

# WORKERS WELFARE FUND



BIDDING DOCUMENT FOR PROCUREMENT OF  
SCANNERS  
FOR WORKERS WELFARE FUND

**Building No 2, Street 39, Sector G-10/4 Islamabad.**

**Tel 051-9106325-26 Fax 051-9106321**

Web: [www.wwf.gov.pk](http://www.wwf.gov.pk) .Email: [info@wwf.gov.pk](mailto:info@wwf.gov.pk)

**TENDER NOTICE FOR E-PROCUREMENT OF SCANNERS FOR  
WORKERS WELFARE FUND, SECRETARIAT.**

Workers Welfare Fund (WWF), invites purchase of items on PPRA E-Pak Acquisition & Disposal System (EPADS) from authorized firms/general order suppliers/ companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for the provision, supply and installation of scanners to Workers Welfare Fund, Islamabad.

2. Bidders are required to submit their bids through PPRA EPADS System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) however the Original Bid Security/ Earnest Money of 2% of the total bid value in the shape of Bank Draft / Pay Order / Call Deposit drawn in favor of Workers Welfare Fund may reach the office of the undersigned must be delivered Workers Welfare Fund on below-mentioned address before bid submission closing date & time. Bids must be submitted online through EPADS as per the following schedule: -

<b>Bid Submission Date &amp; Time</b>	17.04.2025 at 02:00 PM
<b>Bid Opening Date &amp; Time</b>	17.04.2025 at 02:30 PM

3. The bidding documents can also be downloaded free of cost from the Workers Welfare Fund website and PPRA EPADS System, Further, the bidders may also obtain the tender documents in a hard form other than EPADS, so if bids are not able to download on bid opening day, then the tender process may be carried.

4. Bidders are recommended to get registered on the Public Procurement Regulatory Authority (PPRA) EPADS System to participate in the Workers Welfare Fund current and future bidding processes.

**Director (IT)  
Workers Welfare Fund (WWF)  
Building No 2, Street 39, G-10/4,  
Maive Area, Islamabad.  
Ph.051-9106325 Ext.209**

## GENERAL TERMS & CONDITIONS FOR THE BIDDERS

Accepted by M/S \_\_\_\_\_

1. To supply scanners for Workers Welfare Fund, Building No 2, Street 39, G-10/4, Mauve Area Islamabad.
2. Bidders are required to submit their bids through PPRA EPADS System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL). A certificate attached to verify that your firm is an active tax payer.
3. List of Clients along with their valid addresses & contact numbers who have been supply the items for the last three years.
4. The quoted rates will be firm and final for the whole period of the contract w.e.f. the date of signing of the agreement. The bids will be evaluated on a complete package basis and the bidder must bid for each item in the financial bid for office items. Any item if missed will be considered as incomplete bid and will be rejected.
5. The supply order to the successful bidder will be issued upon completion of all codal formalities under the rules.
6. Bidder(s) must have a sound financial position and have sufficient experience, well reputation and have the facility of outlet/shop or office with in Islamabad.
7. Bidder(s) must submit Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order /call deposit drawn in favor of Workers Welfare Fund may reach the office of the undersigned must be delivered to Workers Welfare Fund. Any bid found without 2 % of bid amount will not be considered and rejected. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 2 months and must be enclosed in financial bid. The bid amount for the unsuccessful bidder will be returned after award of tender.
8. The Bid amount @ 2% of the successful bidder will be returned after the award of tender and the bidder will submit performance guarantee @ 5% of the total bid on signing an agreement with WWF, the same will be retained till completion of agreement period.
9. Firm(s) must certify that it has not been blacklisted from any Government organization on Rs. 50 stamp paper.
10. The offered price in Pakistani 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/Rules and shall be valid for the agreement period.
11. **Bid Opening Procedure: - Single Stage-One Envelope (36(a) PPRA Rule, 2004)-** Procedure will be adopted to evaluate the offers. Each bid shall comprise one single envelope containing, **separate**, technical proposal (**Annex-A**) and, financial proposal (**Annex-B**) (if any). All Bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
12. Offer(s)/ item(s) which are not found according to the standard/specification(s) and evaluation criteria shall not be accepted.
13. The bid shall remain valid for the period of **60 days** from the date of bid opening.
14. There will be no escalation amount associated with contract.
15. The percentage of quantity of items may increase or decrease by 15%.

