

**F. No. NSD.5 (1)/2024-Gen  
GOVERNMENT OF PAKISTAN  
NATIONAL SECURITY DIVISION  
ISLAMABAD**


**TENDER NOTICE**

Sealed Tenders are invited from reputed firms of Islamabad / Rawalpindi for the supply of Stationery, General, Misc. items and computer equipment to meet "**Annual**" requirements of the National Security Division (NSD) and Strategic Policy Planning Cell (SPPC) for the financial year 2024-25 (total expected procurement is less than 3-million in the Financial year).

2. Tenders shall be **valid upto 30<sup>th</sup> June, 2025** from the date of acceptance. The firms/dealers shall submit a call deposit of Rs.50,000/- pay order in the name of National Security Division as security deposit with their tenders and shall also fulfill the following conditions:-

- i. The firm must have their own shop having telephone facility in Islamabad / Rawalpindi and should have minimum three (03) years' experience in supply of Stationery and Misc. Items and computer equipments.
- ii. The firm should be well established and registered with General Sales Tax/Income Tax. Firm shall provide copies of Certificates in this regard alongwith their bids.
- iii. The rates should be given inclusive of sales tax/applied taxes.
- iv. The firms shall arrange transportation of stationery items to this Division.
- v. The firm shall provide "SAMPLE" of approved items and ensure qualitative consistency throughout the year, failing which its security deposit shall be forfeited.
- vi. This Division will not compromise on the quality and quantity of any item. In case of supply of sub-standard items e.g. refilled toners, delay in delivery and increase in rates, action will be taken against the firm according to rules.
- vii. The firm shall provide HP Printers Toner and Xerox Photocopier (Drum/Toner) from the Principal Company/ Authorized dealer. The faulty / refilled toner/drum shall be replaced by the firm.
- viii. Incomplete Tender shall not be accepted in any case.
- ix. The National Security Division reserves the right to accept or reject any or all tenders as per PPRA Rules, 2004.
- x. Submission of any false statement / documents including concealing of any information is likely to disqualify the bidder.
- xi. Each bidding firm shall provide an Affidavit that it is not involved in any kind of litigation and is not blacklisted by any Government Department.
- xii. The successful bidder shall be responsible to provide selected / allocated items on their quoted rates to NSD and SPPC throughout the financial year 2024-25.

3. Interested firms / dealers may send their bids through EPADS as per Procurement Regulation vide SRO 296(I)/2023 dated 27-02-2023 within 15-days from the date of its publication. Tenders will be opened the same day at 03:00 p.m. in presence of the representatives of the bidders, if they desire to attend opening meeting of the purchase committee.

  
**(HIDAYAT ULLAH BAITTANI)**  
Deputy Secretary (Admn)  
National Security Division  
Room No. 305-C, 3<sup>rd</sup> Floor,  
Prime Minister's Office,  
**Islamabad.**

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TENDER DOCUMENT

FOR THE PURCHASE OF

STATIONERY, COMPUTER EQUIPMENTS & OTHER MISC. ITEMS

TENDER OPENING DATE: August, 2024

Name of the Firm to whom  
issued \_\_\_\_\_

Dated \_\_\_\_\_

Prepared and issued by:-

(Hidayat Ullah Baittani)  
Deputy Secretary (Admin)

