



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



NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)

Ministry of Information Technology & Telecommunications

INVITATION FOR BIDS

(For Supply of Stationery/ Miscellaneous items and Toners)

Tender No. NITB-4(54)/2023

www.nitb.gov.pk

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



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Executive Summary

National Information Technology Board (NITB) is an autonomous organization enforcing the vision & policy of Federal Government to serve the public in more effective and efficient manner through due advisories and consultancies and provision of e-Governance software applications to public sector organizations so as to focus on cross-cutting e-Governance applications and initiatives that can be replicated across multiple public organizations for better Government to Government (G2G) and Government to Citizens (G2C) services and communication. NITB intends through this tender to purchase the following items.

SR. NO.	LOT NO	ITEM DETAILS
1	LOT 1	Stationery/ Miscellaneous Items
2	LOT 2	Toners for Printers & Photocopiers

General Terms & Conditions

1. Schedule of Requirements and Delivery Timeframe.

- 1.1 Supply of Annual Stationary, Toners for printers & Photocopiers in National Information Technology Board (NITB), Islamabad, Government of Pakistan.
- 1.2 Timeline for delivery of items is fifteen (15) working days after the issuance of Purchase Order (PO) from Lot # 1 & 2 and as per standard market practice for Lot 1 & 2 the National Information Technology Board (NITB).
- 1.3 For detailed item specification, please refer to the Schedule of Requirement – Schedule II

Delivery Time Frame for Lot # 1 & 2

SR. NO.	MILESTONE	TIME PERIOD	PAYMENT due on 100% work completion
1.	Supply and verification as per BoQ on the NITB site (as conveyed by the procuring agency)	Fifteen (15) working days from the date of signing of contract / issuance of purchase order.	Note-1
2.	End of performance Guarantee	Subject to the issuance of acceptance certificate against each purchase by the NITB.	Release of Performance Guarantee

Note-1: On signed delivery documents from the NITB i.e., where delivery is made.

Note-2: On successful verification and/or testing report signed by the procuring agency.



Lot # 1: Stationary/ Miscellaneous Items

SCHEDULE OF REQUIREMENTS 2022-2023		
Sr. No.	NAME OF ITEMS	Requirements
01	Note Sheet Pad A-4 size (Local Fine Quality)	100
02	UHU Gum Stick big (Made in Germany)	70 packets
03	Envelope White (4 x 8)	2000 Nos
04	Envelope SE-6 Khaki (5 x 11)	1000 Nos
05	Envelope A-4 Size White (Imported)	3000 Nos
06	Chit Pad 4x4" (200 Pages Imported)	100
07	Table Diary Stand set (Kaligon)	38
08	Sharpener for led pencil	10 Pkt
09	Led Pencils (Goldfish Led pencil autocrat pack 5000) or Equivalent	100 Pkt
10	Ball Point (Piano Crystal Gel) or Equivalent	80 Pkt
11	Uni-Ball (UB-157) Blue, Black, Green and Red	Blue = 55 Pkt Red = 55 Pkt Green = 55 Pkt Black = 55 Pkt
12	Permanent Marker Black, Blue & red (Snowman) Dollar or Equivalent (2 mm)	Blue = 10 Pkt Black = 10 Pkt Red = 05 Pkt
13	Highlighter (Pelican) or Equivalent	70 Pkt
14	Offset Paper (Imp double A 80gms A-4 Size Fine Quality 500 Sheets	550 Ream
15	Offset Paper (Imp) Double A 80gm Legal Size Fine Quality 500 Sheets	20 Ream
16	A-4 size Multi color paper ream, 80 gms	20 Ream
17	Green Diary with NITB logo	200 No
18	Diaries	100
19	Steel Scale 12" (ruler) Fine Quality	10
20	Drafting Pad Binding Ring 96x** Fine Quality A-5 50 sheets	800 Nos
21	Paper Cutter (Fine Quality)	60
22	Stapler Machines Fine Quality	60
23	Stapler Machines Steel Fine Quality Heavy	02
24	Paper Punch Double Hole FMC 40 (Fine Quality)	20
25	Air Freshener (400ml) Lotion Admire Paris/London or Equivalent	50
26	Air Freshener and dispenser Can (Refill)	25
27	Tissue Paper Box Perfumed Fine Quality	500



