

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION
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TENDER NOTICE


Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/Income Tax Departments (FBR) and having their own offices/stock/manpower/expertise in the procurement of, works and services as required for the Financial Year 2024-25.

Name of Procuring Agency	Cabinet Division, Government of Pakistan, Islamabad.
Number of Tender(s)	04 (Four).
Annual Procurements	i. Stationery, Toners and Miscellaneous Items ii. Hardware and Electrical Items iii. Liveries Items
Annual Repairs & Maintenance.	iv. Pre-qualification of workshop(s) for the Repair / Maintenance of different make/model of vehicles / motorcycles i.e. Suzuki, Honda, Toyota, Mitsubishi Buses, Mercedes Benz Cars, Jeep etc, Protected or Non-Protected Vehicles and Machinery / Equipment, Furniture/Fixture and Hardware items.
Closing Time, Date & Place.	The tender must be uploaded on line and can also be dropped in Tender Box within time, upto 11.00 hrs, 03-06-2024 Room No.1048, Cabinet Block, Cabinet Division, Islamabad.
Opening of bids.	11.30 hrs, 03-06-2024 Cabinet Division, Cabinet Block, Islamabad.

2. 5% Bids Security of quoted price of the tender (excluding of all Government applicable Taxes at the time of submission) in shape of Bank Draft/Pay Order (refundable) in favour of Section Officer (Gen-I), Cabinet Division, Islamabad must be attached with each bid separately.

3. All Government Rates & Taxes shall be applicable at the time of supply / work order in the quoted rates.

4. Detail of specifications of above items including Terms & Conditions and quantities can be obtained from **Room No: 1048, 1st Floor, Cabinet Division** or can be downloaded from the Cabinet Division Website (www.cabinet.gov.pk) and PPRA Website (www.ppra.org.pk) on any working day during office hours by closing date & time (free of cost).


(Muhammad Amir Qureshi)
Section Officer (General-I)
Ph: 051-9201455
17/5/2024

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of different items, and services for Cabinet Division, Islamabad. Interested bidders (manufactures/suppliers/authorized dealers) may obtain tender documents from Room No: 1048, 1st Floor, Cabinet Division or can be downloaded from the Cabinet Division Website (www.cabinet.gov.pk) and PPRA Website (www.ppra.org.pk). The most advantageous bid will be awarded framework contract as per PPRA rules, 2004. The detail evaluation criteria is attached herewith:

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION

- i) The Tender is to be filled-in carefully, (preferably typed). Any correction/alteration over-writing is not allowed. Each page must be signed and stamped by the bidder, incomplete form / bid shall not be accepted.
- ii) Single stage-one envelope bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing of the bids. 5% Bid Security of quoted price excluding applicable Government Taxes. The applicable taxes of the Government of Pakistan shall be incorporated at the time of work / supply order (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 Section Officer (General-I), Cabinet Division, Islamabad. The tenders without earnest money shall not be considered for the evaluation. Furthermore, any bid without Bank draft / pay order shall be rejected.
- iii) For each item the manufacturers/company name/brand name or equivalent must be quoted.
- iv) The bid must have financial capability and shall provide a bank statement, tax return for the last five (05) years and also attach supply / work orders, carried out by the bidders for the last three (03) years in Government sector.
- v) Active National Tax Number, GST Registration Number, Vendor Number and bank account number must be indicated by each bidder.
- vi) In case the tender is accepted by the competent authority, being advantageous the earnest money shall 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.
- vii) After the satisfactory supply of items by the successful bidder(s), the earnest money shall be retained by 30-06-2025.

