

NATIONAL ASSEMBLY SECRETARIAT

F.No.1(3)/2025-DGM

Islamabad, the 24th February, 2025

TENDER NOTICE

(E-PROCUREMENT)

TENDER NOTICE FOR THE SUPPLY AND INSTALLATION OF DIGITAL STILL CAMERAS, VIDEO CAMCORDERS AND OTHER EQUIPMENT

The National Assembly Secretariat invites proposals for procurement of the following items:

No.	ITEMS	QUANTITY
1.	Digital Still Cameras	02
2.	Compact 4K Camcorders	02
3.	Router/VideoHub 40x40 12G	01
4.	NLE Editing Machines	02
5.	Video Tapeless Recorder 4K	01
6.	Capturing Card	01
7.	Multiple Converters	07
8.	Video Asist 5 Monitor/Recorder	01

TERMS AND CONDITIONS

- Proposals are invited from reputed companies/Firms/etc...
 - Registered with Income Tax and Sales Tax Departments or on active taxpayers list of FBR.
 - Not blacklisted by any government/semi-government/private entity.
- Procurement will be carried out by adopting the "SINGLE STAGE - TWO ENVELOPES" procedure. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the "TECHNICAL PROPOSAL" and the "FINANCIAL PROPOSAL". The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion. The Proposal complete in all respects, in accordance with the instructions provided in the Tender document, in sealed envelopes should reach on or before Thursday, 13th March, 2025 up to 11:00 am in the National Assembly Secretariat, Islamabad. Bank draft/pay order shall be attached with TECHNICAL PROPOSAL.
- The technical proposals shall be opened on the same day (13th March, 2025) at 11:30 am, at Parliament House, Islamabad, whereas the financial proposals of the technically qualified bidders shall be opened after finalization of technical evaluation. Other details are provided in the Tender Document.
- Bidders are required to submit their proposals strictly in accordance with Instructions as per the Tender Document.
- Proposals duly signed, stamped and numbered must be prepared in hard book binding form to deny the possibility of addition or removal of page(s).

6. Earnest Money/Bid Security of 5% of the total quoted amount in shape of bank draft/pay order (Refundable) in Favor of National Assembly Secretariat, Islamabad must be attached with technical proposal in a separate envelope, failing which tender will not be accepted.
7. The most advantageous bid shall be accepted.
8. The firm will provide standard warranty of the equipment/accessories.
9. The quantity of all of the equipment mentioned above may increase or decrease and the firms are allowed to submit their bids for each individual item or all items as the case may be.
10. All the applicable taxes and duties etc., must be considered while preparing the financial proposals. All these taxes are required to be built-in in the quoted rates and GST to be mentioned separately.
11. Bidders who provide unsubstantiated and/or incorrect information are liable to legal action and/ or disqualification as per Latest version of PPRA rules and regulations.
12. The Procuring Agency reserves the right to reject wholly or partially bids/proposals, increase/decrease quantity or cancel tender as per provision of Latest version of PPRA Rules.
13. The rates mentioned in the financial proposal shall remain valid up to 30th June, 2025 from the opening of bids.
14. Tender documents can be downloaded from the National Assembly Secretariat website (www.na.gov.pk) and PPRA's website (www.ppra.gov.pk) free of cost or the hard copy is available at the office of Section Officer (Procurement), National Assembly Secretariat, Islamabad, during working hours and working days on written request of firm's letterhead.
15. Interested firms will register themselves on the portal E-PADS of PPRA Website. Tender must be submitted by e-procurement methods of PPRA as well as a hard copy (Sealed).