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	100 X3 Ply Tissues or Equivalent	
28	Tissue Roll Fine Quality for Toilet	200
29	Scotch transparent Tape 2"	50
30	Masking Tape 2" (Fine Quality)	50
31	Scissors Stainless Steel Standard Size (Fine Quality)	20
32	Extension Board Fine Quality imported	100 Nos
33	Electric Kettle (Plastic Fine Quality)	05
34	Digital Wall Clock Fine Quality (with temperature)	10
35	Dust Bin Fine Quality (Steel) 5 Lt Capacity	25 Nos
36	Battery Cell 1.5 AA Toshiba or Equivalent	100 Nos
37	Battery Cell 1.5 V AAA Toshiba or Equivalent	150 Nos
38	File Folder/Box	100 Nos
39	Erasers (Dux)	10
40	White Fluid-Pen	100
41	Logbook	20 Nos
42	Stamp Pad	20 Nos
43	Colored Flags (Pck)	400
44	Self-adhesive notes (Pck)	20 Pack
45	File Board	15
46	File Tags	25
47	Calculator Large	10
48	File Cover Green NITB	1000 Nos
49	Stapler Pins (Boxes)	60 boxes
50	Ring File Board	20 Nos
51	Separators Fine Quality	500
52	Glass Board for NITB Office	25
53	Erasable Board Marker Black, Blue, Red	Black = 15 pkts Blue = 15 pkts Red = 15 pkts
54	Dispenser Machine Tape for R & I	05 Nos
55	Large Battery Cell	50
56	White Paper Ream A5	5 reams
57	Sticky Notes	100
58	Hole puncher Double Side	20
59	White board erasers	20
60	Paper clips	5 boxes
61	Transparent file case	200
62	Pakistan flag 3x5	05
63	Table file with NITB Logo	50
64	USB (64 GB) with NITB Logo	200



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65	Nokyo A4 Ring File Cover 074A4 or Equivalent (Made in Thailand) for CEO	30
66	A3 Khaki Envelope	500
67	Air Freshener Dispenser Machine	20



Lot # 2: Toners for Printers & Photocopiers

SCHEDULE OF REQUIREMENTS 2022-2023		
S No.	NAME OF ITEMS	Requirements
01	Toner for HP fdw 426dw (26-A) Original	20
02	Toner for HP -2055dn (05-A) Original	15
03	Toner for HP Laser Jet 3015 (12-A) Original	15
04	Toner for HP LaserJet 1320 (49-A) Original	15
05	Toner for HP Laser Jet (48-A) Original	15
06	Toner for HP LaserJet (202-A) Original	5
07	Toner for HP LaserJet (17-A) Original	10
08	Toner for HP LaserJet (107-A) Original	15
09	Toner/Ink for Canon Pixma Original	5
10	Toner for (79- A) Original	40
11	Toner for HP LaserJet (19-A)	10
12	Toner Konica Minolta TN-812	08
13	Canon 057	04

1. ABOUT BIDDERS

- 1.1. The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department and should be in possession of a valid and active NTN/STRN certificate. Copies of the certificates must be provided with the bid document and RO must be on the Active Taxpayer List of FBR at the time the bid is submitted and shall remain valid/active status till the date of completion of this tender process.
- 1.2. The Bidder must be in relevant business /supplies at least for **last two (02) years**.
- 1.3. The Bidder must demonstrate to have undertaken **at least two (02) supplies** of similar equipment **in past 05 years** – Work/ Purchase Order along with delivery challans to be attached (details must be provided as per specimen at **BID FORM-03**).
- 1.4. The Bidder must provide following details on their letterhead:
 - a. Name of Organization
 - b. Details of offices across Pakistan (Service delivery/support Office). Support Office in Islamabad/ Rawalpindi is mandatory.
 - c. Location of Head office
 - d. Number of years from the date of incorporation.
- 1.5. The Bidder to provide information as per templates available at **Annexure-I, Annexure-II, and Annexure-III**.
- 1.6. The Bidder shall not propose any item/equipment which is refurbished, used, end of life, expired or near to expire. Proof of import through verified channel is mandatory (where applicable).
- 1.7. The Bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bid price **MUST** be inclusive of all taxes. The Bidder 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 Bidder who signs a procurement contract with the Government.

The bidder should meet the following eligibility requirements. NITB will evaluate the proposals submitted against RFP.

