Standard Bidding Document

Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items
(Goods)

National

Single Stage-One Envelope

August 20, 2026

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Table of Contents

REQUEST FOR BIDS 1

Instructions to Bidders 3

Bid Data Sheet 23

- Bids Data Sheet (BDS) 24
- Eligibility Criteria 27
- Evaluation Criteria 28
- Items/Lots 30
- Related Services of Goods: 31
- Items/Lot Specification 32
- Price Schedule 58

General Conditions of Contract 60

Special Conditions of Contract 70

Bid Securing Declaration 75

Contract Form 77

Integrity Pact 80

Performance Guarantee Form 82

Annexure 85

- Annex- Request for Proposal 86
- Annex-I All in ONE PC 86
- Annex-II Photocopier 86
- Annex-IV Color Printer 86

Annex-V Furniture 86

Annex-III Color Photocopier 86

Procurement Forms 88

Contractor's Key Personnel Representative and Their Schedules 1

Financial Resources 1

Past Experience and Completed Contracts 1

Historical Contract Non-Performance, and Pending Litigation and Litigation History 1

Current Contracts and Their Progress 1

Financial Capacity and Net Worth Evaluation Form 1

Average Annual Turnover 1

Additional Forms and Documents 91

REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **National Security Division (National Security Division (NSD))** has reserved Funds for the procurement planned for FY **2026-27**. The **National Security Division (National Security Division (NSD))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items**" with the reference of **"P94231"**

2. The **National Security Division (National Security Division (NSD))** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.

4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/94231** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Friday, September 4, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Friday, September 4, 2026 11:30 AM**. Manual submission

of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1.Scope of Bids

1.1 The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids **through EPADS v2.0** for the provision of Goods for as specified in the BDS and **in Section V – Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. The successful Bidders will be expected to provide the goods within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1 Source of funds is referred in Clause-1 of Invitation for Bids.

3. Eligible Bidders

3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country**,** or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of the contract.

3.2 Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

3.3 The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

3.4 Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).

3.5 The invitation for Bids is open to all prospective suppliers, manufacturers, or authorized agents / dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidders keeping in view the requirement of that business.

3.6 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Goods to be purchased under this Invitation for Bids.

2. have controlling shareholders in common; or

3. receive or have received any direct or indirect subsidy from any of them; or

4. have the same legal representative for purposes of this Bid; or

5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

6. Submit more than one Bid in this Bidding process.

3.7 A Bidder may be ineligible if –

1. he is declared bankrupt or, in the case of company or firm, insolvent;

2. payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of Bid securing declaration.

3.8 As and when required, bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.9 Bidders shall submit Bids relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten (10) percent of the Bid price is envisaged.

4. Eligible Goods and Related Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are the countries declared ineligible by the Federal Government.

5. One Bid per Bidder

5.1 A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

5.2 The Bidder shall not engage a subcontractor for any portion of the contract if the value of such subcontracting exceeds thirty percent (30%) of the total contract amount.

6. Cost of Bidding

6.1 Any cost incurred by the bidder relating to the preparation and submission of its Bid shall be borne by the bidder, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 9.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all the information required in the Bidding documents through **EPADS v2.0** will be at the Bidder's risk and may result in the rejection of his Bids.

8. Clarification of Bidding documents

8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through **EPADS v2.0.**

8.2 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond to any request for clarification through **EPADS v2.0** provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through **EPADS v2.0**, including a description of the inquiry, but without identifying its source.

8.4 Should the Procuring Agency deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under **ITB 9.**

8.5 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding document.

8.6 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on **EPADS v2.0**. Any modification to the Bidding documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 9**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

9. Amendment of Bidding documents

9.1 Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting may modify the Bidding documents by issuing addenda through **EPADS v2.0**.

9.2 The Procuring Agency shall promptly publish the addendum through **EPADS v2.0**.

9.3 Any addendum issued including the notice of any extension of the deadline shall also be communicated through EPADS v2.0 to all the bidders who have already submitted their bids. Such bidders shall have the right to withdraw their already submitted bid and re-submit the revised bid prior to the original or extended bid submission deadline.

9.4 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids through **EPADS v2.0**:

Provided that the Procuring Agency shall extend the deadline for submission of Bids, if such an addendum is issued within last three (03) days of the Bids submission deadline.

C. Preparation of Bids

10. Language of Bid

10.1 The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency shall be written in the English language unless otherwise specified in the BDS**.** Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the **BDS**, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

11. Documents and samples Constituting the Bid

11.1 The Bid prepared by the Bidder shall constitute thedocuments required in the **BDS**.

Details of sample(s) where applicable and requested in the BDS.

1. Documentary evidence established in accordance with ITB that the Bidder is eligible and/or qualified for the subject bidding process;

2. Documentary evidence establish that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;

3. Documentary evidence establish that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;

4. Bid security or Bid Securing Declaration furnished in accordance with **ITB 18.**

12. Documents Establishing Eligibility of the Goods and Conformity to Bidding documents

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

13.1 The Bidder shall furnish, as part of itsBid, all those documents establishing the Bidder’s eligibility to participate in the Bidding process and/or its qualification to perform the contract if its Bid is accepted.

14. Form of Bids

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding documents.The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

15. Bids Prices

15.1 The Bids Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the Bidding documents.

15.2 All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced and neither explicitly denied, their prices shall be construed to be included in the prices of other items.

15.3 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive Bidder(s) shall be construed to be the price of those missing item(s)

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 14.1** shall be the total price of the Bid.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Goods it proposes to provide under the contract.

15.6 Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 30 (2) of the Public Procurement Rules, 2004.

17. Bids Validity Period

17.1 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive**.** The period of Bid validity will be determined from the complementary Bid securing instrument, i.e. the expiry period of Bid Security or Bids Securing Declaration as the case may be.

17.2 The procuring agency shall ordinarily be under an obligation to process and evaluate the bid and to issue letter of award within the stipulated bid validity period.

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once through **EPADS v2.0**, for the period not more than the period of initial bid validity. The Bid Security provided under **ITB 18** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004.

18.2 The original Bid Security shall be enclosed within the sealed envelope and to be submitted physically before closing time for submission of bids. Whereas, scanned copy of bid security shall be uploaded electronically through EPADS v2.0 before closing hours for submission of bids.

18.3 The Bidder who failed to submit the original Bids security before the submission deadline shall be disqualified straightaway.

18.4 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **ITB 18.7.**

18.5 The Bid Security shall be denominated in the local currency, and it shall be a Bank Draft in the name of the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bids/Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18** are invoked.

18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bids Validity prescribed by the Procuring Agency pursuant to **ITB 17**. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:

a. the expiry of the Bid Security;

b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;

c. the rejection by the Procuring Agency of all Bids;

d. the withdrawal of the Bids prior to the deadline for the submission of Bids, unless the Bids documents stipulate that no such withdrawal is permitted.

18.8 The successful Bidder's Bids Security will be discharged upon the Bidder signing the contract**,** or furnishing the Performance Guarantee.

18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:

a. if a Bidder:

b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 17.2**; or

c. does not accept the correction of errors**;** or

d. in the case of a successful Bidder, if the Bidder fails:

e. to sign the contract; or

f. to furnish Performance Guarantee**.**

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0. Bids requested to be withdrawn, shall be returned unopened to the Bidders through **EPADS v2.0**.

20. Format and Signing of Bid

20.1 The Bidder shall prepare and submit Bids with due diligence after carefully reading all the terms and condition **before bid submission deadline** through EPADS v2.0.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0

21.1 The Technical and Financial Bids if required to submitted, shall be submitted on **EPADS v2.0**.

22. Deadline for Submission of Bids

22.1 Bids shall be received by the Procuring Agency through **EPADS v2.0** before bid submission deadline.

22.2 The Procuring Agency may, under exceptional circumstances, extend the deadline for the submission of Bids, after recording reasons in writing and in an equal opportunity manner.

In such case, all rights and obligations of the Procuring Agency and the Bidders that were previously governed by the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 The Bid Evaluation Committee of the Procuring Agency shall open all Bids through the EPADS v2.0, on the date and time specified in the Bid Data Sheet (BDS).

23.2 The Bid Evaluation Committee **shall generate minutes through EPADS v2.0 containing brief details of bid opening process.** The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security or Bid Securing Declaration.

23.3 The procuring agency shall live broadcast the opening of bids on national media or on their website or digital channels, if the volume of procurement exceeds five hundred million rupees in case of goods and services and one thousand million rupees in case of works.

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency fail to open bid due to any EPADS v2.0 related issues, the submission and opening of bids shall be shifted to the next working day on the same time.

23.5 In case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Bid Evaluation Committee.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its Bid including breakdown of prices.

24.2 The request for clarification and the response shall be sought through EPADS v2.0 before **three days prior to the deadline for submission of bids.** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

24.3 The alteration or modification in the BIDS which in any way affect the following parameters will be considered as a change in the substance of a Bids:

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;

5. terms and conditions of Bidding documents.

6. change in the ranking of the Bidder

24.4 From the time of Bids opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bids it should do so through **EPADS v2.0**.

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;

2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;

3. is accompanied by the required securities; and

4. is substantially responsive to the requirements of the Bidding documents.

25.2 The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

25.3 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one that: -

1. affects in any substantial way the scope, quality, or performance of the Goods;

2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or

3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.3 If a Bids is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The Procuring Agency shall examine the Bids to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

26.2 The Procuring Agency shall evaluate the technical aspects of the Bids submitted, to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding documents have been met without material deviation or reservation.

26.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 25.2,** it shall reject the Bid.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bids, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2 The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bids prices expressed in the amounts in various currencies in which the Bids prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing on the date of opening of financial bids specified in the bidding documents, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.

1. Least Cost Based Selection (LCBS)
After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid.

2. Quality and Cost Based Selection (QCBS)
In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

3. Quality Based Selection (QBS)
Atter meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second

highest bidder and so on.

29.2 In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS v2.0. However, in no case the rates shall be higher than the original financial bids.

30. Domestic Preference

30.1 The procuring agency shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of Federal Government.

The percentage of preference, to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

31. Determination of Successful Bid

31.1 Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the BDS or prescribed in the separate section titled as Evaluation Criteria.

31.2 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Successful Bid.

31.3 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or

2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.4 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of the Public Procurement Rules, 2004.

32. Abnormally Low Financial Bids

32.1Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Successful Bids or as a part of the post-qualification process.

32.2 The Procuring Agency may reject an Abnormally low financial bids.

32.3 In order to identify the Abnormally Low Bids (ALB) following approaches can be considered to minimize the scope of subjectivity:

1. Comparing the Bids price with the cost estimate;

2. Comparing the Bids price with the Bids offered by other Bidders submitting substantially responsive Bids; and

3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.4 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.5 The determination will take into account the Bidder’s financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding documents shall not be used in the evaluation of the Bidders’ qualifications.

32.6 Procuring Agency may seek “Certificate for Independent Price Determination” from the Bidder and the results of reference checks may be used in determining an award of contract.

Explanation: The Certificate shall be furnished by the Bidder. The Bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

32.7 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder’s Bids, in which event the Procuring Agency will proceed to the next ranked Bidder to make a similar determination of that Bidder’s capabilities to perform satisfactorily.

F. Award of Contract

33. Criteria of Award

33.1 The Procuring Agency will award the Contract to the Bidder whose Bids has been determined to be substantially responsive to the Bidding documents and who has been declared as Most Advantageous Bidder.

34. Negotiations

34.1 The procuring agency shall not engage in negotiations with respect to scope and price with the bidder except when the procuring agency conducts a procurement using direct **or negotiated** contracting or a request for proposals with evaluation based on quality alone.

34.2 The procuring agency may negotiate with the most advantageous bid with a view to streamline the work or task execution, at the time of contract finalization on methodology, work plan, staffing, finalizing payment arrangements, delivery arrangements, minor amendments to the special conditions of the contract.

35. Procuring Agency Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 33 of the Public Procurement Rules, 2004.

36. Procuring Agency’s Right to Vary Quantities at the Time of Award

36.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the **quantity of** Goods originally specified in these Bidding documents provided this does not exceed **by** 15%, without any change in unit price or other terms and conditions of the Bids and Bidding documents.

37. Notification of Award

37.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on **EPADS v2.0** in accordance with Rule 35 of the Public Procurement Rules, 2004.

37.2 The Bidder whose Bids has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bids/Bid Validity period. The Letter of Award will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the delivery of Goods as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

37.3 The Letter of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Guarantee and signing of the contract.

38. Signing of Contract

38.1 Promptly after issuance of Letter of award, Procuring Agency shall send the successful Bidder the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

38.2 Immediately after the Redressal of grievance by the GRC (if any), mandatory standstill period in accordance with Rule 35 of the Public Procurement Rules, 2004 and **after fulfillment of all condition's precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

39. Corrupt & Fraudulent Practices

39.1 Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

40. Constitution of Grievance Redressal

40.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

40.2 In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

41. Mechanism of Blacklisting

41.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Mechanism for Blacklisting Regulations, 2024, read with Rule 19 of the Public Procurement Rules, 2004.

41.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 19 of the Public Procurement Rules, 2004 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number
Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **National Security Division (National Security Division (NSD))**

The subject of procurement is: **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items**

Expected commencement date: **Monday, September 28, 2026**

BDS Clause Number 2
ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P94231**

BDS Clause Number 3
ITB Clause Number 3.1

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**
see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4
ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Monday, August 31, 2026
Pre-Bid Meeting: Tuesday, August 25, 2026 12:00 AM
Venue: Room No.301-c, PMO

C. Preparation of Bids

BDS Clause Number 5
ITB Number 10.1

The Language of all correspondences and documents related to the Bids shall be in: **English**

List of documents required along with the bid: No

BDS Clause Number 6
ITB Number 11.1
Items/Lots and threre related documents:
See section items and Lots

BDS Clause Number 7
ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8
ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9
ITB Number 16.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 10
ITB Number 17.1

The Bids/Bid Validity period shall be: **298 Days**

BDS Clause Number 11
ITB Number 18.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order, Banker's Cheque**

D. Submission of Bids

BDS Clause Number 12
ITB Number 20.1

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Room No.301-c, PMO, Islamabad Capital Territory before bid submission deadline.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Friday, September 4, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 13
ITB Number 23.1

The Bids opening shall take place on **EPADS v2.0**.

Day *: **Friday***

Date: ***Friday, September 4, 2026***

Time *: **11:30 AM***

BDS Clause Number 14
ITB Number 31.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15
ITB Number 41.1

Grievence against this procurement shall be submitted online on EPADS v2.0.