National Assembly Secretariat, Constitution Ave, Islamabad

Website: www.na.gov.pk

Sd/-
(ABDUL SATTAR)
Section Officer (Procurement)
Tel No. 9103214

SUPPLY AND INSTALLATION OF DIGITAL STILL CAMERAS, VIDEO CAMCORDERS AND OTHER EQUIPMENT



TENDER DOCUMENT
NATIONAL ASSEMBLY SECRETARIAT
ISLAMABAD
2025

**NATIONAL ASSEMBLY SECRETARIAT
TENDER DOCUMENT
(E-PROCUREMENT)**

Tender for: - **SUPPLY AND INSTALLATION OF DIGITAL STILL CAMERAS,
VIDEO CAMCORDERS AND OTHER EQUIPMENT.**

Procuring Agency: - National Assembly Secretariat

Instructions to bidders

1. National Assembly Secretariat invites sealed bids as per **single stage two envelope procedure** from partners/authorized dealers/well reputed firms and service provider dealing in business of Digital Still Camera, Video Camcorder, Router/VideoHub, NLE Editing Machine, Video Tapeless Recorder, Capturing Card, Video Converter and Video Assist Monitor/Recorder along-with accessories, who are registered with Income tax departments and are based in Islamabad/Rawalpindi for supply of equipment on mutually agreed terms & conditions. The following documents form integral part of tender documents: -

- | | | |
|------|------------------------------|--------------|
| i. | General terms and conditions | Annexure I |
| ii. | Details/profile of the firm | Annexure II |
| iii. | Financial Bid | Annexure III |

2. Interested firms are requested to submit their offer in the specified Performa following single stage two envelope procedure i.e., submission of tender documents along with technical proposals and financial bid in separate envelope.

3. The bid must be submitted by the specified date and time; late submissions will not be entertained.

4. The bidder must handle installation, configuration, and testing of the equipment. A completion certificate will only be issued after successful testing.

5. The bidder must ensure there is no conflict of interest in the submission of the bid.

6. The quoted prices should be inclusive of all applicable taxes and duties.

7. The financial proposal must include detailed pricing for all items and services, broken down by unit cost, total cost, and applicable taxes. No conditional or incomplete bids will be entertained.

8. The financial proposal will only be considered if the technical proposal is compliant with following mandatory requirements.

9. Interested Firm must also submit the tender through EPADS forum of PPRA website.

10. **Mandatory Requirements:**

The following documents/compliance must be furnished by the Firms with the bid. Failure to provide the required compliance will disqualify the bidder: -

No.	Requirement	Compliance
1.	Detailed profile of the company/firm including name, registered address in Rawalpindi/Islamabad, telephone/fax number (s), e-mail address and year of establishment.	Relevant documents required on official letterheads
2.	The Applicant must be registered under the laws of Pakistan for at least the last five (05) years.	Certificate of Company/Firm Registration/ Incorporation
3.	A copy of the National tax/Sales Tax registration certificate.	Copy to be Attached
4.	Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department.	Undertaking on official letterhead (signed and stamped) or Rs. 100/- Stamp paper (signed and stamped in cause of e-stamp)
5.	Catalogues/Brochures of the products (exact model) quoted	Relevant documents attached
6.	Supplier will be required to provide at least one-year compulsory Standard Warranty/Guarantee (as specified in the technical specifications section) for all the supplied items.	Warranty compliance on official letterhead
7.	Earnest money/Bid Security equivalent to 5% of the total quoted amount form of Pay Order/ Demand Draft issued in favour of National Assembly Secretariat.	Instrument in sealed envelope to be attached
8.	The bidder must provide operational, free of cost, on premises training for the staff of National Assembly Secretariat regarding operation of the supplied equipment.	A training plan provided on official letterhead

11. Technical Evaluation Criteria:

Bids will be evaluated on the basis of following evaluation criteria.

