



# NATIONAL ASSEMBLY SECRETARIAT

No.F.50(1)/2025-26(Admn)

Date: 23<sup>rd</sup> September, 2025

## **INVITATION TO E-BID**

### **FOR COMPREHENSIVE MAINTENANCE CONTRACT FOR THE SERVICE, MAINTENANCE & OPERATIONS OF AUDIO VIDEO CONFERENCING SYSTEM INSTALLED IN COMMITTEE ROOM NO. 02, SMDS & INTERACTIVE BOARDS AT NATIONAL ASSEMBLY SECRETARIAT**

National Assembly Secretariat, Islamabad invites bids on EPADS from reputed, well-established, and tax-registered Firms/Companies having relevant experience, sound financial background and technical capacity for entering into Comprehensive Maintenance Contract for the following Lots under Rule 36(b) of the Public Procurement Rules 2004, i.e., Single Stage Two-Envelopes Procedure, initially for a period of ONE year, extendible for a further period of one year with mutual consent:

LOT #	DESCRIPTION OF WORK
LOT-1	Service, Maintenance & Operations of Audio Video Conferencing System installed in Committee Room No. 02, SMDs and Interactive Boards installed at National Assembly Secretariat.
LOT-2	Purchase/Supply of Equipment/part(s)/component(s) (as & when required) in case of replacement of any faulty equipment/part pertaining to LOT-1.

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification/rejection of bids, performance guarantee, etc. are available for the interested bidders at the websites of the National Assembly Secretariat ([www.na.gov.pk](http://www.na.gov.pk)), EPADS (<http://eprocure.gov.pk>) and PPRA's ([www.ppra.org.pk](http://www.ppra.org.pk)) free of cost.

3. The bids prepared in accordance with the instructions in the bidding documents, must be uploaded by using EPADS on or before **13<sup>th</sup> October, 2025 at 11:00 am**. Manual bids, shall not be accepted. Bids will be opened on EPADS on the same day at **11:30 am**.

**Section Officer (Procurement)**  
National Assembly Secretariat  
Telephone No. 051-9022360

## TENDER DOCUMENT

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**COMPREHENSIVE MAINTENANCE CONTRACT FOR  
THE SERVICE, MAINTENANCE & OPERATIONS OF  
AUDIO VIDEO CONFERENCING SYSTEM INSTALLED  
IN COMMITTEE ROOM NO. 02, SMDS &  
INTERACTIVE BOARDS AT NATIONAL ASSEMBLY  
SECRETARIAT.**

**NATIONAL ASSEMBLY SECRETARIAT  
ISLAMABAD  
2025**

## INTRODUCTION

The National Assembly Secretariat invites bids on EPADS from reputed, well-established, and tax-registered Firms/Companies having relevant experience, sound financial background and technical capacity for entering into Comprehensive Maintenance Contract for the following Lots under Rule 36(b) of the Public Procurement Rules 2004, i.e., Single Stage Two-Envelopes Procedure, initially for a period of ONE year, extendible for a further period of one year with mutual consent:

LOT #	DESCRIPTION OF WORK
LOT-1	Service, Maintenance & Operations of Audio Video Conferencing System installed in Committee Room No. 02, SMDs and Interactive Boards installed at National Assembly Secretariat. <b>(Annexure-I)</b>
LOT-2	Purchase/Supply of Equipment/part(s)/component(s) <b>(Annexure-II)</b> (as & when required) in case of replacement of any faulty equipment/part pertaining to LOT-1. (Attach Separate Sheets for each Equipment/Components/Parts).

## 2. GENERAL TERMS & CONDITIONS:

- a) The bidder must be NTN/GST registered and listed on the Active Taxpayers List (ATL) of FBR.
- b) The bidder is required to submit their bids on EPADS Portal, manual/hard copies submission will not be accepted.
- c) The Single Stage Two Envelopes method will be followed for the bidding process, as per rule 36(b) of Public Procurement Rules, 2004.
- d) The deadline for uploading bids is 13<sup>th</sup> October, 2025 up to 11:00 a.m. The Technical Bids will be opened on the same day at 11:30 a.m. in the National Assembly Secretariat.
- e) Bid Security of **Rs. 200,000/-** for each Lot in the shape of a Bank Draft/CDR (Cheque will not be accepted) in favour of Section Officer (Procurement), National Assembly Secretariat, Islamabad, must be attached with the Tender. A soft copy should be uploaded on EPADS and the hard copy in original may be provided to the Committee before the opening of the technical bid.
- f) The bid security of the unsuccessful Bidder will be released by the National Assembly Secretariat, after the award of work or after the expiry of the bid validity period, as per the rules. The bid security money of a successful Bidder will be released after the submission of a performance security equivalent to 10% of the contract price.
- g) The bidder intended to participate in one or more LOT(s) must ensure that their bids are submitted specifically under the relevant LOT(s) on the EPADS System. Only the Bid(s) submitted under the designated LOT(s) on EPADS System will be considered valid. The National Assembly Secretariat will not be held responsible for any irregular or incorrect submission of Bids by the Bidder on the EPADS System.
- h) MAL/OEM support letter(s) for each Lot from the principal/manufacturer must be attached.

