



GOVERNMENT OF PAKISTAN
NATIONAL CYBER EMERGENCY RESPONSE TEAM (nCERT)
CYBER SECURITY FOR DIGITAL PAKISTAN/nCERT



INVITATION TO BIDS

1. Cyber Security for Digital Pakistan /nCERT requires **Procurement of Stationary items and miscellaneous general store items** under the “**Project Cyber Security for Digital Pakistan/nCERT**” for which electronic bids are invited from the firms/ companies registered with Income Tax, Sales Tax Departments and who are on FBR’s Active Taxpayer’s List (ATL) through e-PADS.
2. The prospective service providers are required to submit their electronic bids including technical and financial proposals along with the Bid Security not less than 5% of quoted price must be submitted in favor of Project Director, “Cyber Security for Digital Pakistan”, Cabinet Division, Islamabad (FTN/NTN: 9012000-7) through e-PADS at <http://eprocure.gov.pk> uploaded on or before **1100 hours on Tuesday, 10th December, 2024** in accordance with the provisions of PPRA Rule 36(b) and other terms & conditions as defined in the bidding documents.
3. In case of any technical difficulty in using e-PADS, prospective bidders may contact PPRA team Director MIS Room No. 109, 1st floor, FBC building Sector G-5/2, Islamabad (Contact No. 051-111-137-237).
4. Original Bid security instrument **MUST** be submitted to the undersigned before closing hours of the bid submission time otherwise respective bid will not be opened.
5. Bidding documents can be accessed from the website of National Computer Emergency Response Team (<https://pkcert.gov.pk/>) as well as on PPRA website.
6. Bids will be opened on the same day **i.e., 10th December, 2024** at **1130 hours** in the presence of representatives of the bidders.
7. As per PPRA Rules 33(1), 2004, National Computer Emergency Response Team (nCERT) has the right to reject any or all bids/ proposals at any time prior to the acceptance of a bid/proposal.

Project Director
National Computer Emergency Response Team (NCERT)
L- Block Pak Secretariat, Islamabad
Ph No. 051-9203421-22
Email: bid@pkcert.gov.pk
Website: (<https://pkcert.gov.pk/>)

GOVERNMENT OF PAKISTAN
CYBER SECURITY FOR DIGITAL PAKISTAN
NATIONAL COMPUTER EMERGENCY RESPONSE TEAM

INSTRUCTIONS/TERMS AND CONDITIONS FOR BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services under the project “Cyber Security for Digital Pakistan” being executed by National Telecommunication & Information Technology Security Board (NTISB), Cabinet Division, Islamabad. Interested bidders (manufactures/suppliers/authorized dealers) can download tender documents official website of nCERT and PPRA, and upload their bids through e-PADS. By hand submitted of bids will not be entertained as per PPRA rules the most advantageous bid will be awarded purchase contract. The detailed evaluation criteria have been prepared and attached with these instructions.

2. This document contains following:
- a. Terms and conditions for each tender.
 - b. Evaluation Criteria.
 - c. Detail of the item’s quantity and specifications (Annexure A & B).
- i) Tender to be filled in carefully. Any correction/alteration is not allowed after opening of the bids. Each page must be signed and stamped; incomplete forms will not be accepted.
 - ii) Tender through fax/e-mail/post will not be entertained.
 - iii) Single stage-one envelope bidding procedure specified in the Public Procurement rules, 2004 shall be followed for receiving and processing the bids. Bid Security not less than 5% of quoted price (according to Rule-26 of PPRA Rules-2004) as mentioned in Tender Documents in the form of pay order/bank draft is required in the name of Project Director “Cyber Security for Digital Pakistan”, Cabinet Division, Islamabad, to be uploaded through e-PADS. The tenders which are found deficient of the earnest money will not be considered.
 - iv) For each item the manufacturers/company name/brand name or equivalent must be quoted. Firms for supply of office stationery and miscellaneous general items /equipment’s should offer rates for more than 25% items having sufficient stocks of each item. The physical inspection may be conducted.
 - v) The firm should clearly indicate as to whether GST is included or not in the offered rates.
 - vi) The bid must have financial capability and provide a bank statement as evidence.
 - vii) The bidder must provide verifiable satisfactory performance certificate from the client (Govt/ Semi Govt/ autonomous body) minimum five (05) certificates.
 - viii) National Tax No. (Active), GST Registration Number, Vendor Number and bank account number must be indicated by each bidder.

