

GOVERNMENT OF PAKISTAN
CENTRAL DIRECTORATE OF NATIONAL SAVINGS,
ISLAMABAD

TENDER NOTICE FOR PURCHASE OF STATIONERY AND MISCELLANEOUS ITEMS.

Central Directorate of National Savings, Islamabad invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) from well-reputed firms/suppliers, registered with Tax Department for supply of Stationery, Computer consumable accessories and other Miscellaneous items to Central Directorate of National Savings (CDNS), Islamabad for the Financial Year 2024-2025.

2. The tender shall be carried out under Rule-36(a) of Public Procurement Rules, 2004. Bidders are required to submit their bids through PPRA EPADS (**www.eprocure.gov.pk**), however, the bid security in original amounting to Rs.20,000/- in the shape of a Pay Order / Demand Draft / CDR / Cashier Cheque only, issued from any bank operating in Pakistan in the favour of Director General, CDNS, Islamabad must be delivered to National Savings Officer (P&L), CDNS on below mentioned address on bid submission date & time. Bid must be submitted on or before **26.09.2024 upto 11:00 a.m.** Bids will be opened on the same day at 11:30 a.m. at **Conference Room of Central Directorate of National Savings (CDNS), 23-N, Savings House, Civic Centre, G-6 Markaz, Islamabad** in the presence of the bidders or their representatives who wish to attend the proceedings.

4. The CDNS reserves the right to reject any / all or a part of bids prior to the acceptance of a bid or proposal, for which reason (s) may be conveyed if desired in writing as per PPRA Rule-2004.

5.

For any query related to this tender notice, please feel free to contact the undersigned.

(Ishtiaq Ahmed)
National Savings Officer (P&L)
Central Directorate of National Savings,
23-N Savings House, G-6 Markaz,
Islamabad
051-9215744

TERMS OF REFERENCES

Terms of reference are outlined hereunder for general information and submission of bids for the requisite items (Annex-A). The Tender Notice is also available on PPRA website <http://www.ppra.org.pk/> and CDNS website <http://www.savings.gov.pk/>.

- 1) The tender shall be carried out under Rule-36(a) of Public Procurement Rules, 2004.
- 2) Bidders are required to submit their bids through PPRA EPADS (**www.eprocure.gov.pk**), however, the bid security in original amounting to Rs.20,000/- in the shape of a Pay Order / Demand Draft / CDR / Cashier Cheque only, issued from any bank operating in Pakistan in the favour of Director General, CDNS, Islamabad must be delivered to National Savings Officer (P&L), CDNS on below mentioned address on bid submission date & time.
- 3) The bid security of unsuccessful bidder will be returned without interest, as promptly as possible: however the bid security of the 2nd lowest bidder will be returned on submission of performance security by the successful bidder(s) or when the bidding process is cancelled by the authority.
- 4) The successful bidder's bid security will be returned, without interest, upon the bidder signing of the contract agreement and furnishing the performance security in accordance with the provision thereof.
- 5) The bidder should be registered with the FBR. NTN and Sales Tax Number shall be mentioned in the bid and copies attached therewith.
- 6) The bidders shall submit an affidavit on Rs.50/- stamp paper (duly attested by Notary Public) on EPADS to the effect that the firm is not black listed from any Government Department. Original Affidavit must be delivered to National Savings Officer (P&L), CDNS on bid submission date & time.
- 7) Rates (in PKR) to be quoted shall be inclusive of GST and all taxes/ duties and shall be valid upto **30.06.2025**.
- 8) Quoted rates will be evaluated on item to item basis for consideration of award of contract to the lowest evaluated bidder(s)/ Most Advantageous Bidder(s).
- 9) If the successful bidder withdraws bid, his bid security shall be forfeited and the contract may be awarded to the next lowest evaluated bidder.
- 10) The bidders should have their own well established shop/store, capable to provide the whole items as and when required during the financial year 2024-2025 on the approved rates.
- 11) Samples of the items, where possible, especially for papers, pens & ball points should be presented on demand.
- 12) The bidder can participate in all items or an individual item.
- 13) The successful bidder(s) shall be required to submit unconditional and irrevocable Performance Bank Guarantee (PBG) of sum equivalent to 5% (five percent) of total contract price of agreement to be signed with CDNS valid for one year from the date of last supply. The PBG shall be submitted on or before raising invoices, this PBG shall be issued by any bank operating in Pakistan in favour of Director General, National Savings, Islamabad.