Bidder's Name/Signature/Stamp: _____

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- viii) Bid validity period till 30-06-2025 must be clearly mentioned in the bid.
- ix) The bidder shall submit an affidavit on stamp paper amounting to Rs.100/- that the firm has not been blacklisted in the last ten (10) years on account of inefficiency etc to any public sector organization. The affidavit must be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process from all Government Departments of Pakistan.
- x) If any item is found substandard, defective and not meeting the prescribed specifications, the same shall not be accepted in any circumstance and action shall be taken against the supplier which shall lead to forfeiting of bid security and also blacklisting of firm for minimum ten (10) years for future participation in the procurement process from all Government Departments of Pakistan.
- xi) The framework contract may be awarded to the most advantageous bidder. The bids shall be evaluated by the Purchase/Tender Committee whose decision shall be binding upon the bidders and has authority to accept/reject any tender without explaining plausible reason/justification.
- xii) The Result of the bid evaluation, in the form of a report will be announced within fifteen (15) days prior to the award of framework contract to the successful bidder through websites. In case of any complaint by any bidder, a Redressal Committee already constituted in the Cabinet Division will address the grievance(s) if any.
- xiii) No negotiations to be had on quoted/offered price/ rate as per PPRA Rules 2004.
- xiv) The bidders (manufacturer/authorized dealer/suppliers) must mention complete address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xv) Income Tax/any other tax if leviable shall be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan etc. etc.
- xvi) The Successful bidder (manufacturer/authorized dealer/suppliers) shall have to complete the supply within five (05) days of receipt of the Supply/work Order. In case of emergency firm shall be bound to provide the items on time/date as directed. In case supply/work is not carried out within stipulated period a penalty @ **2.0% (two percent) per day** of the amount of the pending items of the supply order shall be imposed and amount will be deducted from the bills of supplier / earnest money.
- xvii) Earnest money shall be forfeited if a bidder is unable to provide / supply items as per work orders / supply orders during the financial year 2024-25. The firm shall be backlisted for future business with Government Departments for next ten (10) years as per PPRA Rules 2004.
- xviii) No advance payment shall be made on any purchase.

Bidder's Name/Signature/Stamp: _____

EVALUATION CRITERIA FOR SUPPLY OF STATIONERY AND MISCELLANEOUS ITEMS

The bids received through online and in hard form within the stipulated time and date will be opened by the Tender/Purchase Committee on the same day in the presence of the bidders or their authorized representatives. Bids will be evaluated as per prescribed criteria and PPRA Rules and results of bidder will be announced in the form of Evaluation Report by giving justification for responsive or non-responsive of bids in observance of Rule-35 of PPRA Rules-2004.

2. I/We have read and agreed with the above mentioned terms and conditions.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

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)	540-Dozens			
2.	Ball Point Schneider 0.6 mm (Germany)	90-Dozens			
3.	Binding clip 1" Width	10-Pkts.			
4.	Binding clip 2" Width	10-Pkts.			
5.	Binding Tape 3"	10-Dozens			
6.	Binding Tape 4"	10-Dozens			
7.	Clips (Blue Three Flowers) Size 26 mm	500-Pkts.			
8.	Color Flag (Transparent Neon Indexer)	3-Dozens			
9.	Dak Pad (Green Colour)	80 Nos.			
10.	Diary Register 08-Nos.	200-Nos.			
11.	Doller Pointer	05-Dozens			
12.	Double Hole Punch by Deli (No.0103)	25-Nos.			
13.	Double Hole Punch Heavy Duty	15-Nos.			
14.	Envelop - White SE-5	500-Nos.			
15.	Envelop - White SE-6	500-Nos.			
16.	Envelop SE-5	30,000 Nos.			
17.	Envelop White with cloth 19x14	1000-Nos.			
18.	Envelop SE-7-A with cloth lining	1,500-Nos.			
19.	Envelop SE-8A with cloth lining	1,500-Nos.			
20.	Envelops SE-6	30000 Nos			
21.	Envelops SE-7	4,500 Nos.			
22.	Envelops SE-8	30000 Nos			
23.	Eraser AI-30 (Pelikan)	50-Dozens			
24.	Fax Roll (Panasonic) Size 210 mm X (THM-331C)	250-Rolls			
25.	File Board with Flapper Pasted as per sample	100-Nos			
26.	File Cover Government Monogram Blue A-4 (Art Paper) with Plastic Lamination line to meet the emergent requirement	20,000-Nos.			
27.	File Cover Plain White A-4 (Art Paper)	10,000-Nos.			
28.	File Flapper (3"-Wide) as per Sample with Monogram in Golden Color	10,000-Nos.			
29.	Gel Pen by MG Expert Gel Broad	10-Dozens			
30.	Green Note Book Cover (Medium Size) with Emboss Printing (Text & Monogram) as per sample	100-Nos			
31.	Green Note Book Cover (Small Size) with Emboss Printing (Text & Monogram) as per sample	100-Nos			
32.	Gum Bottle (Crystal) 1000 gram	100-Nos.			