No.	Item	Proof	Response of bidder	
			YES	NO
1.	Copy of Valid Registrations with FBR of following: <ul style="list-style-type: none">• General Sales Tax• National Tax Number	Documentary Evidence.		
2.	Bank draft of 5% of the total quoted amount as an earnest money/Bid Security.	Documentary Evidence.		
3.	Affidavit on Judicial Stamp Paper of Rs. 100 or above that the firm is not black listed by any Government / Semi Government Department.	Documentary Evidence.		
4.	Office details at Islamabad / Rawalpindi, with Phone Numbers / Addresses.	Documentary Evidence.		
5.	All offered products must fully comply with the technical specifications mentioned in the tender document. (Catalogues/Brochures of the products)	Documentary Evidence.		
6.	Provide a detailed training plan for the staff of National Assembly Secretariat. (The training will be on premises.)	Documentary Evidence.		
7.	Proof of at least one-year Standard Warranty for all the supplied items for all Equipment with parts and labor.	Documentary Evidence.		

Notes:

All the technical requirements are mandatory. Non-fulfillment of any of the above requirement will lead to disqualification. The financial proposal will only be opened for technically qualified bidders.

General Terms & Conditions**1. Description of Work**

Authorized partner/dealers and reputed Firms dealing in the business of Equipment specified below may quote their rates separately for supply and installation of equipment in the National Assembly Secretariat.

2. Scope of Work

Supply of following Equipment on demand basis with specifications: -

i. Digital Still Camera

Technical Specifications		Quantity
Digital Professional Full frame Camera Body with the following Megapixels Mirror-less with all relevant accessories & cables.		
Image Sensor	Full-frame (FX), stacked CMOS sensor, Size: 35.9 x 23.9 mm with ISO Range: 64-25,600	
Image Processing	Dual Exped 7 image processors, Continuous Shooting 20 fps (RAW) or 30fps (JPEG) with the mechanical shutter, 120 fps at 11 MP for fast-action capture, 60 fps at full resolution (45.7 MP)	
Autofocus	Hybrid AF with 493 phase-detection points and 405 contrast-detection areas, more than 400 AF points with real-time eye detection	
Lens mount	Z mount	
Effective pixels	45.7 million	
Total pixels	52.37 million	
File format	NEF (RAW)ox. 1:4), normal (approx. 1:8), or basic (approx. 1:16) compression; size-priority & optimal-quality compression. NEF (RAW)+ JPEG: Single photograph recorded in both NEF (RAW) and JPEG formats	02
Control System	Auto, Standard, Neutral, Vivid, Monochrome, Portrait, Landscape, Flat.	
Card slots/Media	Dual Slot, Supports CFexpress Type B and SD UHS-II memory cards	
Viewfinder	OLED electronic viewfinder with color balance, high frame-rate	
Display Monitor	Full touch controls for focus and settings, Minimum 8-cm 100% frame coverage	
Shutter	Electronic shutter with shutter sound & Sensor shield, Shutter Speed 1/32000 to 3s in steps of 1/3, 1/2 and 1 EV,	
Movie Mode	4K Video: Up to 120p, 8K Video: Up to 30p, 10-bit 4:2:2 internal recording, ProRes 422 HQ and N-Log support, Raw Output: 12-bit ProRes Raw and NDI streaming support, Full-frame 4K: 60p and 120p options	

Interface	Type C USB, Type A HDMI connector, Stereo mini-pin jack for input and output, Ten-pin remote terminal
Wi-Fi	5 GHz Wi-Fi support
Bluetooth	Bluetooth 5.0 for wireless communication
Ethernet	Wired LAN connection for professional streaming or file transfer
Accessories (Inbox)	Battery pack Charging AC adapter Tripod socket
LENS (28 - 400)	(02 Nos)
	<ul style="list-style-type: none"> • Focal Length: 28-400mm • Maximum Aperture: f/4 at 28mm; f/8 at 400mm • Minimum Aperture: f/22 at 28mm; f/45 at 400mm • Lens Construction: 21 elements in 15 groups, including 4 ED glass elements and 3 aspherical lens elements • Angle of View: 75° to 6°10' (FX format); 53° to 4° (DX format) • Minimum Focus Distance: 0.2m (0.66 ft) at 28mm; 1.2m (3.94 ft) at 400mm • Maximum Reproduction Ratio: 0.35x at 28mm • Diaphragm Blades: 9 (rounded diaphragm opening) • Filter Size: 77mm
Additional Accessories	
	<ul style="list-style-type: none"> • Camera Adopter (01 Nos) • Lens 24-70 (01 Nos) • Professional Tripod for still camera (01 Nos) • Professional Still Camera Bag (01 Nos) • Relevant Cards (02 Nos) • Extra Battery Pack (04 Nos) • Supportive Flash (04 Nos) • General microphone and collar microphone (01 Nos)