- 14) If during the currency of the period, it is found that sub-standard items or in-genuine/ refilled toners/ cartridges are supplied, the contract shall be cancelled and Security Deposit shall be forfeited and the firm shall also be blacklisted besides imposing penalty @1% of worth of billed items. However, the Director General, National Savings/procuring agency reserves the right to relax this condition if satisfactory justification is provided by the bidder that may be beyond his normal control and replacing bad items with good items. In no case, it may be considered as right of vendor and is based on sole discretion and satisfaction of the procuring agency regarding sub-standard items.
- 15) The procuring agency may forfeit the Performance Bank Guarantee if the bidder(s) performance found to be poor or bidder(s) breaches any of its obligations under the contract agreement and ToRs. Procuring agency can also impose penalty @2% of supply order per week for the amount of delayed supplied items.
- 16) The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/ requirement.
- 17) The procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per rule 33 of Public Procurement Rules, 2004.
- 18) No transportation and carriage/ mobilization charges will be paid.
- 19) The successful bidders shall execute an agreement on Rs.500/- stamp paper for supply of items for award of contract within 07 days of supply order. The draft may be obtained from procuring agency.
- 20) The payment shall be made on submission of bill(s) for the items supplied and on satisfactory completion of the job.
- 21) Bids must be submitted online through EPADS as per schedule i.e. on **26.09.2024** up to 11:00 a.m. and the same will be opened on the same day at 11:30 a.m at Conference Room of Central Directorate of National Savings (CDNS), 23-N, Civic Centre, G-6 Markaz, Islamabad in the presence of the bidders or their representatives who wish to attend the proceedings.

(Ishtiaq Ahmed)

National Savings Officer (P&L)
Central Directorate of National Savings,
23-N Savings House, G-6 Markaz,
Islamabad
051-9215744

LIST OF STATIONERY, MISCELLANEOUS & OTHER ITEMS

S#	Name of the item	Description/Specification	Quoted Price (inclusive of all Taxes) Per	Remarks
1	Offset Paper Full Size	Imported 80gm brand AA or equivalent	Ream	
2	Offset Paper A-4 Size	Imported 80gm brand AA or equivalent	Ream	
3	Ball Point (Blue, Black & Red)	Picasso Grip, PIANO Jelflo, Deli Xtream or equivalent	Packet	
4	Ball Point (Blue & Black)	Uniball Eye (Fine) UB-157 or equivalent	Packet	
5	Ball Point (Blue & Black)	Signo or equivalent	Packet	
6	Pencil with Rubber	HB, No.7000 or equivalent	Dozen	
7	Pen Fluid	DUX Correction Pen or equivalent	Dozen	
8	Dak Book (A4 Size)	Tayyaba or equivalent	Unit	
9	Dispatch Register No.8	Tayyaba or equivalent	Unit	
10	Diary Register No.8	Tayyaba or equivalent	Unit	
11	Ruled Register No.12	Tayyaba or equivalent	Unit	
12	Movement Register for vehicles (Standard size)	Tayyaba or equivalent	Unit	
13	Post IT Pad 3x2	Pronoti, Sensa or equivalent	Packet	
14	Post IT Pad 3x3	Pronoti, Sensa or equivalent	Packet	
15	Sticky Notes (Z Type Neon Color)	Pronoti, Sensa or equivalent	Packet	
16	Dak Pad (Lock Type)	Rexen VIP or equivalent	Unit	
17	Draft Pad (A4 Size)	Alfa No.840 or equivalent	Dozen	
18	Draft Pad (Small)	Alfa No.842 or equivalent	Dozen	
19	Envelope	SE-6 (Golden)	Packet	
20	Envelope	SE-7 (Golden)	Packet	
21	Envelope	SE-8 (Golden) File Size	Packet	
22	Envelope	A-4 size (White)	Packet	
23	Envelope (File Size)	White superior 100 GM	Packet	
24	Envelope	White superior size 9"x 4"	Packet	
25	File Board with Flapper (Legal Size)	Venus File Board, Printed Departmental Monogram on flapper	Dozen	
26	File Covers (Legal Size)	With cloth binding top quality with Departmental address and Monogram	Dozen	
27	Foot Scale (Steel)	Sword Fish (Heavy) or equivalent	Dozen	
28	Gum Bottle 1000 Gram	Dollar or equivalent	Unit	
29	Gum Stick (36g)	Dollar or equivalent	Dozen	
30	Highlighter (Different Colors)	PIANO or equivalent	Dozen	