Arbitrator shall be appointed by mutual consent of the both parties.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	Registrar of Firms

Evaluation Criteria

Eligibile bidder(s) with substantially responsive bid(s) offering **Least Cost Based Selection (LCBS)** shall be consider for the award of contract(s).

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation Weightage
100

Technical Marks	100
Passing Marks	**70**
Firm must have valid STR certificate and Active Tax Payer List (ATL).	
Firm must have valid STR certificate and Active Tax Payer List (ATL). (Quantitative)(Doc Required)	5
Proof of Registration with valid Registration of Firms /Professional Tax Certificate. (Quantitative)(Doc Required)	5
Last two year Returns (Income Tax and Sales Tax) (Quantitative)(Doc Required)	5
Certificate on Stamp Paper stating that firm is not Black listed. (Quantitative)(Doc Required)	5
Valid Registered Office in Rawalpindi / Islamabad (Quantitative)(Doc Required)	5
Experience of working with more than 5 clients over 5 years (Rawalpindi / Islamabad based organizations). (Quantitative)(Doc Required)	15

Certificate on Stamp Paper stating that firm not received warning for delayed / substandard items. (Quantitative)(Doc Required)	5
Man Power Staff more than 5 persons = 10 marks Staff less than 5 persons = zero marks (Quantitative)(Doc Required)	10
Satisfactory Performance Certificate / Supply Order / Purchase Order from the client (Govt, Semi govt, autonomous body).	
Satisfactory Performance Certificate / Supply Order / Purchase Order from the client (Govt, Semi govt, autonomous body). (Quantitative)(Doc Required) Satisfactory Performance Certificate / Supply Order / Purchase Order from the client (Govt, Semi govt, autonomous body). 5 or more certificates = 20 marks **(20)** Less than 5 Certificates = 4 marks each upto a maximum of 16 marks (max) **(16)**	20
Certificate on stamp paper stating that the firm is not involved in Litigation with any of the Federal / Provincial Government Entity (Quantitative)(Doc Required)	5
Earnest money as per requirements (Quantitative)(Doc Required)	5
Quality and viability of the Proposal (Quantitative)(Doc Required)	15

Items/Lots

Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security
STATIONERY ITEMS	Stationery	**Address:** Room No.301-c, PMO, Islamabad Capital Territory **Schedule:** 298 Days **Quantity:** 1/Qty	1/Qty	105000 PKR
GENERAL ITEMS	Air freshener	**Address:** Room No.301-c, PMO, Islamabad Capital Territory **Schedule:** 298 Days **Quantity:** 1/Qty	1/Qty	105000 PKR
Machinery & Equipment’s (a)	Desktop computer	**Address:** Room No.301-c, PMO, Islamabad Capital Territory **Schedule:** 298 Days **Quantity:** 1/Qty	1/Qty	210000 PKR
Machinery & Equipment's (b)	Multimedia projectors	**Address:** Room No.301-c, PMO, Islamabad Capital Territory **Schedule:** 298 Days **Quantity:** 1/Qty	1/Qty	240000 PKR
Furniture	Desks	**Address:** Room No.301-c, PMO, Islamabad Capital Territory **Schedule:** 298 Days **Quantity:** 1/Qty	1/Qty	180000 PKR

Related Services of Goods:

No

Items/Lot Specification

Items Without Lots :

Item: STATIONERY ITEMS

UNSPSC: Stationery

Specifications / Requirementsss:

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
S.No.	DETAIL	availability of funds and requirement	/ Each Item Rate		
1	ACR/PER Papers (colour, Pink, Yellow & Green)	100 sheets packet each			
2	Ball point Picasso	50 box			
3	Ball point Dollar Clipper	50 box			
4	Uni-ball eye	40 box			
5	Uni-ball Signo	40 box			
6	Uni-ball Fine Deluxe	40 box			
7	Uni-ball Vision elite	24 Box			
8	Schneider One-Business 0.6mm	24 Box			

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
9	Binder clips16mm (Best Quality)	48 Box			
10	Binder clips32mm (Best Quality)	60 nos			
11	Binding tape	60 nos			
12	Box file Legal Size	48 nos			
13	Calculator 12 Digit (Original) Casio/ Citizen or equivalent	48 nos			
14	Cutter (best quality)	48 nos			
15	Cash book blank column 8 no	12 nos			
16	Clip file A-4 size	100 nos			
17	Confidential stickers	48 box			
18	Clip file attractive 12/14	48 nos			
19	Dak Pad (Rexine)	24 nos			
20	Hand Dairy Official	60 nos			
21	Diary register (06.No) (As per Sample)	24 nos			
22	Diary Cover Handy (Leather)	60 nos			
23	Drafting spiral pad 851no.A-4 size(Best Quality)	100 nos			
24	Drafting spiral pad 851 no. Medium size (Best Quality)	100 nos			

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
25	Drafting spiral pad small 854 (Best Quality)	100 nos			
26	Duster White Board	75 nos			
27	Envelops se-5 craft 80gms (White & Brown)	4000 nos			
28	Envelops se-6 craft 80gms (White & Brown)	4000 nos			
29	Envelops se-7 craft 80gms (White & Brown)	3000 nos			
30	Envelops se-8 craft 80gms (White & Brown)	3000 nos			
31	Envelops se-8 Craft (Cloth-line) (White & Brown)	3000 nos			
32	Envelops imported (White & Brown)	3000 nos			
33	Envelops (A-4) imported (White & Brown)	3000 nos			
34	Envelops white cloth line full size (White & Brown)	3000 nos			
35	Envelopes (A3 Size)	As per requirement			
36	Eraser al-30 (pelican)	200 nos			
37	Fluid Pelican (pen)	96 nos			
38	File cover large with ring (F/S-legal) Blue with NSD / SPPC Logo) (As per sample)	1000 nos			
39	File Covers with National Security Division / SPPC Golden Logo (As per sample)	1000 nos			

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
	File Covers with National Security Division / SPPC	1000 nos			
40	(F/S-legal) Golden) with pocket (As per sample)				
41	File board thick A-4				
42	File board thick F/S	500 nos			
43	File flapper Rexene (best quality)	1500 nos			
44	File tag best quality twisted	100 bundle			
45	Foot scale steel 12” swordfish original	50 nos			
46	Gum stick UHU 21 gm	300 nos			
47	Highlighter pelican (multicolour)	100 nos			
48	Ink Bottles (Dollar)	60 nos			
49	Ink Bottles (Pelican)	60 nos			
50	Lead pencil HB goldfish 5000	500 nos			
51	Letter dispatch register (10.no) (Best Quality)	24 nos			
52	Log book 6 (Best Quality)	24 nos			
53	Marker dollar 90/70 (permanent)	60 nos			
54	Marker dollar 90/70 (white board)	60 nos			
55	Marker tempo	100 nos			

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
56	Movement register 6 no. (Best Quality)	24 nos			
57	Name plates (brass plate)	As per requirement / sample			
58	Paper A-4 size500 sheet (Double A) 80gm	300 ream			
59	Paper (legal) size500 sheet (Double A) 80gm	100 ream			
60	Paper A-4 size500 sheet (Paper One) 80 gm	300 ream			
61	Paper (legal) size500 sheet (Paper One) 80 gm	100 ream			
62	Paper A-3 paper sheets	As per requirement			
63	Paper clips three flower 36m	50 box			
64	Paper pin 50 gms china	50 box			
65	Paper file tray (steel)	24 no			
66	Paper file tray (plastic)	As per sample			
67	Pen holder Rexene / marble	24 nos			
68	Peon book 6 Qrs (144) sheet	48 nos			
69	Post it pad 2x3”	60 nos			
70	Post it pad 3x3”	60 nos			
71	Post it pad 3x5”	60 nos			
72	Punch single hole (best quality)	48 nos			

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
73	Punch double hole (KW-988)	24 nos			
74	Punch double hole Heavy Duty (KW-9670)	12 nos			
75	Packing Tape	60 nos			
76	Register no 12 broad lining (Best Quality)	24 nos			
77	Register no 16 broad lining (Best Quality)	24 nos			
78	Ring folders superior quality	As per requirement			
79	Section diary register no. 10 (Best Quality)	As per requirement			
80	Scissor medium size superior	48 nos			
81	Scotch tape	60 nos			
82	Scotch tape small	24 nos			
83	Scotch tape stand (for 1”tap roll)	12 nos			
84	Sharpener steel (Germany)	100 nos			
85	Sharpener Heavy Duty	As per requirement			
86	Short hand note book 80 sheet	60 nos			
87	Spiral Binding (Sheet)	2 nos (200 sheet)			
88	Spiral for Binding Ring (plastic) (50 sheet)	100 nos			
89	Spiral for Binding Ring (plastic) (100 sheet)	100 nos			
90	Spiral for Binding Ring (plastic) (150 sheet)	100 nos			

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
91	Stamp pad small (blue/black)	48 nos			
92	Stamps printy machine (medium)	As per requirement / sample			
93	Stamps printy machine (Pocket size)	As per requirement / sample			
94	Stapler machine max hd.50	48 nos			
95	Stapler machine rapid hd.170	As per requirement			
96	Stapler pins small 26/6 rapid	60 nos			
97	Stapler pins 23/10 heavy duty	24 nos			
98	Stapler remover sdi no.1160	24 nos			
99	Stamp Rubber (Manual)	24 nos			
100	Stock register (10 no) (Best Quality)	16 nos			
101	Stick papers (mix colours) best quality	As per requirement			
102	Sticky Flag (Multi colours)	120 packets			
103	Table set Rexene (executive)	36 nos			
104	Table set marble superior	16 nos			
105	Table Card Holder for meeting	As per requirement			
106	Management Files A4 Size (Transparent double punch)	As per requirement			

__EMPTY	__EMPTY_1	Numbers can be increase/ decrease subject to	Per Pack	GST 18%	Total Amount
107	M & G Si-pen S5 Rollerball Pen (Pack of 12)	As per requirement			
108	Unitec management file (A-4 size)	As per requirement			

Item: GENERAL ITEMS

UNSPSC: Air freshener

Specifications / Requirementsss:

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds and requirement	Per Pack / Each Item Rate	Rate	GST 18%	Total Amount
1	Air freshener Aseel 300 ML (AL Rehab/Crown Perfumes) or equivalent	120				
2	Air freshener (Havoc) or equivalent	120				
3	Air freshener spray Machine	12				
4	Air freshener spray for Machine	36				
5	Book Stand (Shelf)	As per requirement				
6	Cell AA (power plus)	As per requirement				
7	Cell AAA (power plus)	As per requirement				

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds	Per Pack	Rate	GST 18%	Total Amount	
		8	Cell for door bells (23a)				As per requiremen
9	Coat Stand / Hanger (wood)	36					
10	Curry Plates (superior quality)	As per requirement / sample					
11	Dinner set (Superior Quality) Frenwick / L Object / Noritake or equivalent	As per requirement					
12	Dak Bag (Black) Large Size	6					
13	Duster white cotton large	300					
14	Duster yellow large	300					
15	Dust bin (medium)	48					
16	Dustbin (Large)	48					
17	Duster for Vehicles china	24					
18	Dishwasher liquid 100 ml (max)	120					
19	Door bells wireless (best quality)	As per requirement					
20	Door bells with wire (best quality)	As per requirement					
21	Door lock (China)	36					
22	Electric kettle	24					

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds	Per Pack	Rate	GST 18%	Total Amount	
		23	Coffee Machine Branded 6-In-1 Smart Compact				As per requiren / sample
24	Electric extension board large (camellion) or equivalent	48					
25	Electric extension board large (with USB port)	24					
26	Engagement Stand (A4 Size)	12					
27	Engagement Stand (Small)	12					
28	Face Mask (Surgical-Disposable)	As per requirement					
29	Face Mask (KN-95)	As per requirement					
30	Fork (Large)	As per requirement					
31	Fork (Small)	As per requirement					
32	Glass superior quality	As per requirement					
33	Gift bags (medium)	48					
34	Gift bags (large)	48					
35	Glass (Mat)	48					

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds	Per Pack	Rate	GST 18%	Total Amount	
		36	Glint				96
37	Hand wash (dettol)	120					
38	Hand Wash (Safeguard)	120					
39	Hanger (Steel)	100					
40	Insect killer (Cobra) 400 ml	60					
41	Insect killer (Mortien) 400 ml	60					
42	Jug glass set (superior quality)	As per requirement					
43	Jug with cover (superior quality)	24					
44	Jaye namaz large size	As per requirement					
45	Kitchen Tissue Roll	300					
46	Knife Steel	As per requirement					
47	Multi pin shoe	100					
48	Phenyl ball 200 gms	60					
49	Phenyl liquid 03-Ltr (Original)	60					
50	Pedestal Fan (plastic)	As per requirement					
51	Bracket Fan (superior quality)	As per requirement					
52	Quarter Plates (superior quality)	48					
53	Rice Plates (superior quality)	48					

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds	Per Pack	Rate	GST 18%	Total Amount	
		54	Serving Tray (Plastic) Large				24
55	Serving Tray (plastic) Medium	24					
56	Serving Tray (Mat)	12					
57	Soap Dove (135g)	48					
58	Soap Dettol (125g)	120					
59	Soap Lux (145g)	120					
60	Shields (National Security Division) As per sample	As per requirement					
61	Steel Cabinet (4-Drawers) for files	As per requirement					
62	Scotch Brite (Foam Pad)	60					
63	Surf Excel (sachet)	60					
64	Seat Back Care (Superior quality)	As per requirement					
65	Sanitizers (50 ml)	48					
66	Tea set complete (superior quality) Frenwick / L Object	As per requirement					
	/ Noritake or equivalent						

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds	Per Pack	Rate	GST 18%	Total Amount
		Tea set (Cup + Saucer) (superior quality) Frenwick / L Object / Noritake or				
	equivalent					
	Tea spoon steel					
69	Table spoon steel	100 dozen				
70	Tissue box perfumed (rose petal)	300				
71	Tissue box Luxury (rose petal)	300				
72	Thermos (1.5 Ltr)	As per requirement				
73	Thermos (5 Ltr)	As per requirement				
74	Toilet paper roll (rose petal)	200				
75	Toilet paper roll (Maxob)	200				
76	Towel white fine quality large	200				
77	Telephone Set	As per requirement				
78	Telephone Set (Exchange)	As per requirement				
79	Telephone Set (Steno)	As per requirement				
80	Table Flag	As per requirement				
		/Sample				

