend the deadline for submission of Bids.</p>

<p>7. Language of Bid & Notifications</p>	<p>7.1 The Bid prepared by the Bidder and all correspondence and documents relating to the Bid shall be written in the English language.</p> <p>7.2 The REDAMCO may issue announcements or notifications by registered mail, hand delivery against signature or electronic mail, provided that the Bidder has furnished the relevant electronic mail address in the submitted forms. Any announcement or notification sent by REDAMCO to the electronic mail address provided by the Bidder shall be deemed to have been duly received by the Bidder on the date it is transmitted by REDAMCO.</p> <p>7.3 Correspondence sent by Bidders to REDAMCO via electronic/registered mail or hand delivery shall be deemed received on the date of delivery, provided that REDAMCO confirms receipt on the same day. If confirmation is not provided within one (1) working day, such correspondence shall be considered not received. To ensure confirmation, Bidders may use registered mail. Electronic mail notifications shall be documented to include both the date and content of the communication.</p> <p>7.4 Notifications through electronic mail shall be made by using the official electronic mail address of the REDAMCO.</p>
<p>8. Documents Comprising the Bid, Technical Proposal, Financial Proposal and Sub- Contracting</p>	<p>8.1 The Technical Proposal to be prepared by the Bidder shall be comprised of the following documents:</p> <ul style="list-style-type: none"> (a) Letter of Technical Proposal (b) Specific Services Data (c) Integrity Pact (d) Bid Security be furnished (e) Power of Attorney furnished in accordance with Schedule D (f) Documentary evidence furnished in accordance with Clause 11 of the ITB. <p>The Financial Proposal to be submitted by the Bidder shall comprise the following documents:</p> <ul style="list-style-type: none"> (a) Letter of Financial Proposal (b) Form of Financial Proposal

	<p>8.2 The Bid shall comprise one envelopes submitted through EPAD in accordance with Clause 14 of the BDS, one called the Technical Bid and the other called the Financial Bid containing the respective documents listed in Clause 8.1 of the ITB, both envelopes enclosed together in a single outer envelope.</p> <p>8.3 All documents listed under Sub-Clause 8.1 of the ITB shall be submitted using the relevant forms. The documents must be completed by the Bidder without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>8.4 The Bidder shall furnish the Technical and Financial bids as specified in Sub-Clause 8.1 of the ITB, including all particulars as specified in the Bidding Documents, in sufficient detail to demonstrate the adequacy of the Bidder to meet the requirements thereof. No amendments to the Technical Proposal or Financial Proposal may be made during the period of evaluation unless permitted by the Bidding Documents.</p>
<p>9. Sufficiency of Bid</p>	<p>9.1 Each Bidder shall satisfy itself before Bidding as to the correctness and sufficiency of its Bid and of the fee entered in the financial forms.</p> <p>9.2 The Bidder is advised to obtain for itself at his/her own cost and responsibility all information that may be necessary for preparing the Bid and entering into an Agreement for execution of the Services.</p>
<p>10. Bidder's Eligibility and Qualification</p>	<p>10.1 The Bidder must possess the capability and the experience as stipulated in Bidding Data Sheet and the qualification criteria stipulated in the Bidding Documents.</p> <p>10.2 Pursuant to Clause 8 and Sub-Clause 10.1 of the ITB, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Services and the obligations under the Agreement.</p> <p>10.3 REDAMCO shall determine, the qualification of the prospective bidders through technical evaluation. Only technically qualified bidder shall be called for opening of financial proposal.</p> <p>10.4 Financial proposal of technically disqualified bidders shall be returned unopened.</p>

<p>11. Documents Establishing Services' Conformity to Bidding Documents</p>	<p>11.1 The documentary evidence of the Services' conformity to the Bidding Documents may be in the form of literature, maps and data and the Bidder shall furnish documentation as set out in Bidding Data Sheet and clause 8 of ITB</p>
<p>12. Bid Security</p>	<p>12.1 Each Bidder shall furnish, as part of its bid, a Bid Security equivalent to the amount stipulated in Bidding Data Sheet in the form of a CDR / Pay Order/ Demand Draft issued by a Bank in favor of Railway Estate Development and Marketing Company (Pvt) limited. The Bid Security shall be valid for 120 days.</p> <p>12.2 Any Technical Bid not accompanied by a substantially compliant Bid Security shall be rejected by the REDAMCO as non-responsive.</p> <p>12.3 The Bid Security of the successful Bidder will be adjusted when the successful Bidder deposits the performance guarantee and bid security of unsuccessful bidder shall be returned.</p> <p>12.4 The Bid Security shall be forfeited under either of the following circumstances:</p> <ul style="list-style-type: none"> (a) if a Bidder withdraws its Bid during the bid validity period (as specified in the BDS); or (b) in the case of a successful Bidder, if he fails to Pay the P e r f o r m a n c e G u a r a n t e e within stipulated time.

