



Government of Pakistan
Ministry of Information Technology & Telecommunications
NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)



Government of Pakistan
NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)
Ministry of Information Technology & Telecommunications

INVITATION FOR BIDS

For Supply of Annual Stationary and Miscellaneous Items

Tender No. NITB-4(54)/2016

March 07, 2018

www.nitb.gov.pk

Plot no 24-B, Street No 6, Sector H-9/1, Islamabad



General Terms & Conditions

1. Schedule of Requirements and Delivery Timeframe

1.1 Supply of Annual Stationary and Miscellaneous Items at Government Office in National Information Technology Board (NITB), Islamabad.

SCHEDULE OF REQUIREMENTS			TIMEFRAME / PERIOD OF SUPPLY/DELIVERY
LOT NO.	NAME OF ITEM	QUANTITY FOR FY 2017-18	
1	Toner for HP mfp426fdw (26-A) Original	15 Nos.	1 Week after issuance of Purchase Orders
2	Toner for HP-2055dn (5-A) Original	10 Nos.	
3	Toner for HP LaserJet 3015 (12-A) Original	08 Nos.	
4	Toner for HP LaserJet 1320 (49-A) Original	08 Nos.	
5	Toner for HP LaserJet 3380 (15-A) Original	06 Nos.	
6	Toner for HP LaserJet Pro 400 (N401D) (80-A) Original	08 Nos.	
7	Toner 78A original	06 Nos.	
8	Toner 85A original for HP 1212MFP	10 Nos.	
9	Toner 13A original for HP 1300	05 Nos.	
10	Toner For Xerox Phaser 3150 Original	05 Nos.	
11	Toner for Xerox Phaser 3428 Original	05 Nos.	
12	Toner for Xerox Phaser 3250 Original	05 Nos.	
13	Toner for Photocopier Toshiba e Studio 230	06 Nos.	
14	Toner for Photocopier Ricoh MP 2000	06 Nos.	
15	USB Flash Drive 3.0 Kingston 64 GB or Equivalent	20 Nos.	
16	Portable External USB 3.0 3TB Hard Disk	05 Nos.	
17	Optical USB Mouse	30 Nos.	
18	USB Keyboard	20 Nos.	
19	Wireless (Key board & Mouse)	10 Nos.	
20	External USB DVD RW	5 Nos.	
21	Note Sheet Pad A-4 size (Local Fine Quality) 80gms 80 sheets.	05 Nos.	
22	File Cover (with Cloth Fine quality) as per sample	1000 Nos.	
23	UHU Gum Stick big (Made in Germany)	70 Nos.	
24	Envelop(4x8)	1000 Nos.	
25	Envelop SE-6 Khaki 5" x 11"	800 Nos.	
26	Envelop A-4 Size White (imported)	600 Nos.	
27	Sharpener	100 Nos.	
28	Lead Pencil	300 Nos.	
29	Ball Point (Piano Crystal) or Equivalent	700 Nos.	
30	Uni-Ball (UB-157)	400 Nos.	
31	Permanent Marker Black & Blue (Snowman) or Equivalent	50 Nos.	
32	Highlighter (pelikan) or Equivalent	200 Nos.	
33	Offset Paper (Imp) Double A 70gms A-4 Size Fine Quality 500 Sheets	400 Rims.	
34	Offset Paper (Imp) 70gms Legal Size Fine Quality 500 Sheets	15 Rims	