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds	Per Pack	Rate	GST 18%	Total Amount	
		81	Umbrella black best quality				24
82	Wall clock (Best Quality)	24					
83	Water Cooler (20-Ltr)	As per requirement					
84	Mosquito Repellent Electric Machine	As per requirement					
		As per requirement					
86	Mosquito Repellent refill liquid	As per requirement					
87	Water Bottles (18Lts)	As per requirement					
88	Floor Carpet	As per requirement / Sample					
89	Floor Mat	As per requirement / Sample					
90	Hand Trolly	As per requirement / Sample					
91	Standy (Meeting Direction)	As per requirement / Sample					
92	White Board (3x4) feet	As per requirement					
93	White Board (4x5) feet	As per requirement					
94	Glass Board	As per requirement					
95	Honour board Wooden	As per requirement					
96	Face Mirror	As per requirement					

Item: Machinery & Equipment’s (a)

UNSPSC: Desktop computer

Specifications / Requirementsss:

S.No.	Items	Specification	Requirement	Rate	GST	Total Amount
1	Desktop Computer (3in1) Dell / Lenovo or equivalent	Specification (Annex-I)	As per requirement			
2	Keyboard	A4 Tech/HP/Dell or equivalent	As per requirement			
3	Optical Mouse	A4 Tech/HP/Dell or equivalent	As per requirement			
4	Mouse Pad	A4 Tech/HP/Dell or equivalent	As per requirement			
5	Key Board (wireless)	A4 Tech/HP/Dell or equivalent	As per requirement			
6	Optical Mouse (wireless)	A4 Tech/HP/Dell or equivalent	As per requirement			
7	Printer (Black)	HP Printer 4003 or equivalent (mentioned brand)	As per requirement			

S.No.	Items	Specification	Requirement	Rate	GST	Total	
As Bundle per requirement						8	Ethernet Cable
9	Ethernet Cable Punch	Medium size	2				
10	Ethernet Cable Tester	Medium size	1				
11	Connectors RJ-45	-	24 dozen				
12	USB Extension Cable	1.5 Meter	As per requirement				
13	USB hub/ port Extension (6 ports minimum)		As per requirement				
	Color Printer	HP/Canon Xerox or equivalent Specification	As per requirement				
14		(Annex-IV)					
15		ORIGINAL					
16	Toner-colour (hp laser jet pro 452dn)	ORIGINAL	As per requirement				
17	Toner-colour (hp laser jet pro 200	ORIGINAL	As per requirement				
	colour m251n)						

S.No.	Items	Specification	Requirement	Rate	GST	Total
						Toner-colour (hp laser jet pro 454 colour)
19	Toner laserjet pro 404dn 76-A	ORIGINAL	As per requirement			
20	Toner laserjet pro 400 m401a	ORIGINAL	As per requirement			
21	Xerox Versa link B7100 Drum Unit	ORIGINAL	As per requirement			
22	Xerox Versa link B7100 –Toner	ORIGINAL	As per requirement			
23	Toner fax machine Panasonic	ORIGINAL	As per requirement			
24	Toner for 4in1 Hp M127fn	ORIGINAL	As per requirement			
25	Toner (hp laser jet pro 400)	ORIGINAL	As per requirement			

S.No.	Items	Specification	Requirement	Rate	GST	Total
26	Tonner (hp laser jet p-1102, 85-A)	ORIGINAL	As per requirement			
27	Tonner (48 A) 15W	ORIGINAL	As per requirement			
28	Tonner (xerox copier 5335)	ORIGINAL	As per requirement			
29	Drum (xerox copier 5335)	ORIGINAL	As per requirement			
	Tonner (Xerox Versa Link B7030,	ORIGINAL	As per requirement			
30	Multifunction)					
	Drum (Xerox Versa Link B7030,					
31	Multifunction)					
	Tonner (Xerox Versa Link C7025,					
32	Multifunction)					

S.No.	Items	Specification	Requirement	Rate	GST	Total
						Tonner (Xerox Versa Link C7025,
33	Multifunction)					
34	Drum (Xerox Versa Link					
	C7025,					
	Multifunction)					
	Waste Cartridge (Xerox Versa	ORIGINAL	As per requirement			
35	Link C7025, Multifunction)					
	Usb-16 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
36						
	Usb-16 GB (3.2)					
37		equivalent C-Type				
	Usb-32 GB (3.2)					
38						

S.No.	Items	Specification	Requirement	Rate	GST	Total
equivalent C- Type						39
	Samsung Kingston or equivalent A- Type					
40						
41		C-Type				
		Samsung Kingston or equivalent C-Type				
42						
43	inch) (Fastest Data Transfer)	Kingston or equivalent				
44		WD or equivalent				
	Disc Cover 3.0		requirement			
45						
46	HDMI Cable (10 Meter)		As per requirement			
47	HDMI Cable (15 Meter)					
48	Logi Tech (Pointer) Wireless	ORIGINAL	As per requirement			

S.No.	Items	Specification	Requirement	Rate	GST	Total
						Conference Camera & mic / sound setup (15-persons) As per requirem
49		Equivalent				
	Software-Antivirus Kaspersky (3 in		As per requirement			
50	1) updated					
51	Software – MS-Office (latest), registered		As per requirement			
52	Software – MS-Windows (Latest), registered		As per requirement			
	Software-Acrobat Professional		As per requirement			
53	Version					
54	External DVD / CD Writer		As per requirement			

Item: Machinery & Equipment's (b)

UNSPSC: Multimedia projectors

Specifications / Requirementsss:

S.No.	Name	Specification	Rate	GST	Total Amount
1	Water Dispenser Machine (Bottle at bottom)	Best Quality			
2	Refrigerator (18 CF)	Best Quality			
3	Room Refrigerator	Best Quality			
4	Projectors	BenQ LK936ST 4K Ultra HD Short-Throw Laser DLP Projector OR			
		View Sonic LS740HD 5000 Lumens 1080p Laser Projector with 1.3x Optical Zoom, H/V			
		Keystone			
5	LED TVs	Smart LED TV QLED			
		70/75/85 Samsung / Sony / TCL or equivalent With Moveable Floor Stand			
6	LED TVs	Smart LED TV 42 inch Samsung / Sony / TCL or equivalent			

S.No.	Name	Specification	Rate	GST	Total
7	LED TVs	Smart LED TV 50 inch Samsung / Sony / TCL or Equivalent			
8	LED TVs	Smart LED TV 60 inch Samsung / Sony / TCL or equivalent			
9	Microwave oven	Oven 20L			
10	Photostat Machine	Specification (Annex-II)	As per requirement		
11	Color Photostat Machine	Specification (Annex-III)	As per requirement		
12	Paper Shredder	AS-890C or equivalent	As per requirement		

S.No.	Name	Specification	Rate	GST	Total
13	Split Air conditio (GREE/M or equivalent	1.5 TON T3 INVERTERS	As per requirement		
14	Split Air conditioners GREE/MIDEA/HAIER) or Equivalent	2.0TON T3 INVERTERS			
15	Electric Heater (Fan)				
16	DSLR Camera for events photography	Canon / Nikon or equivalent			

Item: Furniture

UNSPSC: Desks

Specifications / Requirementsss:

S.No.	Items	Specification
1	Chairs	
2	Executive Chairs	

S.No.	Items	Specification
3	Sofa Set	
4	Officer Table	
5	Executive Table	
6	Computer Table	
7	Computer Chair	
8	Conference Table	
9	Visiting Chairs	
10	Meeting Room / Committee Room chairs	
11	Wooden / Photo Frames	
12	Wooden Racks	As per Annex-V
13	Centre Table	
14	Tea Table	
15	Side Table Rack	
16	Wooden Cabinet	
17	Safe Cabinet	
18	Digital Safe Cabinet	
19	Foot Rest	
20	Table Writing Stand (Glass & Wooden)	

S.No.	Items	Specification
21	Table Lamp	
22	TV Console	
23	Wooden Wardrobe	
24	Dining table	

Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

a. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

b. “Procuring Agency” means:-

- a. any Ministry, Division, Department or any Office of the Government;
- b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;.

c. “The Contract” means an agreement enforceable by law;

d. “The Contract Price” means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;

e. “Ancillary Services” means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;

f. “GCC” means the General Conditions of Contract contained in this section;

g. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

h. **“**Day” means calendar day unless indicated otherwise.

i. “Effective Date” means the date on which this Contract comes into force and effect.

j. The Bidder” means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;

k. “The Project Site,” where applicable, means the place or places named in Bids Data Sheet and technical Specifications;

l. “Government” means the Government of Pakistan;

m. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Goods.

n. "Service" means any object of procurement other than goods or works;

o. “Party” means the Procuring Agency or the Bidder, as the case may be, and “Parties” means both of them;

p. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

q. “Completion Date” means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

r. “In Writing” means communicated in written form with proof of receipt;

s. “Local Currency” means the currency of Pakistan;

2. Application and Interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

6. Delivery/Location

6.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in SCC.

7. Authorized Representatives / Authority of Member in charge

7.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

9. Commencement of Services

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Services, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

11.2 Unless terminated earlier pursuant to Clause **GCC 15** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;

d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.

b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.

d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

(a) appointing such members of the Personnel not provided by the Bidder;

(b) changing the Program of activities; and

(c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in **SCC**. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 15.**

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ------- at the discretion of the PA in the amount **specified in SCC.** In case the amount of Bids security is equal or greater than

23.2 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

23.3 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.4 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder's performance and notify him of any Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects,and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

37.2 The procuring agency shall refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: National Security Division (National Security Division (NSD)), Section Officer Room No.301-c, PMO, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is: Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 5

Notices:

The addresses for the notices are:

Procuring Agency:

National Security Division (National Security Division (NSD)), Section Officer
Room No.301-c, PMO, Islamabad Capital Territory
+92-335-541-4195
so.admin@nsd.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder’s Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

National Security Division (National Security Division (NSD)), Section Officer
Room No.301-c, PMO, Islamabad Capital Territory
+92-335-541-4195
so.admin@nsd.gov.pk

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17**.**

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **2.00%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the

Authority.

Number of GC Clause 23

Performance Guarantee:

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 37

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P94231***

To: **National Security Division (National Security Division (NSD)), Section Officer Room No.301-c, PMO, Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **National Security Division (National Security Division (NSD)), Section Officer Room No.301-c, PMO, Islamabad Capital Territory**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (*P94231*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency's Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the

provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **National Security Division (National Security Division (NSD)), Section Officer Room No.301-c, PMO, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

____

[name of bank or financial institution]

____

[address]

[date}

Annexure

Annex- Request for Proposal

Request for Proposal

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex- Request for Proposal** (page number: 92)

Annex-I All in ONE PC

All in One PC

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-I All in ONE PC** (page number: 143)

Annex-II Photocopier

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-II Photocopier** (page number: 144)

Annex-IV Color Printer

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-IV Color Printer** (page number: 146)

Annex-V Furniture

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-V Furniture** (page number: 148)

Annex-III Color Photocopier

Color Photocopier

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-III Color Photocopier** (page number: 150)

Procurement Forms

Contractor's Key Personnel Representative and Their Schedules

See Form Under Additional Forms and Documents: **Contractor's Key Personnel Representative and Their Schedules** (page number: 152)

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 156)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 157)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 158)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 160)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 161)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 163)

Additional Forms and Documents

Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)

(Single Stage Two Envelope Procedure)

(National Competitive Bidding)

National Security Division
Strategic Policy Planning Cell
Pakistan

August, 2026

INVITATION TO BID THROUGH E-PADS 2.0

The 'National Security Division (NSD) / Strategic Policy Planning Cell (SPPC)', Government of Pakistan, invites sealed bids proposals through Single Stage Two Envelope Bidding Procedure as per Rule-36 (b) of PPRA Rules, 2004 from eligible firms, contractor, bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance services from registered firms, through the E-PADS 2.0, PPRA during the Financial year 2026-27. The procurement includes, but is not limited to:

- Stationery Items
- General Office Items
- IT Equipment
- Machinery / Equipment
- Furniture & Fixtures
- Repair and Maintenance Services

Method of Most Advantageous Bid / Least Cost under Rule 3(C) of the Procurement of Consultancy Services Regulations, 2010 will be used.

Guideline for Submission of E-BIDs:

1. Interested firms, contractor ,bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance service may download the bidding documents, which include detailed terms & conditions, free of cost from the PPRA's website (www.ppra.org.pk), National Security Division's website (www.nsd.gov.pk), and E-PADS 2.0 (https://eprocure.gov.pk).
2. A pre-bid meeting will be held on 25th August 2026 in National Security Division's Committee Room # 336E, 3rd Floor, Prime Minister's Office, Islamabad.
3. The Proposals for Tender prepared in accordance with the instructions provided in bidding document must be submitted through E-PADS 2.0 by 3rd September 2026. Technical Bids will be opened on the same day at 1400 hours at National Security Division's Committee Room # 336E, 3rd Floor, Prime Minister's Office, Islamabad, in presence of accredited representatives of the bidders, who choose to be present, at the time.
4. All the requirement and terms & conditions have been provided in the bidding document uploaded on E-PADS 2.0 and PPRA's / NSD's websites. The same may be downloaded to check your eligibility before participating in the bidding process.
5. Submit the bid on the form provided in the bidding document, by fulfilling all the requisites provided in the bidding document, along with required scanned documents on E-PADS 2.0, to avoid rejection/disqualification of bid. Manual bids will not be acceptable without E-PADS 2.0.
6. The firm/contractor/bidder shall upload scanned copy of the bid security / earnest money in favor of Deputy Secretary (Admin), National Security Division NSD, amounting to 3% of the total bid value in the shape of Demand Draft / Pay Order / CDR on E-PADS 2.0, separately, and shall also submit (in original) in the office of Deputy Secretary (Admin), NSD, Room No 345-E, 3rd Floor Prime Minister's Office, Islamabad (051-9204941) before closing time for submission of e-bid. Also submit your technical proposal in hard form to the Deputy Secretary (Admin), NSD for smooth technical evaluation.
8. Notification of Grievance Redressal Committee constituted in term of Rule-48 of Public Procurement Rules, 2004 is provided on National Security Division's website www.nsd.gov.pk, on E-PADS 2.0 at www.eprocure.pk and www.ppra.org.pk.
9. In case of any technical difficulty in using E-PADS 2.0, prospective bidders may contact PPRA Team, Director MIS, Room 109, 1st Floor, FBC building Sector G-5/2, Islamabad, contact No.051-111137237.
10. NSD/SPPC reserve the right to reject or accept any or all bids as per PP Rules. The decision of NSD/SPPC shall be final and binding on all bidders under Rule 33 of PPR 2004.