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**BID DOCUMENT**

**TERMS AND CONDITIONS**

**1. INSTRUCTION TO BIDDERS**

- i) **General:** -Sealed bids are invited in pursuance to advertisement on the PPRA's website and newspapers for the purchase of Stationery, Computer Equipment & Other Misc. items from the interested firms / companies on free delivery basis, with Warranty / Guarantee. The supplies are to be delivered in the General Section, National Security Division, Islamabad.
- ii) **Bill of quantities:** - Bidder who is Authorized Distributor / Supplier can quote for all / any item showing description and specification at (**Annexure-“C”** ).
- iii) **Date & Time of submission of tenders:-** The interested bidders shall submit their bids on the prescribed form, available on written request on the firm/ company's letter pad from the office of Section Officer (General), National Security Division, Room No.305-C, 3<sup>rd</sup> Floor, Prime Minister's Office, Islamabad. The Tenders will be opened publically on \_\_\_\_\_ at \_\_\_\_\_ hours. The bidders or their nominated agents may attend the opening meeting if they desire so.
- iv) **Earnest Money:-** The Tenders without or containing less than Rs.50,000/- as earnest money in shape of pay order / bank draft in favour of National Security Division, Islamabad, will not be accepted.
- v) **Change in quantities:-** National Security Division, Islamabad, reserves the right to increase / decrease quantities and it will be the responsibility of the supplier / contractor to deliver the item on time.
- vi) **NTN /GST Certificates:-** Bidders must be registered with GST and NTN. Contractor / Supplier must mention their National Tax Registration Number (NTN) and General Sales Tax (GST), the copy of which may be deposited alongwith Tender, Experience of the firm, registration documents with Government / Semi Government / Autonomous Bodies, list of clients where the desired facilities have been successfully completed. Performance certificates showing clients' satisfaction may also be submitted.
- vii) **Tax deduction:-** As per FBR Rules, Income Tax as admissible for the Financial year 2022-23 shall be deducted from the total amount unless an exemption certificate issued by the Income Tax Department is provided. Contractor / Supplier will also have to disburse GST on total supply as per rules.
- viii) **Acceptance / rejection:-** National Security Division, Islamabad may reject any or all bids in terms of Rule 33 of Public Procurement Rules, 2004 and reserves the right to decrease or increase the quantity. National Security Division, Islamabad shall (upon request) communicate to any supplier who submits the bid, the grounds for its rejection of bid, but is not required to justify those grounds.

**2. SPECIFICATION CRITERIA:-**

Bids must be submitted according to specification given in **Annexure-“C”**

3. **DELIVERY TIME:-**

- Maximum delivery time for the supply of Tender items will be 15 days from the date of issuance of supply order.
- In case supplier fails to supply the agreed material in time, the competent authority reserves the right to reject this offer and confiscate the earnest money.

4. **PROCEDURE OF OPEN COMPETITIVE BIDDING:-**

The bids shall be deposited in single package, containing one envelope, duly sealed. The envelope shall be marked clearly with bold and legible letters to avoid any confusion.

5. **BID EVALUATION CRITERIA:-**

- The bids shall be evaluated on the basis of Technical Specifications and competitive price for each item.
- The bidder shall quote for all or any items showing description and specifications at **Annexure-“C”**
- After approval of the technically responsive / lowest bid, non-responsive bidders will be informed accordingly.

6. **QUALITY OF ITEMS:-**

**All item (s) supplied by successful bidder** should be wholesome and include all the basic accessories. The additional accessories may be included separately. The offered items (s) should not be of substandard nature.

7. **WARRANTY / GUARANTEE:-**

To be mentioned against each item.

8. **INSTALLATION:-**

The installation services, where required, should be provided free of cost in the offices of the concerned users at National Security Division, Prime Minister's Office, Islamabad.

**GENERAL INFORMATION**

01.	Name of Company / Firm (Bidder)	
02.	Name of Owner of the Company / Firm	
03.	CNIC No.	
04.	Address of Firm / Company (Bidder)	
05.	Telephone No. (Business)	
	Mobile No.	
06.	GST Registration No.	
07.	National Tax No.	
08.	Earnest Money (in figure)	
	Earnest Money (in words)	
09.	Pay Order / Bank Draft No.	
10.	Last date for submission of bids in the office of Section Officer (General), National Security Division, Room No. 305-C, 3 <sup>rd</sup> Floor, Prime Minister's Office, Islamabad between 1100 to 1130 hours on _____	
11.	Date of opening of bids:	
12.	Documents attached with the application form	i)
		ii)
		iii)
		iv)
		v)
13.	Terms and conditions prescribed in the Tender Documents are fully understood and accepted. I / We hereby agree to abide by and fulfill all the terms and conditions of the contract.	

NAME & SIGNATURE OF  
AUTHORIZED REPRESENTATIVE

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Issued by:  
**(HIDAYAT ULLAH BATTAINI),**  
Deputy Secretary (Admn)  
Ph: 051-9216313

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**BID APPLICATION FORM**

Dear Sir,

1. Having examined the terms & conditions for Tender along with the Specifications of aforementioned tender, the receipt of which is hereby acknowledged, we, The undersigned, offer to supply and deliver in conformity with specifications, mentioned in **Annexure-“C”** and conditions of Tender for the sum of **Rs. 50,000/- (Rupees Fifty Thousand only)** or such other sums as may be ascertained in accordance with the said conditions.

2. If our Bid is accepted we shall deliver / commence the delivery of equipment / services mentioned in the tender documents within **60** days from the date of receipt of Purchase Order / Work Order.