16. Successful bidder shall ensure timely supply of office items as per the supply order issued by Workers Welfare Fund.
17. The supplier will deliver the items at Workers Welfare Fund Building No. 2, Street 39, G-10/4, Mauve Area Islamabad.
18. Submission of any false statement/Documents or concealing of information will lead to disqualification of the bidder.
19. The Item(s) which are not found according to required specifications/standard shall not be accepted and will be replaced by the supplier at his own cost. However, items found above the required specification and standard will be accepted at the same rate quoted by the bidder.
20. In case any of the terms and conditions of the agreement are violated, the responsibility for any loss or damage will be borne by the supplier.
21. The employer will open the tenders including submission made in the presence of the bidders or their representatives who choose to attend on date, time and venue mentioned in the tender notice.
22. The Workers Welfare Fund reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
23. During the supply if Workers Welfare Fund observed that the items are not provided as per the standard and requirement or are substandard, the bidder will replace the items at his own cost and Workers Welfare Fund may cancel the contract with one-month notice and forfeiting the 5% performance guarantee.
24. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes by the bidders, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items.
25. If the bid is withdrawn before the expiry of its validity or the items are not provided within due date, the performance guarantee will be forfeited in favor of the Workers Welfare Fund.
26. No Advance payment will be made for any kind of invoice. Workers Welfare Fund will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, of complete items as per supply order.
27. A separate agreement shall be executed with successful bidder as per attached form in the tender documents. **(Annex-C)**.
28. Any dispute arising during execution of the contract between the purchaser and the supplier a dispute resolution committee (DRC) will be constituted by Workers Welfare Fund. The decision of the dispute resolution committee will be final and binding upon both the parties.
29. The contract will be initially for 3 months however may be extended for another period of 1 month with mutual consent of both parties on same terms and conditions. There will be no extension after 4 months.

I on behalf of M/S \_\_\_\_\_, hereby accept the above-mentioned terms and conditions.

**(SIGNATURE & SEAL OF BIDDER)**

**Cover Letter for the Submission of BID**

A cover letter as specified in **Annex D** shall be submitted with the proposal.

**Note: Please provide the required information/Response to all Annexure 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**

**TECHNICAL BID  
SUBMITTED BY**

M/S \_\_\_\_\_

Sr. #	Description	Remarks
1.	The company is duly registered with FBR for Income tax and General Sales Tax. Documentary proof is enclosed.	
2.	The firm/company is on FBR's Active Taxpayer's List (ATL). Documentary proof is enclosed	
3.	The bidder has an established office or shop/outlet at Islamabad for supplies. Documentary proof is enclosed	
4.	Undertaking that the bidder Shop/ Firm / Company is not blacklisted and not involved in litigation with Government / Workers Welfare Fund Islamabad on Rs. 50 Stamp paper duly attested from Notary Public.	
5.	The Original draft/pay order @ 2% of the total bid on account of Earnest Money / bid amount is enclosed with the financial bid.	
6.	The Technical and financial Bids are submitted on the bidding documents (Annex A and B) without alteration and correction.	
7.	The bidder submits rates for item of the same specifications. Any alteration in the specifications of items will not be accepted.	
8.	Manufacturer Authorization Letter is required to be submitted by the bidder.	
9.	Bidder must have at least <b>05 years</b> of experience in local market of Pakistan	

I have read the above condition, and the mandatory requirements are completed.

Authorized Signatures: \_\_\_\_\_

\_\_\_\_\_

Stamp: \_\_\_\_\_

**FINANCIAL BID SUBMITTED BY**  
**FOR THE PROCUREMENT OF SCANNERS**

M/S \_\_\_\_\_  
\_\_\_\_\_

<u>Title of Work</u>	<u>Bid Security</u>
<b><u>Provision, supply and installation of Scanners to Workers Welfare Fund</u></b>	<b><u>2% of the total bid amount</u></b>

S. No	Name of item and specifications	Unit Quantity	Rate per unit (Rs./Unit) Including all applicable taxes	Total cost of all units (Rs.) Including all applicable taxes
1.	<b>Scan Type</b> ADF Scanner with Legal Size Flatbed	20		
	<b>Speed</b> 30ppm (B&W, Colore, grey scale) or higher			
	<b>Imaging Technology</b> Color/Dual CCD/CIS/CMOS (Grey Scale output bit depth is 256 levels)			
	<b>Output Resolution</b> 600dpi or higher			
	<b>Max Document size</b> Maximum A4 portrait or legal, long page scanning upto 3000 mm			
	<b>Min Document Size</b> Minimum: A8 Portrait/Landscape (50.8-55mm)			
	<b>Paper thickness and weight</b> 27 to 255 g/m <sup>2</sup> , embossed plastic cards, Passport scan upto 4mm (Heavy papers)			
	<b>Paper path</b> Straight paper path for ADF			
	<b>Multifeed detection</b> Ultrasonic			
	<b>Recommended daily volume</b> Upto 3500 pages per day ADF			
	<b>Document Feeding Capacity</b> 60 Sheets 80g/m <sup>2</sup> or 20lb or higher, must handles small document such as <b>ID cards</b> , business/security/insurance/passport/embossed hard cad. <b>Capable to Scan A3 Size on Folio</b>			