Deputy Secretary (Admin)
National Security Division

Room No. 301-C, 3rd Floor,
Prime Minister's Office
Islamabad
Ph: 051-9204017

Table of Contents

Section I. Request for Proposal (RFP) …………………………………………………..6
Section II. Instructions for Bidders……………………………………………………7
A. General Provisions……………………………………………………………7
B. Preparation of Proposals…………………………………………………………8
C. Submission, Opening and Evaluation……………………………………………9
D. Negotiations and Award…………………………………………………………10
Section II (b). Proposal Data Sheet…………………………………………………11
A. General………………………………………………………………………..11
B. Preparation of Proposals……………………………………………………..11
C. Submission, Opening and Evaluation…………………………………………12
D. Evaluation of Technical Proposal……………………………………….......13
E. Negotiations and Award………………………………………………………..14
Section III. Technical Proposal – Standard Forms………………………………...15
TECH-I……………………………………………………………………………17
TECH-II…………………………………………………………………………..18
TECH-III…………………………………………………………………………19
Section IV. Financial Proposal – Standard Forms……………………………….20
Proposal Security Form…………………………………………………………….21
Integrity Pact………………………………………………………………………22
Agreement ………………………………………………………………………..25
Section V. General Conditions of the Contract………………………………..29-32
List of Stationary Items…………………………………………………………...33
List of General Items……………………………………………………………..37
List of Machinery & Equipment's………………………………………………….40
List of Machinery & Equipment's (b)…………………………………………….44
List of Furniture and Fixtures……………………………………………………..45
Annex –I (Desktop / All in One PC)………………………………………………46
Annex-II (Photocopier)…………………………………………………………….48
Annex-III (Colour Photocopier)…………………………………………………...49
Annex-IV (Color Printer)………………………………………………………….50
Annex-V (Furniture)……………………………………………………………...51

Section I. Request for Proposal

[*National Security Division*]

for

Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)

1. This Invitation for submission of Proposals follow the Procurement Notice for this activity which appeared in [--------------] Issue No. [---------------] dated [---------------]
2. The *National Security Division (NSD) / Strategic Policy Planning Cell (SPPC* invites proposals for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)**. More details on the services are provided in the Terms of Reference (TORs) and the draft Agreement, in this document.
3. This Request for Proposal (RFP) addresses all the eligible firms. The determination of the capacity and capability of the Suppliers shall be the part of the technical proposal.
4. The RFP includes the following documents:
   Section 1 - Letter of Invitation
   Section 2 - Instructions to Suppliers and Data Sheet
   Section 3 - Technical Proposal Standard Forms
   Section 4 - Financial Proposal - Standard Forms
   Section 5 - Terms of Reference
   Section 6 - Standard Forms of Contract
5. Please submit your proposal through E-PADS 2.0.

Section II. Instructions for Bidders

A. General Provisions

1. Definitions	1.1 Definition a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Supplier. b) "Applicable Law" means the laws and any other instruments having the force of law in Pakistan, as they may be issued and in force from time to time. c) "Supplier" means firms, contractor, bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance service. d) "Contract" means a legally binding written agreement signed between the Procuring Agency and the Supplier and includes all the attached documents listed in its Clauses. e) "Data Sheet" means an integral part of the Instructions to Suppliers (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC. f) "Day" means a calendar day. g) "ITC" (Section 2 of the RFP) means the 'Instructions to Suppliers' that provides the Suppliers with all information needed to prepare their Proposals. h) "LOI" (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Procuring Agency to the Suppliers. i) "Procuring Agency" means the "National Security Division (NSD) /Strategic Policy Planning Cell (SPPC)". j) "Proposal" means the Technical Proposal and the Financial Proposal of the Supplier. k) "RFP" means the 'Request for Proposals' to be prepared by the Procuring Agency for the selection of Suppliers, based on the RFP. l) "Services" means the work/ services/ deliverables / goods, to be performed/provided by the Supplier, pursuant to the Contract. m) "Sub-Supplier" means an entity to whom the Supplier intends to subcontract any part of the Services, while remaining responsible to the Procuring Agency, during the performance of the Contract. This shall only be done with prior written approval of the procuring agency. *n)* "TORs" (Section 7 of the RFP) means the 'Terms of Reference' that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Supplier, and expected results and deliverables of the assignment.
2. Introduction	2.1 The firms, contractor, bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance service. are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet, for the purpose.

	2.2	The Suppliers should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference, if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Suppliers' expense.
	2.3	The Procuring Agency will provide, at no cost to the Suppliers, the inputs, relevant activities data, and reports required for the preparation of the Supplier's Proposal, as specified in the Data Sheet.
3. Corrupt and Fraudulent Practices	3.1	The Authority requires compliance with the Regulatory Framework in regard to corrupt and fraudulent practices as defined under Procurement Regulatory Framework of Government of Pakistan.
		B. Preparation of Proposals
4. General Considerations	4.1	In preparing the Proposal, the Supplier is expected to examine the RFP in detail. Material deficiencies in providing any information required in the RFP may result in rejection of the Proposal.
5. Cost of Preparation of Proposal	5.1	The Supplier shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
6. Language	6.1	The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Supplier and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.
7. Document Comprising the Proposal	7.1	The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
8. Only One Proposal	8.1	The Supplier shall submit only one Proposal.
9. Proposal Validity	9.1	Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline.
	9.2	During this period, the Supplier shall maintain its original Proposal without any change.
9a. Extension of Validity Period	9a.1	If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing, in the sole discretion of the Procuring Agency. The period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same may not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance from the procuring agency, prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension.
	9a.2	If it is decided to extend the validity of its Proposal, it may be done without any change in the original Proposal.

	9a.3 The Supplier has the right to refuse to extend the validity of its Proposal, in which case such Proposal will not be further processed.
10. Clarification and Amendment of RFP	10.1 The procuring agency may seek and accept clarification through dedicated E-PADS 2.0 option. i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment through E-PADS 2.0 and Website. ii. If the amendment is substantial, the Procuring Agency, in its discretion, may extend the proposal submission deadline to give the Suppliers reasonable time to take an amendment into account in their Proposals.
11. Technical Proposal Format and Content	11.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information may be declared non-responsive.
12. Financial Proposal	12.1 The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including all the taxes, in the currency specified in the data sheet.
C. Submission, Opening and Evaluation	
13. Submission, of Proposals	13.1 The proposals shall be submitted through E-PADS 2.0 before the closing deadline. The original bid security in hard form must reach the Deputy Secretary (Admin), NSD's office before the bid submission deadline. Performance Guarantee of 5% will also be submitted by the successful bidder at the time of signing of contract in the shape of Demand Draft / Pay Order / CDR. The proposal whose bid security does not reach to the office in hard form prior to the submission deadline shall be rejected.
14. Confidentiality	14.1 Information relating to the evaluation of Proposals shall not be disclosed to the Suppliers who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report. 14.2 Any attempt by Suppliers or anyone on behalf of the Supplier to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.
15. Opening of Proposal (Technical Proposals)	15.1 The Procuring Agency will open technical proposals through E-PADS 2.0, in the presence of representatives of the Suppliers, who choose to attend, at the place, on the date and at the time, specified in the RFP. The Supplier' representatives present shall sign a register as proof of their attendance.
16. Evaluation of Technical Proposals	16.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the RFP.
17. Opening of Financial Proposals	17.1 After the technical evaluation is completed, the procuring agency shall open financial proposal of only the technically qualified Supplier, and issue Final evaluation report through E-PADS 2.0. The Financial Proposals shall be opened by the Procuring

	Agency's evaluation committee in the presence of the relevant representatives who choose to attend.
18. Correction of Errors	18.1 Activities and items described in the Technical Proposal, but not priced in the Financial Proposal, may be assumed by the procuring agency, to be included in the prices of other activities or items, and no corrections/additions are made to the Financial Proposal.
19. Taxes	19.1 The Suppliers are required to bid by including all the applicable taxes.
20. Least-Cost Selection	20.1 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Supplier with the lowest evaluated total price among those Suppliers that achieved the requisite passing marks in technical evaluation, and invite such Supplier.
D. Negotiations and Award	
21. Negotiations	21.1 Without changing the cost and scope of the project, negotiations will be held at the date and address to streamline the project activities.
22. Award of Contract	22.1 The Procuring Agency will award the Contract to the Supplier whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Supplier.
23. Grievance Redressal Mechanism	23.1 Any party aggrieved with the decision of procuring agency may file grievance to the 'Grievance Redressal Committee' (GRC) against the decision in accordance with Rule 48 of the PP Rules, 2004.
24. Mechanism of Blacklisting	24.1 The Procuring Agency shall bar the Supplier from participating in the procurement process in accordance with procedure prescribed in Rule-19 of the Public Procurement Rules, 2004, and allied regulations.

Section II (b). Proposal 'Data Sheet'

A. General	
1.	**Name of the Procuring Agency: National Security Division / Strategic Policy Planning Cell** **Method of selection**: Most Advantageous bid - Least Cost Basis Selection
2.	**Single Stage Two Envelop Bidding Procedure** **The name of the assignment is**: **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)**
3.	**A pre-proposal conference/meeting will be held**: Yes Date of pre-proposal conference/meeting: 25th August 2026 Time: 1100 hrs Address: Room No 336-E, 3rd Floor, Prime Minister's Office, Islamabad Telephone: 051-9204941 E-mail: rsaqibshahzad@gmail.com Contact person/conference coordinator: *Saqib Shahzad, Section Officer. NSD. SPPC*
B. Preparation of Proposals	
4.	The **language of the Bid** is ***English***. All correspondence shall be in English.
5.	**The Proposal shall comprise the following mandatory eligibility criteria with the Technical Proposal None-compliance of any of the following mandatory clause shall disqualify the bidder straight away:** 1. Technical Proposal submission form. (TECH-I) 2. Proof of Certificate of Incorporation of Registration or equivalent. 3. Proof of NTN Certificate. 4. Proof of GST Certificate. 5. Original Affidavit on Stamp Paper worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal / Provincial Government, Semi Government, Private Autonomous body(ies) or any other international organization or engaged in any litigation with a government department/agency. 6. Original Affidavit (not older than one month) on Stamp Paper worth Rs. 100 or more that the bidder is an active tax payer and has submitted tax return for the preceding fiscal year. Tax payer list serial number (downloaded from FBR's website) is also to be mentioned. 7. Minimum relevant experience of five years. Service Relevant Experiences (TECH-II) 8. Preferred Registered Office / Headquarters in Islamabad/ Rawalpindi.

	9. Proof of Financial status of the intending firm/Supplier. Average Annual Turnover of at least Rs. 10 million (TECH-III). 10. Bid Security of 3 % in the shape of Demand Draft / Pay Order / CDR on E-PADS 2.0, and shall also submit (in original) in the office of Deputy Secretary (Admin), NSD, Room No 301-C, 3rd Floor Prime Minister's Office, Islamabad (051-9204941)
6.	Participation of Sub-Suppliers, in more than one Proposal is not permissible
7.	Proposals shall be valid till 30 June 2027.
8.	Clarifications may be requested through E-PADS 2.0
9.	The Financial Proposal shall be stated in Pakistani Rupees and all payments shall also be made in Pakistani Rupees.
	C. Submission, Opening and Evaluation
10.	The Suppliers shall submit bids through E-PADS 2.0.
11.	The Proposals must be submitted no later than: Date: 3rd September 2026
10.	Technical Bids shall be opened through E-PADS 2.0 The opening shall take place at committee room of National Security Division Date: same as the submission deadline Time: 1400 hrs

EVALUATION OF TECHNICAL PROPOSALS

Note:

i. If the information against each criteria is not provided or provided information is less than requirement, zero marks will be awarded.
ii. The information shall be supported by documentary evidences in each criteria/sub-criteria.
iii. Financial proposals will only be evaluated on the basis of the technical proposals to the specification / requirements.

DETAILS OF EVALUATION OF TECHNICAL PROPOSAL

Sr.	Description	Max Marks	Obtained Marks
1.	Firm must have valid STR certificate and Active Tax Payer List (ATL).	5	
2.	Proof of Registration with valid Registration of Firms /Professional Tax Certificate.	5	
3.	Last two year Returns (Income Tax and Sales Tax)	5	
4.	Certificate on Stamp Paper stating that firm is not Black listed.	5	
5.	Valid Registered Office in Rawalpindi / Islamabad	5	
6.	Experience of working with more than 5 clients over 5 years (Rawalpindi / Islamabad based organizations).	15	
7.	Certificate on Stamp Paper stating that firm not received warning for delayed / substandard items.	5	
8.	Man Power Staff more than 5 persons = 10 marks Staff less than 5 persons = zero marks	10	
9.	Satisfactory Performance Certificate / Supply Order / Purchase Order from the client (Govt, Semi govt, autonomous body). 5 or more certificates = 25 marks Less than 5 Certificates = 4 marks each upto a maximum of 16 marks (max)	20	
10	Certificate on stamp paper stating that the firm is not involved in Litigation with any of the Federal / Provincial Government Entity	5	
11.	Earnest money as per requirements.	5	
12.	Quality and viability of the Proposal	15	
	Total Marks	**100**	

Marks Secured: _______________Status: ______

Remarks

i. Sr. No 1, 2, 3, 4, 5, 7, 10, 11 are mandatory.
ii. The total marks allocated for the technical evaluation of the Bid are 100.
iii. If the technical bid achieve 70% marks, the bid will be considered technically responsive. The bid scoring less than 70% marks will not be considered for financial bid opening.

11.	For the purpose of the evaluation, the Procuring Agency will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Procuring Agency's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized, in the sole discretion of the Procuring Agency, (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Supplier and which taxes are withheld and paid by the Procuring Agency on behalf of the Supplier.
D. Negotiations and Award	
12	**Expected date and address for contract negotiations:** **Date**: _______________ day/month/year **Address:** _________________________
13	**Expected date for the commencement of the Services:** **From the date of signing of Contract**

Section III. Technical Proposal – Standard Forms

CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION
	Include in eligibility C
TECH-1	Technical Proposal Submission Form. Including all documents related to mandatory criteria as mentioned in the data sheet.
Power of Attorney	i. Original Affidavit on Stamp Paper worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal / Provincial Government, Semi Government, Private Autonomous body(ies) or any other international organization or engaged in any litigation with a government department/agency. ii. Original Affidavit (not older than one month) on Stamp Paper worth Rs. 100 or more that the bidder is an active tax payer and has submitted tax return for the preceding fiscal year. Tax payer list serial number (downloaded from FBR's website) is also to be mentioned.
TECH-II	Minimum relevant experience of Five years. Service Relevant Experiences.
TECH-III	Proof of Financial status of the intending firm/Supplier. Average Annual Turnover.