<p>13. Validity, Format, and Signing of Bids</p>	<p>13.1 Bids shall remain valid for the bid validity period stipulated in the BDS. A bid valid for a shorter period shall be rejected by the REDAMCO as un-responsive.</p> <p>13.2 In exceptional circumstances, prior to the expiration of the Bid validity period, the REDAMCO may request the Bidder to extend the period of validity of their respective Bids. The request, and responses to the request, shall be in writing. A Bidder may refuse the request and withdraw the Bid without forfeiting the Bid Security. A Bidder granting the request for extension in the Bid validity period shall not be required or permitted to modify its Bid.</p> <p>13.3 All Schedules to the Bid are to be properly filled, completed and signed.</p> <p>13.4 No alteration is allowed in the Letter of Technical Proposal or Letter of Financial Proposal. In case of any alteration, the Bid shall be rejected by the REDAMCO.</p> <p>13.5 Each Bidder shall prepare the original and number of copies, as specified in the BDS, of the documents comprising the Bid and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.</p> <p>13.6 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, photocopies are also acceptable). The name and position held by each person signing the authorization must be written or typed below the signatures.</p> <p>13.7 The Bid shall be delivered in person or sent by registered mail at the address as given in the BDS.</p> <p>13.8 Any interlineations, erasures, or overwriting in the Bid shall only be valid if such interlineations, erasures or overwriting are signed or initialed by the person signing the Bid.</p>
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D. SUBMISSION OF BIDS

14. Deadline for Bids

- 14.1 The bid shall be submitted through EPAD in a single package consisting of one envelope, containing the Financial and the Technical Proposals.
- 14.2 Sealed technical Bids must be received by the REDAMCO at the address provided in BDS not later than the Bid Submission Deadline. The Bids shall be sealed in the manner specified in the Bidding Data Sheet.
- 14.3 In case any envelope is not sealed or marked as required in the Bidding Documents, the REDAMCO shall assume no responsibility for the misplacement or premature opening of the Bid.
- 14.4 The REDAMCO may, at its discretion, extend the Bid Submission Deadline, by amending the Bidding Documents under the terms there-of, in which case all rights and obligations of the REDAMCO and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 14.5 The REDAMCO shall not consider any Bid that arrives after the Bid Submission Deadline. Any Bid received by the REDAMCO after the Bid Submission Deadline shall be declared late, rejected, and returned unopened to the Bidder.

E. BID OPENING AND VALUATION

15. Bid Opening

15.1 An evaluation committee, as constituted by REDAMCO for the evaluation of bids, shall open the Bids in the presence of the Bidders' authorized representatives who choose to attend, at the time, date and location stipulated in the BDS.

15.2 The Technical & Financial bids shall be opened at a same time. After evaluation of the Technical bids, REDAMCO team will evaluate the financial bids of technically responsive Bidders.

15.3 The Financial Proposal and Technical Proposal are submitted in one envelope, The Bidders' authorized representatives who are present shall sign, evidencing their attendance.

15.4 The REDAMCO shall prepare a record of the opening of Technical & Financial bids that shall include, at a minimum, the name of the Bidder.

15.5 The REDAMCO shall notify Bidders in writing who have been rejected on the grounds of their Technical Proposals being substantially non-responsive to the requirements of the Bidding Documents.

15.6 All envelopes containing Financial Proposals shall be opened one at a time and the name of the Bidder, Only Financial Proposals read out and recorded during the opening of the Financial Proposals shall be considered for evaluation.

15.7 The REDAMCO shall prepare a record of the opening of Financial Proposals that shall include, at a minimum, the name of the Technically Qualified Bidder. The Bidders' representatives who are present shall be requested to sign the record. The absence of a Bidder or a representative's signature shall not invalidate the contents and effects of the record.