S #	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
33.	Gum Stick 20 grams (Dollar/Piano)	80-Dozens			
34.	Highlighter – Yellow & Pink (Dollar/Flora)	60-Dozens			
35.	Ink (Dollar 60 ml)	05-Dozens			
36.	Ink for Stamp Pad (Dollar/Crystal) 28.5 gm	35-Nos.			
37.	Management File Cover (A-4 Size)	25-Dozens			
38.	Marker - Permanent (Dollar/Mercury)	15-Dozens			
39.	Masking Tape 2"	10-Dozens			
40.	Masking Tape 3"	10-Dozens			
41.	Masking Tape 4"	10-Dozens			
42.	Meeting Folders (Green) with Emboss Printing (Text & Monogram) as per sample	150-Nos			
43.	Meeting Pads (Green) with Emboss Printing (Text & Monogram) as per sample	150-Nos			
44.	Note Books/Pads with Printing (Large Size) as per sample	1,000-Nos.			
45.	Note Books/Pads with Printing (Medium Size) as per sample	500-Nos			
46.	Note Books/Pads with Printing (Small Size) as per sample	500-Nos			
47.	Note Sheet Pad 80 gm (50-Sheets each Pad)	600-Nos			
48.	Office Pins No.2 (China)	100-Pkts.			
49.	Pair of Scissors (Stainless Steel Blade Plastic handle) 9"	10-Dozens			
50.	Paper for Laser Printer 100-gm, Imported (8-1/4x11) (A-4) (Original Packing)	100-reams			
51.	Paper for Laser Printer 80 grams (Imported) (8-1/4 x11) A-4 size (original packing)	3,000-reams			
52.	Paper for Laser Printer 80-gram (Imported) Legal Size (8-1/2 x 13-1/2)	80-reams			
53.	Paper for Photocopier 70 grams Imported (8-1/4x11) A-4 size (Original Packing)	4000-reams			
54.	Paper cutter (Knife)	100-Nos.			
55.	Paper Cutter Knife with Blade	30-Nos.			
56.	Paper Tape 1" (Repairing)	10-Dozens			
57.	Paper Tape 3"	10-Dozens			
58.	Paper Tape 4"	10-Dozens			
59.	Pencil Auto Craft (Yellow)	100-Dozens			
60.	Peon Book (215 sheets)	350-Nos.			
61.	Pin Remover (KW/DL Office)	50-Nos.			
62.	Ring Folder (A4 D-Ring File) by Data Save	25-Dozens			
63.	Rubber Tip Pencil (Goldfish 6000)	400-Dozens			
64.	Scale Steel Fine Quality as per sample	50-Nos.			
65.	Scotch Tape (1") 12 Meter (Everest)	30-Dozens			
66.	Scotch Tape (1") 72 Meter Everest) Equivalent	30-Dozens			