ii. **Video Camcorder**

Technical Specifications	Quantity
<u>Imaging System</u> <ul style="list-style-type: none"> • Sensor Type: 1/3-inch 3x Exmor R CMOS sensors • Effective Pixels: 3840 x 2160 (4K) • Image Processor: Dual BIONZ X image processors for high performance 	
<u>Lens</u> <ul style="list-style-type: none"> • Type: 25x optical zoom lens with three independent lens elements • Focal Length: 29.3 mm to 732.5 mm (35mm equivalent) • Aperture: f/1.6 to f/11 • Optical Zoom: 25x • Clear Image Zoom: Up to 50x (in HD recording) • Digital Extender: Up to 100x (in HD recording) 	02
<u>Recording Formats</u>	

<ul style="list-style-type: none"> • 4K UHD Recording: XAVC Long GOP 4:2:0 8-bit at 100 Mbps • Full HD Recording: XAVC Long GOP 4:2:2 10-bit at 50 Mbps • AVCHD: Up to 28 Mbps • DV: Standard-definition recording <p>Media</p> <ul style="list-style-type: none"> • Media Type: Dual SD card slots supporting SD/SDHC/SDXC (UHS-I/UHS-II) • Recording Modes: Simultaneous, relay, and backup recording <p>Audio</p> <ul style="list-style-type: none"> • Audio Inputs: 2x XLR 3-pin connectors with phantom power • Audio Formats: Linear PCM 2-channel 48 kHz/24-bit <p>Viewfinder and LCD</p> <ul style="list-style-type: none"> • Viewfinder: 0.39-inch OLED with 2.36 million dots • LCD Monitor: 3.5-inch LCD with 1.56 million dots <p>Connectivity</p> <ul style="list-style-type: none"> • Video Outputs: 3G-SDI, HDMI • Audio Outputs: Stereo mini-jack • USB: Multi/Micro USB • Network: Wi-Fi, NFC for remote control, and streaming, Additional 4K 50/60p Recording: for professional broadcast needs <p>Additional Accessories:</p> <ul style="list-style-type: none"> • Tripod with dolly (01 No) • AC adaptor/charger (02 Nos) • Dual rechargeable Battery pack (04 Nos) • High speed Memory Card 128 or higher (04 Nos) • Camera Mountable LED Light along with Dual Battery packs (01 No) • Handheld wired Microphone (02 Nos) • Collar cordless Microphone (01 No) • Hand held cordless (01 No) • Soft Bag (01 No) 	
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iii. **Router/VideoHub 40 x 40 12G**

Technical Specifications	Quantity
<p>Video I/O:</p> <ul style="list-style-type: none"> • SDI Video Inputs: 40 x 12G-SDI, SDI Video Outputs: 40 x 12G-SDI • Multi-rate support, up to 12G-SDI for 4K Ultra HD) • SDI Rates Supported: DVB-ASI, 270 Mb, 1.5G, 3G, 6G, 12G • SDI Re-clocking: Available on all SDI outputs • Reference Input: Compatible with tri-sync or black burst signals <p>Routing:</p> <ul style="list-style-type: none"> • 40 x 40 matrix routing switcher (input to output) <p>Control:</p> <ul style="list-style-type: none"> • Hardware panel, Software control (via Mac/Windows), RS-422 remote control via serial port <p>Signal format SDI Video Standards:</p> <ul style="list-style-type: none"> • SD-SDI, HD-SDI, 3G-SDI, and 12G-SDI (up to 4K Ultra HD) 	01

