



**OFFICE OF THE COMMISSIONER
ICT EMPLOYEES SOCIAL SECURITY INSTITUTION (IESSI)
PLOT NO. 166, STREET NO.09, I-10/3
ISLAMABAD**

List of Bidding Documents.

1. Delivery schedule.
2. Form of Bid
3. Instruction for bidder
4. Performance Guarantee Form
5. List of items to be procured along with specification



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Bidding document

Delivery time/completion schedule

1. Tender no. _____
2. Last time and date of submission of bids: _____
3. Date and time of opening _____
4. Delivery period: within 1 week of placing the Purchasing Order/singing of contract
5. Place of delivery : Islamabad, I-10/3
6. Name and address of consignee _____



OFFICE OF THE COMMISSIONER
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To,

Assistant Director (Admin),

IESSI

We hereby submit bid for purchase of Stationery and other items, Other-Store Computer Stationery, Purchase of Hardware, Purchase of IT Equipments and Purchase of Software mentioned in the list attached with tender enquiry No._____ details of our offer and particulars of bid/firm are as under:-

- i. Name & Address of firm

- ii. Description of purchase of Stationery and other items, Other-Store Computer Stationery, Purchase of Hardware, Purchase of IT Equipments and Purchase of Software.

- iii. National Tax No. _____
- iv. GST Registration No. _____
- v. Delivery Period. _____
- vi. Validity Period of offer. _____
- vii. Earnest money Bank draft No. _____ 1,00000 (Fixed Amount) attached.
- viii. Performance Guaranty of 10% _____

Signature _____



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Performance Guarantee Form

We hereby confirm to have read carefully the description of 'Purchase of Stationery & Other items, Other-Store Computer Stationery, Purchase of Hardware, Purchase of IT Equipments and Purchase of Software and all the terms and conditions of your tender enquiry No. _____ due for opening on _____ for the supply of _____ in additions to the conditions specified in contract and all the special instructions attached to the tender enquiry. We agree to abide by all instructions/conditions.

2. We also hereby categorically confirm that the Stationery & Other items, Other-Store Computer Stationery, Hardware, IT Equipments and Software offered by us are exactly of the particulars and specifications as laid down in your tender enquiry in all respects.

3. The Stationery & Other items, Other-Store Computer Stationery, Hardware, IT Equipments and Software offered by us are of

a) Foreign origin

b) Local origin.

4. We accept that if the required earnest money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry the same may be ignored.

5. Certified that the prices quoted by us to the ICT ESSI against tender No. _____ are not more than the prices charged from any other purchasing agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.

Name of Bidder/Firm: _____

Signature of Bidder: _____

Address: _____

Seal _____

Telephone No / Office No. _____ Mobile No. _____ Fax
No. _____

Witness

- a) Name _____ Signature _____
b) Full Address _____
c) Date _____

Instructions To Bidders

1. Scope of Supply

The bidder shall be responsible to **supply procured items for Islamabad Employees Social Security Institution, Plot No. 166, Street No.09, I-10/3, Islamabad** as per the specifications and quantities mentioned in the bidding documents/Schedule of Requirements.

2. Category-wise submission of Bids

Bidders may submit their bids for any single category or for multiple categories, as listed below:

- i) **Purchase of Stationery and other (Miscellaneous) items**
- ii) **Purchase of Other-Store Computer Stationery**
- iii) **Purchase of Hardware**
- iv) **Purchase of IT Equipments**
- v) **Purchase of Software**

3. Supply Completion, Delays & Liquidated Damages

All items/services must be delivered strictly within the specified schedule. Liquidated damages at the rate of 0.25% per day shall apply on delayed or incomplete supplies. Penalties will be calculated on the value of delayed items only. Repeated failure may result in award of the tender to the next most advantageous bidder.

4. Contract Amendments

Any amendment or change to the Purchase Order/Contract shall only be valid if made **in writing** and mutually agreed by both parties. No verbal commitments shall be accepted.

5. Award Basis, Item-wise Selection

Item-wise lowest evaluated bidder will be selected based on technical and financial compliance in accordance with PPRA Rules and institutional guidelines.

6. Submission of Technical & Financial Proposals

Bidders shall submit their proposals as follows:

- **Financial Proposal** must be sealed and clearly marked "Financial Proposal".
- **Technical Proposal** must be sealed and clearly marked "Technical Proposal".

Hard copy of both proposals, bidding documents and bid security must be submitted in the office manually before closing date.