3. We agree to abide by the terms and conditions of the Tender for the **30 June** period of **2024** from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. Until a formal Purchase Order (s) is placed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

5. We understand that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons therefore.

Dated this \_\_\_\_\_ day of **August** **2024**

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorized to sign Tender for and on behalf \_\_\_\_\_

\_\_\_\_\_  
(NAME OF FIRM IN BLOCK LETTER)

Complete Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Signature \_\_\_\_\_

**LIST OF STATIONARY ITEMS**

S.No.	DETAIL	Numbers can be increase/ decrease subject to availability of fund and requirement	Per Pack / Each Item Rate	GST 18%	Total Amount
1.	ACR/PER Papers (color, Pink, Yellow & Green)	500 sheets each			
2.	Ball point Picasso	24 box			
3.	Ball point Dollar Clipper	24 box			
4.	Uni-ball eye	24 box			
5.	Uni-ball Signo	24 box			
6.	Uni-ball Fine Deluxe	24 box			
7.	Uni-ball Vision elite	12 Box			
8.	Schneider One-Business 0.6mm	24 Box			
9.	Binder clips 16mm (Best Quality)	24 Box			
10.	Binder clips 32mm (Best Quality)	60 nos			
11.	Binding tape	60			
12.	Box file Legal Size	24			
13.	Calculator 12 Digit (Original) Casio/ Citizen	24			
14.	Cutter (best quality)	02			
15.	Cash book blank column 8 no	24			
16.	Clip file A-4 size	24			
17.	Confidential stickers	24			
18.	Clip file attractive 12/14	24			
19.	Dak Pad (Rexine)	60			
20.	Hand Dairy Official	24			
21.	Dairy register (06.No) (As per Sample)	12			
22.	Diary Cover Handy (Leather)	60			
23.	Drafting spiral pad 851no.A-4 size(Best Quality)	48			
24.	Drafting spiral pad 851no.Medium size(Best Quality)	48			
25.	Drafting spiral pad small 854 (Best Quality)	24			
26.	Duster White Board	4000			
27.	Envelops se-5 craft 80gms	4000			
28.	Envelops se-6 craft 80gms	3000			
29.	Envelops se-7 craft 80gms	3000			
30.	Envelops se-8 craft 80gms	3000			



31.	Envelops se-8 Craft (Cloth-line)	3000			
32.	Envelops imported	3000			
33.	Envelops (A-4) imported	3000			
34.	Envelops white cloth line full size	3000			
35.	Eraser al-30 (pelican)	3000			
36.	Fluid Pelican (pen)	48			
37.	File cover large with ring (F/S-legal) Blue with NSD Logo)	250			
38.	File Covers with National Security Division Golden Logo	120			
39.	File Covers with National Security Division (F/S-legal) Golden) with pocket	120			
40.	File board thick A-4	1000			
41.	File board thick F/S	1000			
42.	File flapper Rexene (best quality)	240			
43.	File tag best quality twisted	48			
44.	Foot scale steel 12" swordfish original	48			
45.	Gum stick UHU	48 nos			
46.	Highlighter pelican	24			
47.	Ink Bottles (Dollar)	60			
48.	Ink Bottles (Pelican)	60			
49.	Lead pencil HB goldfish 5000	12			
50.	Letter dispatch register (10.no) (Best Quality)	12			
51.	Log book 6 (Best Quality)	12			
52.	Marker dollar 90/70 (permanent)	12			
53.	Marker dollar 90/70 (white board)	12			
54.	Marker tempo	48			
55.	Movement register 6 no. (Best Quality)	48			
56.	Name plates (brass plate)	48			
57.	Paper A-4 size500 sheet (Double A )	12			
58.	Paper (legal) size500 sheet (Double A)	As per requirement			
59.	Paper A-4 size500 sheet (Paper One)	150			
60.	Paper (legal) size500 sheet (Paper One)	25			