<p>16. Clarification of Bids</p>	<p>16.1 To assist in the examination, evaluation and comparison of Bids, the REDAMCO may, at its discretion, ask the Bidder for a clarification of its Technical Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.</p> <p>16.2 Any clarification submitted by the Bidder that is not in response to a request of the REDAMCO shall not be considered. The request for clarification and the response shall be in writing.</p> <p>16.3 A failure to provide clarification as requested by the REDAMCO may result in the rejection of the Bid.</p>
<p>17. Bid Price</p>	<p>17.1 The Bidder shall completely fill the Letter of Financial Proposal and Form of Financial Proposal indicating the fee for the Services to be performed under the Agreement.</p> <p>17.2 The price shall be fix and cannot change during the contract.</p>
<p>18. Detailed Evaluation of Technical and Financial Proposals</p>	<p>18.1 The Technical Proposal submitted by the Bidder shall be examined in detail whether the bid comply with the evaluation criteria of the Bidding Documents, including the BDS.</p> <p>18.2 The Bidders shall meet technical evaluation criteria, as specified in the BDS, shall be declared technically qualified.</p> <p>18.3 The Financial bids of technically qualified Bidders shall be evaluated while REDAMCO shall not evaluate the Financial bids to the disqualified Bidders.</p> <p>18.4 To evaluate a Financial bids, the REDAMCO shall consider the following parameters as mention in Bid Data Sheet:</p> <p>18.5 The REDAMCO shall compare all Bids of technically qualified bidders to determine the lowest bid.</p>

	<p>18.6 If the Bid which results in the highest Bid is unbalanced or unrealistic in the sole determination of the REDAMCO, the REDAMCO may reject the Bid without justifying the reasons.</p> <p>18.7 The Evaluation Committee’s determination of Financial Proposal’s responsiveness shall be based on the contents of the Financial Proposal itself without recourse to irrelevant evidence.</p> <p>18.8 A Financial Proposal determined as substantially non-responsive shall be rejected and shall not subsequently be made responsive by the Bidder by correction</p>
<p>19. Confidentiality</p>	<p>19.1 REDAMCO shall maintain strict confidentiality regarding all information relating to the technical and final evaluations until the respective evaluation reports are formally announced in accordance with the applicable Rules.</p> <p>19.2 From the time of Bid opening until the announcement of the Bid evaluation results, no Bidder shall make contact with REDAMCO concerning any matter related to its Bid.</p>
<p>20. Grievance Redressal Mechanism</p>	<p>20.1 Whereas, any Bidder feeling aggrieved may lodge a written complaint within 7 (seven) days of announcement of the technical evaluation report and 5 (five) days after issuance of final evaluation report.</p> <p>20.2 REDAMCO shall constitute a committee comprising of odd number of persons, with necessary powers and authorizations, to address the complaints of Bidders that may occur prior to the entry into force of the procurement contract.</p> <p>20.3 Any party may file its written complaint against the eligibility parameters, evaluation criteria or any other terms and conditions prescribed in the bidding documents if found contrary to the provisions of the procurement regulatory framework, and the same shall be addressed by the grievance redressal committee (GRC) well before the proposal submission deadline.</p>

	<p>20.4 In case, the complaint is filed against the technical evaluation report, the Grievance Redressal Committee constituted by REDAMCO shall suspend the proceedings.</p> <p>20.5 In case, the complaint is filed after the issuance of the final evaluation report, the Bidder/complainant cannot raise any objection on technical evaluation of the report.</p> <p>20.6 The Grievance Redressal Committee shall investigate and decide upon the complaint within ten days of its receipt</p>
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F. AWARD OF AGREEMENT

<p>21. REDAMCO's Right, Notification of Award & Signing of Agreement</p>	<p>23.1 REDAMCO reserves the right to accept or reject bids, and to annul the bidding process and reject all Bids, at any time prior to award of the Agreement, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the REDAMCO 's action except that the grounds for the REDAMCO's rejection of all Bids shall, upon request, be communicated to any Bidder who submitted a Bid, without justification of the grounds. Notice of the rejection of all the Bids shall be given promptly to all the Bidders.</p> <p>23.2 Prior to expiration of the bid validity period (as specified in the BDS), the REDAMCO shall notify the successful Bidder in writing ("Letter of Acceptance") that its Bid has been accepted.</p> <p>23.3 The formal agreement between the REDAMCO and the successful Bidder shall be executed within seven (07) days, or extended time period, of fulfillment of conditions precedent to the agreement</p> <p>23.4 Until the Agreement is formally executed, the Letter of Acceptance, duly accepted by the Bidder, shall constitute a binding Agreement. Nothing in this Clause shall restrict or nullify the obligation of the Bidder to sign the Agreement.</p>
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<p>22. Performance Guarantee</p>	<p>22.1 The successful Bidder shall deposit the performance Guarantee within 07 days as per instructions laid down in the BDS.</p> <p>22.2 In case of failure to deposit the Performance Guarantee within time, the Bid Security shall be forfeiture.</p>
<p>23. Fraud and Corruption</p>	<p>23.1 The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule B in the Bidding Documents. Failure to provide such Integrity Pact shall make the bid non-responsive.</p> <p>23.2 The Bidder shall observe the highest standards of ethics during the process of submission of the Bid and during the evaluation process. The terms used in this Clause shall have the following definitions:</p> <p>(a) “corrupt and fraudulent practice” means the offering, giving, receiving of soliciting of anything of value to influence the action of a public official or the Bidder in the procurement process or in contract execution to the detriment of the REDAMCO; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the REDAMCO of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of the public official’s duty;</p> <p>(b) “Coercive practice” means impairing or harming, threatening to impair or harm, directly or indirectly, any party or the property of the party to achieve a wrongful gain or to cause a wrongful loss to another party;</p> <p>(c) “Collusive practice” means, the arrangement between two or more parties to the procurement process or contract execution, designed to establish, with or without the knowledge of the REDAMCO, prices at artificial, noncompetitive levels for any wrongful gain</p>