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35	Green Diary NITB	80 Nos.
36	Steel Scale 12" Fine Quality	24 Nos.
37	Drafting Pad Binding Ring (6X8" Fine Quality)	300 Nos.
38	Paper Cutter (Fine Quality)	24 Nos.
39	Stapler Machines Fine Quality	60 Nos.
40	Stapler Machines Steel Fine Quality Heavy	06 Nos.
41	Paper Punch Double Hole FMC 40 (Fine Quality)	20 Nos.
42	Air Freshener (400ml) Lotion Admire Paris/London or Equivalent	70 Nos.
43	Air Freshener and dispenser cane	30 Nos.
44	Tissue Paper Box Perfumed Charm Rose Patel 100 X 2 Ply Tissues or Equivalent	250 Nos.
45	Tissue Roll Fine Quality	200 Nos.
46	Tube Rod 4ft Philips or Equivalent	100 Nos.
47	Scotch Tape 2"	60 Nos.
48	Masking Tape 2" (Fine Quality)	60 Nos.
49	Scissors Stainless Steel Standard size (Fine Quality)	40 Nos.
50	Extension Board Fine Quality imported	60 Nos.
51	Electric Kettle (Plastic Fine Quality)	10 Nos.
52	Towel Superior medium Size (White)	36 Nos.
53	Wall Clock Fine Quality	10 Nos.
54	Dust Bin Fine Quality	10 Nos.
55	Battery Cell 1.5 V AA Toshiba or Equivalent	150 Nos.
56	Battery Cell 1.5 V AAA Toshiba or Equivalent	150 Nos.
57	CMOS Cell for desktop PCs	50 Nos.
58	File Folder/Box	50 Nos.
59	Punch Machine	24 Nos.
60	Erasers	200 Nos.
61	White Fluid-Pen	60 Nos.
62	Colored flag (pck)	40 Nos.
63	Immediate label (pck)	10 Nos.
64	Liquid Soap Medium Bottle	200 Nos.

2. About Bidders/Responding Organizations (ROs)

- 2.1. The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department and should be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document and RO must be on the Active Tax Payer List of FBR.
- 2.2. The RO must provide following on their letterhead:
 - a) Name of Organization
 - b) Details of offices across Pakistan
 - c) Location of Head office
 - d) Size of company (number of employees)
 - e) Number of years of being incorporated (at least last **02 years in existence**)
 - f) List of certified and dedicated service Engineers/technicians (where applicable)
- 2.3. The RO to provide information as per templates available at Annexure-I and Annexure-II.
- 2.4. The RO may not propose any item/equipment which is refurbished, used, end of life, expire or near to expire.



- 2.5. The RO shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price MUST be inclusive of all taxes. The RO is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a procurement contract with the Government.
- 2.6. Onsite installation & relevant services to be provided by the vendor/RO/contractor and cost must be included in the bid price.
- 2.7. Financial capability and yearly growth rate (business revenue) of RO in past 02 years.
- 2.8. RO must provide value, size and nature of projects done in past 02 years at least with respect to quoted products.
- 2.9. RO must be in relevant business /supplies for last two (02) years at least.

3. Preparation of Bids

- 3.1. As per PPRA rules, Single Stage—one envelope procedure will be used for the said procurement. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any).
- 3.2. The bids shall be submitted in a sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened.
- 3.3. **Technical along-with Financial Proposal:** Envelope for Technical along-with Financial Proposal shall be marked **“TECHNICAL & FINANCIAL PROPOSAL”** clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies and two (02) soft copies of the technical proposals
- 3.4. **Soft copies of both Technical and financial proposals must be provided along with bid envelope in inerasable format.** In case of any difference between hard and soft copy, the hard copy will prevail.
- 3.5. **Bid Bond/Security:** Bidders have to provide Rs.20,000/- as Bid Security in shape of pay order/demand draft in favour of National Information Technology Board (NITB) which will be refunded to unsuccessful bidders after one week, while in case of successful bidders it will be kept as Performance Guarantee till 30th June, 2018.
- 3.6. RO should duly fill in and submit the **Bid Forms**.
- 3.7. RO may bid for one, any number or for all lots.
- 3.8. RO shall submit an **Affidavit** that it is not blacklisted by any Federal, Provincial Public sector organization.
- 3.9. All bids and prices must remain valid for upto 30th June, 2018.
- 3.10. The currency in the bids shall only be quoted in Pakistan Rupees (PKR).
- 3.11. Equipment/Items/Supplies should have one (01) years local warranty (where applicable), including parts and labour with onsite support.
- 3.12. The end user warranties and end user contracting support services will be in the name of Customer **which is National Information Technology Board (NITB) in our case**, for all the equipment on the equipment delivered during the course of the said procurement.
- 3.13. All equipment/items should be supplied through verifiable distribution channels.
- 3.14. RO must deliver the items within one week after issuance of purchase order other than the items need to be printed/customized.
- 3.15. Samples of the stationary items must be enclosed with the bid, otherwise bids will not be entertained.



3.16. For printer tonners the responding organization (RO) must be authorized Partner/Reseller/Manufacturer, of the original manufacturer.