61.	Paper clips three flower 36m	150			
62.	Paper pin 50 gms china	25			
63.	Paper file tray (steel)	48			
64.	Paper file tray (plastic)	12			
65.	Pen holder	06			
66.	Peon book 6 Qrs (144) sheet	06			
67.	Post it pad 2x3"	06			
68.	Post it pad 3x3"	48			
69.	Post it pad 3x5"	As per requirement			
70.	Punch single hole (best quality)	48			
71.	Punch double hole (KW-988)	48			
72.	Punch double hole Heavy Duty (KW-9670)	48			
73.	Packing Tape	48			
74.	Register no 12 broad lining (Best Quality)	12			
75.	Register no 16 broad lining (Best Quality)	36			
76.	Ring folders superior quality	12			
77.	Section diary register no. 10 (Best Quality)	12			
78.	Scissor medium size superior	24			
79.	Scotch tape	12			
80.	Scotch tape small	24			
81.	Scotch tape stand (for 1" tap roll)	60			
82.	Sharpener steel (Germany)	36			
83.	Sharpener Heavy Duty	As per requirement			
84.	Short hand note book 80 sheet	48			
85.	Spiral Binding (Sheet)	06			
86.	Spiral for Binding Ring (plastic) (50 sheet)	48			
87.	Spiral for Binding Ring (plastic) (100 sheet)	2 nos (200 sheet)			
88.	Spiral for Binding Ring (plastic) (150 sheet)	100			
89.	Stamp pad small (blue/black)	100			
90.	Stamps printy machine (medium)	100			

91.	Stapler machine max hd.50	24			
92.	Stapler machine rapid hd.170	As per requirement			
93.	Stapler pins small 26/6 rapid	12			
94.	Stapler pins 23/10 heavy duty	03			
95.	Stapler remover sdi no.1160	48			
96.	Stamp Rubber (Manual)	12			
97.	Stock register (10 no) (Best Quality)	36			
98.	Stick papers (mix colors) best quality	As per requirement			
99.	Sticky Flag (Multi colors)	02			
100.	Table set Rexene (executive)	48			
101.	Table set marble superior	48			
102.	Table Card Holder for meeting	As per requirement			

**LIST OF GENERAL ITEMS**

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of fund and requirement	Per Pack / Each Item Rate	Rate	GST 18%	Total Amount
1.	Air freshener Aseel 300 ML AL Rehab/Crown Perfumes	60				
2.	Air freshener Havoc	60				
3.	Air freshener spray Machine	06				
4.	Air freshener spray for Machine	36				
5.	Book Stand (Shelf)	As per requirement				
6.	Cell AA (power plus)	60				
7.	Cell AAA (power plus)	60				
8.	Cell for door bells (23a)	12				
9.	Coat Stand/Hanger (wood)	12				
10.	Curry Plates (superior quality)	As per requirement				
11.	Dinner set superior quality	As per requirement				
12.	Dak Bag (Black) Large Size	06				
13.	Duster white cotton large	60				
14.	Duster yellow large	60				
15.	Dust bin (medium)	12				
16.	Dustbin (Large)	12				
17.	Duster for Vehicles china	24				
18.	Dishwasher liquid 100 ml (max)	12				
19.	Door bells wireless	12				
20.	Door lock (China)	06				
21.	Electric kettle	12				
22.	Electric extension board large (camellion)	12				
23.	Engagement Stand (A4 Size)	12				
24.	Engagement Stand (Small)	12				
25.	Face Mask (Surgical-Disposable)	24 Box				
26.	Face Mask (KN-95)	24				
27.	Fork (Large)	50				
28.	Fork (Small)	50				
29.	Glass superior quality	48				
30.	Gift bags (medium)	48				
31.	Gift bags (large)	24				
32.	Glass (Mat)	12				
33.	Glint	24				
34.	Hand wash (dettol)	24				
35.	Hand Wash (Safeguard)	As per requirement				
	Hanger (Steel)	As per requirement				
36.	Insect killer (Cobra) 400 ml	As per requirement				
37.	Insect killer (Mortien) 400 ml	As per requirement				
38.	Jug glass set (superior quality)	As per requirement				
39.	Jug with cover (superior quality)	24				
40.	Jaye namaz large size	24				
41.	Kitchen Tissue Roll	300				
42.	Knife Steel	As per requirement				
43.	Multi pin shoe	200				
44.	Phenyl ball 200 gms	60				