- i) The Bidder must provide a Comprehensive Company Profile on official letter head, including full address, contact details of offices in Rawalpindi/Islamabad, technical capabilities, i.e., technical equipment, location of workshop and details of the proposed technical staff including experience, qualification, certifications, etc.
- j) The contract of the Firm shall be terminated in the event of a violation of its terms and conditions by the National Assembly Secretariat, subject to satisfactory performance.
- k) The Bidder must provide at least 03 Work Orders/Contracts for the Supply, Installation, Commissioning, & Maintenance of similar nature in Government/Semi-Government/ Corporate Sector.
- l) Bidder must provide an undertaking on legal paper/stamp paper worth Rs.100/- stating that the bidder's Firms/Tailors is not blacklisted by any Government entity in Pakistan, has no record of unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices, and is also not involved in any kind of lawsuits either current or pending.
- m) The National Assembly Secretariat, Islamabad expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to upload the Tender documents meticulously by attaching required supporting documents according to the requirements.
- n) The National Assembly Secretariat reserves the right to reject any or all bids under Rule 33 of Public Procurement Rules, 2004.
- o) Conditional, incomplete, non-compliant bids will not be accepted.
- p) The documentary evidences may be arranged in accordance with sequence provided in technical evaluation criteria and the index/table of content along with page number may be provided at the start of technical proposal.
- q) The Procuring Agency can relax any term and condition stipulated in the tender document, where deemed appropriate, in the best interest of the Procuring Agency that doesn't alter the tender altogether or violate Public Procurement Rules, 2004.
- r) The firm may contact the Section Officer (Procurement), National Assembly Secretariat, for any clarification/query before submission of bids. Clarifications of the bidding documents may be requested in writing through EPADS up to three days prior to the deadline for the submission of bids.

### 3. SCOPE OF WORK:

The selected firm/company under Lot-1 shall be responsible to provide the following Services, Maintenance & Operations of Audio Video Conferencing System equipment installed in Committee Room # 02, SMDs and Interactive Boards at the National Assembly Secretariat, Islamabad:

No.	Required Services	Description of work	Nature
1.	Cleaning/Serviceing, Updating, Firmware, Software Licenses.	Cleaning, servicing, updating and maintenance of equipment at Annexure-I regarding A.V system at Committee Room No.2, SMDs & Interactive Boards in the National Assembly Secretariat on regular basis.	Mandatory

2.	<b>Resolving Complaints</b>	Complaints, if any, will be resolved immediately by onsite technical resources of the bidder (Lot-1) under intimation to the concerned Directorates i.e. Audio Transmission/Telecasting. A weekly report in this regard will be submitted to the Office of the Director General (Media).	Mandatory
3.	<b>Repairing &amp; Trouble Shooting</b>	The successful bidder under Lot-I shall be responsible for repair/troubleshoot of any mentioned equipment (free of any cost), in case, the faulty equipment/part is irreparable, the replacement of the subject equipment/part(s) may be proposed with full reasons/justification to enable National Assembly Secretariat to purchase the proposed equipment/parts under Lot-II.	Mandatory
4.	<b>Replacement and Commissioning of faulty parts</b>	In case of failure of any of the equipment/part/component, the configuration and commissioning of the provided new equipment/part/component under Lot-2 will be the responsibility of the bidder of Lot-I.  The replaced equipment/part shall be hand over to the concerned directorates i.e. Audio and Telecasting.	Mandatory
5.	<b>Equipment required for the purpose of service/ maintenance</b>	The gadgets/equipment required for the purpose of services/maintenance (like tools, ladder, testing meters, cables etc.) shall be the responsibility of the bidder. Successful bidder under Lot-1 shall submit a complete updated list of such items to Directorate of Audio Transmission & Telecasting.	Mandatory
6.	<b>HR Resource from the Firm</b>	The firm will depute at least two qualified and experience technical staff in the National Assembly Secretariat for on-site rectification of problems. The timings will be according to the National Assembly Secretariat's official working hours.	Mandatory
7.	<b>Equipment/part(s)/ component(s) required under Lot-2</b>	The equipment/part(s)/component(s) under Lot-2 will be required on demand basis as and when required. Payments will be made after delivery, testing & installation of the equipment/part(s)/ component(s). No advance payments will be made.	Mandatory
8.	<b>Training to the Concerned Staff of the National Assembly Secretariat</b>	The firm under Lot-I will provide training during the contract period to the relevant staff of the Directorates of Audio Transmission & Telecasting regarding detailed operations and configurations of the system.	Mandatory