4. Submission of Bids

4.1. Bids shall be delivered by hand or courier in a **SEALED CONFIDENTIAL COVER** and must reach to **Deputy Director (Admin)** National Information Technology Board (NITB), Plot no 24-B, Street No 6, Sector H-9/1, Islamabad (Phone: 051-9265059) on or before the last date indicated in Tender Notice i.e. **26th March, 2018 at 11:00am. BIDS/PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

4.2. All bids submitted after the time prescribed in tender notice/documents shall be rejected and returned without being opened.

5. Opening, Evaluation and Rejection of Bids

5.1. Technical/Financial bids will be opened on the same date at NITB (above mentioned address clause 5.1) at **11:30 AM** in front of bidder sort their representatives who May choose to be present.

5.2. Details of technical specifications required by NITB are attached at Annexure-II. Initial evaluation/screening will be done as per Annexure-I; whereas, technical evaluation as per Annexure-II. ROs should provide all details in required templates as provided under:

- a) Annexure-I for Initial Screening
- b) Annexure-II for technical and financial evaluation (technical and financial proposal envelope)

5.3. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet.

5.4. NITB 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 any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

5.5. NITB shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.

5.6. In the above case notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

5.7. Evaluation of bids will be on item-by-item basis, NITB reserves the right to purchase item separately or collectively.

5.8. Final selection will be on the basis of the lowest quoted price and acceptable quality after meeting all the requirements. Any item not meeting the sample quality/standards will be rejected.

5.9. Competent authority reserves the right to accept or reject any or all bids at any time subject to PPRA rules guideline.

5.10. Purchase Orders will be issued to successful bidders as per NITB demand (quantities may increase or decrease as referred in Schedule of Requirements).

6. Disqualification and Blacklisting of suppliers and contractors

6.1. NITB shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

6.2. Suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corruptor fraudulent practices shall face permanent or temporary bar, from participating in procurement proceedings.



7. Acceptance of Bids and Award of Procurement Contract

7.1. Acceptance of Bid and Award Criteria

The bidder after qualifying through the given criteria in **Annexure-I, Annexure-II** and the lowest bidder will be selected as per PPRA rules, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the procurement contract, within the original or extended period of bid validity.

7.2. Procuring Agency's Right over quantities at the time of Award

The Procuring Agency reserves the right at/after the time of award of procurement contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Annexure-II without any change in unit price or other terms and conditions. Payment will be made for the items actually delivered as per rate (per unit) provided by the bidder.

7.3. Notification of Award

7.3.1. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.

7.3.2. The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

7.3.3. The enforcement of the Contract shall be governed by Rule 44 of the PPRA-

7.4. Signing of Contract

7.4.1. After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form/Document

7.4.2. The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document

7.4.3. If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

7.4.4. The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the NITB with the Bank of the successful bidder.

8. Implementation & Payment Schedule

SR. NO.	MILESTONE	TIME PERIOD	PAYMENT
1.	Supply of Stationary & Misc. Items	RO must deliver the items within one week after issuance of purchase order other than the items need to be printed/customized.	100%
2.	Returning of Bid Security	Bid Security will have to be provided till 30 th June, 2018	Returning of Bid Security



ANNEXURE-I **Evaluation Criteria**

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

SR. NO.	GENERAL TERMS AND CONDITIONS COMPLIANCE	CLAUSE	YES/NO
1	The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department and should be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document and RO must be on the Active Tax Payer List of FBR.	2.1	
2	Financial capability and yearly growth rate (business revenue) in past 02 years	2.7	
3	RO must be in relevant business/supplies for at least last two (02) years.	2.9	
4	Bidders have to provide Rs. 20,000/- as Bid Security in shape of pay order/demand draft in favour of National Information Technology Board (NITB) which will be refunded to unsuccessful bidders after one week, while in case of successful bidders it will be kept as Performance Guarantee till 30 th June, 2018.	3.5	
5	RO shall submit an Affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.	3.8	
6	Samples of the stationary items must be enclosed with the bid, otherwise bids will not be entertained.	3.15	
7	For tonner the responding organization (RO) must be authorized Partner/Reseller/Manufacturer, of the original manufacturer.	3.16	



Annexure-II

Evaluation & Award Committee will verify the compliance with specifications/samples mentioned below