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Supplier who signs the Proposal.

Form TECH-I

Technical Proposal Submission Form

[Location, Date]

To
Deputy Secretary (Admin),
National Security Division
Prime Minister's Office
Islamabad

Subject: **SUBMISSION OF PROPOSALS**

Dear Sir:

We, the undersigned, offer to provide Services for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** during the fiscal year 2026-27, in accordance with your Expression of Interest XXXX. We are hereby submitting our Proposal which includes this technical proposal, and a financial proposal sealed under separate envelopes.

2. We confirm that this Proposal is legally binding, irrevocable, and fully compliant with the specified validity period. Pursuant to PPRA rules, we formally undertake to enter into negotiations in good faith, whenever called upon. We agree that our submission, along with any refined terms resulting from formal contract negotiations, shall form a binding contract between us.

3. We declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

4. We understand that you are not bound to accept any Proposal you receive and reserve the right to reject the same in accordance with PPRA Rules, 2004.

Yours Sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm: Address

Form TECH-II (for Full Technical Proposal Only)

Supplier's Organization and Experience

Project Relevant Experience.

Kindly provide relevant Project Experience of the Firm as well as main workforce's relevant past experience in the formats given below:

S. No	Assignment	Year		Value of Assignment	Role of firm	Client	Copy of Contract
		Award	Completion				
1.							
2.							
3.							
4.							
5.							

Provide Maximum 5 assignments
Please provide proof of completed assignments.

Title of the assignment: Project Volume:	**Value of the agreement:**
Name of Client:	**Region / location:**
Duration of Assignment:	

Form TECH-III

AVERAGE ANNUAL TURNOVER

Each Bidder must fill in this form:
The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for Contracts/Orders in progress or completed.

Annual Turnover data for the last 4 Years		
Sr. No	**Year**	**Amount in Rs.**
1.	**2022**	
2.	**2023**	
3.	**2024**	
4.	**2025**	
Average Turnover		

Section IV. Financial Proposal - Standard Forms
FORM FIN-1
Financial Proposal Submission Form

Date:

To:

Deputy Secretary (Admin)
National Security Division
Islamabad

Sir,

We, the undersigned, offer to provide services/goods for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** during the fiscal year 2026-27 in accordance with your Request for Proposal dated xxxx. Our attached Financial Proposal is for the sum of --------------- **(Amount in words and figures).** This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,
Authorized Signature,
Name and title of Signatory:
Name of Firm
Address:

1. Proposal Security Form

To: [*name of the Procuring Agency*]

Whereas *[name of the Supplier]* (hereinafter called "the Supplier/Services/Goods Provider) has submitted its proposal dated *[date of submission of Proposal]* for the provision of *[name and/or description of the consultancy services]* (hereinafter called "the proposal").

KNOW ALL PEOPLE by these presents that WE *[name of Financial Institution]* of *[name of country]*, having our registered office at *[address of Financial Institution]* (hereinafter called "the Bank"), are bound unto *[name of PA]* (hereinafter called "the Procuring Agency") in the sum of *[amount]* for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of ____________ 20____.

THE CONDITIONS of this obligation are:

1. If the Proposal

   (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;

   (b) Disagreement to arithmetical correction made to the Proposal price; or

   (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRFP Documents.

2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Proposal Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: ………………………………. in the capacity of …………………………..

signed

____

[Signature of the Bank]

Dated on ………………………… day of ……………….. 20 ……….

INTEGRITY PACT

The Qualified Bidders will be required to submit the below text on stamp paper after filling in the details and duly signed as well as stamped, as part of their RFP Proposal.

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORK IN CONTRACTS
(To be filled by the bidder as a part of technical proposal)

Contract Number: ____________________ Dated: __________________
Contract Value: ______________________
Contract Title: _______________________

_________________ hereby declare that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Pakistan) through any corrupt business partner.

Without limiting the generality of the forgoing, _________________ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any nature or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultant fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatever from Government of Pakistan, except that which has been expressly declared pursuant hereto.

________________ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

________________ accept full responsibility and strict liability for making any false declaration, not making full discloser, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, ________________ agrees to identify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by _______________ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

____[Buyer]
[Seller / Supplier]

Section V. Terms of Reference

1) The firm (s) intending to participate in the bidding process must be registered with the Income Tax and Sales Tax Departments (Registration numbers should be clearly mentioned and valid documentary evidence to be attached). Further, they must be on the Active Tax Payers List of the Federal Board of the Revenue.
2) The firm(s) should have sufficient experience in the supply of items /goods/services to the well reputed Government / Private Sector Organizations.
3) The firm / bidder must have Professional Tax Certificate.
4) The bidder (s) should be required Bid Security in the form of Bank Draft for each category @4% security deposit with their financial proposals.
5) Financial proposal (s) without security deposit will be rejected.
6) **Single Stage – Two Envelope Procedure** will be followed. Each bid shall comprise two envelopes containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
7) Bidders shall quote their rates in Pakistan Rupees without GST for each line item in their respective category.
8) All firms /bidders are directed to quote their rates only through E-PAD (PPRA). However, original bid security must be submitted in hard form in the office of the undersigned. The technical proposal will be opened on the same day at 2:00 Pm and Financial proposal at 4:00 PM. The date and time will be intimated to bidders though NSD website and other means of communication.
9) The financial proposal should be without any over writings or cutting. Use of white fluid will not be accepted. Procuring agency reserve the right not to consider the proposal having aforementioned deficiencies.

10) The Purchase Committee of Procuring agency will open the proposals on 3rd September, 2026 in the Committee Room E5-336, 3rd Floor, Prime Minister's Office, Islamabad in the presence of the bidders or their authorized representatives, who may like to attend the meeting. Incomplete bids will be rejected.
11) Tender through Fax/ Post will not be entertained.
12) The bidder must provide verifiable satisfactory certificate from the client (Govt / Semi Govt / Autonomous body) minimum 05 Certificates are required.
13) The technical evaluation of the bids for IT Equipment, Machinery/Equipment and Furniture Items shall be carried out in accordance with criteria given at Annexure-VII. All compliance certificate needs to be submitted with the technical bids along with all lists and other requirements with verifiable proofs.
14) The technically qualified successful bidder will be declared, as Most Advantageous bidder, based on the "**Least Cost Based Selection**".
15) The successful firm / suppliers will arrange transportation of goods / items to the Procuring agency on their own expenses.
16) Warranty / Guarantee of the item (s), wherever applicable, shall be provided by the successful bidder (s).
17) The successful bidder (s) shall submit an attested / notarized affidavit on stamp paper mentioning:
    i. That the firm will supply the quality of goods as per approved standards / brand, at the approved rates, within the given time frame without any delay regardless of variation of rates of goods in the market and fluctuation of exchange rates.
    ii. That the firm is not blacklisted by any Government/State Owned Organization.
    iii. It is certified that information furnished here in and as per the document, submitted is true and nothing has been concealed or tampered with.
18) The successful bidder (s) shall nominate a "focal person" with complete contact details including mobile number to liaise with the Procuring agency.
19) Refurbished items shall not be accepted in any case.
20) The firm will ensure supply of goods / items within the given frame work **not more than** **15 days** from the date of purchase / supply order. In case of failure to deliver the goods / items / services, the

Procuring agency reserves the right to forfeit the bid security or the performance guarantee, or both, as the case may be, and process the case for blacklisting the firm as per PPRA Rules.

21) Before submitting the proposals, the firm / supplier should check and evaluate those items where "**as per specimen / as per sample** "is mentioned in tender documents.
22) The supplied Items as per demand will be checked by the procuring agency and if found otherwise will be rejected at once and the earnest money will be forfeited and blacklisting of the stated vendor be acted upon under PPRA rules and laws
23) Payment of bills will be made upon work order as per requirement and after deducting all government taxes / levies at source.
24) In case of inability to address problems by the focal person within the given time, the Procuring agency may impose a penalty in its discretion, which may extend to 10 Percent which will be deducted from the bid security, performance guarantee or bill of the firm.
25) The installation services, wherever required, should be provided free of cost in the offices of the concerned users at Procuring agency.
26) The result of bid evaluation, in the form of a report will be announced within Fifteen (15) days prior to the award of the contract to the successful bidder through websites. In case of any complaint by any bidder, a Grievance Redressal Committee already constituted in the Procuring agency will address the grievance (s) if any.
27) The Procuring agency reserved the rights to issue warnings in case of poor performance of the firm, and/or blacklisting as per PPRA Rules and the bid security and performance guarantee of the firm may be forfeited.
28) The procuring Agency shall have the authority to cancel / withdraw the work order at any stage of the procurement, if the firm is found to be providing sub-standard items / goods or up to the mark as per Procuring agency Specimen / Samples.
29) If the 1st lowest evaluated/ Most Advantageous bidder fails to sign the contract/receive purchase order/ deliver the items, then the bid security and performance guarantee may be confiscated by the Procuring agency. Accordingly, the old Purchase order shall be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ 2nd Most Advantageous bidder with approval of the Competent Authority, as per PPRA rules.
30) The Procuring agency reserves the rights to accept or reject any or all bids, in accordance with existing PPRA Rules.
31) If any Items are found to be against the required specification, the procuring agency shall reject the items and the supplier shall either replace the rejected items or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected items must be completed within 15 days from the date of communication of decision to the supplier by the Procuring agency. However, initial delivery date of the concerned supply will be considered that of actual delivery date. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report declares the item as of against the required specification, the stock will be returned to the supplier and the firm will be backlisted for future participation, including forfeiture of their earnest money to the Government Account.
32) The management reserves the right to change the amount of items, at its discretion, depending on factors like budget availability etc, which will be intimated in writing to the successful vendor.
33) No advance payment shall be made for any purchase.
34) Only authorized distributors or their duly authorized dealers/resellers of photocopiers, printers, toners and related consumables shall be eligible to participate, subject to submission of valid authorization evidence, failing which the bid shall be considered non-responsive.
35) The bid validity period is minimum 180 days.

Bidder's Name / Signature / Stamp:

AGREEMENT
FOR PROCUREMENT OF STATIONERY ITEMS, GENERAL ITEMS, IT EQUIPMENT, MACHINERY/EQUIPMENT AND FURNITURE ITEMS (PURCHASE, REPAIR & MAINTENANCE)

This Agreement is made at Islamabad on this _____________for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** during the fiscal year 2026-27

Between

National Security Division (NSD) / Strategic Policy Planning Cell (SPPC), Prime Minister's office, Islamabad (NSD/SPPC), hereinafter referred to as the "Procuring Agency" (First Party), of the One Part;

And

M/s _________________________ at ____________________, Pakistan (hereinafter referred to as the "**Supplier**" (Second Party) of the Other Part.

The NSD/SPPC and the "Supplier" may hereinafter be individually referred to as "Procuring Agency" & "Supplier" respectively, and collectively as the "**Parties**".

WHEREAS "Procuring Agency" wishes to avail services for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** from the "Supplier".

AND WHEREAS, "Procuring Agency" has accepted the bid submitted by "Supplier" against **Rs.____.**

NOW, THEREFORE, the Parties have agreed to the terms and conditions, for the purpose aforesaid, as follows:

SERVICES BY THE "SUPPLIER"

1. The "Supplier" shall provide services/goods for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** as detailed in Request for Proposals (RFP) (Attached as 'Appendix A').

2. The "Supplier" agrees to provide the required services/deliverables (Appendix A) to "Procuring Agency".

TERM

3. This Agreement shall remain valid till 30th June 2027, or as mutually agreed in writing between the parties. Unless otherwise terminated by the Parties in accordance with clause 7 of this Agreement. It may be subject to renewal after elapse of the defined duration, if the "Procuring Agency" deems necessary. Terms and Conditions as mentioned in Request for Proposals (Appendix A) will remain enforced under this agreement. The "Supplier" is responsible to provide all services/deliverables/goods to "Procuring Agency" as mentioned in Appendix A.

PAYMENT SCHEDULE

4. Upon submission of proper invoice(s)/Bill(s) by the "Supplier" against the Requisite Services Deliverables goods provided to the "Procuring Agency", payment shall be made in accordance with the payment plan, as given in this contract (Appendix A). No advance payment will be made. The payment will be made through AGPR.

5. Payment shall be subject to deduction of all applicable taxes, in accordance with the rules applicable at the time of payment.

6. The “Procuring Agency” shall have the right to return/cancel/reject any requisite item goods / service not meeting with the quality required by NSD/SPPC or in case it does not comply with the requirements mentioned by the “Procuring Agency” in the RFP. The payment will be made on the basis of work order/deliverables issued by the “Procuring Agency” only.

TERMINATION OF AGREEMENT

7. “Procuring Agency” reserves the right to terminate or suspend this Agreement at any time, without assigning a reason, by giving ten (10) days’ notice to the “Supplier” in writing.

Successors / Assignee

8. The “Supplier” shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement to a third party, without consent of “Procuring Agency”. If the “Supplier” fails to comply with the above condition, “Procuring Agency” may, at its own discretion, terminate this Agreement.

Extent of Agreement/ Modification

9. This Agreement, together with all attachments and addenda, represents the entire and integrated Agreement between the Parties hereto. It supersedes all prior negotiations, representations, communication or agreements, either written or oral. This Agreement may be amended, modified, with mutual consent of and duly signed by both Parties.

10. In case of any conflict or confusion between the main body of the Agreement and any of its attachments, the guidance will be sought by the “supplier” from the “Procuring Agency”, whose decision will be final.

Force Majeure

11. Neither Party shall be liable to the other or be deemed to be in breach of this Agreement by reason of any delay in performing, or failure to perform, any of its obligations under this Agreement, if the delay or failure is beyond that Party's reasonable control, as determined by the “Procuring Agency” (including fire, flood, explosion, epidemic, pandemic, riot, civil commotion, lockout or other industrial action, act of God, war or warlike hostilities or threat of war, terrorist activities, or any prohibition or restriction by any governments or other legal authority, which affects this Agreement and which is not in force on the date of this Agreement).