<p>Video Formats Supported:</p> <ul style="list-style-type: none"> • SD: 480i, 576i • HD: 720p (50, 59.94, 60), 1080i (50, 59.94, 60), 1080p (23.98, 24, 25, 29.97, 30, 50, 59.94, 60) • Ultra HD: 2160p (23.98, 24, 25, 29.97, 30, 50, 59.94, 60) • Automatically detects input signal format (SD, HD, Ultra HD). <p>Display:</p> <ul style="list-style-type: none"> • Equipped with color LCD for video monitoring and menu settings • Support any combination of SD, HD, & Ultra HD video formats simultaneously. • Supports all SD, HD, and Ultra HD resolutions • Auto-detection for SDI format <p>Control Interfaces:</p> <ul style="list-style-type: none"> • Ethernet, RS-422 Serial port, Built-in tally lights. <p>Power Supply:</p> <ul style="list-style-type: none"> • Dual internal 	
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iv. NLE Editing Machines

Technical Specifications	Quantity
<p>NLE Editing Machine with latest OS along with Adobe Suite & FCP.</p> <ul style="list-style-type: none"> • M2 Max with 12-core CPU, 30-core GPU, 16-core Neural Engine • 32GB unified memory • 512GB SSD storage • Front: Two USB-C ports, one SDXC card slot • Back: Four Thunderbolt 4 ports, two USB-A ports, one HDMI port, one 10Gb Ethernet port, one 3.5 mm headphone jack • Complete Accessory Kit. • Monitor LED 27". 	02

v. Video Tapeless Recorder 4K

Technical Specifications	Quantity
<p>Resolution Support:</p> <ul style="list-style-type: none"> • Supports up to 4K DCI (4096 x 2160) and Ultra HD (3840 x 2160) resolutions • Supports all SD, HD, and Ultra HD formats in both 4:2:2 and 4:4:4 color spaces <p>Input and Output:</p> <ul style="list-style-type: none"> • 2 x 12G-SDI Inputs, 2 x 12G-SDI Outputs • 2 x HDMI 2.0 Inputs, 2 x HDMI 2.0 Outputs • 2 x XLR Audio Inputs, 2 x XLR Audio Outputs • 8-channel embedded audio (SDI/HDMI) • RS-422 and LTC timecode I/O <p>Storage and Media</p> <ul style="list-style-type: none"> • Media: Dual 2.5-inch SSD slots for ProRes, DNxHD, Blackmagic RAW recording • Supported Formats: ProRes (HQ, 422, LT, Proxy), DNxHD, Blackmagic RAW <p>Video Processing</p>	01

<ul style="list-style-type: none"> • 10-bit 4:2:2 for SD/HD/Ultra HD/4K • 4:4:4 support via 12G-SDI for higher-end workflows <p>Video Monitoring</p> <ul style="list-style-type: none"> • Integrated LCD screen with support for live previews and timecode display <p>Control and Operation</p> <ul style="list-style-type: none"> • Large, integrated touchscreen • Physical buttons for quick access to key functions (play, stop, record, etc.) • LCD display <p>Dual-Channel Recording</p> <ul style="list-style-type: none"> • Simultaneous recording of two streams of 4K video with independent media slots. • Built-in Monitoring • Timecode Support • Multi-Channel Audio 	
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vi. Capturing Card