2. PREPARATION OF BIDS

- 2.1. As per PPRA rules, the Single Stage–Two envelope procedure will be used for the said procurement.
- 2.2. The bids shall be submitted in sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened. All the documentary evidence submitted must be mentioned as per the specimen given at **BID FORM-02**.
- 2.3. Technical Proposal: The envelope for Technical Proposal shall be marked “**TECHNICAL PROPOSAL**” clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies (each being physically separated, sealed and labelled as “**Technical Proposal**”. One marked as original and the other is marked as copy). Each envelope should contain similar supporting documents.
- 2.4. Financial Proposal: Envelope for Financial Proposal shall be marked “**FINANCIAL PROPOSAL**” clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies of Financial Proposals sealed and marked separately.
- 2.5. Soft copies (USB) of technical proposal must be provided along with bid envelopes in inerasable format i.e. soft copy of technical bid must be placed inside the Envelope containing Technical. In case of any difference between hard and soft copies, the hard copy and the original will prevail.
- 2.6. **Bid Bond/Security:** A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, exactly **Rs. 100,000** must be submitted along with the proposal.
- 2.7. The Bid Bond to be enclosed in a SEPARATE ENVELOPE, labeled as “**BID BOND**”, and should be SEALED. It must be ensured by The Bidder that bid bond should not be in the envelope of financial OR technical proposal.
- 2.8. The Bidder should duly fill in and submit the Bid Forms (01, 02, 03, 04, 05)
- 2.9. The Bidder must submit an **Affidavit** (on stamp paper of Rs. 100) that The Bidder is not blacklisted by any Government/Semi-Government/Autonomous organization at the time of bid duly attested by Notary Public.
- 2.10. The bidder must submit an **Affidavit** (on stamp paper of Rs. 100) that the documents/details/information submitted is true and liable to be rejected if proven false and, in that case, legal action is liable on that company duly attested by Notary Public.
- 2.11. The currency in the bids shall only be quoted in Pakistan Rupees (PKR).
- 2.12. A certificate must be provided by the bidder that the bid and prices will remain valid until **60 days** from the closing date of the submission of tender documents
- 2.13. The Bidder should clearly indicate the duration of delivery (MUST be within the given timeframe i.e., schedule of delivery) of items/equipment after the award of procurement contract.



- 2.14. The bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the bidder and NITB shall be written in the 'English' language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.
- 2.15. Bidder is required to stamp every page of the tender document along with a signature on the required pages and submit it back along with the bid.
- 2.16. RO is required to attach an **affidavit** on its company letterhead stating that bid bond is attached in the financial bid. If no bid money is found in the financial bid, the RO will be disqualified from the tender process.

3. Pre-Bid Meeting

- 3.1. A Bidders' meeting will be held in the premises of the National Information Technology Board (NITB) **on 31-05-2023 at 11:00 am, Plot no 24-B, Street No 6, Sector H-9/1, Islamabad. Phone: 051-9265063.**
- 3.2. All queries relating to Tender Notice should be e-mailed to **ddadmin@nitb.gov.pk** at least three (one week) days before the meeting.

4. SUBMISSION OF BIDS

- 4.1. Bids shall be delivered by hand or through courier in a **SEALED CONFIDENTIAL COVER** and must reach the office of Deputy Director (Admin) National Information Technology Board (NITB), Plot no 24-B, Street No 6, Sector H-9/1, Islamabad (Phone: 051-9265063) on or before the last date indicated in Tender Notice i.e., **09-06-2023 11:00 a.m.** The bidders must put their signatures along with time and date of submitting the bids before submitting the bids.
- 4.2. Bids received after the time prescribed in tender notice/documents shall not be accepted and be returned unopened. Bids through E-mail / Fax shall not be accepted.

5. OPENING, EVALUATION AND REJECTION OF BIDS

Technical bids will be opened on the same date at NITB (above mentioned address clause 4.1) at **11:30 AM** in front of bidder or their representatives who may choose to be present.

- 5.1. 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:
- 5.2. Annexure-I for Initial Evaluation.
- 5.3. Annexure-II for Technical Evaluation (technical proposal envelope)
- 5.4. Annexure-III for Financial Evaluation (financial proposal envelope).
- 5.5. Date and time for the opening of the Financial Bids, after thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the financial bids of technically disqualified bidders shall be returned un-opened. In this connection, see PPRA Rule: 36(b).



- 5.6. 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.
- 5.7. 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.
- 5.8. NITB shall incur no liability, solely by virtue of its invoking rule 33 sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.
- 5.9. 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.

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 corrupt or 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

- 7.1.1. The bidder after qualifying through the given criteria in Annexure-I and Annexure-II will be called in for opening of financial proposal/bid. In financial opening, 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.
- 7.1.2. Procurement will be done in complete/phases/partially against original quantities mentioned in the RFP till up to 30-June-2024.
- 7.1.3. Bidders are required to quote for the total quantities mentioned in the document. Schedule of deliveries will be shared at the time of signing of contract.

7.2. Notification of Award

- 7.2.1. 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 as per BID FORM-03.
- 7.2.2. The notification of award shall constitute the formation of the Contract between NITB and the successful bidder after 15 days of publishing of financial evaluation result. In case of some serious complaint the award may be withheld for not more than 30 days (until the redressal of grievance-by-Grievance redressal committee (GRC) as per PPRA rule 48 as per mechanism at Annex-IV).
- 7.2.3. The enforcement of the Contract shall be governed by Rule 44 of the PPRA.