S #	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
67.	Self-Adhesive Note (3x3)100 sheets (Pronoti/Foska)	250-Pieces			
68.	Self-Adhesive Note (3x5)100 sheets (Pronoti/Foska)	250-Pieces			
69.	Sharpener Dux (Germany)	45-Doz.			
70.	Sharpener Machine by KW-triO (No 305)	24-Nos			
71.	Short Hand Note Book (94 Pages/Sheet)	100-Nos.			
72.	Single Hole Punch (Steel)	180-Nos.			
73.	Stamp Pad by Dollar/Crescent (Purple/Blue/Green)	100-Nos.			
74.	Staple Machine by Max Stapler HD-50R (Medium)	200-Nos.			
75.	Stapler Machine Heavy Duty by KW-triO (No. 050LBN) as per sample	25-Nos.			
76.	Stapler Pin (PMP) 23/10 (PMP)	50-Pkts.			
77.	Stapler Pin (PMP) 23/15 (PMP)	50-Pkts.			
78.	Stapler Pin (PMP) 23/17 (PMP)	50-Pkts.			
79.	Stapler Pin (PMP) 23/20 (PMP)	50-Pkts.			
80.	Stapler Pin (PMP) 23/23 (PMP)	50-Pkts.			
81.	Stapler Pin (PMP) 23/24 (PMP)	50-Pkts.			
82.	Stapler Pin (PMP) 23/6 (PMP)	50-Pkts.			
83.	Stapler Pin (PMP) 23/8 (PMP)	50-Pkts.			
84.	Stapler Pin (PMP) 24/6 (PMP)	1500-Pkts.			
85.	Table Diary-2023 .	150-Nos.			
86.	Table Set (Raxine) Green & Black by Koligon	100-Nos.			
87.	Tag Small (100-Tag in One Bundle)	500-bundles			
88.	Tape Dispenser (No-30) by National	15-Nos			
89.	Uni-ball Eye Fine Micro (4B-150)	110-Dozens			
90.	Uni-ball Signo 0.7 (UM-120)	140-Dozens			
91.	Uni-ball Vision Elite 0.8	15-Dozens			
92.	White Board Marker (Dollar/Mercury)	15-Dozens			
93.	White Fluid Pen (Pelikon/KITA)	50-Dozens			
94.	Colour Paper (A-4 Yellow, Pink, Green, Red, Blue)	500-Pkt			
95.	Register 12 No	50-Nos			

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

DETAIL OF MISC ITEMS REQUIRED FOR FY 2024-25 (AS PER SAMPLE)

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
1.	AC Electric wire 110/76	As per demand/ requirement			
2.	AC pipes (pure copper)	As per Demand/ requirement			
3.	Acid for Cleaning	03-Dozens			
4.	Air Freshener (Aseel)	450-Nos.			
5.	Air Freshener Flower Garden 300 ml	200-Nos.			
6.	Air Freshener Refill (Fresco Bottle)	04-Dozens			
7.	Air Freshener (Dirham 300ML)	100-Nos.			
8.	Air Wick Automatic Machine (Aerosol Dispenser) in Large Size as per sample	25-Nos			
9.	Air Wick Bottle Re-Fill (Freshmatic Max)	04-Dozens			
10.	Ashtray (Glass) Medium Size	50-Nos.			
11.	Back care Multifoam	18-Nos			
12.	Bar Soap (Sufi)/Equivalent	100-Nos.			
13.	Black Kobra Spray (400 ml) Insect Killer	250-Nos.			
14.	Bleach Powder by Power Plus (500-ml)	02-Dozens			
15.	Body Cloth Towel china	150+100 250-Nos			
16.	Body Polish (Cosmic)	400-Nos			
17.	Broom Bamboo (Per Kg)	100-KG			
18.	Calculator Casio 12 digits (large) DJ-120V II	18-Nos			
19.	Car Flags for SAPM & Advisors	50-Nos			
20.	Cell by Toshiba/Sonny (Large Size) for Airwick Machine	50-Nos.			
21.	Dashboard Polish (7-C)	80+60 140-Nos			
22.	Detergent Powder (Surf Excel) 100 grams	500-Nos.			
23.	Duck pati 60*60	As per requirement			
24.	Dust Bin without Cover Best Quality	50-Nos.			
25.	Dustbin with Cover Best Quality	50-Nos.			
26.	Duster (Cotton) (24x24)	150+2000 2,150-Nos.			
27.	Duster Yellow (Phylane) (18x24)	1000-Nos.			
28.	Electric Bell (Wire Less)	30-Nos			
29.	Electric Kettle Duron-517	50-Nos.			
30.	Engagement Stand	25-Nos			
31.	Extension Lead six sockets with Pakistani 5 M (7/29) wire (As per sample)	120-Nos			
32.	Face Mask (Three ply)	300 box			
33.	File Box Raxine as per Sample	1,000-Nos			
34.	Five Line Printy Stamp with Machine	30-Nos			