7. Opening of Financial Bids

Financial bids will be opened only for bidders who meet all technical requirements/specifications.

8. Arbitration & Dispute Resolution

Any dispute arising during or after execution of the contract shall be resolved through the **Grievance Redressal Committee (GRC), Islamabad**, in accordance with **PPRA Rules**. Arbitration decisions shall be binding on all parties. Written

complaints must be submitted within **15 days**, after which no complaint shall be entertained. The decision of the Committee, as per PPRA Rules, will be final.

9. Eligibility Requirements & Bidder Qualifications

Bidders must be original manufacturers, authorized agents, general suppliers, or importers registered with **PPRA e-PADS**, holding valid **NTN & GST**, appearing on FBR's **Active Taxpayers List**, and **not blacklisted** under PPRA Rule 19. Bidder must have a functional office in Islamabad/Rawalpindi.

10. Applicable Bidding Procedure

Bids shall be submitted under **Single Stage – Two Envelope Procedure** as per PPRA Rule 36(b). All documents, forms, correspondence, and bid contents shall be prepared in **English or Urdu**. Prices shall be quoted in **PKR** only.

11. Bid Security & Its Forfeiture

Each bid must include a **bid security**. Bid security of unsuccessful bidders will be returned promptly, while the successful bidder's security shall convert into a Performance Guarantee till **30.06.2026 or till the termination of contract**.

Bid security shall be forfeited if:

- the bidder withdraws the bid during the validity period;
- engages in fraudulent/corrupt practices;
- fails to sign the contract, deliver items on time, or supply required quality.

12. Evaluation Criteria & Mandatory Documents

Bids will be evaluated based on responsiveness, compliance with specifications, and most advantageous offer. Mandatory documents include: NTN/GST certificates, ATL proof, e-PADS registration, bid validity until 30.06.2026 **or till the termination of contract**, bid security, signed bidding documents, non-blacklisting certificate, and address verification.

13. Bid Validity, Modification & Withdrawal

All bids must remain valid until **30.06.2026(or till the termination of contract)**.

Modifications/withdrawals may only be submitted before the deadline in written form.

No bid may be modified after the closing date, and withdrawal during the validity period shall lead to security forfeiture.

14. Clarification & Preliminary Examination of Bids

Procuring Agency may seek written clarifications without modifying bid prices. Bids will be examined for completeness, arithmetic accuracy, signatures, and required documents. Minor deviations may be waived without affecting ranking.

Discrepancies shall be corrected based on **unit price prevailing**, and **words prevailing over figures**.

15. Contacting the Procuring Agency

Bidders shall not contact the Procuring Agency on bid matters except through written communication. Any attempt to influence evaluation shall result in rejection. No amendment to the contract shall be valid unless made in writing and mutually agreed. Oral agreements or informal commitments shall not be binding.

16. Award of Contract & Procuring Agency's Rights

Contract will be awarded to the lowest evaluated responsive bidder. The Procuring Agency reserves the right to **accept or reject any/all bids**, annul the bidding process, and **add, reduce, or increase the quantity** of items mentioned in the

bidding documents/Schedule of Requirements without assigning reasons. The Procuring Agency may also skip items where required.

17. Notification & Signing of Contract

Successful bidder will be notified in writing before expiry of bid validity. Contract shall be signed immediately thereafter using the prescribed Contract Form.

18. Corrupt, Fraudulent Practices & Blacklisting

Any corrupt, fraudulent, collusive or coercive practice will result in bid rejection, contract cancellation, and possible blacklisting. Show-cause notice and hearing will be provided before initiation of blacklisting, temporary or permanent based on severity.

19. Queries & Contact Information

In case of any query, clarification, or requirement of additional information, bidders may contact:

Assistant Director (Admin)

Islamabad Employees Social Security Institution (IESSI)