Bidder’s Name/Signature/Stamp: _____

- ix) The bid shall remain valid and open for acceptance for a period of 120 days from the specified date of tender opening.
- x) In exceptional circumstances prior to expiry of the original bid validity period, vendor Firm can be requested in writing for an extension of the period of validity. However, in such case, the vendor / bidder agracing to such request will not be permitted to modify its bid.
- xi) The bidder will have to submit an affidavit on stamp paper of Rs.50/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- xii) The successful bidders shall nominate a “Focal Person” with complete contact details to liaise with NTISB, Cabinet Division.
- xiii) If any on item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- xiv) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- xv) The contract award will be given to the most advantageous bid. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- xvi) The Result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a tender procurement committee constituted under the project will address grievance(s).
- xvii) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- xviii) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xix) Income Tax/any other tax if leviabale will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xx) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within 07 days of receipt of the Supply/work Order. In case of emergency firm will be bound to provide the items on time/date as prescribed. In case supply/work is not carried out within stipulated period a penalty @ **0.5% per** day of the number of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- xxi) The quantity procured is subject to increase or decrease as per requirement of nCERT and upon availability of budget within FY 2024-25. The successful firms/suppliers will arrange transportation of goods/items to the nCERT L-Block Pak Secretariat, on their own expenses.
- xxii) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded to other most advantageous bid.
- xxiii) Earnest money will be forfeited if a bidder is unable to provide items at any time/as per work orders during the financial year and firm would be backlisted for future business with Government Departments.
- xxiv) No advance payment will be made on any purchase.

Bidder's Name/Signature/Stamp: _____

TENDER DOCUMENTS FOR FY-2024-25
STATIONERY ITEMS ALONGWITH QUANTITY REQUIRED
(AS PER SAMPLE)

S #	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
1.	Ball Point clipper (Dollar-F)	20-Dozens			
2.	Ball Point Schneider 0.6 mm (Germany)	10-Dozens			
3.	Binding clip 1" Width	10-Pkts.			
4.	Binding clip 2" Width	10-Pkts.			
5.	Binding Tape 3"	5-Dozens			
6.	Binding Tape 4"	5-Dozens			
7.	Clips (Blue Three Flowers) Size 26 mm	20-Pkts.			
8.	Color Flag (Transparent Neon Indexer)	1-Dozens			
9.	Dak Pad (Green Colour)	15 Nos.			
10.	Diary Register 08-Nos.	50-Nos.			
11.	Doller Pointer	05-Dozens			
12.	Double Hole Punch by Deli (No.0103)	10-Nos.			
13.	Double Hole Punch Heavy Duty	10-Nos.			
14.	Envelop - White SE-5	100-Nos.			
15.	Envelop - White SE-6	100-Nos.			
16.	Envelop SE-5	100 Nos.			
17.	Envelop White with cloth 19x14	100-Nos.			
18.	Envelop SE-7-A with cloth lining	100-Nos.			
19.	Envelop SE-8A with cloth lining	500-Nos.			
20.	Envelops SE-6	3000 Nos			
21.	Envelops SE-7	1000 Nos.			
22.	Envelops SE-8	1000 Nos			
23.	Eraser AI-30 (Pelikan)	10-Dozens			
24.	Fax Roll (Panasonic) Size 210 mm X (THM-331C)	100-Rolls			

S #	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
25.	File Board with Flapper Pasted as per sample	50-Nos			
26.	File Cover Plain A-4 (Art Paper) with Plastic Lamination line to meet the emergent requirement	1,000-Nos.			
27.	File Flapper (3"-Wide) as per Sample with Monogram in Golden Color	1,000-Nos.			
28.	Gel Pen by MG Expert Gel Broad	05-Dozens			
29.	Green Note Book Cover (Medium Size) with Emboss Printing (Text & Monogram) as per sample	50-Nos			
30.	Green Note Book Cover (Small Size) with Emboss Printing (Text & Monogram) as per sample	50-Nos			
31.	Gum Bottle (Crystal) 1000 gram	50-Nos.			
32.	Gum Stick 20 grams (Dollar/Piano)	10-Dozens			
33.	Highlighter – Yellow & Pink (Dollar/Flora)	10-Dozens			
34.	Ink (Dollar 60 ml)	01-Dozens			
35.	Ink for Stamp Pad (Dollar/Crystal) 28.5 gm	10-Nos.			
36.	Management File Cover (A-4 Size)	10-Dozens			
37.	Marker - Permanent (Dollar/Mercury)	10-Dozens			
38.	Masking Tape 2"	05-Dozens			
39.	Masking Tape 3"	05-Dozens			
40.	Masking Tape 4"	05-Dozens			
41.	Meeting Folders (Green) with Emboss Printing (Text & Monogram) as per sample	50-Nos			
42.	Meeting Pads (Green) with Emboss Printing (Text & Monogram) as per sample	50-Nos			
43.	Note Books/Pads with Printing (Large Size) as per	100-Nos.			