9.	<b>Monthly meeting for evaluating the system performance and implementation</b>	A monthly meeting will be conducted with the bidders by the Directorates of Audio Transmission & Telecasting in the last week of each month to discuss the progress and resolves the issues (if any).	Mandatory
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#### 4. EVALUATION OF TECHNICAL PROPOSALS:

The Procurement Committee shall evaluate the technical proposals based on their responsiveness to the following technical evaluation criteria:

No.	Item	Criteria & Proof	Response of bidder	
			Yes	No
1.	Copy of valid registration with FBR, General Sales Tax (GST), National Tax Number (NTN) and ATL status.	Documentary Evidence		
2.	Bid security	Documentary Evidence		
3.	Company profile including office details at Islamabad / Rawalpindi, with Contact Numbers, Emails, Addresses, technical capabilities.	Documentary Evidence		
4.	List of proposed technical staff with experience, qualification and certifications, etc.	Documentary Evidence		
5.	Provision of MAL/OEM support letter from the principal/manufacturer.	Documentary Evidence		
6.	Affidavit on Judicial / Stamp Paper of Rs. 100/- or above duly attested by Notary Public that the firm is not blacklisted by any Government / Semi Government Department.	Documentary Evidence		
6.	Minimum three work orders/contracts for supply, commissioning, maintenance of similar equipment, along with satisfactory report.	Documentary Evidence		
7.	Undertaking and Evidence that the Goods to be provided under Lot-II will be genuine, brand new, non- refurbished, un-altered in any way, of the most recent / current model, and incorporate all recent improvements in design and materials along with OEM Authorization.	Documentary Evidence		
8.	List of tools, Equipment's & Workshop Details at Rawalpindi/Islamabad.	List with Brand name should be Attached		

5. FINANCIAL BID EVALUATION CRITERIA

- a) There are two (02) LOTs in this tender. Bidders must submit separate financial proposals for each LOT. Each item/work listed under a LOT must be quoted accurately. The contract will be awarded separately for each LOT to the most advantageous bidder.
- b) The quoted rates shall remain valid for a period of one year.
- c) All Bid(s) shall be in Pak rupees only and inclusive of all rentals, software etc.
- d) Bidders may choose to participate in one or both LOTs. The work will be assigned LOT wise.
- e) The prices quoted in the tender must include all taxes, duties, etc.
- f) The quoted rates shall be valid for one year from award of the tender.
- g) Bidders applying for more than one LOT must submit a separate bid security for each LOT. A cumulative bid security covering multiple LOTS is not permitted and will lead to disqualification.
- h) The payments related to LOT-1, will be made at the end of each quarter on quarterly basis and no advance payments will be made. The payments shall be subject to verification by the National Assembly Secretariat.
- i) The quoted prices shall be fixed for one year and cannot be changed due to fluctuations or changes in the dollar, political, economic, or other issues. All other charges (if any) will be the responsibility of the bidder.
- j) The successful Bidder will submit a performance guarantee equivalent to 10% of the contract price for each successful lot.



**Section Officer (Procurement)**  
National Assembly Secretariat  
Telephone No. 051-9022360

LOT - 1**1. Equipment List Installed in Committee Room No. 2****i. Audio/Video Conferencing System**