12. A Party claiming to be force majeure in any of the circumstances set out in this Clause must notify the other Party of the nature and extent of the circumstances in question, as soon as practicable. This Clause shall cease to apply when such circumstances have ceased to have effect on the performance of this Agreement and the Party affected shall give notice to the other Party the circumstances have ceased.

13. If the “Supplier” is affected by force majeure, it shall within 3 days promptly notify in writing the “Procuring Agency” of the nature and extent of the circumstances leading to such force majeure. Notwithstanding any other provision of this “Agreement”, the “Procuring Agency”, if satisfied about force majeure, may condone the breach by the “Supplier”, or, any delay in performance or the non-performance of any of its obligations under this “Agreement”, to the extent that the delay or non-performance is due to such force majeure, of which it has notified the “Procuring Agency”. The revised time for performance of that obligation may be extended by “Procuring Agency” accordingly. If the “Procuring Agency” is affected by force majeure, then it may inform the “Supplier” about “Procuring Agency’s” decision on any changes in this agreement/activity/program, and this decision shall be considered final, in its sole discretion. Where the delay in performance by the “Supplier” due to force majeure, continues for a period of fourteen (14) continuous calendar days after the intimation, “Procuring Agency” may forthwith terminate this “Agreement” by written notice.

Indemnity
14. The "Supplier" shall fully indemnify "Procuring Agency" from and against all claims, damages, liabilities, losses and expenses, whether direct or indirect, or injury or death of persons or damage to property, of any type, at any forum/court.

Compliance with Laws
15. The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the laws and rules of Pakistan. The "Supplier" shall comply with all applicable laws of Pakistan.

Arbitration
16. Any dispute, controversy or claim arising out of or in connection with this agreement shall be resolved by the Parties hereto through mutual understanding. If dispute(s) remain unresolved, they shall be settled by Grievance Redressal Committee. If, however, not resolved, then Secretary, National Security Division (NSD) will act as sole arbitrator, whose decision will be final.

Miscellaneous
17. No alteration, waiver or change in any of the terms of this Agreement shall be made, unless made in writing and duly executed by the head of Organizations or duly authorized officer/representative of "Procuring Agency" and the "Supplier".

18. The failure or delay of either Party in exercising any of its rights provided for in this Agreement shall not be deemed to be a waiver of such rights, or any of its other rights under this Agreement, nor operate so as to bar the exercise or enforcement thereof at any time or times thereafter. Any waiver must be given in writing and signed by the Party waiving its rights.

19. Both Parties shall act independently with respect to one another, as "Procuring Agency" and "Supplier". Nothing in this Agreement shall be construed as creating a partnership, joint venture or agency relationship between the Parties.

20. The "Supplier" shall be held liable for all losses or damages suffered by the "Procuring Agency" on account of any misconduct and unsatisfactory performance by the "Supplier" in performing/providing the services/goods.

INTEGRITY AND CONFLICT OF INTEREST

21. Both parties shall maintain highest level of integrity in project activities. No unethical conduct or conflict of interest situation will be allowed by parties and their affiliates, agents, advisors, consultant, directors, officers, or employees. In case of difference of opinion, the decision of Secretary, National Security Division (NSD) shall be final.

22. The parties understand that this Agreement in no way entitles the partner any preference or exemption over any other organization or company. If and when, any future project/RFP/initiative/opportunity is floated in future, for which "Procuring Agency" will proceed as per the laws, SOPs, relevant Rules, procedures, and strictly on merit.

CONFIDENTIALITY

23. All information and data concerning a Party or provided by "Procuring Agency" ("Disclosing Party") to the "Supplier" ("Receiving Party") pursuant to this "Agreement" (including, but not limited to, the personal data, professional data, pertaining to beneficiaries, provided by "Procuring Agency" to Implementing Partner) (hereinafter referred to as "Confidential Information"), shall be kept confidential by the Receiving Party ("Supplier") and its affiliates, agents, advisors, consultant, directors, officers, or employees and, without prior written consent of the "Procuring Agency", the "Supplier" shall not:-

a. Distribute or divulge any of the Confidential Information in any manner or form whatsoever;
b. Permit to any third party, access to the Confidential Information; and,

c. Use the Confidential Information for any purpose other than for the implementation of this "Agreement".

In the event that the Receiving Party received a request to disclose all or any part of the Confidential Information under the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction or by a governmental authority, the Receiving Party shall promptly notify and inform the Disclosing Party of the existence, terms, and circumstances surrounding such a subpoena or order, so that the Disclosing Party may seek an appropriate injunctive relief or other needful under law to safeguard the Confidential Information. Confidential Information may not include any information which:-

a. Is in the possession of the Receiving Party prior to the date of signing of this Agreement hereof; on condition that such information is not known by the Receiving Party to be subject to another confidentiality "Agreement"; and further provided that such information was obtained independently and without the assistance of the Disclosing Party; or

b. Is or becomes available to the Receiving Party on a non-confidential basis from any third party, the disclosure of which to the Receiving Party does not violate any contractual, legal, or fiduciary obligation such third party had or owed to the Disclosing Party;

c. Without limiting the generality of the foregoing, the "Second party" will not publicly disclose the terms of this "Agreement" without the prior written consent and approval of the "First party". Furthermore, none of the Parties will make use of Confidential Information of another Party except as contemplated by this "Agreement"; acquire any right in or assert any lien against the Disclosing Party's Confidential Information; or refuse to promptly return, provide a copy of or destroy such Confidential Information upon the request of the Disclosing Party, save for when destruction of such information would result in an impediment in performance of this "Agreement". In such an event, the Receiving Party shall inform the Disclosing Party in writing of its inability to do so, state clearly the reasons thereof; and the time period in which the request will be complied with.

d. The obligations of confidentiality herein shall remain in full force and effect during the life of this "Agreement" and ten (10) years after termination thereof, or until waived off by the "Procuring Agency".

e. **IN WITNESS WHEREOF,** the Parties hereto have executed this Agreement on the day and year hereinbefore mentioned, by their duly authorized representatives and in the presence of the undersigned witnesses.

For and on behalf of **"Procuring Agency"**	For and on behalf of **The "Supplier"**
By:	By:
Title:	Title:
CNIC:	CNIC:
Date:	Date:

Witness-I	**Witness-I**
Name: ____________________________	Name: ____________________________
Designation: ______________________	Designation: ______________________
Signature: ________________________	Signature: ________________________
CNIC: ____________________________	CNIC: _____________________________

Witness-II	**Witness-II**
Name: ____________________________	Name: ____________________________
Designation: ______________________	Designation: ______________________
Signature: ________________________	Signature: ________________________
CNIC: ____________________________	CNIC: _____________________________

General Conditions of the Contract

1. Effectiveness of Contract	This Contract shall come into force and effect on the date (the "Effective Date") of the Procuring Agency's notice to the Supplier instructing the Supplier to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **Special Conditions of the Contract (SCC)** have been met.
2. Termination of Contract for Failure to Become Effective	If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than Thirty (30) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
3. Commencement of Services	The provision of goods/services shall commence when the agreement is signed, or from Effective Date specified in the SCC.
4. Expiration of Contract	Unless terminated earlier, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.
5. Entire Agreement	This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
6. Modifications or Variations	Any modification or variation of the terms and conditions of this Contract, including any modification may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.
7. Force Majeure	7.1. Neither Party shall be liable to the other or be deemed to be in breach of this Agreement by reason of any delay in performing, or failure to perform, any of its obligations under this Agreement if the delay or failure is beyond that Party's reasonable control (including fire, flood, explosion, epidemic, pandemic, riot, civil commotion, lockout or other industrial action, act of God, war or warlike hostilities or threat of war, terrorist activities, accidental or malicious damage, or any prohibition or restriction by any governments or other legal authority which affects this Agreement and which is not in force on the date of this Agreement). 7.2. A Party claiming to be force majeure in any of the circumstances set out in this Clause must notify the other Party of the nature and extent of the circumstances in question as soon as practicable. This Clause shall cease to apply when such circumstances have ceased to have effect on the performance of this Agreement and the Party affected shall give notice to the other Party the circumstances have ceased. 7.3. If any circumstance relied on by either Party for the purposes of this Clause continues for more than fifteen (15) days, the other Party

	shall be entitled to terminate this Agreement by giving fifteen (15) days' prior written notice.
8. Suspension	The Procuring Agency may, by written notice of suspension to the Supplier, suspend all payments to the Supplier hereunder if the Supplier fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Supplier to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Supplier of such notice of suspension.
9. Termination	NSD/SPPC reserves the right to terminate or suspend this Agreement at any time with or without cause, by giving ten (10) days' notice to the Firm in writing.
10. Terms and Conditions	The Procuring agency reserved the rights to issue warnings in case of poor performance of the firm, and/or blacklisting as per PPRA Rules and the bid security and performance guarantee of the firm may be forfeited. The procuring Agency shall have the authority to cancel / withdraw the work order at any stage of the procurement, if the firm is found to be providing sub-standard items / goods or up to the mark as per Procuring agency Specimen / Samples. If the 1st lowest evaluated/ Most Advantageous bidder fails to sign the contract/receive purchase order/ deliver the items, then the bid money will be confiscated by the Procuring agency. Accordingly, the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ 2nd Most Advantageous bidder with approval of the Competent Authority, as per PPRA rules. If any Items are found to be against the required specification, the procuring agency shall reject the items and the supplier shall either replace the rejected items or arrange alterations necessary to meet the required specifications free of cost. The management reserves the right to change the amount of items, at its discretion, depending on factors like budget availability etc, which will be intimated in writing to the successful vendor.

Obligations of the Supplier

11. General	
a. Standard of Performance	The Supplier shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.
b. Law Applicable to Services	The Supplier shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all

	practicable steps to ensure that any of its employees/service providers, comply with the Applicable Laws.
12. Conflict of Interests	The Supplier shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
13. Confidentiality	Except with the prior written consent of the Procuring Agency, the Supplier and the employees/service providers shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the employees/service providers make public the recommendations formulated in the course of, or as a result of, the Services.
14. Liability of the Supplier	Subject to additional provisions, if any, set forth in the SCC, the Supplier's liability under this Contract shall be as determined under the Applicable Laws.
15. Accounting, Inspection and Auditing	The Supplier shall keep, and shall make all reasonable efforts to cause keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.
16. Reporting Obligations	The Supplier shall submit to the Procuring Agency the reports and documents in the form, in the numbers and within the time periods set forth.
17. Code of Conduct	The Procuring Agencies and the Supplier are bound to follow the Code of Ethics issued by the Authority.

Obligations of the Procuring Agency

18. Assistance and Exemptions	Unless otherwise specified in the SCC, the Procuring Agency may use its efforts to: (a) Assist the Supplier with obtaining work permits and such other documents as shall be necessary to enable the Supplier to perform the Services.
19. Access to Project Site	The Procuring Agency warrants that the Supplier shall have, free of charge, unimpeded access to the work site in respect of which access is required for the performance of the Services.
20. Change in the Applicable Law Related to Taxes and Duties	If, after the date of this Contract, there is any change in the applicable law in the Procuring Agency's country with respect to taxes and duties which increases or decreases the cost incurred by the Supplier in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Supplier under this Contract may be increased or decreased accordingly, by written agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 42.2.
21. Payment Obligation	In consideration of the Services performed by the Supplier under this Contract, the Procuring Agency shall make such payments to the Supplier and in such manner as is provided by GCC F below.

Payments to the Supplier

22. Taxes and Duties	The Supplier, employees/service providers are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.
23. Currency of Payment	Any payment under this Contract shall be made in the currency(ies) specified in the SCC.
24. Mode of Billing and Payment	No advance payment will be made, all payments would be made after the completion of services/goods and related tasks assigned to the selected firm on the provision of actual bills through AGPR.

Fairness and Good Faith

25. Good Faith	The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

LIST OF STATIONERY ITEMS

S.No.	DETAIL	Numbers can be increase/ decrease subject to availability of funds and requirement	Per Pack / Each Item Rate	GST 18%	Total Amount
1.	ACR/PER Papers (colour, Pink, Yellow & Green)	100 sheets packet each			
2.	Ball point Picasso	50 box			
3.	Ball point Dollar Clipper	50 box			
4.	Uni-ball eye	40 box			
5.	Uni-ball Signo	40 box			
6.	Uni-ball Fine Deluxe	40 box			
7.	Uni-ball Vision elite	24 Box			
8.	Schneider One-Business 0.6mm	24 Box			
9.	Binder clips16mm (Best Quality)	48 Box			
10.	Binder clips32mm (Best Quality)	60 nos			
11.	Binding tape	60 nos			
12.	Box file Legal Size	48 nos			
13.	Calculator 12 Digit (Original) Casio/ Citizen or equivalent	48 nos			
14.	Cutter (best quality)	48 nos			
15.	Cash book blank column 8 no	12 nos			
16.	Clip file A-4 size	100 nos			
17.	Confidential stickers	48 box			
18.	Clip file attractive 12/14	48 nos			
19.	Dak Pad (Rexine)	24 nos			
20.	Hand Dairy Official	60 nos			
21.	Diary register (06.No) (As per Sample)	24 nos			
22.	Diary Cover Handy (Leather)	60 nos			
23.	Drafting spiral pad 851no.A-4 size(Best Quality)	100 nos			
24.	Drafting spiral pad 851 no. Medium size (Best Quality)	100 nos			
25.	Drafting spiral pad small 854 (Best Quality)	100 nos			
26.	Duster White Board	75 nos			
27.	Envelops se-5 craft 80gms (White & Brown)	4000 nos			
28.	Envelops se-6 craft 80gms (White & Brown)	4000 nos			
29.	Envelops se-7 craft 80gms (White & Brown)	3000 nos			
30.	Envelops se-8 craft 80gms (White & Brown)	3000 nos			
31.	Envelops se-8 Craft (Cloth-line) (White & Brown)	3000 nos			