S #	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
	sample				
44.	Note Books/Pads with Printing (Medium Size) as per sample	100-Nos			
45.	Note Books/Pads with Printing (Small Size) as per sample	100-Nos			
46.	Note Sheet Pad 80 gm (50-Sheets each Pad)	100-Nos			
47.	Office Pins No.2 (China)	50-Pkts.			
48.	Pair of Scissors (Stainless Steel Blade Plastic handle) 9"	1-Dozens			
49.	Paper for Laser Printer 100-gm, Imported (8-1/4x11) (A-4) (Original Packing)	25-reams			
50.	Paper for Laser Printer 80 grams (Imported) (8-1/4 x11) A-4 size (original packing)	50-reams			
51.	Paper for Laser Printer 80-gram (Imported) Legal Size (8-1/2 x 13-1/2)	40-reams			
52.	Paper for Photocopier 70 grams Imported (8-1/4x11) A-4 size (Original Packing)	100-reams			
53.	Paper cutter (Knife)	20-Nos.			
54.	Paper Cutter Knife with Blade	10-Nos.			
55.	Paper Tape 1" (Repairing)	5-Dozens			
56.	Paper Tape 3"	5-Dozens			
57.	Paper Tape 4"	5-Dozens			
58.	Pencil Auto Craft (Yellow)	10-Dozens			
59.	Peon Book (215 sheets)	20-Nos.			
60.	Pin Remover (KW/DL Office)	10-Nos.			
61.	Ring Folder (A4 D-Ring File) by Data Save	10-Dozens			
62.	Rubber Tip Pencil (Goldfish 6000)	20-Dozens			
63.	Scale Steel Fine Quality as per sample	10-Nos.			
64.	Scotch Tape (1") 12 Meter (Everest)	10-Dozens			

S #	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
65.	Scotch Tape (1") 72 Meter Everest) Equivalent	10-Dozens			
66.	Self-Adhesive Note (3x3)100 sheets (Pronoti/ Foska)	100-Pieces			
67.	Self-Adhesive Note (3x5)100 sheets (Pronoti/ Foska)	100-Pieces			
68.	Sharpener Dux (Germany)	10-Dozens			
69.	Sharpener Machine by KW-triO (No 305)	10-Nos			
70.	Short Hand Note Book (94 Pages/Sheet)	20-Nos.			
71.	Single Hole Punch (Steel)	20-Nos.			
72.	Stamp Pad by Dollar/Crescent (Purple/Blue/Green)	20-Nos.			
73.	Staple Machine by Max Stapler HD-50R (Medium)	20-Nos.			
74.	Stapler Machine Heavy Duty by KW-triO (No. 050LBN) as per sample	05-Nos.			
75.	Stapler Pin (PMP) 23/10 (PMP)	20-Pkts.			
76.	Stapler Pin (PMP) 23/15(PMP)	20-Pkts.			
77.	Stapler Pin (PMP) 23/17 (PMP)	20-Pkts.			
78.	Stapler Pin (PMP) 23/20 (PMP)	20-Pkts.			
79.	Stapler Pin (PMP) 23/23 (PMP)	10-Pkts.			
80.	Stapler Pin (PMP) 23/24 (PMP)	10-Pkts.			
81.	Stapler Pin (PMP) 23/6 (PMP)	10-Pkts.			
82.	Stapler Pin (PMP) 23/8 (PMP)	10-Pkts.			
83.	Stapler Pin (PMP) 24/6 (PMP)	500-Pkts.			
84.	Table Diary-2025	50-Nos.			
85.	Table Set (Raxine) Green & Black by Koligon	50-Nos.			
86.	Tag Small (100-Tag in One Bundle)	50-bundles			
87.	Tape Dispenser (No-30) by National	01-Nos			
88.	Uni-ball Eye Fine Micro (4B-150)	20-Dozens			