7.3. Signing of Contract

- 7.3.1. After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form/Document (if applicable).
- 7.3.2. The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.
- 7.3.3. 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.
- 7.3.4. The Bid bond/security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder subject to (a) signing of contract, (b) furnishing of the bank guarantee, (c) delivery of goods.

8. Warranty & Support

- 8.1. The bidder will be fully responsible to replace or repair the faulty items during warranty period free of cost without any obligation to NITB and without any delay if applicable.
- 8.2. All equipment/items should be supplied through verifiable distribution channels.

9. PERFORMANCE SECURITY/GUARANTEE

- 9.1. The successful Bidder shall be required to deposit in the form of a Bank Guarantee as per specimen given at BID FORM-05, a Performance Bond upon execution of the procurement contract, **5 % (Five Percent)** on the Form and in the manner prescribed by the Procuring Agency (NITB). This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue and should cover the subscription as per period mentioned against each item in **Delivery Timeframe Table** of this document after all contractual obligations have been fulfilled.
- 9.2. Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event, the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bids.

10. DEBARMENT / BLACKLISTING OF FIRM

- 10.1. As per clause-19 of the PPRA rules 2004, NITB reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts as per mechanism attached at Annex-V.

11. Joint Ventures

Joint venture is not allowed.



BID FORMS

LETTER OF INTENT: BID FORM-01

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 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)



DOCUMENTARY EVIDENCE: BID FORM-02

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 documents 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.

SR. NO.	REQUIRED DOCUMENTATION	SIGNATURE OF BIDDER	SUPPORTING DOCUMENT'S NAME	PAGE NUMBER IN THE BID
1	NTN Certificate			
2	STRN Certificate			
3	On Active Tax Payers List of FBR			
4	Company's Registration/Incorporation/Business Certificate from SECP			
5	Complete Company profile			
6	Operational Office in Islamabad/Rawalpindi			
7	Evidence of the Firm's Last two (02) years Performance (attach POs along with delivery challans)			
8	Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization (on stamp paper of Rs. 100) duly attested by Notary Public.			
9	All bids and prices must remain valid till until 60 days from the closing date of the submission.			
10	Submission of required amount of Bid Bond / Bid Security			
11	Original Bidding documents duly signed/stamped			



FIRM'S PAST PERFORMANCE: BID FORM-03

Name of the Firm: Bid Reference No: _____

Date of opening of Bid: _____

NAME OF THE CLIENT/INSTITUTION	PURCHASE ORDER NO.	DESCRIPTION OF ORDER AND QUANTITY	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: _____



CONTRACT AWARD LETTER: BID FORM-04

Bid Ref No.: _____

Date: _____

Name of the Tender: _____

To,

Dear Sir/Madam,

AWARD OF CONTRACT

Having examined your technical bid for the above-mentioned tender through technical evaluation dated: _____ and evaluation of financial bid opened on _____, NITB has decided to award the contract to your company. Draft agreement including all the terms and conditions, in this regard are being shared with you, you are advised to review it and if agreed, come to NITB for signing of the agreement.

Deputy Director (Admin)

2023



PERFORMANCE GUARANTEE: BID FORM-05

To,

DEPUTY DIRECTOR (ADMN)

National Information Technology Board (NITB) Plot no 24-B, Street No 6

Sector H-9/1, Islamabad

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods/services] (hereinafter called “the Contract”). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of one million amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we here by affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee]as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ___ day of ____, 2023*.

Signature and Seal of the Guarantors/ Bank

Address: _____

Date: _____



BID ANNEXURES

INITIAL EVALUATION CRITERIA-I (BIDDER'S STRENGTH) ANNEXURE-I

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

Evaluation Criteria (Bidder's strength)

S. 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 and active NTN/STRN certificate. Copies of the certificates must be provided with the bid document and RO must be on the Active Taxpayer List of FBR.	1.1	
2	The Bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bid price MUST be inclusive of all taxes. The Bidder 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 Bidder who signs a procurement contract with the Government.	1.7	
3	Financial capability and yearly growth rate (business revenue) in past 02 years.	1.10	
4	<ul style="list-style-type: none"> a. Must have offices in Islamabad/Rawalpindi. b. Bidder must have in-country presence (office and depots) for the past 2 years 	1.11	
5	Company/JV should have branch offices in major cities of Pakistan like Islamabad. However, office in Islamabad/Rawalpindi is mandatory.	1.13	
6	A bid bond , in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, exactly Rs. 100,000 must be submitted along with the proposal.	2.6	
7	Bidder shall submit an Affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.	2.9	
8	The bidder must submit an Affidavit that the documents/details/information submitted is true and liable to be rejected if proven false and, in that case, legal action is liable on that company (on stamp paper of Rs. 100) duly attested by Notary Public.	2.10	
9	Bidder should attach an affidavit on its company letterhead stating that bid bond is attached in the financial bid. If no bid money is found in the financial bid, the bidder will be disqualified from the tender process	2.17	