- (d) "Integrity violation" means any act which violates Anticorruption Policy including corrupt and fraudulent practice, coercive practice, coercive practice, collusive practice and/or obstructive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to an investigation into any of the foregoing or from pursuing an investigation or acts intended to materially impede the exercise of inspection and audit rights.
- (e) The REDAMCO may reject a Bid if it determines that the Bidder, directly or through an agent or intermediary, engaged in corrupt and fraudulent practice, collusive practice, coercive practice or obstructive practices or other integrity violations in bidding for the Project.
- (f) The REDAMCO may cancel the Agreement on a determination at any time that the Bidder engaged in any way in corrupt and fraudulent practice, collusive practice, coercive practice or obstructive practices or other integrity violations in bidding for the Project.
- (g) If at any time the REDAMCO determines that the Bidder has, directly or through an agent or intermediary, engaged in corrupt and fraudulent practice, collusive practice, coercive practice, obstructive practices and/or any integrity violation in competing for or in executing, a GoP or Provincial Government (PG) or any other government contract, the REDAMCO may take any act to sanction a Bidder as permitted by the applicable laws, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, from the award of any contract by the REDAMCO and recommending to the GoP and provincial government that the Bidder be disqualified from participation and award of any project or contract to be awarded by the GoP or provincial government, as the case may be.

SECTION - III: BIDDING DATA SHEET:

The following specific data for the Project to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders. In case of conflict between the terms of this Bidding Data Sheet (“**BDS**”) and the terms of the Instructions to Bidders, the provisions of the Bidding Data Sheet shall prevail.

A.General	
ITB 1.1	<p align="center">Scope of bid.</p> <p>Railway Estate Development & Marketing Company (Pvt) Limited (REDAMCO) Islamabad invites sealed bids from reputed Firms / Vendors of Office furniture, IT Equipment and Electrical Equipment for Islamabad Office:</p> <ol style="list-style-type: none"> 1. Bidding shall be conducted through “Single Stage–one Envelopes” as per PPRA Rules. The bidders are bound to provide their complete information along with postal address, as well as valid email addresses and phone numbers on the envelopes. 2. Bidding documents, detailed specifications/ description and number of items, may be collected from the address mentioned in the Tender appeared in the press. 3. The bids shall reach at the address on the time & date mentioned in the Tender, which shall be opened on the day mentioned in the Tender by the Evaluation Committee in the presence of Representatives of the bidders. Venue for the purpose is 1st Floor Corporate Office, Services Road (South), Sector I-11/1 Islamabad. Bid submitted after due date & time shall not be entertained.
ITB 2.1	<p>Bidding is open to all eligible bidders:</p>
ITB 12	<p>The 2% Bid Security against each package as indicated in advertisement, shall be furnished in the form of a Pay order / CDR from the in favor of Railway Estate Development & Marketing Company (Pvt) limited.</p> <p>Bid Security Copy shall be enclosed with the Technical Proposal.</p>
ITB 13.1	<p>Bid Validity Period:</p> <p>The bid should remain valid for 120 (one hundred and twenty) Days from the date of opening of Technical Bids (i.e., the Bid Submission Deadline).</p>
ITB 13.7	<p>The bid shall be delivered at the following address.</p> <p>1st floor, corporate Office, Service Road South, Sector I-11/1, Islamabad</p>