32.	Envelops imported (White & Brown)	3000 nos			
33.	Envelops (A-4) imported (White & Brown)	3000 nos			
34.	Envelops white cloth line full size (White & Brown)	3000 nos			
35.	Envelopes (A3 Size)	As per requirement			
36.	Eraser al-30 (pelican)	200 nos			
37.	Fluid Pelican (pen)	96 nos			
38.	File cover large with ring (F/S-legal) Blue with NSD / SPPC Logo) (As per sample)	1000 nos			
39.	File Covers with National Security Division / SPPC Golden Logo (As per sample)	1000 nos			
40.	File Covers with National Security Division / SPPC (F/S-legal) Golden) with pocket (As per sample)	1000 nos			
41.	File board thick A-4	1000 nos			
42.	File board thick F/S	500 nos			
43.	File flapper Rexene (best quality)	1500 nos			
44.	File tag best quality twisted	100 bundle			
45.	Foot scale steel 12” swordfish original	50 nos			
46.	Gum stick UHU 21 gm	300 nos			
47.	Highlighter pelican (multicolour)	100 nos			
48.	Ink Bottles (Dollar)	60 nos			
49.	Ink Bottles (Pelican)	60 nos			
50.	Lead pencil HB goldfish 5000	500 nos			
51.	Letter dispatch register (10.no) (Best Quality)	24 nos			
52.	Log book 6 (Best Quality)	24 nos			
53.	Marker dollar 90/70 (permanent)	60 nos			
54.	Marker dollar 90/70 (white board)	60 nos			
55.	Marker tempo	100 nos			
56.	Movement register 6 no. (Best Quality)	24 nos			
57.	Name plates (brass plate)	As per requirement / sample			
58.	Paper A-4 size500 sheet (Double A) 80gm	300 ream			
59.	Paper (legal) size500 sheet (Double A) 80gm	100 ream			
60.	Paper A-4 size500 sheet (Paper One) 80 gm	300 ream			
61.	Paper (legal) size500 sheet (Paper One) 80 gm	100 ream			
62.	Paper A-3 paper sheets	As per requirement			
63.	Paper clips three flower 36m	50 box			
64.	Paper pin 50 gms china	50 box			
65.	Paper file tray (steel)	24 no			

66.	Paper file tray (plastic)	As per sample			
67.	Pen holder Rexene / marble	24 nos			
68.	Peon book 6 Qrs (144) sheet	48 nos			
69.	Post it pad 2x3”	60 nos			
70.	Post it pad 3x3”	60 nos			
71.	Post it pad 3x5”	60 nos			
72.	Punch single hole (best quality)	48 nos			
73.	Punch double hole (KW-988)	24 nos			
74.	Punch double hole Heavy Duty (KW-9670)	12 nos			
75.	Packing Tape	60 nos			
76.	Register no 12 broad lining (Best Quality)	24 nos			
77.	Register no 16 broad lining (Best Quality)	24 nos			
78.	Ring folders superior quality	As per requirement			
79.	Section diary register no. 10 (Best Quality)	As per requirement			
80.	Scissor medium size superior	48 nos			
81.	Scotch tape	60 nos			
82.	Scotch tape small	24 nos			
83.	Scotch tape stand (for 1”tap roll)	12 nos			
84.	Sharpener steel (Germany)	100 nos			
85.	Sharpener Heavy Duty	As per requirement			
86.	Short hand note book 80 sheet	60 nos			
87.	Spiral Binding (Sheet)	2 nos (200 sheet)			
88.	Spiral for Binding Ring (plastic) (50 sheet)	100 nos			
89.	Spiral for Binding Ring (plastic) (100 sheet)	100 nos			
90.	Spiral for Binding Ring (plastic) (150 sheet)	100 nos			
91.	Stamp pad small (blue/black)	48 nos			
92.	Stamps printy machine (medium)	As per requirement / sample			
93.	Stamps printy machine (Pocket size)	As per requirement / sample			
94.	Stapler machine max hd.50	48 nos			
95.	Stapler machine rapid hd.170	As per requirement			
96.	Stapler pins small 26/6 rapid	60 nos			
97.	Stapler pins 23/10 heavy duty	24 nos			
98.	Stapler remover sdi no.1160	24 nos			
99.	Stamp Rubber (Manual)	24 nos			
100.	Stock register (10 no) (Best Quality)	16 nos			
101.	Stick papers (mix colours) best quality	As per requirement			
102.	Sticky Flag (Multi colours)	120 packets			
103.	Table set Rexene (executive)	36 nos			
104.	Table set marble superior	16 nos			
105.	Table Card Holder for meeting	As per requirement			

106.	Management Files A4 Size (Transparent double punch)	As per requirement			
107.	M & G Si-pen S5 Rollerball Pen (Pack of 12)	As per requirement			
108.	Unitec management file (A-4 size)	As per requirement			

LIST OF GENERAL ITEMS

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds and requirement	Per Pack / Each Item Rate	Rate	GST 18%	Total Amount
1.	Air freshener Aseel 300 ML (AL Rehab/Crown Perfumes) or equivalent	120				
2.	Air freshener (Havoc) or equivalent	120				
3.	Air freshener spray Machine	12				
4.	Air freshener spray for Machine	36				
5.	Book Stand (Shelf)	As per requirement				
6.	Cell AA (power plus)	As per requirement				
7.	Cell AAA (power plus)	As per requirement				
8.	Cell for door bells (23a)	As per requirement				
9.	Coat Stand / Hanger (wood)	36				
10.	Curry Plates (superior quality)	As per requirement / sample				
11.	Dinner set (Superior Quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
12.	Dak Bag (Black) Large Size	06				
13.	Duster white cotton large	300				
14.	Duster yellow large	300				
15.	Dust bin (medium)	48				
16.	Dustbin (Large)	48				
17.	Duster for Vehicles china	24				
18.	Dishwasher liquid 100 ml (max)	120				
19.	Door bells wireless (best quality)	As per requirement				
20.	Door bells with wire (best quality)	As per requirement				
21.	Door lock (China)	36				
22.	Electric kettle	24				
23.	Coffee Machine Branded 6-In-1 Smart Compact	As per requirement / sample				
24.	Electric extension board large (camellion) or equivalent	48				
25.	Electric extension board large (with USB port)	24				
26.	Engagement Stand (A4 Size)	12				
27.	Engagement Stand (Small)	12				
28.	Face Mask (Surgical-Disposable)	As per requirement				
29.	Face Mask (KN-95)	As per requirement				
30.	Fork (Large)	As per requirement				
31.	Fork (Small)	As per requirement				
32.	Glass superior quality	As per requirement				

33.	Gift bags (medium)	48				
34.	Gift bags (large)	48				
35.	Glass (Mat)	48				
36.	Glint	96				
37.	Hand wash (dettol)	120				
38.	Hand Wash (Safeguard)	120				
39.	Hanger (Steel)	100				
40.	Insect killer (Cobra) 400 ml	60				
41.	Insect killer (Mortien) 400 ml	60				
42.	Jug glass set (superior quality)	As per requirement				
43.	Jug with cover (superior quality)	24				
44.	Jaye namaz large size	As per requirement				
45.	Kitchen Tissue Roll	300				
46.	Knife Steel	As per requirement				
47.	Multi pin shoe	100				
48.	Phenyl ball 200 gms	60				
49.	Phenyl liquid 03-Ltr (Original)	60				
50.	Pedestal Fan (plastic)	As per requirement				
51.	Bracket Fan (superior quality)	As per requirement				
52.	Quarter Plates (superior quality)	48				
53.	Rice Plates (superior quality)	48				
54.	Serving Tray (Plastic) Large	24				
55.	Serving Tray (plastic) Medium	24				
56.	Serving Tray (Mat)	12				
57.	Soap Dove (135g)	48				
58.	Soap Dettol (125g)	120				
59.	Soap Lux (145g)	120				
60.	Shields (National Security Division) As per sample	As per requirement				
61.	Steel Cabinet (4-Drawers) for files	As per requirement				
62.	Scotch Brite (Foam Pad)	60				
63.	Surf Excel (sachet)	60				
64.	Seat Back Care (Superior quality)	As per requirement				
65.	Sanitizers (50 ml)	48				
66.	Tea set complete (superior quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
67.	Tea set (Cup + Saucer) (superior quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
68.	Tea spoon steel	48 dozen				
69.	Table spoon steel	100 dozen				
70.	Tissue box perfumed (rose petal)	300				

71.	Tissue box Luxury (rose petal)	300				
72.	Thermos (1.5 Ltr)	As per requirement				
73.	Thermos (5 Ltr)	As per requirement				
74.	Toilet paper roll (rose petal)	200				
75.	Toilet paper roll (Maxob)	200				
76.	Towel white fine quality large	200				
77.	Telephone Set	As per requirement				
78.	Telephone Set (Exchange)	As per requirement				
79.	Telephone Set (Steno)	As per requirement				
80.	Table Flag	As per requirement /Sample				
81.	Umbrella black best quality	24				
82.	Wall clock (Best Quality)	24				
83.	Water Cooler (20-Ltr)	As per requirement				
84.	Mosquito Repellent Electric Machine	As per requirement				
85.	Mosquito Repellent Machine with liquid	As per requirement				
86.	Mosquito Repellent refill liquid	As per requirement				
87.	Water Bottles (18Lts)	As per requirement				
88.	Floor Carpet	As per requirement / Sample				
89.	Floor Mat	As per requirement / Sample				
90.	Hand Trolly	As per requirement / Sample				
91.	Standy (Meeting Direction)	As per requirement / Sample				
92.	White Board (3x4) feet	As per requirement				
93.	White Board (4x5) feet	As per requirement				
94.	Glass Board	As per requirement				
95.	Honour board Wooden	As per requirement				
96.	Face Mirror	As per requirement				

List of Machinery & Equipment's

List of IT Equipment

S.No.	Items	Specification	Requirement	Rate	GST	Total Amount
1.	Desktop Computer (3in1) Dell / Lenovo or equivalent	Specification (Annex-I)	As per requirement			
2.	Keyboard	A4 Tech/HP/Dell or equivalent	As per requirement			
3.	Optical Mouse	A4 Tech/HP/Dell or equivalent	As per requirement			
4.	Mouse Pad	A4 Tech/HP/Dell or equivalent	As per requirement			
5.	Key Board (wireless)	A4 Tech/HP/Dell or equivalent	As per requirement			
6.	Optical Mouse (wireless)	A4 Tech/HP/Dell or equivalent	As per requirement			
7.	Printer (Black)	HP Printer 4003 or equivalent (mentioned brand)	As per requirement			
8.	Ethernet Cable	Bundle	As per requirement			
9.	Ethernet Cable Punch	Medium size	02			
10.	Ethernet Cable Tester	Medium size	01			
11.	Connectors RJ-45	-	24 dozen			
12.	USB Extension Cable	1.5 Meter	As per requirement			
13.	USB hub/ port Extension (6 ports minimum)		As per requirement			
14.	Color Printer	HP/Canon Xerox or equivalent Specification (Annex-IV)	As per requirement			
15.	Toner-colour (hp laser jet pro 400 colour m451dn)	ORIGINAL	As per requirement			
16.	Toner-colour (hp laser jet pro 452dn)	ORIGINAL	As per requirement			
17.	Toner-colour (hp laser jet pro 200 colour m251n)	ORIGINAL	As per requirement			
18.	Toner-colour (hp laser jet pro 454 colour)	ORIGINAL	As per requirement			
19.	Toner laserjet pro 404dn 76-A	ORIGINAL	As per requirement			
20.	Toner laserjet pro 400 m401a	ORIGINAL	As per requirement			

21.	Xerox Versa link B7100 Drum Unit	ORIGINAL	As per requirement			
22.	Xerox Versa link B7100 –Toner	ORIGINAL	As per requirement			
23.	Toner fax machine Panasonic	ORIGINAL	As per requirement			
24.	Toner for 4in1 Hp M127fn	ORIGINAL	As per requirement			
25.	Toner (hp laser jet pro 400)	ORIGINAL	As per requirement			
26.	Tonner (hp laser jet p-1102, 85-A)	ORIGINAL	As per requirement			
27.	Tonner (48 A) 15W	ORIGINAL	As per requirement			
28.	Tonner (xerox copier 5335)	ORIGINAL	As per requirement			
29.	Drum (xerox copier 5335)	ORIGINAL	As per requirement			
30.	Tonner (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
31.	Drum (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
32.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
33.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	Single Colour / As per requirement			
34.	Drum (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
35.	Waste Cartridge (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
36.	Usb-16 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
37.	Usb-16 GB (3.2)	Samsung Kingston or equivalent C-Type				
38.	Usb-32 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
39.	Usb-32 GB (3.2)	Samsung Kingston or equivalent C-Type				

40.	USB-64 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
41.	USB-64 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
42.	USB-512 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
43.	External Hard Drive 2 TB (2.5 inch) (Fastest Data Transfer)	Samsung / WD Samsung Kingston or equivalent	As per requirement			
44.	External Hard Disc Cover 3.0	WD or equivalent	As per requirement			
45.	HDMI Cable (5 Meter)		As per requirement			
46.	HDMI Cable (10 Meter)		As per requirement			
47.	HDMI Cable (15 Meter)		As per requirement			
48.	Logi Tech (Pointer) Wireless	ORIGINAL	As per requirement			
49.	Conference Camera & mic / sound setup (15-persons)	BOSCH / JBL or Equivalent	As per requirement			
50.	Software-Antivirus Kaspersky (3 in 1) updated		As per requirement			
51.	Software – MS-Office (latest), registered		As per requirement			
52.	Software – MS-Windows (Latest), registered		As per requirement			
53.	Software-Acrobat Professional Version		As per requirement			
54.	External DVD / CD Writer		As per requirement			

List of Machinery and Equipment (b)

S.No.	Name	Specification	Rate	GST	Total Amount
1.	Water Dispenser Machine (Bottle at bottom)	Best Quality			
2.	Refrigerator (18 CF)	Best Quality			
3.	Room Refrigerator	Best Quality			
4.	Projectors	BenQ LK936ST 4K Ultra HD Short-Throw Laser DLP Projector **OR** View Sonic LS740HD 5000 Lumens 1080p Laser Projector with 1.3x Optical Zoom, H/V Keystone			
5.	LED TVs	Smart LED TV QLED 70/75/85 Samsung / Sony / TCL or equivalent With Moveable Floor Stand			
6.	LED TVs	Smart LED TV 42 inch Samsung / Sony / TCL or equivalent			
7.	LED TVs	Smart LED TV 50 inch Samsung / Sony / TCL or Equivalent			
8.	LED TVs	Smart LED TV 60 inch Samsung / Sony / TCL or equivalent			
9.	Microwave oven	Oven 20L			
10.	Photostat Machine	Specification (Annex-II)	As per requirement		
11.	Color Photostat Machine	Specification (Annex-III)	As per requirement		
12.	Paper Shredder	AS-890C or equivalent	As per requirement		
13.	Split Air conditioners (GREE/MIDEA/HAIER) or equivalent	1.5 TON T3 INVERTERS	As per requirement		
14.	Split Air conditioners GREE/MIDEA/HAIER) or Equivalent	2.0TON T3 INVERTERS			
15.	Electric Heater (Fan)				
16.	DSLR Camera for events photography	Canon / Nikon or equivalent			