EVALUATION CRITERIA-ANNEXURE -II

(TECHNICAL EVALUATION OF PRODUCTS/SERVICES STRENGTH) - ANNEXURE-II-A

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendor's qualification:

SR. NO.	ITEM SPECIFICATIONS	Bidder-1		Bidder-2	
		Complied	Non-complied	Complied	Non-complied
1					

****Note: Samples must be provided by the company for Lot 1 & Lot 2.**



FORMAT FOR FINANCIAL BID:
ANNEXURE III

Lot #	Items	Quantity	Specification of the Quoted Items (To be filled by bidder)	Inclusive of all applicable taxes	
				Unit Price (PKR)	Total Price (PKR)



MECHANISM FOR GRIEVANCE REDRESSAL

ANNEX-IV

a) Grievance Redressal Committee

A grievance redressal committee will be notified as under to redress any such application received from the bidders within the 03 days of announcement of financial evaluation by the procurement Committee: -

Mr. Akhtisar Ali, Joint Director, NITB	Chairman
Mr. Ejaz Aslam, Software Engineer, NITB	Member
Mr. Javed Iqbal Mughal, Assistant Director (Admn), NITB	Member

b) Receipt of grievance application

An application from any of bidder will be accepted who had submitted his bid before the closing of the bids receiving time. Application other than the bidders will not be entertained.

c) Addressing the grievance

A meeting will be notified to study the application and the applicant may also be asked to attend the meeting and he/she will be interviewed by the committee. By the permission of the chair the proceeding can also be recorded. Committee minutes will be recorded and if deemed necessary the decision will also be submitted to procurement committee. The decisions will be conveyed to the aggrieved party within 03 days of the meeting and same decisions will also be published on NITB website. If a matter requires so the committee may decide to further probe into the matter and in this case the matter may not be prolonged to maximum to 10 days.



MECHANISM FOR DEBARMENT/BLACK LISTING OF THE FIRM ANNEX-V

A. Debarment committee

A committee will be notified as under to assess the conditions reported by the Administration Wing and decide any such debarment/blacklisting of the firm as under: -

Mr. Akhtisar Ali, Joint Director, NITB	Chairman
Mr. Ejaz Aslam, Software Engineer, NITB	Member
Mr. Javed Iqbal Mughal, Assistant Director (Admn), NITB	Member

B. Conditions for debarment

- I. Consistent failure to provide satisfactory performance after been serving 02 notices on the given address in the tender document and/or in the final agreement as the case may be.
- II. Contractor becomes insolvent.
- III. Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
- IV. Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- V. Commission of fraud.
- VI. Contractor abandons the contract.
- VII. Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
- VIII. Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- IX. Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc., giving false evidence, furnishing of false information of serious nature.

C. Meeting for debarment

On reporting of such conditions by Admin Wing, NITB to the notified committee, the Chairman of Committee shall call a meeting within one week of any such notice. The bidder may also be called for presenting his views on the matter to the committee and with the permission of the chair the proceeding can be recorded also. Minutes of the meeting shall be recorded and decisions will be communicated to bidder and the relevant authorities within 05 days of the meeting. If any debarment is decided it will be for a specified period or indefinite period and for NITB, MoIT or for whole Federal Government level. Forums to cancel this debarment will also be clearly written in the minutes of the meeting.

D. Duration of debarment

The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover, NITB also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.



MECHANISM FOR ARBITRATION OF ANY DISPUTE ANNEX-VI

A. Discussion Period:

If any dispute of any kind whatsoever shall arise between the NITB and the successful Bidder in connection with any opinion or specification of the provided items or services out of this Agreement, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the completion of the agreement (whether during or after the engagement and whether before or after the termination, abandonment or breach of the Agreement) the Parties shall seek to resolve any such dispute or difference -through mutual consultation.

B. Referral to Dispute Resolution Committee

In case the Parties fail to reach agreement within fourteen (14) Days of the date upon which a Party serves notice upon the other with regard to the existence of a dispute, the dispute shall then be referred to the Dispute Resolution Committee. ED, NITB will constitute the committee comprising of two (02) members from NITB, one (01) from Ministry of IT, and a member from the successful bidder. DRC shall finally resolve the dispute (with representation of NITB, MoITT, and the Successful bidder) within fourteen (14) Days of such dispute having been referred to it after giving each Party reasonable opportunity of presenting its respective point of view. The decision of which shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objection to or claims of immunity in respect of such enforcement.