No.	Item Description	Qty
1.	Audio Technica Voting System ATUC-VU, AT UC 50Dua Voting Units with NFC	50
2.	Audio Technica Microphones Model ATUC-50 Long Gooseneck+ 501U-FM02 Flush Mount Base, (Customized)	50
3.	Integration Unit Model Number, ATUC-501U, Part No Audio Technica ATUC-50 Control Unit Model ATUC-50CU	01
4.	Video Conferencing Codec, ClearOne Model COLLABORATE Live C600 (010-3001-602) CHAT Attach 150	01
5.	Full HD PTZ Camera ClearOne Model Unit 200 PRO PTZ HD Camera Part No. (910-2100-080)	03
6.	3.0 USB Cables ClearOne (910-3200-702-100)	02
7.	USB Hub ClearOne (910-3001-100)	03
8.	HDMI Adaptor ClearOne (910-401-209) COLLABORATE DataPointHD	01
9.	Matrix QuadView Switcher (4x4), PureLink Model PT-MA-HD44-QV, 4260134126939	01
10.	Matrix QuadView Switcher (8x8), PureLink Model PT-MA-HD88DA, 4251364722015	01
11.	HD Base T-Extender Set Purelink, Model PT-HDBT-100, 4251364730966	11
12.	Streaming Media Processor Recorder, Extrone SMP 351	01
13.	DSP Audio Mixer ClearOne CONVERGE Pro 2 128VT (910-3200-009)	02
14.	Professional Audio DSP Mixer ClearOne CONVERGE Pro 2 120 (910-3200-004)	02
15.	Professional Audio Power Amplifier ClearOne CONVERGE PA 460(910-3200-401) & Mounting Kit (910-3200-402)	02
16.	Ceiling Speaker ClearOne LS6CT (910-151-001-01)	06
17.	USB Expender ClearOne (910-3200-302)	01
18.	POE Power Supply Kit (910-3200-202)	01
19.	Control Processor System Crestron AV4(6510421)-4-Series	03
20.	Control Cards CRESTRON C3COM-3(650639-3) Series.	01
21.	Expansion Cards CRESTRON C-310-16(6505640-3) Series.	08
22.	Control Processor Card Interface Crestron CEN-C13-3 (6505371)-3 Series.	02
23.	Expansion Slot cage CRESTRON CAGE3 (6504879)	01
24.	POE Injector CRESTRON PWE-4803RU (6502429)	02
25.	Touch Screen CRESTRON TSW-1070-B-5(6510814) +TSW-1070-MSMK-B-5-(6511119)	02
26.	Multimedia Projector Espon Model-EH-L512000B	01
27.	65" Inch LED Smart Screen TV TCL 65" P615 UHD Android Smart TV	06
28.	UPS APC 10 KVA SRT 10000	01
29.	HDMI Cables Pure Link	50
30.	Speaker Cables Pure Link	17

31.	Dell OptiPlex PC 7090, 13th Generation	02
32.	Supported Videos Systems	As Per Design
33.	Projection Screen Lucky Size 398 X 228 cm (180"), (W 13.1" x H: 7.6")	01
34.	24RU Rack	01
35.	24 MDU	01
36.	ClearOne Table Speaker	01

ii. **Wireless Interpretation System (GONSIN)**

1.	<b>Interpreter Console:</b> 16 Language Interpretation support including Floor audio, LCD screen to display information, Supports direct & relay interpretation, Volume adjustment, automatic feedback eliminator, Channel inter-locking, Pluggable microphone stem with cardioid pickup pattern, built in loudspeaker for listening to audio, earphone jack, microphone input jack, recording output 3.5mm jack	06
2.	<b>IR Receiver:</b> 8 Channel infrared receiver with lithium battery operating on 2- 6Mhz frequency. Display for channel number, battery level, signal strength, volume etc. unique 270-degree reception angle, 3.5mm jack for headset, 4 button control for language selection & volume.	60
3.	<b>IR Radiator:</b> 35-Watt Radiation power options with up to 60 mtr coverage. Transmission in 2-6Mhz frequency range, eliminates disturbance from lighting, strong emission ability, Manual/Auto power switch etc. Radiators can be daisy chained to increase strength & coverage area.	04
4.	<b>8 Language IR Transmitter:</b> Central control device for connection of Interpreter consoles and IR radiators. Multiple Audio input/output channels, 25pin connection for Interpreter console, Privacy protection, no radio interference is allowed. Dual BNC outputs for radiators.	01
5.	<b>Headphones for Delegates:</b> Stereo headset with 3.5mm pin and cable. 32 Ohms impedance, FR: 20-20KHz.	50
6.	<b>Interpretation Headsets:</b> Stereo headset with 3.5mm audio jack for use with console	06
7.	<b>IR Radiator Stands:</b> Floor Standing Tripod stand	02
8.	<b>Charging Case:</b> Intelligent charging management led indicators for charging status, portable aluminium storage case, up to 60 units charging simultaneously.	01
9.	Interpretation Console Cables 25-pin Male & Female cable for connection of console with transmitter.	06
10.	Radiator Connection Cable	02
11.	75 Ohms based video cable with BNC Connectors, low loss.	01

