

# Invitation to Bids

## **BIDDING DOCUMENTS FOR THE PROCUREMENT OF IT & OFFICE/ELECTRICAL EQUIPMENT**

E-Bids on a lot basis are invited from Bidders i.e. firms/companies/sole proprietor/ general order Service Providers/ (JVs, if applicable) etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.). The bidders should submit E-bids against each Lot separately, as contracts will be awarded separately for each Lot. The E-bids shall be received as per “**Single Stage Two Envelope**” procedures.

<b>Lot</b>	<b>Description</b>	<b>Qty.</b>	<b>Estimated Cost</b>	<b>Bid Security (2%)</b>
Lot#1	Server	01	3.2 million	64,000
Lot#2	Photocopier	01	1.5 million	30,000

<b>E-Bid Submission Date &amp; Time</b>	<b>May 6, 2026 @ 11:00 AM</b>
<b>E-Bid Opening Date &amp; Time</b>	<b>May 6, 2026 @ 11:30 AM</b>

**The Original Bid Security** Instrument must be submitted in an envelope clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline at:

***Procurement Office:***

***Punjab Pension Fund, 2nd Floor, PEC Building, 97A/D1, Liberty Roundabout, Gulberg III, Lahore.***

Bidders are advised to ensure uploading the Bid on the E-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on the E-PADS Portal shall be entirely the responsibility of the bidder. The PPF shall not be held responsible for any issues thereof. For any assistance regarding E-PADS Portal, system support email and phone numbers are provided hereunder:

After the date of publication, the Bidding Documents carrying all details are immediately available and can be downloaded from <https://ppf.gop.pk/tenders> and the website of the Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>. In case of an official holiday on the day of submission, the next day will be treated as the closing date.

**ADMINISTRATION OFFICER**

**PUNJAB PENSION FUND**

*2<sup>nd</sup> Floor, PEC Building, 97A/D1, Liberty Roundabout, Gulberg III, Lahore*

*042-36401200*