LOT NO.	NAME OF ITEM	QUANTITY FOR FTY 2017-18	SPECIFICATION OF THE QUOTED ITEMS (TO BE FILLED BY BIDDER)	UNIT PRICE PKR WITH TAX	TOTAL PRICE PKR WITH TAX
1	Toner for HP mfp426fdw (26-A) Original	15 Nos.			
2	Toner for HP-2055dn (5-A) Original	10 Nos			
3	Toner for HP LaserJet 3015 (12-A) Original	08 Nos.			
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31	Permanent Marker Black & Blue (Snowman) or Equivalent	50 Nos.			
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42	Air Freshener (400ml) Lotion Admire Paris/London or Equivalent	70 Nos.			
43	Air Freshener and Dispenser cane	30 Nos.			
44	Tissue Paper Box Perfumed Charm Rose Patel 100 X 2 Ply Tissues or Equivalent	250 Nos.			
45	Tissue Roll Fine Quality	200 Nos.			
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47	Scotch Tape 2"	60 Nos.			
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59	Punch Machine	24 Nos.			
60	Erasers	200 Nos.			
61	White Fluid-Pen	60 Nos.			
62	Colored Flag (pck)	40 Nos.			
63	Immediate Label (pck)	10 Nos.			
64	Liquid Soap Medium Bottle	200 Nos.			



BID FORM-01
LETTER OF INTENT

Bid Ref No.: _____
Date: _____ Date of the Opening of Technical Bid
Name of the Tender: _____

To,
DEPUTY DIRECTOR (ADMN)
National Information Technology Board (NITB)
Plot no 24-B, Street No 6
Sector H-9/1, Islamabad

LETTER OF INTENT

Dear Sir,

Having examined the tender documents, we offer to supply and deliver the Goods/Services under the above named tender in full conformity with the said bidding documents/rules and at the rates/unit prices described in the price schedule provided in Financial Bid (Annexure-III) or such other sums as may be determined in accordance with the terms & conditions of the said tender. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods/Services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Financial Bid is accepted, we undertake to provide a Performance Security/Guarantee in the form, in the amounts, and within the times specified in the tender documents.

We agree to abide by this bid, for the Bid Validity Period specified in the tender documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final procurement contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award of the contract, shall constitute a binding Procurement Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

Dated This: _____

Signed: _____

In the capacity of: _____ **(title or position)**

Duly authorized to sign this bid for and on behalf of: _____ **(name of Bidder)**



BID FORM-02
DOCUMENTARY EVIDENCE

Name of the Firm: _____
Bid Reference No: _____
Date of opening of Bid: _____

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column-2.

S. NO.	REQUIRED DOCUMENTATION	SIGNATURE OF BIDDER	SUPPORTING DOCUMENT'S NAME	PAGE NUMBER IN THE BID
1	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	Registration/Incorporation/Business Certificate			
5	Complete Company profile			
6	Operational Office in Islamabad			
7	Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization			
8	Bid Validity upto 30 th June, 2018			
9	Compliance with schedule of requirements			
10	Submission of required amount of bid security with Financial Bid			
11	Compliance with Tech Specifications			
12	Technical brochures/data sheets of products			
13	Original Bidding documents duly signed/stamped			



BID FORM-03
MANUFACTURER'S AUTHORIZATION* (To be attached if applicable)

Date: _____

To,
DEPUTY DIRECTOR (ADMN)
National Information Technology Board (NITB)
Plot no 24-B, Street No 6
Sector H-9/1, Islamabad

WHEREAS [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/Agent] to submit a bid, and subsequently sign the Contract with you against the Invitation for Bids (IFB) No. _____ for the goods manufactured by us.

We here by extend our full guarantee and warranty as demanded for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: _____

Name: _____

Designation: _____

Official Stamp: _____

*This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.



BID FORM-04
FIRM'S PAST PERFORMANCE

Name of the Firm: _____
Bid Reference No: _____
Date of opening of Bid: _____

NAME OF THE CLIENT/INSTITUTION	PURCHASE ORDER NO.	DESCRIPTION OF ORDER	VALUE OF ORDER	DATE OF COMPLETION	WORK COMPLETION CERTIFICATE BY CLIENT

Note: 1. Bidders may use additional Sheets if required.
2. All certificates are to be attached with this form

Signature: _____
Name: _____
Designation: _____
Official Stamp: _____