Technical Specifications	Quantity
<p>Resolution Support:</p> <ul style="list-style-type: none"> • Up to 4K DCI (4096 x 2160) and Ultra HD (3840 x 2160) at 60 fps • Supports SD, HD, Ultra HD, and 4K video formats (including 12-bit 4:4:4) <p>Video I/O:</p> <ul style="list-style-type: none"> • 1 x 12G-SDI Input • 1 x 12G-SDI Output • 1 x HDMI 2.0 Input • 1 x HDMI 2.0 Output <p>Audio I/O:</p> <ul style="list-style-type: none"> • 2 x balanced analog audio inputs and outputs <p>Capture/Playback:</p> <ul style="list-style-type: none"> • Real-time capture and playback of SD, HD, Ultra HD, and 4K video • Supports simultaneous multi-format video output <p>Connectivity:</p> <ul style="list-style-type: none"> • PCIe 2.0 x8 interface for high-speed data transfer <p>Compatibility:</p> <ul style="list-style-type: none"> • Works with macOS, Windows, (via supported PCIe slots) • Compatible with major video software, such as DaVinci Resolve, Adobe Premiere, Avid Media Composer 	01

vii. Multiple Converters

Technical Specifications	Quantity
<p>Bi-Directional SDI/HDMI Converter</p> <ul style="list-style-type: none"> • Supporting SDI and HDMI formats, both for input and output. <p>Mini Converter SDI to HDMI</p> <ul style="list-style-type: none"> • Converts SDI to HDMI (up to 4K). <p>Mini Converter HDMI to SDI</p> <ul style="list-style-type: none"> • Converts HDMI to SDI (up to 4K). <p>Mini Converter Analog to SDI 4K</p>	01 Each

<ul style="list-style-type: none"> • Converts analog video signals to SDI (up to 4K). Mini Converter SDI to Analog 4K <ul style="list-style-type: none"> • Converts SDI to analog video (up to 4K). Mini Converter Audio to SDI Embedder <ul style="list-style-type: none"> • Embeds analog or AES audio into SDI signals. Mini Converter Audio from SDI <ul style="list-style-type: none"> • Extracts audio from SDI signals to analog or AES. 	
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viii. **Video Assist 5 Monitor/Recorder**

Technical Specifications	Quantity
<ul style="list-style-type: none"> • 5-inch Touchscreen Display, Full HD resolution (1920 x 1080) • Supports high dynamic range (HDR) for enhanced contrast and color. • 12G-SDI & HDMI Inputs/Outputs • Can handle 12G-SDI, 6G-SDI, 3G-SDI, and HDMI signals. • Can support high-definition video up to 4Kp60 over SDI and HDMI. • Records in popular formats like ProRes and DNxHD directly to SD cards. • Supports high-quality recording with a simple, reliable setup. • Includes professional monitoring tools like focus peaking, zebra patterns, waveform monitor, and vectorscope. • Compact and lightweight, making it ideal for handheld or on-location shooting. • Powered by Sony L-series NP-F style batteries, offering good battery life. • HDR Support: • Supports HDR formats with advanced color science for accurate and vibrant video monitoring. 	01

3. **General Terms & Conditions**

- 3.1 The firm shall supply & install the items at the National Assembly Secretariat at its own cost.
- 3.2 The incomplete or conditional tenders would not be accepted and is liable to be rejected.
- 3.3 The selected Firm will have to ensure fast & timely delivery of the requisite equipment to the National Assembly Secretariat within 12 weeks positively or earlier after issuance of purchase order.
- 3.4 In case the selected Firm fails to deliver the required equipment in time or is unable to supply the equipment as per specifications, the letter of award / contract shall be terminated and Earnest money/bid security of the Firm shall be forfeited.
- 3.5 The bid along with the written consent of the bidder for acceptance of award of contract will be binding.
- 3.6 The successful Firm shall be issued a letter of award/purchase order, which on acceptance by the firm in writing, shall constitute to be a formal contract.
- 3.7 National Assembly Secretariat reserves the right to increase or decrease the quantity of Tender Items as well to accept or reject any or all the tenders as per Public Procurement Rules 2004 as amended from time to time and the firms

are allowed to submit their bids for each individual item or all items as the case may be.