SPECIMEN OF AGREEMENT WITH SUCCESSFUL BIDDER(S)
ANNEX-VII

Agreement for the procurement of Software/Services for the Index to Clauses

- i. Definitions
- ii. Sale of Equipment
- iii. Purchase Price
- iv. Delivery
- v. Installation and Acceptance
- vi. Title to and Risk in the Equipment
- vii. Warranty
- viii. Patent and Copyright Indemnity
- ix. Access to Sites
- x. Termination
- xi. Confidentiality
- xii. Force Majeure
- xiii. Penalty Clause
- xiv. Integrity Pact
- xv. Training
- xvi. Miscellaneous

Schedules

- SCHEDULE-I** Detailed Technical Specifications of Equipment/Services
- SCHEDULE-II** Schedule of Requirements.
- SCHEDULE-III** Sites of Delivery of Equipment/Services



1. PURCHASE PRICE

3.1 The Purchase Price shall include:

- I. The cost of delivery of the Equipment/Services and Documentation to the Site;
- II. The installation, and commissioning of the equipment/Services at the site; and
- III. all duties, levies, taxes and charges including customs duties, income taxes, sales taxes, import fees, handling, shipping and clearance charges payable in respect of the import, clearance and transportation of the Equipment/services, including duties taxes and charges as may become payable after the date of this Purchase Order.

3.2 The Purchase Price is payable in Pakistan Rupees without reference to any rate of exchange or currency of any other country.

3.3 The Purchase Price shall be paid by the Purchaser to the Seller as per the **Delivery Timeframe Table**.

2. DELIVERY

The Seller shall deliver the Equipment/Services and Documentation to the Site on or before the Delivery Date. Delivery shall be complete and of all items of Equipment/Services and Documentation. Partial deliveries shall not constitute delivery for the purposes of this Purchase Order. Time shall be of essence in relation to the Delivery Date. Late delivery charges at 0.05% per day with the maximum of 20 days will be deducted by NITB.

3. TERMINATION

3.1 Without prejudice to the rights to terminate provided elsewhere in this Purchase Order, this Purchase Order may be terminated:

- i. forthwith by the Seller if the Purchaser fails to pay any sum due hereunder within forty-five (45) days of the due date therefore;
- ii. forthwith by either party if the other commits any material breach of any term of this Purchase Order (other than one falling within sub-paragraph (i) above) and which (in the case of a breach capable of being remedied) shall not have been remedied within fourteen (14) days of a written request to remedy the same; and
- iii. forthwith by the Purchaser if the Seller shall convene a meeting of its creditors or if a proposal shall be made for a voluntary arrangement or a proposal for any other composition scheme or arrangement with (or assignment for the benefit of) its creditors or if the Seller shall be unable to pay its debts or if a trustee, receiver, administrative receiver or similar officer is appointed in respect of all or any part of the business or assets of the Seller or if a petition is presented or a meeting is convened for the purpose of considering a resolution or other steps are taken for the winding-up of the Seller or for the making of an administration order (otherwise than for the purpose of an amalgamation or reconstruction).

3.2 Any termination of this Purchase Order shall be without prejudice to any other rights or remedies a Party may be entitled to hereunder or at law and shall not affect any accrued rights or liabilities of either Party nor the coming into or continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.



4. CONFIDENTIALITY

Each of the Parties hereto undertakes to the other to keep confidential all information (written or oral) concerning the business and affairs of the other that it shall have obtained or received as a result of the discussions leading up to or the entering into of this Purchase Order.

5. PENALTY CLAUSE

Without prejudice to the right of the Customer to terminate this Purchase Order for delay in completion of the Project beyond the Completion Date, the Contractor shall be liable to pay liquidated damages at the rate of one-tenth of one percent (0.05%) of the Contract Price for each day of delay beyond the Completion Date until completion of the Project, provided that, payment of liquidated damages shall not relieve the Contractor of its obligation to achieve completion of the Project.

6. INTEGRITY PACT

- 6.1 The Seller hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.
- 6.2 Without limiting the generality of the foregoing, the Seller represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.
- 6.3 The Seller certifies that it has made and will make full disclosure of all POs and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
- 6.4 The Seller accepts full responsibility and strict liability for making any false declaration not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be void able at the option of GoP.
- 6.5 Notwithstanding any rights and remedies exercised by GoP in this regard, the Seller agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller as aforesaid for the purpose of obtaining or inducing the procurement of any contract, interest, privilege or other obligation or benefit in whatsoever form from GoP.