List of Furniture & Fixtures:

S.No.	Items	Specification
1.	Chairs	As per Annex-V
2.	Executive Chairs	
3.	Sofa Set	
4.	Officer Table	
5.	Executive Table	
6.	Computer Table	
7.	Computer Chair	
8.	Conference Table	
9.	Visiting Chairs	
10.	Meeting Room / Committee Room chairs	
11.	Wooden / Photo Frames	
12.	Wooden Racks	
13.	Centre Table	
14.	Tea Table	
15.	Side Table Rack	
16.	Wooden Cabinet	
17.	Safe Cabinet	
18.	Digital Safe Cabinet	
19.	Foot Rest	
20.	Table Writing Stand (Glass & Wooden)	
21.	Table Lamp	
22.	TV Console	
23.	Wooden Wardrobe	
24.	Dining table	

Annex-I

Desktop / All in One PC:

Category	Desktops
Processor Type	Intel® Core™ i7-13620H
Processor Speed	4.9GHz, E-core 1.8 / 3.6GHz, 24MB
Hard drive size	512GB
Optical Drive	One drive, up to 1TB M.2 2280 SSD
SSD	512 GB SSD
Graphic Series	Intel Integrated Graphics
Dedicated Graphics	No
Color	Grey
Installed RAM	8GB SO-DIMM DDR5-5200
RAM	8 GB
Operating System	Windows 11
Bluetooth	BT 5.2
LAN	1x Ethernet (RJ-45)
Wifi	Intel® Wi-Fi® 6 AX201, 802.11ax 2x2
Condition	New
Ports	1x USB-A (USB 10Gbps / USB 3.2 Gen 2) 2x USB-A (Hi-Speed USB / USB 2.0) 1x HDMI®-in 1.4 1x HDMI®-out 2.1 TMDS 1x Ethernet (RJ-45) 1x power connector,1x USB-C® (USB 10Gbps / USB 3.2 Gen 2), data transfer only 1x headphone / microphone combo jack
HDMI	1x HDMI®-out 2.1 TMDS
Camera	5.0MP
Warranty	1 Year Warranty

<u>**Annex-II**</u>

Photocopier

Function	Copy, Print, Scan
Speed:	35CPM
Duty Cycle:	Up to 153,000 pages / month1
Copy resolution:	600dpi x 600dpi
Input Capacity:	2 x 520 (1140 sheets) and 100 sheets by pass with Trolley
Output Capacity:	100 by pass tray
Document Handler	Duplex Automatic, Document Feeder, Capacity 110 sheets, Size: 5.5 x 8.3 in to 11.7 x 17 inches
Media Size	A3, A4, A5, letter, legal, executive
Memory / HDD	4 GB / 320GB
Hard Drive	Optional
Connectivity:	Ethernet 10/100/1000 Base-T, High-speed USB 3.0,
Printer	1200 x 1200 dpi
Scanner	600 x 600 dpi
Gradation gray Scale	512MB
Lan card	installed & enabled
Network Printing	Yes
Duplex Capacity/Size	Yes Unlimited
Double exposure	Yes built-in
ADU	Yes
DADF	Yes
Technology	Customer Replacement Unit (CRU), drum, Toner, Fuser
First Page out	As Fast as 4.8 Seconds
Zoom	25% - 400%
Multiple Copies	1-999
Interface	Key Pad -Touch Screen
Automatic Features	AES, AMS, AOS, ATS

Annex-III

Color Photocopier

Function	**Copy, Print, Scan**
Speed:	**25CPM**
Duty Cycle:	**Up to 107,000 pages / month1**
Copy resolution:	**600dpi x 600dpi**
Input Capacity:	**2 x 520 (1140 sheets) and 100 sheets by pass with Trolley**
Output Capacity:	**100 by pass tray**
Document Handler	**Duplex Automatic, Document Feeder, Capacity 130 sheets, Size: 5.5 x 8.3 in to 11.7 x 17 inches**
Simplex Input Speed	Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm)
Duplex Input Speed	Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm)
Media Size	**A3, A4, A5, letter, legal, executive**
Processor	1.05 GHz Dual-Core
Memory	**4 GB**
Hard Drive	**320GB** (Optional on Desktop/Base Unit)
Connectivity:	Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n/g/b/a, Wi-Fi Direct, and Bluetooth (iBeacon) with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair
Printer	**1200 x 1200 dpi**
Scanner	**600 x 600 dpi**
Gradation gray Scale	**512MB**
Lan card	**installed & enabled**
Network Printing	**Yes**
Duplex Capacity/Size	**Yes Unlimited**
Double exposure	**Yes built-in**
ADU	**Yes**
DADF	**Yes**

Annex-IV

Color Printer:

1	**Duplex**	Auto print on both sides of the page
2	**Printer Technology**	Laser
3	**Connectivity , Standard**	1 hi-speed usb 2.0, fast Ethernet 10/100base-tx
4	**Mobile Printing Capability**	Yes
5	**Wireless**	No
6	**Display**	2-line lcd (text)
7	**Print Speed Black**	up to 27 ppm
8	**Print Speed Color**	up to 27 ppm
9	**Print Quality**	600 x 600 dpi, up to 38400 x 600 enhanced dpi

Annex-V
Furniture

01) Executive Table with Side Rack Officer Executive Tables	**Executive Table with Side Rack Officer Executive Tables** (78" X 42" X 30") All frame solid wood shesham with win board, Top made of double sheet. 3-drawers on right side and one cabinet on left side, best quality locks, hinges, handles and channel must be used for drawer and cabinet with fine lacquer polish as per design and specification. **Executive Side Rack** (42" X 18" X 30") All frame solid wood shesham with winboard, Top made of double sheet. 3-drawers on right side, best quality locks, hinges, handles and channel will be used for drawer and cabinet. Key board tray with fine lacquer polish as per design and specification.
02) Executive Chairs Revolving for Officer	(Imported)5-legs imported base with best quality Taiwan machine and hydraulic. Best quality foam and cloth must be used for cushion and wooden arms as per design and specification.
03) Wooden Visitor Chairs	All frame shesham solid wood with fine lacquer polish. Best quality foam and cloth will be used for cushion and wooden arms as per design and specification.
04) 5-Seater Sofa: Full Cushioned	Frame in keekar with best quality foam and cloth will be used for cushion as per design and specification
05) File Cabinets	(72" X 36" X 16") All frame solid wood shesham with winboard, 4-doors on front in which 2 of glass and 2 of shesham winboard on bottom. Best quality locks, hinges, handles and channel must be used for drawer and cabinet. Fine lacquer polish as per design and specification
06) Book Rack	(72" X 36" X 16") All frame solid wood shesham with winboard, top 3-shelves will be open and 2 doors in shesham winboard on bottom. Best quality locks, hinges, handles and channel must be used for drawer and cabinet. Fine lacquer polish as per design and specification
07) Filling racks	(48" X 24" X 18") All frame solid wood shesham with winboard, 4-drawers on front with best quality locks, hinges, handles and channel must be used for drawer and cabinet. Fine lacquer polish as per design and specification

(All the Furniture is finalized depmeeending on the samples and premium standards with brands warranty

Annex-I

Desktop / All in One PC:

Category	Desktops
Processor Type	Intel® Core™ i7-13620H
Processor Speed	4.9GHz, E-core 1.8 / 3.6GHz, 24MB
Hard drive size	512GB
Optical Drive	One drive, up to 1TB M.2 2280 SSD
SSD	512 GB SSD
Graphic Series	Intel Integrated Graphics
Dedicated Graphics	No
Color	Grey
Installed RAM	8GB SO-DIMM DDR5-5200
RAM	8 GB
Operating System	Windows 11
Bluetooth	BT 5.2
LAN	1x Ethernet (RJ-45)
Wifi	Intel® Wi-Fi® 6 AX201, 802.11ax 2x2
Condition	New
Ports	1x USB-A (USB 10Gbps / USB 3.2 Gen 2) 2x USB-A (Hi-Speed USB / USB 2.0) 1x HDMI®-in 1.4 1x HDMI®-out 2.1 TMDS 1x Ethernet (RJ-45) 1x power connector,1x USB-C® (USB 10Gbps / USB 3.2 Gen 2), data transfer only 1x headphone / microphone combo jack
HDMI	1x HDMI®-out 2.1 TMDS
Camera	5.0MP
Warranty	1 Year Warranty

Photocopier

Function	Copy, Print, Scan
Speed:	35CPM
Duty Cycle:	Up to 153,000 pages / month1
Copy resolution:	600dpi x 600dpi
Input Capacity:	2 x 520 (1140 sheets) and 100 sheets by pass with Trolley
Output Capacity:	100 by pass tray
Document Handler	Duplex Automatic, Document Feeder, Capacity 110 sheets, Size: 5.5 x 8.3 in to 11.7 x 17 inches
Media Size	A3, A4, A5, letter, legal, executive
Memory / HDD	4 GB / 320GB
Hard Drive	Optional
Connectivity:	Ethernet 10/100/1000 Base-T, High-speed USB 3.0,
Printer	1200 x 1200 dpi
Scanner	600 x 600 dpi
Gradation gray Scale	512MB
Lan card	installed & enabled
Network Printing	Yes
Duplex Capacity/Size	Yes Unlimited
Double exposure	Yes built-in
ADU	Yes
DADF	Yes
Technology	Customer Replacement Unit (CRU), drum, Toner, Fuser
First Page out	As Fast as 4.8 Seconds
Zoom	25% - 400%
Multiple Copies	1-999
Interface	Key Pad -Touch Screen
Automatic Features	AES, AMS, AOS, ATS

Color Printer:

1	**Duplex**	Auto print on both sides of the page
2	**Printer Technology**	Laser
3	**Connectivity , Standard**	1 hi-speed usb 2.0, fast Ethernet 10/100base-tx
4	**Mobile Printing Capability**	Yes
5	**Wireless**	No
6	**Display**	2-line lcd (text)
7	**Print Speed Black**	up to 27 ppm
8	**Print Speed Color**	up to 27 ppm
9	**Print Quality**	600 x 600 dpi, up to 38400 x 600 enhanced dpi

Furniture

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07) Filling racks	(48” X 24” X 18”) All frame solid wood shesham with winboard, 4-drawers on front with best quality locks, hinges, handles and channel must be used for drawer and cabinet. Fine lacquer polish as per design and specification

(All the Furniture is finalized depending on the samples and premium standards with brands warranty

Annex-III
Color Photocopier

Function	Copy, Print, Scan
Speed:	25CPM
Duty Cycle:	Up to 107,000 pages / month1
Copy resolution:	600dpi x 600dpi
Input Capacity:	2 x 520 (1140 sheets) and 100 sheets by pass with Trolley
Output Capacity:	100 by pass tray
Document Handler	Duplex Automatic, Document Feeder, Capacity 130 sheets, Size: 5.5 x 8.3 in to 11.7 x 17 inches
Simplex Input Speed	Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm)
Duplex Input Speed	Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm)
Media Size	A3, A4, A5, letter, legal, executive
Processor	1.05 GHz Dual-Core
Memory	4 GB
Hard Drive	320GB (Optional on Desktop/Base Unit)
Connectivity:	Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n/g/b/a, Wi-Fi Direct, and Bluetooth (iBeacon) with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair
Printer	1200 x 1200 dpi
Scanner	600 x 600 dpi
Gradation gray Scale	512MB
Lan card	installed & enabled
Network Printing	Yes
Duplex Capacity/Size	Yes Unlimited
Double exposure	Yes built-in
ADU	Yes
DADF	Yes

Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
2.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
3.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
4.	**Title of position:**	
	Name of candidate:	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]

	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
5.	**Title of position:**	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]
6.	**Title of position:** *[insert title]*	
	Name of candidate	
	Duration of appointment:	[*insert the whole period (start and end dates) for which this position will be engaged*]
	Time commitment: for this position:	[*insert the number of days/week/months/ that has been scheduled for this position*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*]

Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel

Name of Bidder

Position [#*1*]: [*title of position from Form PER-1*]		
Personnel information	**Name:**	**Date of birth:**
	Address:	**E-mail:**
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:*[language and levels of speaking, reading and writing skills]*	
details		
	Address of Employer:	
	Telephone:	**Contact (manager / personnel officer):**
	Fax:	
	Job title:	**Years with present Employer:**

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
[main project details]	*[role and responsibilities on the project]*	*[time in role]*	*[describe the experience relevant to this position]*

Declaration

I, the undersigned *[insert either "Contractor's Representative" or "Key Personnel" as applicable]* , certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	**Details**
Commitment to duration of contract:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*
Time commitment:	*[insert period (start and end dates) for which this Contractor's Representative orKey Personnel is available to work on this contract]*

I understand that any misrepresentation or omission in this Form may:

(a) be taken into consideration during Bid evaluation;

(b) result in my disqualification from participating in the Bid;

(c) result in my dismissal from the contract.

Name of Contractor's Representative or **Key Personnel: [*insert name*]**
Signature: ____

Date: (day month year): ______________________________________

Countersignature of authorized representative of the Bidder:

Signature: ____

Date: (day/month/year): __________________________

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	**Source of financing**	**Amount (Eq. PKR)**
1		
2		
3		

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

<table>
<tr><td colspan="4">☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance</td></tr>
<tr><th>Year</th><th>Non-performed portion of contract</th><th>Contract Identification</th><th>Total Contract Amount (current value, currency, exchange rate and PKR equivalent)</th></tr>
<tr><td>[insert year]</td><td>[insert amount and percentage]</td><td>Contract Identification: [indicate complete contract name/ number, and any other identification]

Name of Procuring Agency: [insert full name]

Address of Procuring Agency: [insert street/city/country]

Reason(s) for nonperformance: [indicate main reason(s)]</td><td>[insert amount]</td></tr>
<tr><td colspan="4">Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements</td></tr>
<tr><td colspan="4">☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.</td></tr>
</table>

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _*[insert number]* *years,* *[insert in words]*** **(amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	**Amount Currency**	**Exchange rate* (If applicable)**	**PKR equivalent**
[indicate calendar year]	*[insert amount and indicate currency]*		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.