S #	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
89.	Uni-ball Signo 0.7 (UM-120)	20-Dozens			
90.	Uni-ball Vision Elite 0.8	05-Dozens			
91.	White Board Marker (Dollar/Mercury)	01-Dozens			
92.	White Fluid Pen (Pelikon/KITA)	10-Dozens			
93.	Colour Paper (A-4 Yellow)	10-Pkt			
94.	Colour Paper (A-4 Pink)	10-Pkt			
95.	Colour Paper (A-4 Green)	10-Pkt			
96.	Colour Paper (A-4 Red)	10-Pkt			
97.	Colour Paper (A-4 Blue)	10-Pkt			
98.	Register 12 No	10-Nos			

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

TENDER DOCUMENTS FOR FY-2024-25
MISCELLANEOUS GRNERAL STORE ITEMS
ALONGWITH QUANTITY REQUIRED
(AS PER SAMPLE)

S#	Name of Items	Qty	Price /Rate of per unit/per piece	GST 18%	Grand Total
1.	Acid for Cleaning Master toilet Cleaner & Drain Opener 600ml	200 Lits			
2.	Air Freshener (Asel) Original Best Quality Imported	200 Nos			
3.	Air Freshener Flower Garden 300 MI Original Imported	-do-			
4.	Air Freshener Refill (Fresco Bottle)	-do-			
5.	Air Freshener (Dirham 300ML) Original	-do-			
6.	Air Wick Automatic Machine Large (Aerosol Dispenser) in Large Size as per sample	100 Nos			
7.	Air Wick Bottle Re-Fill use in Air Wick Automatic Machine Large (Freshmatic Max)	-do-			
8.	Ashtray (Glass) Medium Size	200 Nos			
9.	Back care Multiform	50 Nos			
10.	Bar Soap (Sufi/Equivalent)	100 Nos			
11.	Black Kobra Spray (400 ml) Insect Killer	200 Nos			
12.	Motrin Spray (400 MI) Insect Killer	-do-			
13.	Bleach Powder by power Plus (500-ml)	-do-			
14.	Car Duster Towel Style (Body Cloth Towel China)	100 Nos			
15.	Body Polish (Cosmic)	-do-			
16.	Broom Bamboo (per KG)	150 Nos			
17.	Calculator Casio 12 digits (large) DJ-120V-II	100 Nos			
18.	Cell by Toshiba/Sonny (Large Size for Airwick Machine Original)	400 Nos			
19.	Dashboard Polish (7-c)	200 Nos			
20.	Detergent Powder (Surf Excel) 100 grams	50 Pkt			
21.	Duck Pati 60*60	200 Nos			
22.	Dust Bin without cover best quality	100 Nos			
23.	Dust Bin with Cover best quality	100 Nos			

S#	Name of Items	Qty	Price /Rate of per unit/per piece	GST 18%	Grand Total
24.	Dust Bin with paddle best quality	100 Nos			
25.	Duster (Cotton) (24x24) Best quality	100 Nos			
26.	Duster yellow (Phylane) (24x24) Bes Quality	200 Nos			
27.	Electric Bell (Wire Less with cell best quality	100 Nos			
28.	Electric Kettle Duron-517	30 Nos			
29.	Engagement Stand Fine Quality	100 Nos			
30.	Extension Lead six sockets with Pakistan 5 M (7/29) wire (as per sample)	50 Nos			
31.	Face mask (three ply)	30 Dzn			
32.	File Box Raxine as per sample	10 Dzn			
33.	Five line Printy Stamp with Machine	30 Nos			
34.	Four Line Printy Stamp with Machine	30 Nos			
35.	Glint (Glass Cleaner) 500-ml	100 Nos			
36.	Harpic Powder Plus (Liquid) 500-ml	100 Nos			
37.	Jai Namaz Best Quality as per sample	30 Nos			
38.	Jug with Cover (Omroc) Equivalent	20 Nos			
39.	Kari Plates (China Bone) as per sample	100 Nos			
40.	Lead Seal				
41.	Light plug 10 AMP	100 Nos			
42.	Liquid Soap (Dial 4- Liter Gallon)	50 Nos			
43.	Max/Vim 300 gram (Liver Brother)	200 Nos			
44.	Multi Power Plug (15Amp) as per sample	100 Nos			
45.	New Name Plate (wooden base with brass top) best quality	150 Nos			
46.	Pakistan Table Flag with stand	50 Nos			
47.	Pakistan Table Flag with Govt. Flag with Stand	50 Nos			
48.	AA Batteries Cell (Wall Clock)	100			