7. MISCELLANEOUS



7.1 WAIVER: The waiver by either Party of a breach or default of any of the provisions of this Purchase Order by the other Party shall not be construed as a waiver of any succeeding breach of the same or other provisions nor shall any delay or omission on the part of either Party to exercise or avail itself of any right power or privilege that it has or may have hereunder operate as a waiver of any breach or default by the other Party.

7.2 NOTICES: Any notice, request, instruction or other document required to be given hereunder by any Party hereto shall be sent to the following addresses by facsimile, prepaid recorded delivery or registered post and shall be deemed effective if sent by post at the expiration of seventy-two (72) hours after the same was posted whether or not received and if sent by facsimile twenty-four (24) hours after the facsimile transmission. The Parties hereto shall notify the others of any change of address within forty-eight (48) hours of such change.

Notices to the Seller:

Mailing Address

[Selected Bidder]

[Address including Phone numbers and official email etc]

Notices to the Purchaser:

Mailing Address: National Information Technology Board

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

Phone Number: 051-9265063

7.3 INVALIDITY AND SEVERABILITY: If any provision of this Purchase Order shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect the other provisions of this Purchase Order.

7.4 SELLER TO BE PERSONALLY RESPONSIBLE: Notwithstanding the Seller being a licensed agent and authorized distributor of the overseas manufacturer of the Equipment/Services, and without prejudice to any rights of the Purchaser against the overseas manufacturer of the Equipment/Services, the Seller confirms, agrees and undertakes to the Purchaser that:

- i. it shall at all times be personally and solely responsible to perform and discharge its obligations to the Purchaser under this Purchase Order;
- ii. the Purchaser shall not be required to implead the manufacturer in any proceedings arising out of or in connection with this Purchase Order;



- iii. the Seller shall not set up in defense or in diminution of its liability any arrangement, Purchase Order or understanding express or implied between the Seller and its principal; and
- iv. any limitations, restrictions or exclusions of liability provided in the Documentation or terms of sale or agency between the Seller and its principal shall not apply to the transactions contemplated under this Purchase Order, all of which are expressly excluded, and, further, that the Seller shall at all times provide and endorse to the Purchaser all assurances, warranties and support undertakings as are provided by its principal to its customers in the normal course.

7.5 ASSIGNMENT AND SUB-CONTRACTING: The Seller shall not be entitled to assign or sub-contract the whole or part of this Purchase Order nor all or any of its rights and obligations hereunder without the prior written consent of the Purchaser. The Seller hereby agrees that the Purchaser may assign/ novate this Purchase Order in respect of all or any of its rights and obligations hereunder to any other Party.

7.6 DISPUTE RESOLUTION: All disputes or differences which shall at any time hereafter arise between the Seller and the Purchaser in respect of the construction or effect of this Purchase Order or any matter or event connected with or arising out of this Purchase Order (a "Relevant Event") shall in the first instance be settled through mediation between the Parties. If they fail to resolve either of the Party may refer the matter in dispute, within 14 days of the decision of the Dispute resolution committee as per Annex-VI of the IFB, either to resolve the same by Arbitration, as laid down in Arbitration act of 1940 or submit to the jurisdiction of Pakistan. If the Parties agree for the Arbitration, then Arbitration committee shall be constituted comprising of three (3) members, each of whom shall be of eminent repute with experience in the information technology sector of not less than ten (10) years, with one (1) member appointed by each Party. Third member shall be Principal Secretary Law, Justice and Human Rights Division, or his nominee. Each Party shall be responsible for the remuneration and cost in relation to the member of the Arbitration committee. The Decision / Award passed by the Arbitration Committee shall be final and binding on the Parties.

7.7 TAX: All payments made pursuant to this Purchase Order shall be subject to such withholding or deduction on account of applicable duties, levies or taxes as may be provided under the applicable law of Pakistan.

7.8 ENTIRE Purchase Order: This Purchase Order constitutes the entire Purchase Order between the Parties hereto and supersedes all prior documentation, correspondence and Purchase Orders in relation to the subject-matter of this Purchase Order.

7.8 HEADINGS: Headings to clauses in this Purchase Order are for the purpose of information and identification only and shall not be construed as forming part of this Purchase Order.