Plot No. 166, Street No. 09, I-10/3, Islamabad

Tel: 051-9259040 / 051-9259045

Email: procurement@iessi.gov.pk

TERMS & CONDITIONS OF AGREEMENT/CONTRACT

1. The contract shall take effect immediately upon signing and remain valid until 30th June 2026. It may be extended for another term with mutual written consent of both parties as per institutional requirements.
2. The bidder must have a functional office, retail, or wholesale outlet in Islamabad/Rawalpindi.
3. The bidder must be an active taxpayer registered with Income Tax and Sales Tax authorities, possessing valid NTN, GST Registration, active contact information, and valid registration on the e-Pak Acquisition & Disposal System (e-PADS). Documentary proof of all required registrations, including Active Taxpayer status and e-PADS registration, must accompany the bid and will be verified prior to evaluation.
4. A certificate on Rs. 50/- stamp paper must be submitted confirming that the firm is not blacklisted. Any concealment or false declaration will lead to immediate disqualification.
5. All quoted prices must be in Pak Rupees and inclusive of all applicable government taxes. Prices shall remain firm, final, and valid for the entire duration of the contract, and no price escalation or revision shall be entertained after bid submission.
6. Only one price may be quoted per item and multiple quotations for the same item are prohibited. Any item quoted with dual rates shall be rejected under PPRA rules.
7. If any item is exempt from Income tax/GST, valid documentary proof must be provided. Exemption claims without supporting documents will not be accepted.
8. All applicable taxes, including Income Tax/GST, shall be deducted at source as per Government laws. The bidder must ensure compliance with tax rules at the time of invoicing.
9. Bids received after the deadline will not be accepted or entertained. Late submissions due to courier or personal delays will be rejected without exception.
10. Supplies must be delivered at the designated IESSI location at the Supplier's cost and responsibility. All risks associated with transportation and handling shall be borne by the Supplier.
11. All supplied items must be brand new, unused, and fully compliant with approved specifications and samples. Items of inferior quality or incomplete/partial supplies (unless specifically approved in writing by IESSI) will be rejected during inspection. Failure to supply approved quality or complete delivery may result in penalties and award of the tender to the next most advantageous bidder.
12. Supply orders will be issued based on actual requirements and payments will be made accordingly. IESSI may increase or decrease quantities based on operational needs.

13. Samples must be provided whenever required and may be retained by IESSI until the end of the contract period. Approved samples shall serve as the benchmark for quality evaluation. IESSI reserves the right to inspect and reject any items not conforming to the approved samples or specifications at any stage before final acceptance. Failure to comply may result in award of the tender to the next most advantageous bidder.
14. Rejected or substandard items must be replaced by the Supplier at its own cost without affecting delivery timelines. Repeated breach of contract terms, failure to replace rejected items on time, or supply of substandard items may result in cancellation of the contract, forfeiture of the Performance Guarantee (Bid Security), initiation of blacklisting proceedings, and award of the tender to the next most advantageous bidder.
15. In case the Supplier fails to deliver items on time, comply with contractual obligations, or provides substandard supplies, IESSI reserves the right to award the tender to the next most advantageous bidder as per the evaluation results. Price differences, additional expenses, or quality deviations will be recovered from the defaulting Supplier.
16. Any firm previously blacklisted under any name shall be treated as blacklisted even if operating under a new identity. Misrepresentation will lead to immediate disqualification.
17. Bills of accepted supplies must be submitted in triplicate along with proof of active taxpayer status. Bills must be complete and verifiable for timely processing.
18. Payment will be made after inspection, verification, and deduction of applicable taxes. IESSI reserves the right to verify invoices before processing payment.
19. The Supplier shall indemnify IESSI against all claims or damages arising from its operations, negligence, or accidents. Liability rests solely with the Supplier for any mishaps during the execution of work.
20. IESSI reserves the right to reject any or all bids at any time as per PPRA Rules, 2004. The decision of the Competent Authority shall be final and binding.
21. No advance payment shall be made in any case.

Technical Evaluation Criteria		
Sr No	Documents Required	Compliance with Yes/No
01	NTN Certificate	
02	GST Registration Certificate	
03	Active Taxpayers Status	
04	Address of functional office in Islamabad/Rawalpindi	
05	Active Contact Information	
06	e-PADs Registration	
07	Valid Documentary proof in case of Income Tax/GST exemption, certificate from FBR (Optional)	
08	Stamp paper of Rs 50/- that the firm is not blacklisted.	
09	Bid Security	
10	Valid Business Registration with SECP or Relevant Authority	

11	Bids must comply with the Single Stage-Two Envelope Procedure	
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List of stationery and Misc items for the year 2025-26