iii. **Interactive Boards (HUAWEI)**

01.	86 Inches Interactive Wi-Fi enabled Smart Screen with Camera, Speakers for video Conferencing and Allied accessories including stand, mount etc.	02
2.	65 Inches Interactive Wi-Fi enabled Smart Screen with Camera, Speakers for video Conferencing and Allied accessories including stand, mount etc.	05

iv. SMD Displays

No.	Equipment	Make/Model	Committee Room # 02	Committee Room # 05	Committee Room # 07	Assembly Hall Display 01	Assembly Hall Display 02
1.	Display Screen	Hikvision	9.8 x 5.4 (52.92 ft <sup>2</sup> )	9.8 x 5.4 (52.92 ft <sup>2</sup> )	9.8 x 5.4 (52.92 ft <sup>2</sup> )	15.75 x 8.86 (139.52 ft <sup>2</sup> )	15.75 x 8.86 (139.52 ft <sup>2</sup> )
2.	Wall-Mounted Bracket	Hikvision Model No. DS-D4425F1-CAF	Display modules having dimension of 19" x 19" (Each)	Display modules having dimension of 19" x 19" (Each)	Display modules having dimension of 19" x 19" (Each)	Display modules having dimension of 19" x 19" (Each)	Display modules having dimension of 19" x 19" (Each)
3.	LED Display controller	Hikvision DS-D42C08-H	01	01	01	01	01
4.	Multifunctional Card / HDMI Splitter	Hikvision	-			01	
5.	UPS	-	APC 10KVA (Shared)	6 KVA Riello	6 KVA Riello	20 KVA Riello (with SMD Panels) 3 KVA APC (With Controller)	
6.	Converters	Blackmagic	-			UP/Down Converter	
7.	Accessories	Multiple allied patching cables connectors, along-with Power Distribution Boxes with Breakers.					

LOT - 2**1. Components/Parts List Installed in Committee Room No. 2**

No.	Particulars
1.	Integration Unit Model number, ATUC-50IU, part no Audio Technica ATUC-50 Control Unit Model ATUC-50CU
2.	Video Conferencing Codec, ClearOne Model COLLABORATE Live C600 (010-3001-602) CHATAttach 150
3.	FullHD PTZ Camera ClearOne Model Unite PRO (910-2100-080)
4.	USB Hub ClearOne (910-3001-100)
5.	Matrix QuadView Switcher (4x4), PureLink Model PT-MA-HD44-QV 6260134126939
6.	Matrix QuadView Switcher (8x8), PureLink Model PT-MA-HD88DA 4251364722015
7.	HD Base T-Extender Set Pure-Link Model PT-HDBT-100 4251364730966
8.	Streaming Media Processor Recorder, Extrone SMP 351
9.	DSP Audio Mixer ClearOne Converge Pro2 128VT (910-3200-009)
10.	Professional Audio DSP Mixer ClearOne CONVERGE Pro 2 120(910-3200-004)
11.	Batteries in receivers
12.	Professional Audio Power Amplifier ClearOne CONVERGE PA 460(910-3200-401 & Mounting Kit (910-3200-402)
13.	Control Processor System Crestron AV4(6510421)-4-Series
14.	Control Cards CRESTRON C3COM-3 (650639-3) Series.
15.	Expansion Cards CRESTRON C-310-16(6505640-3) Series.
16.	Control Processor Card Interface Crestron CEN-C13-3 (6505371)-3 Series.
17.	POE Injector CRESTRONE PWE-4803RU (6502429)
18.	Headphones for delegates
19.	InfraRed (IR) Receivers

## 2. Components/Parts List of SMDs Displays

No.	Particulars
1.	SMDs Controller Hikvision DS-D4C08-H-01.
2.	Hikvision SMDs YED Panel DF00339 (2101-120103071).
3.	Hikvision LED Control Card DF03075 (2101-320081-00201027).
4.	Hikvision SMDs Power Supply A-200FBK-4.2/40A.
5.	UPS APC 10KVA Mother Board.
6.	UPS APC 10KVA Control Card.
7.	UPS Riello 20KVA Invertor Board.
8.	UPS Riello 20KVA Controller Board.
9.	UPS Riello 20KVA Changer Card.
10.	UPS 6KVA Main Invertor Board.
11.	UPS 6KVA Main Supply Card.
12.	UPS Dry Batteries 12v 9AH.
13.	UPS Dry Batteries 12v 5AH.