31	Ink for Stamp Pad (Black/ Blue)	Crystal or equivalent	Dozen	
32	Marker (Black & Blue)	Mercury or equivalent	Packet	
33	Marker No.70/90 (Black & Blue)	Mercury or equivalent	Packet	
34	Note Sheet Legal Size	80 Gram Imported Paper	Dozen	
35	Note Sheet A-4	80 Gram Imported Paper	Dozen	
36	Paper Clip 36mm	Garash, Three Flowers or equivalent	Packet	
37	Paper Cutter	Haixen 330 or equivalent	Dozen	
38	Paper Cutter Blade	Top Quality	Packet	
39	Paper Pin (30mm)	Garash, Elephant or equivalent	Packet	
40	Sharpener	Dux or equivalent	Dozen	
41	Eraser Soft (Flexible)	Palikon AL-30, S-40 or equivalent	Dozen	
42	Single Punch (Legal Size Heavy Duty)	Superior Qulaity	Dozen	
43	Double Punch (Legal Size Heavy Duty)	KW-09120 or equivalent	Dozen	
44	Stapler Machine with Remover	M&G (ABS-92791) or equivalent	Dozen	
45	Stapler Pin 24/6	M&G or equivalent	Packet	
46	Stapler Pin 23/13	Washin or equivalent	Packet	
47	Stapler Pin 23/20	Washin or equivalent	Packet	
48	Stamp Pad (Medium)	Lancer or equivalent	Dozen	
49	Scotch Tap 1 inch	Stick Master or equivalent	Dozen	
50	Scotch Tap 2 inches	Stick Master or equivalent	Dozen	
51	Tag Cotton	Superior 6"	Dozen	
52	Calculator 14 Digit Large Display	CASIO (Model CT-912, DJ-120 or equivalent)	Unit	
53	Table Sharpener	KW-TriO No.310 or equivalent	Unit	
54	Heavy Duty Stapler Machine	KW-50LBN or equivalent	Unit	
55	Toner (Colour) 201-A (With Chip)	HP or equivalent	Complete Set	
56	Toner 05-A (With Chip)	HP or equivalent	Unit	
57	Toner 12-A (With Chip)	HP or equivalent	Unit	
58	Toner 26-A (With Chip)	HP or equivalent	Unit	
59	Toner 48-A (With Chip)	HP or equivalent	Unit	
60	Toner 49-A (With Chip)	HP or equivalent	Unit	
61	Toner 53-A (With Chip)	HP or equivalent	Unit	
62	Toner 76-A (With Chip)	HP or equivalent	Unit	
63	Toner 79-A (With Chip)	HP or equivalent	Unit	
64	Toner 80-A (With Chip)	HP or equivalent	Unit	
65	Toner 83-A (With Chip)	HP or equivalent	Unit	
66	Toner 85-A (With Chip)	HP or equivalent	Unit	
67	Toner 107-A (With Chip)	HP or equivalent	Unit	
68	Toner for Fax Machine KXFL 422	HP or equivalent	Unit	

69	Toner for Fax Machine KX - FAT 472	HP or equivalent	Unit	
70	Toner for Fax Machine KX - MB772	Panasonic	Unit	
71	Toner for Photo State Konica Minolta (Original)	Bizhub 454e Original or equivalent	Unit	
72	Toner for Photo State Konica Minolta	Bizhub-215 Original or equivalent	Unit	
73	Key Board	A4 Tech or equivalent	Unit	
74	Mouse	A4 Tech or equivalent	Unit	
75	Table Set	Complete Wooden (Executive) Senator imported or equivalent	Unit	
76	USB 64 GB	Kingston or equivalent	Unit	
77	Scissor 7" Plastic Handle	Deli 6003 or equivalent	Unit	
78	Extension Board (Heavy duty)	Kemilen or equivalent	Unit	
79	Multi Plug 15 AMP	Superior quality	Unit	
80	Towels White (Medium 24x48)	Zollner or equivalent	Dozen	
81	Jaa-e-Namaz	Superior quality	Unit	
82	Tissue Paper Box (Popup 3 ply atleast 200 sheets)	Rose Petal or equivalent	Unit	
83	Toilet Roll (2 Ply)	Rose Petal or equivalent	Dozen	
84	Soap (Medium Size)	Life Buoy (White) or equivalent	Dozen	
85	Hand Wash Liquid 250ml	Dettol or equivalent	Bottle	
86	Hand Wash Liquid	Dettol or equivalent	Litre	
87	Air Freshener 300 ml	Cobra or equivalent	Dozen	
88	Wall Clock	Champion or equivalent	Unit	
89	Door Bell with Remote (Electric)	Expert of equivalent	Unit	
90	Tumbler	Omroc or equivalent	Dozen	
91	Cell AAA Heavy Duty	Toshiba or equivalent	Dozen	
92	Pencil Cell-AA	Toshiba or equivalent	Dozen	
93	Remote Bell Cell-A-23	Toshiba or equivalent	Dozen	
94	Insect Killer Spray	Power Plus or equivalent	Dozen	
95	Duster (White)	Cotton (Superior)	Dozen	
96	Duster (Yellow)	Flalain (Superior)	Dozen	
97	Car Polish	Formula, Cosmic or equivalent	Unit	
98	Dash Board Polish	Revive-All or equivalent	Unit	
99	Glass Cleaner Spray	Glint or equivalent	Dozen	
100	Basket for Dust Bin (Medium)	Plastic Top Quality	Unit	
101	Vim Powder 430grams	Vim or equivalent	Unit	
102	Detergent 100 grams	Excel, Bright or equivalent	Dozen	
103	Tube Rods 2Ft. (Golden & White)	Philips or equivalent	Unit	
104	Starter (S2)	Philips or equivalent	Unit	
105	LED Bulb (18 Watt) . (Golden & White)	Philips or equivalent	Unit	