



TENDER DOCUMENT

Provision of Services for
Provision of Laptops, Digital Standees & SMDs
2026

Tender Document For	Provision of Laptops, Digital Standees & SMDs
Issuing Authority	Pakistan Tourism Development Corporation (PTDC)
Document Contents	Pages 1–3: General Instructions for Bidders Pages 4–7: Annexure to Bid (A, B, C, D) Pages 8–9: Technical Proposals for Printing Material Pages 10–12: Financial Proposals for Printing Material

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1. Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
2. Bidder(s) must have sound financial position details of bank statement/turnover for the last one year. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of items in time and on the spot.
3. Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of bid amount in favour of PTDC which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.
4. Firm(s) must certify that it has not been blacklisted from any Government organization.
5. All bids shall be submitted through PPRA's (EPAD) portal in accordance with PPRA Rules. Bids submitted through any other means shall not be entertained.
6. Only those Bid(s) will be considered which would be submitted on PTDC tender documents.
7. The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
8. Bid Opening Procedure: Single Stage – Two Envelope (36(b) PPRA Rule, 2004) Procedure will be adopted to evaluate the offer. Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidences must be submitted before closing date as mentioned in the advertisement. The bid shall comprise a single package containing two separate envelopes each marked as "Technical Proposal" and "Financial Proposal" in bold and legible letters. Initially the Technical Proposal will be opened for evaluation; Financial Proposals of technically qualified firms only will be opened subsequently. The bid shall remain valid for 120 days from the date of bid opening.

- 9.** Successful bidders should make sure for in-time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
- 10.** The interested bidders may visit the site if they want, in order to assess the installation requirements and site conditions.
- 11.** Submission of any false statement/documents or concealing of information will disqualify the bidder.
- 12.** The quantity of the item(s) can vary as per the requirement / budget allocation of the PTDC.
- 13.** The delivery shall be completed within 30 days from the date of issuance of purchase/supply order or as desired.
- 14.** All item(s) shall be delivered at the office of PTDC HO, Kohsar Block, Pak-Secretariat – Islamabad / F-6 TIC Islamabad.
- 15.** Item(s) which will not be found according to required specifications/standards shall not be accepted.
- 16.** Technical Proposal must include authorized dealership/distributorship certificates for the brands being offered.
- 17.** In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
- 18.** The employer will open the tenders in the presence of the tenderers or their representatives who choose to attend at the date, time and venue mentioned in the tender notice.
- 19.** The complete tender shall be without alterations, interlineations or erasures, except those to accord with instructions issued by the employer, or necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person signing the contract.
- 20.** Detail of in-house technical support setup and after-sales service facilities (the procuring agency may physically verify the facilities to determine qualification/eligibility of bidders).

- 21.** The successful bidder must submit Performance Guarantee of 5% of total quoted amount in favor of PTDC in the shape of CDR from any scheduled Bank otherwise tender award will be rejected.
- 22.** Bids not accompanied by bid security or with less amount of bid security will not be entertained.
- 23.** The bid security of the successful bidder will be retained till delivery, installation and commissioning of complete equipment/services, and that of other bidders will be returned after award of contract to the successful bidder.
- 24.** If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issued to the next lowest bidder. Action for blacklisting of the firm will also be initiated.
- 25.** It will be the responsibility of the successful bidder to supply and deliver all the goods within the stipulated time at the Project Office. The Procuring Agency will not bear any type of transportation cost.
- 26.** In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes.
- 27.** If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of PTDC, Rawalpindi.
- 28.** No advance payment will be made for any kind of invoice. PTDC will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals.
- 29.** A separate agreement shall be executed with the successful bidder.
- 30.** PTDC reserves the right to cancel / annul this bidding process at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such cancellation.

Cover Letter for the Submission of Quotation

A cover letter as specified in Annexure C shall be submitted with the proposal.

Note: Please provide the required information / response to all Annexures mentioned in this document and mark them while submitting the bid.

Every page of the bid proposal must be stamped and signed by the bidder.