Sr. No.	Article Name
01.	Tissue Box Luxury (Rose petal)
02.	Tissue Roll (large) Rose Petal
03.	Pointer Uniball (Eye) 0.7
04.	Glue Stick 36 gram (amous (VHV)
05.	Sharpener(Fine)
06.	Eraser (Pelican AL 30)
07.	Envelope (4x9) khaki
08.	Seizer(Steel blade) normal size
09.	Steel scale (12")
10.	Draft Pad (Medium size Lucky)
11.	Envelope (Legal Size)
12.	Pencil (Gold Fish)
13.	Ball pen (Clipper)
14.	Dust Bin (plastic) Fine Quality
15.	Glass (TOYO Nasic)
16.	Register No.32 Hard Binding
17.	Extension Lead (having 05 Slots)
18.	Cloth Duster (20x30)
19.	File Tag (Bundle)
20.	Permanent Marker(Dollar)
21.	High Lighter (Dollar)
22.	Stapler Pins(Dollar)
23.	Air Freshener (Jasmine)
24.	Pin Remover (KV) Made in Taiwan)
25.	Wet foam (china)
26.	Paper weight marble (Fancy)
27.	Thread Plastic (Doori)
28.	Paper Cutter (Dux)
29.	Stapler Machine, Large (Dux)
30.	Paper Pin
31.	Paper clip
32.	Punch Medium
33.	Paper Rim A-4, AA(80 gram)
34.	Paper Rim legal AA (80 gram)
35.	Calculator (Casio 14 Digit)
36.	File Board with Flapper (Good Quality)
37.	Log Book No.06
38.	Peon Book No.06.
39.	Bath Soap (Palmolive)
40.	Punch Large

41.	Register large No.36
42.	Diary Register No.06.
43.	Stock Register No.06
44.	Tonner (12-A) China
45.	Wet mob large
46.	Wiper with steel handle (fine quality)
47.	Acid 01 liter Sweep)
48.	Fins 2.5 liter
49.	Brooms (Fine Quality)
50.	Tonner 85-A (P-1102) China
51.	Attendance Register (Government)
52.	Bucket (Plastic) Large Size
53.	Wall clock fine quality
54.	R-5 Register Printed 200 pages
55.	Cash Book Register No.03
56.	Glass Lid standard size
57.	Stapler Machine Heavy duty (HS-300)
58.	Stamp pad Langer 0A
59.	Max Liquid 750ML
60.	Towel (Large size)
61.	Broom
62.	Printing of R-5 Register (600 pages)
63.	Correction pen/whitener
64.	Printing of File Cover with IESSI Logo(center Cloth) size/sample available in office)
65.	Printing of Medical Books (size/sample available in office)
66.	Printing of Cheque Receipts Books Triplicate (size/sample available in office)
67.	Printing of Triplicate Book for cash Receiving (size/sample available in office)
68.	File Flag (Color Full)
69.	Key Board (A4 Tech)
70.	Mouse (A4 Tech)
71.	Hand Wash (Lifebuoy) 500ml
72.	Sanitizer (Lifebuoy) 445ml
73.	Floor brush with handle (Good quality)
74.	Floor Shiner/Cleaner (Dettol) 3 liter
75.	Cobra Spray (Mosquito killer) 600ml

**List of Items to be procured
(Hardware and IT Equipments)**

Sr No	Name of Items	Quantity	Specifications
01	ID Card Printer	2	<p style="text-align: center;">FARGO</p> <p>HDP5000eH DP® Dye-Sublimation / Resin Thermal Transfer, Resolution: 300 dpi, Print Speed: Up to 27 seconds per card / 133 cards per hour (YMCK with transfer), Accepted Card Sizes: CR-80, Dual-sided printing, Single- or dual-sided lamination, Smart card encoding (contact/contactless), Magnetic stripe encoding, Dual input card hopper 200-card input hopper, Printer cleaning kit. Warranty: Four years (printer); lifetime (print head)</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">EVOLIS</p> <p>(i) Color Sublimation directly on the card and resin thermal transfer (ii) Rewritable card printing (iii) Single or double-sided print module (iv) Print Resolution: (a) In color and monochrome: 300x300 dpi & 300x600 dpi (b) In monochrome: 300x1200 dpi (c) Print optimization via color profile (d) User Interface: LED panel or LCD touch screen</p>
02	3 in One Printer	2	HP Color Jet 2320 3 in 1
03	Laser Printer	5	Hp Laser Jet 1102
04	10 Computer	10	HP/Dell Minimum Core i5 7 th Generation, 16 GB Ram, SSD 512 GB, HDD 500GB, 22 Inches LED, Keyboard, Mouse HDMI Cables, Power Cables
05	Cat 6 Cable (Roll)	1	Any Brand of an A Category
06	Crimping Tool RJ45	1	Any Brand of an A Category
07	Network Connectors	1	Any Brand of an A Category