	<b>Mode.</b> Text Enhancement <b>Including Software's</b> ISIS/TWAIN Driver <b>Connectivity</b> <b>USB 2.0</b> <b>Scan file format</b> PDF, PDF-A, TIFF, JPEG, BMP and Powerpoint, Word, Excel			
	<b>OS Compatibility</b> Windows@XP [32-bit SP3 and 64-bit] SP2, Vista@ [32-bit SP3 and 64-bit] <b>Warranty</b> At least one year local onsite with parts <b>OEM</b> Japan, Europe & USA <b>Bidder Working Experience</b> Bidder must have at least <b>05 years</b> of experience in local market of Pakistan <b>Manufacturer Authorization Letter</b>			
<b>Quoted Amount in Words</b>				

Each and every page of the financial bid has been signed

**(SIGNATURE & SEAL OF BIDDER)**

(Contract Agreement to be signed with the Successful Bidder)

**CONTRACT AGREEMENT**

This Contract Agreement (hereinafter called the “Agreement”) made on the day of \_\_\_\_\_ between **Workers Welfare Fund (WWF)**, Building No. 2, Street 39, G-10/4, Mauve area Islamabad hereinafter refer to as purchaser and the Supplier/contractor of the second part.

WHEREAS the purchaser/procuring authority is desirous that purchase office items for Worker’s Welfare Fund, Islamabad.

**NOW this agreement witnesses as follow:**

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement are as under: -

- Clause 1.** **Delivery:** - The supplier shall provide the items of office to Workers Welfare Fund as per work/supply order at its premises Building No. 2, Street 39, G-10/4 Mauve area Islamabad.
- Clause 2.** **Rates:** - Rates offered in the bid shall be valid for **the period of contract signed between** the supplier and procuring Authority on same terms and condition as specified in the tender documents.
- Clause 3.** **Payment:** - Payment will be made after satisfactory completion of the supply order. No advance payment will be made for any kind of invoice. However, Workers Welfare Fund will arrange expeditious payments on submission of invoices.
- Clause 4.** **Performance Guarantee:** - The performance guarantee of Rs \_\_\_\_\_ in shape of Pay Order/bank Draft in favour of Workers Welfare Fund @ 5 % of the total bid amount is enclosed. The same will be released after completion of agreement period.
- Clause 5.** **Penalty for failure of Supply:** - If the supplier fails to deliver the items specified within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per month or 1 % on the value of items whichever is higher , shall be charged.
- Clause 6.** **Quality /Quantity of Supply:** - If the firm fails to supply any or all the items as per the supply order or the items are substandard the same will be replaced by the supplier at his own cost/ expense. The purchaser may purchase the Incomplete-supplied items on the risk and cost of the supplier, including blacklisting of the firm.
- Clause 7.** The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.
- Clause 8.** The following documents shall be deemed to form, and be read and construed as part of this Agreement: -
- i. Letter of Award/Supply order
  - ii. Tender Documents.
- Clause 9.** The contract will be initially for **3 months** however may be extended for another

period of 1 month with mutual consent of both parties on same terms and conditions.  
The extension will not be exceeded.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and the year first before written in accordance with their respective Laws.

**Signature of the Supplier/contractor**

Name: - \_\_\_\_\_

CNIC:- \_\_\_\_\_

M/s \_\_\_\_\_

**Signature of Purchaser/Employer**

**Witness No. 1**

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

CNIC:- \_\_\_\_\_

**Witness No. 2**

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

CNIC:- \_\_\_\_\_

Authorized Signatures: \_\_\_\_\_

Stamp: \_\_\_\_\_

**(Cover Letter for the Submission of Technical and Financial Proposal)**  
**(Declaration on company letterhead)**

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the Bid is correct in all manners and respects.
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]".

Name: - \_\_\_\_\_

Designation: - \_\_\_\_\_

Signatures: - \_\_\_\_\_

Date: - \_\_\_\_\_

Place: - \_\_\_\_\_