ANNEXURES

Annex – A: Firm / Company Information

S #	Required Information	Response
1	Legal Name of the Firm/Company	
2	Year of Registration / Establishment	
3	National Tax Number (NTN)	
4	General / Sales Tax Number	
5	Name and Designation of Head of Firm/Company Mobile: Phone/s: Email: Fax: Address: Website:	
6	Name and Designation of Contact Person / Representative Phone/s: Mobile: Email: Fax:	

(SIGNATURE & SEAL OF BIDDER)

Annex – B: Eligibility Response Check List

Sr.	Eligibility Criteria	Evidence / Proof Required	Yes	No
1	Evidence of firm/company's Registration / Incorporation	Certificate of Incorporation is required	<input type="checkbox"/>	<input type="checkbox"/>
2	National Tax Number (NTN) and General / Provincial Sales Tax registration in the name of Firm/Company	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	Active Tax payer — copy of last year's tax return (2024-25 tax returns copy required)	Active taxpayer certificate	<input type="checkbox"/>	<input type="checkbox"/>
4	Pay Order / Bank Draft of 2% Bid Security	Attached with the Financial Proposal in a separate sealed envelope	<input type="checkbox"/>	<input type="checkbox"/>

6 Affidavit on stamp paper:

I. Declaring that the company is not blacklisted by any Government agency/authority. (Original required)

II. We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.

(SIGNATURE & SEAL OF BIDDER)

Annex – C: Cover Letter for Submission of Quotation

(Declaration on company letterhead)

I, _____ hereby declare that:

- All the information provided in the proposal is correct in all manners and respects.
- I am duly authorized by the Management to submit this quotation on behalf of the firm/company named below.

Name: _____

Designation: _____

Signatures: _____

Date and Place: _____

(SIGNATURE & SEAL OF BIDDER)

FORM "A" — TECHNICAL SPECIFICATIONS FOR LAPTOPS, DIGITAL STANDEES & SMDs

NAME OF FIRM		COMPLETE ADDRESS	
Telephone & Fax No.		National Tax Number (NTN)	Sales Tax Reg. No.

Sr	Item Description	Specifications Being Offered
1.	Laptop – Core i7 (13th/14th Gen) Intel Core i7, 16GB, 512GB SSD, 15.6" FHD, Win 11 Pro	
2.	SMD – Indoor SMD Display Size H-6 feet x 8 feet Full HD, >=400 cd/m2, HDMI/USB/LAN, WIFI, Mobile App	
3.	Digital SMD Standees P2.5 2 feet 1-inch x 6.2 feet, 4K UHD, 2.0/USB/LAN, WIFI, Mobile App	

Note: The procuring agency may submit equipment samples for laboratory/third-party verification of specifications. Payments will be processed after receiving verification reports.

(SIGNATURE & SEAL OF BIDDER)

FORM "B" — FINANCIAL PROPOSAL FOR LAPTOPS, DIGITAL STANDEES & SMDs

NAME OF FIRM	
COMPLETE ADDRESS	

Sr	Item Description & Specifications	Qty	Unit Price (PKR)	Total Price (PKR)	GST	Total Incl. GST
1.	Laptop – Core i7 (13th/14th Gen) Intel Core i7, 16GB, 512GB SSD, 15.6" FHD, Win 11 Pro	03				
2.	SMD – Indoor SMD Display Size H-6 feet x 8 feet Full HD, >=400 cd/m2, HDMI/USB/LAN	02				
3.	Digital SMD Standees P2.5 2 feet 1-inch x 6.2 feet, 4K UHD, 2.0/USB/LAN, WIFI, Mobile App	04				
GRAND TOTAL PKR						

Note 1: The procuring agency will provide detailed technical specifications and brand preferences. Minor customizations including PTDC branding/labeling requirements will be conveyed to the successful bidder.

Note 2: The evaluation shall be on accumulative cost basis so the bidders are advised to quote for all the items.

(SIGNATURE & SEAL OF BIDDER)