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
35.	Fork Steel (Big Size) Good Quality	20-Dozens			
36.	Four Line Printy Stamp with Machine	40-Nos			
37.	Glint (Glass Cleaner) 500-ml	75-Nos.			
38.	Green Summary Box (Raxine) with Emboss Printing of Text & Monogram as per Sample	500-Nos			
39.	Harpic Powder Plus (Liquid) 500-ml	04-Dozens			
40.	Jai Namaz Best Quality as per Sample	03-Dozens			
41.	Jug with Cover (Omroc)/Equivalent	50-Nos.			
42.	Kari Plates (China Bone) Best Quality as per Sample	05-Dozens			
43.	Lead Seal	2000-Nos			
44.	Light plug 10AMP	50-Nos			
45.	Liquid soap (Dial 4-Liter Gallon)	50-Nos			
46.	Max/Vim 300 gram (Liver Brother)	600-Nos.			
47.	Micro Fiber Cloth for Vehicles Large Size	150-Nos			
48.	Multi Power plug (15Amp) (as per sample)	100-Nos			
49.	New Name Plate (wooden base with brass top)	50-Nos			
50.	Pakistani Table Flag with stand	12-Nos			
51.	Pencil Cell (Remote size) Toshiba/Sony Original	500-Nos.			
52.	Pencil Cell by Toshiba/Sony Original	800-Nos.			
53.	Pencil Cell Energizer	100-Nos.			
54.	Pencil Cell (Remote size) rechargeable	50-Nos.			
55.	AA Batteries Cell (Wall Clock) Rechargeable	50-Nos.			
56.	Recharge charger (Machine)for cell	10-Nos.			
57.	Phenyl by Finis (2.9-Ltrs)	25-Nos.			
58.	Power plug 40 AMP (Stone) with box (as per sample)	50-Nos			
59.	Power plug china fitting (Stone) with box (as per sample)	50-Nos			
60.	Quarter Plates (China Born) Best Quality as per Sample	05-Dozens			
61.	Rice Plates (China Born) Best Quality as per Sample	05-Dozens			
62.	Rice Spoon Steel Good Quality	25-Dozens			
63.	Rubber Stamp (five lines)	80-Nos			
64.	Rubber Stamp (four lines)	60-Nos			
65.	Rubber Stamp (three lines)	60-Nos			
66.	Safeguard/Lux Soap (Small 70 gram)	500-Nos.			
67.	Sanitizer (0.5 liter)	100-Nos			
68.	Sanitizer gell (05-Liter Gallon)	100-Nos			
69.	Shampoo Bottle for Cars in Large	80+100-Nos			
70.	Soap Hand Wash small (Lilly)	100-Dozens			

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
71.	Soap Pot	50-Nos.			
72.	Suttli (Binding Rope)	100-Ball			
73.	Tea Cups with Saucer as per sample	35-Dozens			
74.	Tea Sets Queen 22-Pieces/per set Best Quality	25-Sets.			
75.	Tea Spoon Steel Good Quality	25-Dozens			
76.	Thermos 1.5-Liters	40-Nos.			
77.	Thermos 3-Liters	15-Nos.			
78.	Three Line Printy Stamp with Machine	20-Nos			
79.	Tissue Box (Popup/Soft Extra)	140+300 440-Boxes			
80.	Tissue High gene	3000-Nos			
81.	Tissue Paper (Luxury Rose Petal)	2,500-Boxes			
82.	Tissue Paper (Luxury Ultra)	100+200 300-Boxes			
83.	Toilet Roll (Rose Petal)	1,000-Roll			
84.	Towel Cotton White (24x40) (Medium)	80-Nos.			
85.	Towel Cotton White (27x54) (Large)	80-Nos.			
86.	Tray (Plastic) Large Size as per Sample	02-Dozens			
87.	Tray (Plastic) Medium Size as per Sample	02-Dozens			
88.	Tumbler (Omroc)/Equivalent	500-Nos.			
89.	TV/Device Danny or equiliant	06-Nos			
90.	Two pin switch (male)	48-Nos			
91.	Umbrella (Large size) in Fine Quality	150-Nos.			
92.	Wall clock (Champion)	24-Nos			
93.	Water Cooler (No-72) Irani	25-Nos.			
94.	Dettol 3x Power 1L	60-Nos.			