4. **Tender Price Quote**

- 4.1 Provision for all taxes including (GST), shall be included in tender price.
- 4.2 No revision of rates will be admissible during the period of contract.
- 4.3 The quoted model must be available on company's website in active state. Any type of refurbish or used machine will not only acceptable but also leads to legal procedure against the vendor.
- 4.4 Price should be inclusive of all government applicable taxes.
- 4.5 Rate should be quoted in Pak Rupees.

5. **Tender Security**

- 5.1 The Firm shall furnish Earnest money/Bid Security amounting to 5% of the total quoted amount (refundable) after the expiry of Warranty period in form of Bank Draft/Pay Order issued by a scheduled bank in favour of the National Assembly Secretariat along with their bid must be enclosed. The bid security should be sealed in a separate envelop with duly marked "**Bid Security**".
- 5.2 Any bid not accompanied by an acceptable earnest money/bid security shall be rejected by the National Assembly Secretariat and the bidder would be considered non-responsive.
- 5.3 The earnest money/bid security of un-successful bidders will be returned after the issuance of work order to the successful bidder.

6. **Submission of Tenders**

- 6.1 The bid shall contain Instructions to bidders, general terms and conditions (Annex I & II) dully filled in and signed for having accepted the General, Special terms and conditions, Financial Bid (Annex III) & Earnest Money/Bid Security. The envelope containing bid shall be superscripted as "**Bid for supply of Equipment (Item Name)**". The Bid must reach the office at the address, on or before Thursday, 13th March, 2025, up to 11:00 a.m.

7. **Tender Opening and Evaluation**

- 7.1 The National Assembly Secretariat will open the tenders in the presence of the Firms representatives who choose to attend at 11.30 am, on Thursday, 13th March 2025, at Parliament House, Islamabad.
- 7.2 Tender for which an acceptable notice of withdrawal has been received, shall not be opened.
- 7.3 The Purchase Committee of National Assembly Secretariat will examine Firm bids to determine whether the requisite Earnest money/tender security has been furnished. Whether documents have properly been signed and completed. At tender opening the purchase committee will announce the tender name, written notifications and withdrawal, if any, for requisite equipment.

8. Tender Validity

- 8.1 Tender shall remain valid and open for acceptance up to 30th June, 2025 after the date of tender opening.
- 8.2 In exceptional cases prior to expiry of tender validity period, the National Assembly Secretariat may ask the firms for a specified extension in the period of validity. The request and response thereto shall be made in writing. A firm agreeing to the request will neither be required nor permitted to modify his tender.

9. Format and Signing of the Tenders

- 9.1 Each page of tender documents shall be duly signed and stamped by the Firm before making submission.
- 9.2 Each Firm may submit only one tender.
- 9.3 No firm shall participate in the tender process for the same contract in collaboration or association with another firm, whether as a joint venture (multiple proposals under different names), subcontractor, or in any other relationship that may create a conflict of interest or compromise fair competition.
- 9.4 Bidders shall provide all relevant information as required vide Annexure II & III.

10. Mode of Payment

- 10.1 Payment will be made after the receipt of the requisite supplies and invoices.
- 10.2 No advance payment will be made for any kind of procurement.

11. Award of Contract

- 11.1 The National Assembly Secretariat may award the contract to the firm whose tender has been determined to be substantially responsive.
- 11.2 The letter of award shall constitute to be a formal contract.

12. National Assembly Secretariat Right to accept or reject any or all Tenders.

- 12.1 The National Assembly Secretariat reserves the right to accept or reject any or all tenders or any part of the bid (in case the bidding firm submitted proposal covering multiple products) at any time prior to award of contract as per Public Procurement Rules 2004 (as amended from time to time).

13. Signing of Agreement

- 13.1 Acceptance of the Letter of Award: Once the National Assembly Secretariat issues the Letter of Award to the successful bidder, the firm must formally accept the award within 7 days of receipt of the letter of award. The successful tender shall sign and return the letter of award through a cover letter addressed to the National Assembly Secretariat. This acceptance signifies the firm's agreement to all the terms, conditions, and obligations stated in the tender document and the Letter of Award.

