

INVITATION TO BID

FOR

BIDDING DOCUMENT FOR HIRING OF SERVICES FOR RECORD SCANNING TO SUPPORT DIGITAL ARCHIVING AND IMPLEMENTATION OF E-FOAS AT MDA

Multan Development Authority, Multan invites bids from eligible service providers / firms / companies / sole proprietors engaged in record scanning / digitization services, registered with relevant authorities (Income Tax, Sales Tax, and Punjab Revenue Authority, as applicable). The procurement shall be made under the Single Stage – Two Envelope procedure as per the Punjab Procurement Rules, 2014. The bidders must submit their Technical and Financial Bids separately in accordance with the bidding documents. All prices shall be quoted per page scanning rate inclusive of all applicable taxes.

Sr. No.	Description	Estimated Quantity	Estimated Cost @ Rs 2.54 per Page (Inclusive of Taxes)	Bid Security @ 2%
1	Record Scanning Services (Digitization of Physical Records to Support Digital Archiving and e-FOAS Implementation at MDA)	4,564,913 Pages	PKR 11,594,879/-	PKR 231,900/-

The estimated number of pages (4,564,913) may increase or decrease. Payment will be made at the per-page scanning rate quoted in the bid, based on the actual number of pages scanned. All bids must be accompanied by a Bid Security equivalent to 2% of the estimated cost (as indicated above), in the name of “Director Admin & Finance, Multan Development Authority, Multan” and in the form of CDR / Bank Guarantee / Demand Draft / Pay Order issued by a scheduled bank of Pakistan. Late bids shall not be accepted.

Complete bids must be submitted online through the Punjab Government’s e-Procurement System (E-PADS) at <https://punjab.eprocure.gov.pk> as per the following schedule:

E-bid Submission Date & Time	05 December, 2025 @ 12:00 PM
E-bid Opening Date & Time	05 December, 2025 @ 12:30 PM

The original Bid Security instrument shall be submitted in a sealed envelope clearly marked with the Tender Title and Number, before the conclusion of the bid opening session, at:

**Office of the Deputy Director Admin (General),
Multan Development Authority, MDA Chowk, Multan.**

Bidders are advised to upload their bids well before the deadline to avoid any last-minute technical issues. MDA shall not be responsible for any delays or upload errors on the EPADS portal. Bidding Documents are available immediately after publication and may be downloaded from:

MDA website: <https://mda.punjab.gov.pk/tenders>

Punjab PPRA website: <https://ppra.punjab.gov.pk>

MDA shall not be responsible for any cost incurred by bidders in preparation or submission of bids. In case of an official holiday on the submission date, the next working day shall be treated as the closing date. The URL are the website of PPRA is <http://eproc.punjab.gov.pk/viewtender.aspx> and response time shall be calculated exclusively from date of publication of the advertisement on the website of the PPRA.


Director Admin & Finance
MULTAN DEVELOPMENT AUTHORITY (MDA), MULTAN
<http://mda.gov.punjab.pk>
Ph. No. 061-9200827