45.	Phenyl liquid 03-Ltr (Original)	60			
46.	Pedestal Fan (plastic-Pak Fan)	24			
47.	Quarter Plates (superior quality)	As per requirement			
48.	Rice Plates (superior quality)	As per requirement			
49.	Serving Tray (Plastic) Large	As per requirement			
50.	Serving Tray (plastic) Medium	As per requirement			
51.	Serving Tray (Mat)	12			
52.	Soap Dove (135g)	12			
	Soap Dettol (125g)	60			
53.	Soap Lux (145g)	60			
54.	Shields (National Security Division)	06			
55.	Steel Cabinet (4-Drawers) for files	06			
56.	Scotch Brite (Foam Pad)	60			
57.	Surf Excel (sachet)	60			
58.	Seat Back Care (Molty Foam)	60			
59.	Sanitizers	As per requirement			
60.	Tea set complete (superior quality)	As per requirement			
61.	Tea set (Cup + Saucer) (superior quality)	48			
62.	Tea spoon steel	100			
63.	Table spoon steel	500			
64.	Tissue box perfumed (rose petal)	50			
65.	Tissue box Luxury (rose petal)	12			
66.	Thermos (1.5 Ltr)	As per requirement			
67.	Toilet paper roll (rose petal)	48			
68.	Toilet paper roll (Maxob)	12			
69.	Towel white fine quality large	24			
70.	Telephone Set	12			
71.	Telephone Set (Exchange)	12			
72.	Telephone Set (Steno)	12			
73.	Table Flag (small)	06			
74.	Umbrella black best quality	12			
75.	Wall clock (Best Quality)	12			
76.	Water Cooler (20-Ltr)	06			

**List of computer IT Equipment**

S.No.	Items	Specification	Requirement	Rate	GST	Total Amount
1.	Computer Desktop	Core i7 11th generation Desktop Computer 8GB DDR4 1TB HDD LED 19 Inch With mouse, keyboard, window 10, MS Office, latest with Antivirus.	As per requirement			
2.	Laptops	Core i-7, 1.6 GHz Ram 16GB / SSD Drive 4GB Graphic Card HDD 1 TB LED 14.5 inch Windows 10	As per requirement			
3.	Keyboard	A4 Tech/HP/Dell	As per requirement			
4.	Optical Mouse	A4 Tech/HP/Dell	As per requirement			
5.	Mouse Pad		As per requirement			
6.	Key Board (wireless)	A4 Tech/HP/Dell	As per requirement			
7.	Optical Mouse (wireless)	A4 Tech/HP/Dell	As per requirement			
8.	Printer (Black)	HP LaserJet Printer M404	As per requirement			
9.	Ethernet Cable	5 Meter	As per requirement			
10.	USB Extension Cable	1.5 Meter	As per requirement			
11.	Printer Color	Duplex (Auto print on both side of the page) Printer technology laser Connectivity, standard hi-speed usb 2.0, fast Ethernet 10/100base-tx Mobile printing capability yes	As per requirement			

		Wireless no Display 2-line lcd (text) Print speed black up to 27 ppm Print speed color up to 27 ppm Print quality 600 x 600 dpi, up to 38400 x 600 enhanced dpi				
12.	Toner-colour (hp laser jet pro 400 color m451dn)		As per requirement			
13.	Toner-colour (hp laser jet pro 452dn)		As per requirement			
14.	Toner-colour (hp laser jet pro 200 color m251n)		As per requirement			
15.	Toner-colour (hp laser jet pro 454 color)		As per requirement			
16.	Toner laserjet pro 404dn 76- A		As per requirement			
17.	Toner laserjet pro 400 m401a		As per requirement			
18.	Toner fax machine Panasonic		As per requirement			
19.	Toner for 4in1 Hp M127fn		As per requirement			
20.	Toner (hp laser jet pro 400)		As per requirement			
21.	Tonner (hp laser jet p- 1102, 85-A)		As per requirement			
22.	Tonner (48 A) 15W		As per requirement			
23.	Tonner (xerox copier 5335)		As per requirement			
24.	Drum (xerox copier 5335)		As per requirement			
25.	Tonner ( Xerox Versa Link B7030, Multifunction )		As per requirement			
26.	Drum ( Xerox Versa Link B7030, Multifunction )		As per requirement			
27.	Tonner ( Xerox Versa Link		As per requirement			

	C7025, Multifunction )					
28.	Drum ( Xerox Versa Link C7025, Multifunction )		As per requirement			
29.	Waste Cartridge ( Xerox Versa Link C7025, Multifunction )		As per requirement			
30.	Usb-16 GB		As per requirement			
31.	Usb-32 GB		As per requirement			
32.	USB- 64 GB		As per requirement			
33.	External Hard Drive 2 TB		As per requirement			
34.	External Hard Disc Cover 3.0		As per requirement			
35.	HDMI Cable (5 Meter)		As per requirement			
36.	Logi Tech (Pointer) Wireless		As per requirement			
37.	Software- Antivirus Kaspersky (3 in 1) updated		As per requirement			
38.	Software – MS-Office (latest), registered		As per requirement			
39.	Software – MS-Windows (Latest), registered		As per requirement			