<p>ITB 14.1</p>	<p>Bidder shall submit 1 (one) original through EPAD on the prescribed forms.</p> <p>Bidding shall be conducted on Single Stage One Envelop procedure as under:</p> <p>(i) The “Technical & financial bids” shall be opened at a same time.</p> <p>(ii) The REDAMCO team shall evaluate the technical bids in the manner prescribed in advance, without reference to the price and shall reject any bid which does not conform to the specified requirements;</p> <p>(iii) During the technical evaluation, no amendments in the technical bid shall be permitted;</p> <p>(iv) After the evaluation of the technical bids, the REDAMCO shall announce the Financial bids of the technically accepted bids, publicly, at same time, date.</p>
<p>ITB 14.2</p>	<p>Bids must be submitted not later than the following date and time:</p> <p>Deadline for submission of Bids: 11:30 AM on 08th June, 2026 (“Bid Submission Deadline”)</p>
<p>ITB 15.1</p>	<p>Venue, Time and Date of Technical Bid Opening</p> <p>Venue: 1st floor , corporate Office, Service Road South, Sector I-11/1, Islamabad</p> <p>Date: 08th June, 2026</p> <p>Time: 12:00 PM.</p>
<p>B. Preparation and Submission of Bids</p>	
<p>ITB 18.</p>	<p style="text-align: center;">Evaluation Criteria:</p> <p>i. Technical Evaluation Criteria.</p> <p>ii. Financial Evaluation (Least cost) Criteria.</p> <p style="text-align: center;"><u>Technical Evaluation Criteria:</u></p> <p>I. Copy of CNIC & Passport Size Color Photographs of Power of Attorney holder of applicant to represent the applicant.</p> <p>II. Valid NTN, SECP, GST Registration Certificates (Active Status).</p> <p>III. Technical Brochures of the quoted equipment, mentioning its specifications, manufacture’s model, product number, and country of origin and according to the Procuring Agency requirement.</p> <p>IV. Affidavit of Non-Black listing , non-penalty on violation of PPR Rules and Procuring Agency’s Terms & Conditions. (On non-judicial stamp paper worth Rs.1,200/-).</p> <p>V. Affidavit of Price reason-ability. (On non-judicial stamp paper worth Rs.1,200/-).</p> <p>VI. 2% Bid Security of estimated cost lot-wise in the shape of CDR/DD in favour of Railway Estate Development & Marketing Company (Pvt) limited.</p> <p>VII. Joint Venture (JVs), Associations, and Consortium are <u>Not Allowed</u> to participate in bidding process.</p> <p>VIII. Compliance of Technical Specifications.</p> <p>IX. Four million Bank Statement</p>

- X. Previous work orders minimum worth 5 million
- XI. Sample of all items with technical bid.

ITB 18.4	<p style="text-align: center;"><u>Financial Evaluation Criteria:</u></p> <p>a. The Financial bid of the technically qualified bidder/bidders will be evaluated on the basis of total price of each individual lot.</p> <p>b. So, it is mandatory to participate in all items of a lot.</p> <p>c. Otherwise, will be treated as technically non-responsive. The contract will be awarded to the bidder whose total price will be the lowest lot wise.</p> <p>d. In case if: Two or more bidders quoted same price for the lot, the contract shall be award to the bidder who offered the shortest delivery schedule for provision of lot items.</p>
	<p>Bid Security: 2% Bid Security of estimated cost lot-wise in the shape of CDR/DD in favour of Railway Estate Development & Marketing Company (Pvt) limited.</p>
	<p>Number of Copies: Original one of the bid. Bids must be accompanied by unit price and Total Price.</p>
	<p>The Percentage for quantity increase or decrease: 15 % of total contract value</p>
	<p>The successful bidder shall submitted the performance guarantee 10% of the contract price within seven days after issuance of Letter Of Intent (LOI).</p>
ITB 22.1	<p>The Financial Bid shall be quoted entirely in Pak Rupees. The payment shall also be made in Pak Rupees.</p>

SECTION - IV: BID FORM & SCHEDULES

- Schedule A: Specific Goods Data
- Schedule B: Integrity Pact
- Schedule C: Letter of Technical Proposal
- Schedule D: Form of Power of Attorney (For Submission of Bids)
- Schedule E: Checklist

SCHEDULE A

SPECIFIC GOODS DATA

(Please provide summarized Project understanding and details of proposed activities to be performed during the Project term. The bidder must ensure that the proposed activities meet all the requirements as specified in part III- Terms of Reference & Technical Specifications.)

Note: The information provided under this section will be for evaluation purposes only and will not be binding upon REDAMCO nor have any financial implication.

SCHEDULE - B

INTEGRITY PACT **(On Stamp Paper of Rs. 1,200)¹**

Dated _____

..... [Name of Bidder] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Bidder] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever from GoP, except that which has been expressly declared pursuant hereto.