S#	Name of Items	Qty	Price /Rate of per unit/per piece	GST 18%	Grand Total
		Nos			
49.	Recharge Charger (Machine for cell	3 Nos			
50.	Power Plug 40 AMP (Stone) with box (as per sample)	50 Nos			
51.	Power plug China fitting (Stone) with box (as per sample	-do-			
52.	Quarter Plates (China Born) Best Quality as per sample	100 Nos			
53.	Rice Plates (China Born) Best Quality as per sample	100 Nos			
54.	Rice Spoon Steel Good Quality	-do-			
55.	Rubber Stamp (five lines)	35 Nos			
56.	Rubber Stamp (four lines)	-do-			
57.	Rubber Stamp (three lines)	-do-			
58.	Safeguard/Lux soap (Small 70 Grams)	200 Nos			
59.	Sanitizer (0.5 liter)	200 Nos			
60.	Sanitizer Gell (05 liter Gallon)	-do-			
61.	Shampoo Bottle for Cars in Large	-do-			
62.	Soap Hand Wash Small (Lilly)	-do-			
63.	Soap Pot	100 Nos			
64.	Suttli (Binding Rope)	300 Nos			
65.	Tea Cups with Saucer as per sample	100 Nos			
66.	Tea Sets Queen 22-Pieces/per set Best Quality	-do-			
67.	Tea Spoon Steel Good Quality	-do-			
68.	Thermos 1.5-Liters fine quality	20 Nos			
69.	Thermos 3-Liters Fine Quality	20 Nos			
70.	Three Line Printy Stamp with Machine	35 Nos			
71.	Tissue Box (Popup/soft extra)	400 Nos			
72.	Tissue High Gene	-do-			
73.	Tissue paper (Luxury Rose Petal)	-do-			
74.	Tissue Paper (Luxury Ultra)	-do-			
75.	Toilet Roll (Rose Petal)	500 Nos			
76.	Towel Cotton White Bamboo (24x40) (Medium)	200 Nos			

S#	Name of Items	Qty	Price /Rate of per unit/per piece	GST 18%	Grand Total
77.	Towel Cotton White Bamboo (27x54) (Large)	-do-			
78.	Tray (Plastic) Large Size as per Sample	100			
79.	Tray (Plastic Medium Size as per sample	-d-			
80.	Tumbler (Omroc)/Equivalent	-do-			
81.	TV/Device Danny or equiliant	20			
82.	Two pin switch (Male)	150			
83.	Umbrella (Large size) Fine Quality	50			
84.	Wall Clock (Champion) with cell fine quality	50			
85.	Water Cooler (No-72) Irani	20			
86.	Dettol 3x Power IL	30			
87.	Pakistan Logo Fla hand Embrioded Tilla Work with Jhallar and Dori on edges size 3x4- 12/2	10			
88.	Federal Govt. Logo Flag Hand Embrioded tilla work with Jhallar and Dori on edges size	10			
89.	Flag Stand Chromed Base with Globe	10			

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned above besides other factors shall be considered for pre-qualification:-

Sr. No	Description	Maximum Marks
1.	Certificate of incorporation	10
2.	Firms with Income Tax Certificate / GST Certificate (Documentary Proof Required)	20
3.	Location of Offices Islamabad & Country wise (Documentary Proof Required)	10
4.	Company must be in operations from 5 Years	10
5.	Proof of Financial stability (Bank Statement) Upto ____ million =05 Above= 10	10
6.	Income Tax returns for the last 3 years.	10
8.	Experience of the firm 3 to 5 year=10 Above= 20	20
	Work order/ Agreement by the Government/Semi-Government Offices 03-05=05 Above=10	10
		Total Marks 100
		Minimum Passing Marks 70

FIRMS SCORING MINIMUM 70 MARKS WILL BE CONSIDERED AS PRE-QUALIFIED FIRMS.

- The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.
- Bids will be evaluated as prescribed criteria and results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004.
- I/We have read and agree with the above-mentioned terms and conditions.
- After the technical evaluation is completed, Cyber Security for Digital Pakistan/nCERT shall inform the vendors, who have submitted Proposals about the scores obtained by their Technical Proposals, and shall notify those Firms who could not qualify the initial screening process (the minimum eligibility criteria) or were considered non- responsive to the TOR.
- The firms as prequalified MUST respond to all requests (RFQ) raised by Cyber Security for Digital Pakistan/nCERT management.
- In case of not participating in the competition RFQ with “NIL” values may also be submitted.

Name of Bidder/Firm/Supplier_____

Signature:_____

Date:_____