Signature (Authorized Person/Proprietor): _____
Name of Authorized Person: _____
Name/address of Firm: _____

Stamp of Firm: _____

DETAIL OF LIVERY ITEMS FOR FY 2024-25 (AS PER SAMPLE)

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
1.	Shalwar Qameez (White) with stitching	300-Pairs.			
2.	Shoes (Service/Equivalent)	300-Nos			
3.	Waist Coat (Black) Best Quality	300-Nos			
4.	Jinnah Cap	300-Nos			
5.	White Gloves (Cloth)	500-Nos			

Signature (Authorized Person/Proprietor): _____
Name of Authorized Person: _____
Name/address of Firm: _____

Stamp of Firm: _____

TONER FOR COMPUTER PRINTERS ALONGWITH QUANTITY FOR FY.2024-25

S#	Name of Items	Quantity	Number of Copies each toner	Price / Rate of per unit/per piece	GST 18%	Grand Total
1.	H.P 1010/1020	200				
2.	H.P 1200	5				
3.	H.P 1300	5				
4.	H.P 1320	80				
5.	H.P 2015	60				
6.	H.P 1005-P/1005	50				
7.	H.P 1102	80				
8.	H.P 2035	9				
9.	H.P 3050/3350	9				
10.	Xerox Printer 3020	40				
11.	HP 5200L	05				
12.	HPM402D	60				
13.	HP Pro-277-N Color	05				
14.	HP Pro-277-N (Only Black)	5				
15.	HP-452 (Only Black)	4				
16.	HP-452 Color	5				
17.	HP Pro-454DW Color	5				
18.	HP-454DW (Only Black)	5				
19.	HP-M12 W Pro	23				
20.	HP-102W (set)	40				
21.	HP 15W (48-A)	20				
22.	HP 15W (44-A)	20				
23.	HP 107-A	7				
24.	HP 404	4				
25.	Xerox Printer 3330	30				

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

TONER FOR FAX MACHINES ALONGWITH QUANTITY FOR FY.2024-25

S#	Name of Items	Quantity	Number of Copies each toner	Price / Rate of per unit/per piece	GST 18%	Grand Total
1.	Panasonic KX- FL612	03				
2.	Panasonic Kx-FAT-92	07				
3.	Canon L-140	07				
4.	Panasonic Kx-FA-83	03				
5.	Canon BX-3	05				
6.	Panasonic KX-FA 136-A	02				
7.	Panasonic KX FL-402	02				
8.	Ricoh SP311SFN	25				
9.	Panasonic KX-MB 772	03				
10.	Ricoh SP210	20				
11.	KX-FP701	10				
12.	Samsung (2070F)	20				
13.	Panasonic CKX-FAT 88A	06				

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

TONER FOR PHOTO COPIERS ALONGWITH QUANTITY FOR FY.2024-25

S#	Name of Items	Quantity	Number of Copies each toner	Price / Rate of per unit/per piece	GST 18%	Grand Total
1.	Canon IR-2320-N	02				
2.	Canon IR-2525	12				
3.	Panasonic DP-3030	02				
4.	Panasonic DP-8016	02				
5.	Panasonic-8035	20				
6.	Panasonic DP-4510	05				
7.	Kyocera KM-2020	05				
8.	Konica Minolta Bizhub 283	20				
9.	Konica Minolta Bizhub 287	25				
10.	Konica Minolta Bizhub 363	25				
11.	Konica Minolta Bizhub 367	25				
12.	Konica Minolta Bizhub 654-E	30				

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

BID'S EVALUATION CRITERION FOR ALL TYPES OF TONERS.

1. Make, model and No. of copies of each toner (original branded and non branded) must be mentioned, separately.
2. Authorized dealership certificate (readable), and broacher of quoted brand of toner be attached.
3. Dealership certificate is mandatory for supply of toners of Printers, Copiers and Fax Machines.
4. Firms must have its proper offices setup, stock and store. The Member(s) of the Tender / Purchase Committee may inspect if required through physical visit.
5. Complete mailing address, landline phone and fax/WhatsApp number must be mentioned in the bid.
6. Tender / Purchase Committee, bids non-conformity with the above Terms & Conditions mentioned in Tender documents is/are liable to be rejected without any plausible reason.
7. The vendor shall provide the toners from the concerned manufacturers of Photocopier machines or by the authorized dealer, within three days.