[Name of Bidder] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the subject project with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Bidder] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Bidder] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from GoP. [Name of Bidder] understands that any corrupt business practice or giving of any kickback, commission, tip, bribe or gift shall result in termination of any contract signed with the GoP,

blacklisting from any future award of contract, and recovery from [name of Bidder] of any damage or loss caused as a result of such termination.

For and on behalf of the [Name of Bidder]:

Name:

Designation:

Signature: [Seal]

Witness 1:

..... Name:

Address:

CNIC/Passport:

Witness 2:

..... Name:

Address:

CNIC/Passport:

SCHEDULE - C

LETTER OF TECHNICAL PROPOSAL

Bidder's Letterhead

Date:

Invitation for Bid No:

To:

With reference to the Bidding Documents dated May, 2026 and issued by REDAMCO (the "REDAMCO") (the "Bidding Documents").

I/We, the undersigned, [on behalf of ourselves being:
_____ and _____] hereby declare that:

- (a) I/We have examined and have no reservations to the Bidding Documents, including all addenda and schedules, issued in accordance with Instructions to Bidders (ITB);
- (b) I/We, including any authorized dealer or for any part of the Agreement, do not have any conflict of interest;
- (c) We are participating as a Bidder in more than one bid as per the Bidding Documents;
- (d) Our firm/ Company, its affiliates or subsidiaries, including any Authorized dealer or collaborating partner for any part of the Agreement, have not been declared ineligible by the REDAMCO, the Government of Pakistan under the REDAMCO's country laws or official regulations
- (e) As security for due performance of the undertakings and obligations of this Bid, I/we submit herewith a Bid Security amounting to PKR ___ million drawn in your favor or made payable to you and valid for a period of 120 (one hundred and twenty) days.
- (f) Our Bid consisting of the Technical Proposal and the Financial Proposal shall be valid for a period of 120 (one hundred and twenty) days from the date fixed for the Bid Submission Deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period (as such period may be extended in accordance with the Bidding Documents);
- (g) We agree to permit the REDAMCO or its representative to inspect our accounts and records and other documents relating to the Bid submission and to have them audited by auditors appointed by the REDAMCO;
- (h) We have reviewed and accepted the form of the Agreement as attached in Part II of the Bidding Documents and undertake to execute the same within the period specified in the Bidding Documents; and
- (i) I/We hereby declare that all the information and statements made in this Bid are true and accurate, and we accept that any misrepresentation contained in our Bid may lead to our disqualification and forfeiture of bid security.



Name of Bidder:

Address:

Contact #:

Email:

Signature of Authorized Signatory:

Name:

Designation:

Date:

[Seal]



SCHEDULE - D

FORM OF POWER OF ATTORNEY

**POWER OF ATTORNEY (For Submission of Bids)
(On Stamp Paper of Rs. 1,200)**

Know all men by these presents, We {name of the company/ entity and address of the registered office} intend to submit a bid for the “Goods tender IT, Furniture, Misc ,Office Items ” (the “**Bid**”) and do hereby appoint and authorize Mr./Mrs. {full name and residential address} (vide authorization by the board/approving body of the company/entity dated ____) who is presently employed with us and holding the position of _____ as our attorney (the “**Attorney**”), to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid in response to the above referred tenders invited by the **REDAMCO (the “REDAMCO”)** including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the REDAMCO (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the REDAMCO in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

Dated this ____ day of _____ 20__

For and on behalf of: _____

(Signature)
(Name, Designation and Address)

Accepted by the Attorney:

(Signature)
(Name, Title and Address of the Attorney)
Date:

Witness 1
Name/Address
CNIC

Witness 2
Name/Address
CNIC

SCHEDULE - E

CHECKLIST

Reference	Bidding Document - Page Reference	Check	Page Ref.
ITB 12, 13.1 and 14	<i>Bid Submission</i>		
	One (1) original and One (1) copy of technical proposal	<input type="checkbox"/>	
	One (1) original Financial Proposal separately sealed	<input type="checkbox"/>	
	Bid Security enclosed with the Technical proposal	<input type="checkbox"/>	
ITB 18	<i>Bid Validity</i>		
	One hundred and eighty (120) days from the date of opening of technical bids	<input type="checkbox"/>	
	<i>Constitutive Documents as Proof of Existence</i>		
	Detailed description of the entity including:	<input type="checkbox"/>	
	• Legal Name;	<input type="checkbox"/>	
	• Complete head office, contact information, including mailing address, telephone number and an e-mail address;	<input type="checkbox"/>	
	• Certification of incorporation/ registration	<input type="checkbox"/>	
	• Memorandum of Association and Articles of Association/ Partnership Deed and amendments made therein till date of submission of bid. (In case of Company)	<input type="checkbox"/>	
	<i>Registration with Tax Authorities</i>		
	Local Entities: Valid NTN certificate, SECP, STRN or provincial sales tax registration certificate	<input type="checkbox"/>	
	Evidence of Active Taxpayer status	<input type="checkbox"/>	
	<i>Non-Blacklisting, No Conflict of Interest & Litigation History</i>		
	Affidavit on legal paper of PKR 1,200/- duly notarized by the notary public stating the matters stated in the BDS.	<input type="checkbox"/>	
	Letter of Invitation	Tender Processing fee (non-refundable) of PKR 20,000/- FOR each lot.	<input type="checkbox"/>
	Schedules & Forms		
Schedule A	Specific Goods Data	<input type="checkbox"/>	
Schedule B	Integrity Pact on legal paper (PKR 1,200)		
Schedule C	Letter of Technical Proposal	<input type="checkbox"/>	
Schedule D	From of Power of Attorney on legal paper (PKR 1,200)	<input type="checkbox"/>	

PART- III – DRAFT AGREEMENT:

PART- III- TERMS OF REFERENCE & TECHNICAL SPECIFICATIONS

1. All applicable taxes shall be paid by the successful bidder to the Federal/Provincial/District/Local Government or any nominated autonomous agency/authority of Government, as the case may be.
2. The Successful bidder shall deposit performance guarantee within 07 days issuance of letter of Intent/acceptance (LOI). In case of failure, the bid shall be liable to be canceled with the forfeiture of bid security.
3. The Successful bidder shall sign the agreement with REDAMCO after approval of bids and within a period of 07 days of payment of all liabilities as admissible under the bidding.
4. **Dispute Resolution/Arbitration.**
In case of any dispute arising between the parties, in connection with implementation of the contract/agreement, which cannot be resolved amicably, the same shall be resolved through arbitration. administered by arbitrator/ umpire appointed by the Procuring Agency under the Arbitration Act, 1940.
5. **Force Maieure.**
In the event, the Bidder is unable wholly or partially, by **force majeure**, to perform its responsibilities as outlined in the Contract, then Bidder shall submit his representation with full particulars in writing to REDAMCO as soon as possible after the occurrence of the calamity. The term force majeure shall mean acts of God, Natural Calamities and War, effects of which by the exercise of due diligence, Bidder is unable to overcome. The CEO of REDAMCO, will be competent to approve or increase the delivery time in the above-mentioned circumstances, upon the recommendation of Manager Procurement of REDAMCO.
6. **Penalties/ Surcharge.**
In case, the Bidder failed to deliver the items in due course of time as per schedule, liquidated damages at 0.5% per day, max 10%. will be levied for the period of delay.

PART- IV- FINANCIAL PROPOSAL

LETTER OF FINANCIAL PROPOSAL

[Bidder's Letterhead]

Date:

Invitation for Bid Reference No.:

To:

With reference to the Bidding Documents dated May, 2026 and issued by REDAMCO (the "REDAMCO") (the "Bidding Documents").

We, the undersigned, [on behalf of ourselves being:

_____ and _____ hereby declare that:

- (a) With reference to your Bidding Document dated May, 2026 I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Site. The Bid is unconditional and unqualified.
- (b) I/We hereby submit our Financial Proposal for the amount of _____PKR [in words & figures] as quoted performance guarantee and amount of _____PKR [in words & figures] as quoted; as specified in the annexed Form of Financial Proposal.
- (c) I/We are making this bids after taking into consideration all the terms and conditions stated in the Bidding Document and after careful assessment of the Packages, all risks and contingencies and all other conditions that may affect the Financial Bid.
- (d) I/We agree to keep our offer valid for 120 (One Hundred and Twenty) days from the due date of submission of this Proposal. We undertake to abide by all the terms and conditions of the bidding document.
- (e) As security for due performance of the undertakings and obligations of this Bid, we submitted a Bid Security in the amount of PKR _____ Million which was enclosed with the Technical Bid.
- (f) I/We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- (g) I/ We believe that we satisfy(s) the Technical & Financial Criteria and meet(s) the requirements as specified in the Bidding Document.
- (h) I/We understand that you are not bound to accept the highest or any bid you may receive.
- (i) I/We do hereby declare that our Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid.