- 13.2 **Submission of Signed Documents:** The firm must return a duly signed and stamped copy of the acceptance letter, acknowledging the receipt and acceptance of the award. This acceptance letter must be accompanied by a cover letter on the firm's official letterhead, confirming their readiness to proceed with the contract.
- 13.3 **Formation of the Contract:** The combination of the Letter of Award, the firm's signed acceptance, and the accompanying cover letter will together form the formal contract agreement between the two parties (the National Assembly Secretariat and the firm). This document will act as the legal foundation governing the relationship, roles, responsibilities, and deliverables of both parties.
- 13.4 Once this agreement is signed, both parties are legally bound to fulfill their respective obligations as outlined in the tender and agreement. Following the signing of the agreement, the firm can proceed with the project according to the terms specified, including timelines, deliverables, and quality standards.

14. Subletting

- 14.1 The successful tender shall not sublet the contract.

15. Suspension and Termination

- 15.1 The National Assembly Secretariat reserves the right to suspend the execution of any or all terms and conditions of the contract. The suspension will be communicated to the firm through a written notice issued at least one week in advance. This clause ensures that the Secretariat can pause the project if needed, such as due to unforeseen circumstances, non-performance, or a change in requirements.
- 15.2 In the event of a dispute between the Secretariat and the firm, the decision of the National Assembly Secretariat shall be final and binding. This emphasizes that the Secretariat has the authority to make the ultimate determination on matters of disagreement, ensuring timely resolution without external delays.
- 15.3 The laws of Pakistan will govern all conditions, terms, and disputes related to the agreement. This means any legal interpretation, enforcement, or resolution will adhere to Pakistani legal frameworks and courts. It establishes the legal jurisdiction under which the contract operates, ensuring compliance with national laws.
- 15.4 The firm will be disqualified on the basis of the following criteria:
- i. Non-submission of bid security.
 - ii. Failure to meet eligibility or technical compliance requirements.
 - iii. Misrepresentation of facts or submission of falsified documents.
 - iv. Blacklisting by any government or private entity.
 - v. Non-compliance with delivery timelines or warranty conditions.

TECHNICAL BID FORM

1. Name of the contactor/firm: _____
2. Firm Status
 - a. Individual Owner _____
 - b. Firm Partnership _____
 - c. Company registered _____
3. Date of Establishment: _____
4. Office Address: _____
5. Owner / Proprietor / MD / CE Name: _____
6. Experience: _____
7. CNIC No.: _____
8. Mailing Address: _____
9. Contact No(s): _____
10. Cell No(s): _____
11. Email Address: _____
12. NTN No.: _____ Vendor No. _____
13. GST No.: _____
14. Bank Name & Account No: _____
(for which statement is enclosed)
15. Mandatory requirements at Serial No. 10 and Technical Evaluation Criteria at Serial No. 11 of the tender document are integral part of the Technical Bid Form.

Sign/ Stamp
Owner/Bidder/Company

FINANCIAL BID

Equipment (Brand & Model)	Rates (exclusive all taxes)	Rates (Including all taxes)	Quantity	Total Amount (including all taxes)
Digital Still Camera	Rs. per unit	Rs. per unit		Rs.
Video Camcorder	Rs. per unit	Rs. per unit		Rs.
Router/VideoHub 40 x 40 12G	Rs. per unit	Rs. per unit		Rs.
NLE Editing Machines	Rs. per unit	Rs. per unit		Rs.
Video Tapeless Recorder 4K	Rs. per unit	Rs. per unit		Rs.
Capturing Card	Rs. per unit	Rs. per unit		Rs.
Multiple Converters	Rs. per unit	Rs. per unit		Rs.
Video Assist 5 Monitor/Recorder	Rs. per unit	Rs. per unit		Rs.

UNDERTAKING

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory of the agency

Official seal / stamp

Dated

Place