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

HARDWARE ITEMS FOR FY.2024-25
(As per Government Policy)

S#	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
1.	Desktop Computer	15			
	Processor		10 th Gen Intel core i5		
	Operating System		Window 11 pro		
	Graphics		Intel Integrated UHD Graphics		
	Memory		8GB DDR4		
	Hard Disk		1TB SATA		
	Ports		USB 3.0, headphone, microphone, USB 2.0, VGA/HDMI, RJ-45, Audio in/audio out		
	Chassis		Provision of Pad Lock		
	LED		18.5 inch display 1366x786 HD (Same model)		
	Accessories		USB keyboard, USB Mouse, Power Cable & HDMI/VGA Cable		
	Desktop Computer	15			
	Processor		8 th Gen Intel core i5		
	Operating System		Window 11 pro		
	Graphics		Intel Integrated UHD Graphics		
	Memory		8GB DDR4		
	Hard Disk		1TB SATA		
	Ports		USB 3.0, headphone, microphone, USB 2.0, VGA/HDMI, RJ-45, Audio in/audio out		
	Chassis		Provision of Pad Lock		
	LED		18.5 inch display 1366x786 HD (Same model)		
	Accessories		USB keyboard, USB Mouse, Power Cable & HDMI/VGA Cable		
2.	Laser Jet Printer (WiFi) for computer Compatible with window 8.1 professional, 18PPM or above	12			
3.	Laser Jet Printer for computer (Compatible with window 8.1 professional, 40PPM or above	10			
4.	Wireless Mouse	40			
5.	Mouse with pad (lazer) A4 Tech	80			
6.	Key board Dell, Dany or equilant	50			
7.	DVD Rom (Combo Drive)	10			
8.	Speakers Dany or equilant	10			
9.	LCD VGA Cable	12			

S#	Name of Items	Quantity	Price /Rate of per unit/per piece	GST 18%	Grand Total
10.	DVD (R.W) x8 speed	150			
11.	DVD (R) x8 speed	150			
12.	CD (R.W) x8 speed	150			
13.	CD (R) x8 speed	150			
14.	Power cable (Fine Quality)	80			
15.	Printer USB cable (Fine Quality)	50			
16.	USB extendable cable (Male and Female)	20			
17.	HDMI Cable 3 meter (Fine Quality)	20			
18.	HDMI Cable 10 meter (Fine Quality)	20			
19.	Head Phone with Mic. Best Quality	06			
20.	USB 16GB (3.0)	40-Nos			
21.	USB 32GB (3.0)	40-Nos			

Signature (Authorized Person/Proprietor): _____
Name of Authorized Person: _____
Name/address of Firm: _____

Stamp of Firm: _____

MACHINERY/EQUIPMENT FOR FY 2024-25
(As per Government Policy)

S#	Name of Items	Quantity	Rate Per No./Price	GST 18%	Grand Total
1.	Light duty Photocopier Machine <ul style="list-style-type: none"> • Scan, print, photocopy • 36 copies per minutes • A3 toA5 • LCD touch screen control panel • Printing, print from PC • Network Interface Standard 10BaseT/100BaseTx • Print from USB • 300 sheets or above • Trolley • Reverse Automatic Document Feeder • Warranty & Free Service 	03			
2.	LED 32-inch, Smart Android TV LED, Blue Tooth, WIFI, Cable port, USB HDMI, RJ-45, Audio in /Audio out, Remote Control/Power cables etc. One year warranty	08			
3.	LED 60inch, Smart Android TV LED, Blue Tooth, WIFI, Cable port, USB HDMI, RJ-45, Audio in /Audio out, Remote Control/Power cables etc. One year warranty	06			
4.	Water Dispenser with fridge	06			
5.	Split AC1.5 ton (Heat & Cool) Gree or equilant Extra Copper Pipe per sqft with fitting	06			
6.	Bracket Fan	30			
7.	Microwave Oven (20 liter)	06			
8.	Fax Machine 4 in 1 (Fax, Scanner, Printer, copier)	04			
9.	Blower Heater	20			
10.	Electric Rod Heater	20			

Signature (Authorized Person/Proprietor): _____
Name of Authorized Person: _____
Name/address of Firm: _____

Stamp of Firm: _____

CRITERION FOR PRE-QUALIFICATION OF WORKSHOPS FOR REPAIR / MAINTENANCE OF MACHINERY / EQUIPMENT, FURNITURE / FIXTURE AND HARWARE ITEMS.