Name of Bidder: _____

Address: _____

Contact #: _____

Email: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

[Seal]



FORM OF FINANCIAL PROPOSAL

[Bidder's Letterhead]

FINANCIAL BID

<u>PACKAGE ONE (01) OFFICE FURNITURE</u>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
<u>PACKAGE TWO (02) IT EQUIPMENT</u>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
<u>PACKAGE THREE (03) ALUMINUM/ GLASS PARTITION (OFFICE DEVELOPMENT)</u>					
1.					
<u>PACKAGE FOUR (04) OFFICE EQUIPMENT</u>					
1.					
2.					
Grand Total: -					

Final Total Price: _____

(Both in Figures and Words)

2% Bid Security _____

Signature: _____

Designation: _____

Date: _____

Official Stamp: _____

BUDGET ESTIMATE FOR PROCUREMENT

S.No	Items	Specification	Item description	Quantity	Price Per Item (Approx)	Total Amount (Approx)
<u>CATEGORY ONE (01) OFFICE FURNITURE</u>						
1	Manager Office Tables (5x3) with Side Racks	Table with side desk made with HPM sheet 23 mm E1 Grade thick acrylic edging and imported SS fitting complete in all respect or equivalent (Table with side rack and drawer pedestal)	L:5' W:3' H:2'.5"	05	98,000/-	490,000/-
2	Manager Revolving Chairs	Manager chair with seat & back in black leatherette. Height automatable gas lifter with 5 star pp base & PU coated, Nylon rolling wheel, Design will accent any desk setting to adjust height and body shape with ease, complete in all respect or equivalent	-	05	50,000/-	250,000/-
3.	Visiting Chairs	Seat and back polyurethane foam covered with fabric/leatherette complete in all respect with Metal frame powder coated or equivalent	-	12	35,000/-	420,000/-
4.	Steel Almira	As per sample	-	07	25,000/-	175,000/-
5.	Wooden Almira	Wooden Almira with Tactile sheet for Box Files with Three Portions with Top, Center Open and Bottom having cabinets (Hardware imported) Taping with Machine	H:7.2' W: 3.4' Depth: 15"	06	80,000/-	480,000/-
6.	Work Stations for 1 Person	Straight line work station or equivalent with Teapoy 3 Drawer	W:4' H:4'	07	50,000/-	350,000/-
7.	Revolving Chairs	As per sample		10	40,000/-	400,000/-
8.	Wooden File Racks	As per sample		12	48,000/-	576,000/-
9.	One Central Table			01	32,000/-	32,000/-
10.	Safe for finance			01	200,000/-	200,000/-
11.	Four drawers steel file cabinet			01	25,000/-	25,000/-
12.	Eight Easy chairs for waiting area			08	35,000/-	280,000/-
Total Cost						3,678,000/-
<u>CATEGORY TWO (02) IT EQUIPMENT</u>						
1	Laptops	CPU Intel Core i7, 13620H, 2.4 GHz, RAM- 16GB,7 th Generation, 512GB SSD with original Window and Office,	15.6 Inch Screen	02	350,000/-	700,000/-

		having local warranty				
2	Desktop System with Screen (Monitor)	CPU Core i7, 13 th Generation, 16 GB RAM, 512 SSD, CPU 4: Core or equivalent	Tower Plus CPU, 18.5 Inch Screen	07	120,000/-	840,000/-
3	Printer with scanner and wifi facilities	Prints up to 30 pages per minute (ppm) on A4 and letter-size paper. Connectivity: Ethernet, Hi-Speed USB 2.0, Wi-Fi, Bluetooth Low Energy (BLE). Paper handling: Tray 1 (250-sheet capacity), Tray 2 (10-sheet priority tray), Automatic duplex printing or equivalent	-	05	140,000/-	700,000/-
4.	Blower for IT Equipment	As per sample	-	01	11,000/-	561,000/-
5.	UPS for Desktop Computer	As per sample		06	15,000/-	90,000/-
6.	Centralized Photocopy Machine	As per Sample		01	750,000/-	750,000/-
Total Cost						3,091,000/-
<u>CATEGORY THREE (03) Electrical Equipment</u>						
1.	Air conditioner	1.5 Ton		03	250,000/-	750,000/-
2.	Bracket Fan 18 inch			06	20,000	120,000/-
Total Cost						870,000/-

Schedule of Delivery/Requirements:

Delivery Period: 15 Days

Sr.	Particulars	Qty.	Date of supplies
1.			

2.			
3.			
4.			
5.			

Note: The above equipment shall be provided at the location identified by the Purchaser complete in all respects with accessories.