



GOVERNMENT OF PAKISTAN
(MINISTRY OF INFORMATION TECHNOLOGY & TELECOMMUNICATION)

TENDER NOTICE

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/Income Tax Departments and having their own offices/stock/ manpower/expertise in Rawalpindi/Islamabad for following procurements, works and services required under the project “Cyber Security for Digital Pakistan (Phase-I)” during FY-2023-24:

Name of Procuring Agency	National Telecommunications & Information Technology Security Board (NTISB), Cabinet Division, Government of Pakistan, Islamabad.
Number of Tender(s)	02 (Two).
Title of Procurements	i. Stationery items and Printer Tonners
Title of Repair & Maintenance of Official vehicles	ii. Pre-qualification of workshop(s) for Repair/Maintenance of different make/model of vehicles i.e. Suzuki, Honda, Toyota.
Contact Officer	Assistant Secretary NTISB-I Contact No. 0519103543
Closing Time and Date & Place for receiving of bids	Upto 1100 hrs, 16-01-2024 Room No.1034, Cabinet Block, Cabinet Division, Islamabad.
Time date & Place of publicly opening of bids.	1130 hrs, 16-01-2024 Cabinet Division, Cabinet Block, Islamabad.

2. Bids Security not exceeding 5% of quoted price of the tender amount in shape of Bank Draft/Pay Order (refundable) in favour of Project Director “Cyber Security for Digital Pakistan”, Cabinet Division, Islamabad must be attached with each bid separately.

3. Detail of specifications of above items including terms & conditions and quantity can be obtained from **Room No: 1034, 1st Floor, NTISB-I Cabinet Division** on any working day during office hours before closing date & time (free of cost).

Project Director
National Telecommunication & Information Technology Security Board (NTISB)
1st Floor, Cabinet Division, Islamabad.
(Tele: 051-9103564, 051-9103543)

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT, CABINET DIVISION
NATIONAL TELECOMMUNICATION & INFORMATION TECHNOLOGY SECURITY
BOARD (NTISB)

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) may be obtained tender documents from Room No: 1034, 1st Floor, NTISB-I, Cabinet Division. The most advantageous bid will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

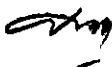
2. This document contains following:
- a. Terms and conditions for each tender.
 - b. Evaluation Criteria.
 - c. Detail of the items quantity and specifications.
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- i) Tender to be filled in carefully, (preferably typed). Any correction/alteration is 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 shape of pay order/bank draft is required in the name of Project Director "Cyber Security for Digital Pakistan", Cabinet Division, Islamabad. The tenders which are found deficient of the earnest money will not be considered.
 - iv) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request.
 - v) For each item the manufacturers/company name/brand name or equivalent must be quoted. Firms for supply of office stationery and miscellaneous other items /equipment's should offer rates for more than 25% items having sufficient stocks of each item. The physical inspection may be conducted.
 - vi) The firm should clearly indicate as to whether GST is included or not in the offered rates.
 - vii) The bid must have financial capability and provide a bank statement as evidence.
 - viii) The bidder must provide verifiable satisfactory performance certificate from the client (Govt/ Semi Govt/ autonomous body) minimum five (05) certificates.
 - ix) National Tax No.(Active), GST Registration Number, Vendor Number and bank account number must be indicated by each bidder.

Bidder's Name/Signature/Stamp: _____



- x) Bid validity period till 30-06-2024 must be clearly mentioned in the 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 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 leviable 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 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 amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- xxi) The procurement shall be made as per requirement of NTISB within FY 2023-24. The successful firms/suppliers will arrange transportation of goods/items to the NTISB, Cabinet Division 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: _____



EVALUATION CRITERIA

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.

3. I/We have read and agree with the above-mentioned terms and conditions.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____



TENDER DOCUMENTS FOR FY-2023-24
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			
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			

S#	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
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 sample	100-Nos.			
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			

S#	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
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			
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.			

S#	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
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-2024	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			
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: _____

**CRITERIA FOR PRE-QUALIFICATION OF WORKSHOPS FOR
REPAIR/MAINTENANCE OF OFFICIAL VEHICLES.**

The criteria for pre-qualification of workshops for repair/maintenance of official vehicles is as under:-

- i) The interested workshops must have 5 years experience in relevant field.
- ii) The workshops should have their own complete setup i.e. garage, spare parts availability and technical experts at Islamabad/Rawalpindi.
- iii) Telephone/fax facilities etc in Islamabad/Rawalpindi.
- iv) The Workshop should be registered with Sales Tax and Income Tax Department. Valid document must be attached.
- v) The interested parties must have sound financial position, proof may be provided.
- vi) Non black listing certificate on affidavit may be attached with bidding document.
- vii) Tender Committee will conduct the visit of all workshops, before the pre-qualification.
- viii) Secure parking of the official vehicles must be ensuring, while sent for repairs.
- ix) The workshops shall quote the rates for genuine parts in their estimates.
- x) Bid security amounting to Rs.100,000/- in favour of Assistant Secretary, NTISB-I, Cabinet Division Islamabad must be attached with bid.

TERMS & CONDITIONS

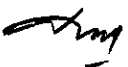
- i) The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
 - ii) While submitting rates the workshop should clearly show whether GST is included in the offered rates or not.
 - iii) The workshop will be bound to return old spare parts in case of replacement with new.
 - iv) Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect is arisen again, the workshop will be responsible to replace it free of cost.
 - v) 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.
2. We have read and agree with the above-mentioned terms and conditions.

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____



TONER FOR COMPUTER PRINTERS ALONGWITH QUANTITY FOR FY.2023-24

S#	Name of Items	Quantity	Number of Copies each toner	Price / Rate of per unit/per piece	GST 18%	Grand Total
1.	HP Laser Jet Pro M428 Series Printer	30				
2.	HP Color Laser Jet Pro M479 Series Printer	30				

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

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BID'S EVALUATION CRITERIA FOR ALL TYPES OF TONERS.

1. Makes, model and No. of copies of each toner must be mentioned.
2. Authorized dealership certificate, Business partner certificate and broacher of quoted brand of toner be attached.
3. Dealership certificate is mandatory for supply of toners of Printers, Copiers Machines and Fax Machines.
4. Firm must have its office setup, stock and store in Islamabad/Rawalpindi to be inspected by the Purchase Committee.
5. Complete mailing address, landline phone and fax/WhatsApp number.
6. Bids on-conformity with the above Terms & Conditions mentioned in tender documents is/are liable to be rejected.
7. The vendor shall provide the toners for photocopier machines purchase from the concerned manufacturers or as recommended by them.
8. In case of Chine Brand toners participating firms/successful bidder(s) will have to attach "Original Certificate" and must provide copy of Goods Declaration (GD) with delivery challan. Locally manufactured or refill toners will not be accepted.

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____