The criteria for pre-qualification of Workshops for repair / maintenance of Machinery / Equipment, Furniture Fixture and Hardware items is as under:-

- i) The interested Workshops must have three (03) years experience in relevant field. The Firms shall provide list of Federal / Provincial Government Ministries / Divisions / Departments to whom, they have provided or providing services.
- ii) The Workshops must have their own complete setup i.e. spare parts availability and technical expertise in Islamabad / Rawalpindi having Telephone / Fax facilities etc.
- iii) The Workshops must be registered with Sales Tax and Income Tax Department (FBR). Valid documents must be attached.
- iv) The interested parties must have sound financial position; proof may be provided for last three (03) years in shape of income tax and company bank statement.
- v) Interested parties must attach non black listing certificate on affidavit amounting to Rs.100/- with bidding documents, duly attested by notary public.
- vi) Member(s) of Tender / Purchase Committee may conduct the visit of all Workshops, before the pre-qualification.
- vii) Bfd security amounting to Rs.500,000/- in favour of Section Officer (Gen-I), Cabinet Division Islamabad must be attached with bid in shape of pay order or Bank draft.
- viii) List of Names and Telephone numbers of their technical teams with their experience shall be attached.

TERMS & CONDITIONS

- i) The Workshops on the panel shall be bound to carry out the requisite work on immediate basis when repairs are referred to them even at odd hours / public Holidays.
- ii) While submitting rates the Workshops must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
- iii) The Workshops shall be bound to return old spare parts in case of replacement with new once.
- iv) Warranty period of each item replaced or repaired must clearly mention in quoted rates. If the same defect appeared again, the Workshop(s) shall be responsible to replace free of cost.
- v) In case of refusal to undertake the work, the bid security of the item shall be forfeited.
- vi) Earnest money shall be forfeited if a bidder is unable to provide services and shall be backlisted for future business with Government Departments as per PPRA Rules 2004.

2. I / we have gone through each and every clauses and agree upon the above mentioned Terms & Conditions.

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

CRITERION 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 five (05) years' experience in relevant field.
- ii) The workshops must have their own complete setup i.e. garage, spare parts availability and technical experts at Islamabad/Rawalpindi.
- iii) The bidder must have facilities of Telephone / Fax etc in Islamabad/Rawalpindi.
- iv) The Workshop must be registered with Sales Tax and Income Tax Department. Valid documents must be attached with the bidding documents.
- v) The interested parties must have sound financial position, proof must be attached in shape of tax return of last three (03) years.
- vi) Affidavit amounting to Rs.100/- regarding non black listing must be attached with the bidding documents, duly attested by the notary public.
- vii) Members of Tender / Purchase Committee may conduct the visit of workshops, before the pre-qualification.
- viii) This shall be responsibility of the successful bidder to have secure parking of the official vehicles during repairs. If any damage occurred in that case, the bidder shall bear all expenditures.
- ix) The workshops shall quote the rates for genuine parts in their bids. Bids security amounting to Rs.500,000/- in favour of Section Officer(Gen-I), Cabinet Division Islamabad must be attached with bid in shap of pay order or Bank Draft.
- x) The workshop on the panel shall be bound to carry out the requisite repairs & maintenance on top priority basis whenever vehicle is referred to them.
- xi) While submitting rates the workshop must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
- xii) The workshop shall be bound to return old spare parts in case of replacement with new once.
- xiii) Warranty period of each item replaced or repaired must be clearly mentioned in quoted rates. If the same defect is crops up again, the workshop shall be responsible to replace it free of cost within three (03) days.
- xiv) Earnest money shall be forfeited if a bidder is unable to fix the vehicles, as detailed blew, as per work order and firm would be backlisted for future business with Government Department:

Local Assembled Vehicles (Up to 1800 cc)	07 days
Imported / Local Vehicles (1801 & above)	45 days

2. We have gone through each and every clauses of Terms & Conditions and agreed upon.

Signature (Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____