	(Packet)		
08	Scanner	2	<p>Cannon OR K48</p> <p>(Ultra-high resolution overhead book scanner)</p> <p>(i) True 48-Megapixel CMOS Sensor (ii) 600 DPI High-resolution Output (iii) Max. Capture Size Up to A3 (iv) Laser Positioning for Precise Scans (v) High Speed USB 3.0 Connectivity (vi) Works with Exclusive office cam Scanning Software (vii) Book Page-Turning Detection (viii) AI Text-to-Speech Functionality (ix) Multi-Language OCR Support (x) Compatible with Windows & macOS</p>
09	USB Storage Disk	5	32/64 GB Kingston
10	External Storage Disk	2	2 TB Segate / Barcode or any of equivalent brand
11	Power Extensions	20	Imported Quality
12	Lenovo/Dell IHP Server	01	<p>Xeon Tower Dual processor 64 GB RAM 512 GB SSD 01 TB Hard Disk Wide LED LAH Card(Gigabyte) Keyboard/Mouse/Power cables/HDMI Cable</p>
13	Inverter/UPS 5 KVA	01	Knox 6000, 100 Amp
14	Batteries	04	(Phoenix/ Osaka/ Exide) 100Amp
15	Lenovo/Dell 14" Laptop	04	Lenovo / Dell Minimum Core i5 7 th Generation, 08 GB RAM, SSD 512 GB

List of Items to be procured (Other-Store Computer, Stationery)			
Sr No	Name of Items	Quantity	Specifications
01	NFC Cards	10,000	Near Field Communication Cards/White Color/Smooth Edges
02	Printer Consumables	As per requirement	Fargo 5000E(Color Ribbon/Retransfer film) OR EVOLIS (YMCKO)
03	Color Ribbon	As per requirement	Metica 8100
04	Retransfer Films	As per requirement	Metica 8100

TECHNICAL EVALUATION CRITERIA

(For Procurement of Customized Integrated Software for Healthcare Services &

Online Establishment Contribution Management System)

Technical Evaluation Criteria documented previously should be applicable along with this criteria too.

(Under PPRA Rules 2004 — Quality & Cost Based Selection / Single Stage Two Envelope Method)

Sr. No.	Technical Criteria	Description	Marks
1	Relevant Experience in Integrated Healthcare, Financial, or Contribution Management Systems	Experience in developing HMIS/healthcare platforms, diagnostic/pharmacy automation, and online portals for contribution (minimum 3 similar projects). Documentary proof required.	20
2	Software Architecture, Customization Ability & Scalability	Evaluation of proposed system architecture, modular design, customization capability, API integration, cloud/on-premise options, scalability for future expansion, and interoperability with other government/healthcare systems.	15
3	Integration Capability Across Healthcare Units & Contribution Systems	Ability to integrate panel hospitals, dispensaries, labs, pharmacies, and diagnostic centers; as well as integrate establishment data, contribution records, payment gateways, and future compatibility with central IESSI platforms.	10
4	Establishment Contribution & Financial Data Management Module	Capability to consolidate contribution data, auto-calculate dues, generate challans, track payments, reconcile receipts, and issue automated	10

		discrepancy or arrears reports.	
5	Real-Time Monitoring, Expenditure Tracking & Facility Analytics	Real-time supervision of healthcare facilities, expenditure tracking, patient flow monitoring, utilization trends, treatment statistics, and establishment-wise performance analytics.	10
6	Advanced Dashboards & Reporting Tools	User-friendly dashboard(s) providing consolidated insights on healthcare service delivery, contribution trends, financial summaries, utilization patterns, and audit-ready systemic reports.	10
7	Data Security, Backups & Compliance Standards	SSL/TLS encryption, two-factor authentication, role-based access, audit trails, automated backups, disaster recovery plan, cyber security compliance, and adherence to Government of Pakistan's IT Security Guidelines.	10
8	Technical Team Qualifications & Institutional Capacity	Experience and qualifications of software engineers, analysts, project managers, QA teams, and support staff involved in system development and deployment.	5
9	Implementation, Migration Plan & Methodology	Phased deployment plan, migration of existing data, system testing (UAT), user training, documentation, and risk mitigation strategy ensuring zero data-loss.	5
10	Support, Maintenance, SLA & Warranty	24/7 support availability, defined SLA for complaint resolution, periodic updates, bug fixes, system maintenance, and minimum one-year warranty.	5

Total Marks: 100

Minimum Technical Score Required for Financial Bid Opening: 70%