7.9 GOVERNING LAW: This Purchase Order shall be governed by and construed in accordance with the laws of Pakistan.

7.10 DUE AUTHORIZATION: Each party represents warrants and confirms to the other that:

- I. it is duly authorized under the applicable law of Pakistan and its constitutive documents (if any) to execute, deliver and perform this Purchase Order;



- II. the person signing on its behalf is duly authorized to sign and deliver this Purchase Order; and
- III. This Purchase Order constitutes its valid, binding and enforceable obligations in terms hereof.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN THE PRESENCE OF WITNESSES ON THE DATE AND YEAR FIRST ABOVE WRITTEN.

FOR AND ON BEHALF OF THE PURCHASER Full Name: _____ ED, NITB Address: Plot No.24-B, Street No. 6, Sector H-9/1, Islamabad	FOR AND ON BEHALF OF THE SELLER Full Name: _____ Address: _____
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WITNESSES:

1. _____	2. _____		
Full Name:		Full Name:	
NIC No:		NIC No:	
Address:	Plot No.24-B, Street No. 6, Sector H-9/1, Islamabad	Address:	



SCHEDULE OF REQUIREMENTS 2022-2023			
Sr. No.	NAME OF ITEMS	Requirements	Specification
01	Note Sheet Pad A-4 size (Local Fine Quality)	100	
02	UHU Gum Stick big (Made in Germany)	70 packets.	
03	Envelope White (4 x 8)	2000 Nos.	
04	Envelope SE-6 Khaki (5 x 11)	1000 Nos.	
05	Envelope A-4 Size White (Imported)	3000 Nos.	
06	Chit Pad 4x4" (200 Pages Imported)	100	
07	Table Diary Stand set (Kaligon)	38	
08	Sharpener for led pencil	10	
09	Led Pencils	100 Pkt.	
10	Ball Point (Piano Crystal) or Equivalent	80 Pkt.	
11	Uni-Ball (UB-157) Blue, Black, Green and Red	Blue = 55 Pkt Red = 55 Pkt Green = 55 Pkt Black = 55 Pkt	
12	Permanent Marker Black, Blue & red (Snowman) Dollar or Equivalent	Blue = 10 Pkt Black = 10 Pkt Red = 05 Pkt	
13	Highlighter (Pelican) or Equivalent	70 Pkt	
14	Offset Paper (Imp double A 80gms A-4 Size Fine Quality 500 Sheets	550 Ream.	
15	Offset Paper (Imp) Double A 80gm Legal Size Fine Quality 500 Sheets	20 Ream	
16	A-4 size Multi color paper ream, 80 gms	20 Ream	
17	Green Diary NITB	50 No	
18	Diaries	100	
19	Steel Scale 12" (ruler) Fine Quality	10	
20	Drafting Pad Binding Ring96x*" Fine Quality A-5 50 sheets	800 Nos.	
21	Paper Cutter (Fine Quality)	60	HAIXIN (10.5 mm G 0.6mm)
22	Stapler Machines Fine Quality	60	MAPED office E-3543
23	Stapler Machines Steel Fine Quality Heavy	02	DELI 210 Sheets



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24	Paper Punch Double Hole FMC 40 (Fine Quality)	20	
25	Air Freshener (400ml) Lotion Admire Paris/London or Equivalent	50	
26	Air Freshener and dispenser Can (Refill)	25	
27	Tissue Paper Box Perfumed Charm Rose Petal 100 X2 Ply Tissues or Equivalent	500	
28	Tissue Roll Fine Quality for Toilet	200	
29	Scotch transparent Tape 2"	50	Transparent 2 inches wide
30	Masking Tape 2" (Fine Quality)	50	Strek Master (White)
31	Scissors Stainless Steel Standard Size (Fine Quality)	20	
32	Extension Board Fine Quality Fine Quality imported	100 Nos.	WH-715, 6 socket , cable 3m
33	Electric Kettle (Plastic Fine Quality)	05	
34	Digital Wall Clock Fine Quality	10	Casio (with temperature)
35	Dust Bin Fine Quality (Steel)	25 Nos.	5Lt Capacity
36	Battery Cell 1.5 AA Toshiba or Equivalent	100 Nos.	
37	Battery Cell 1.5 V AAA Toshiba or Equivalent	150 Nos.	
38	File Folder/Box	100 Nos.	BF-999/FC liver arch box
39	Erasers (Dux)	10	
40	White Fluid-Pen	100	Rolling ball metal tip
41	Logbook	20 Nos.	No. 6
42	Stamp Pad	20 Nos	7/110 m
43	Colored Flags (Pck)	400	Pronoti 46147
44	Self-adhesive notes (Pck)	20 Pack	Pronoti 100 sheets, 7.6 x 10.2 cm
45	File Board	15 bundles	
46	File Tags	25 stacks	
47	Calculator Large	10	Citizen CT-8800, large display
48	File Cover Blue NITB	1000 Nos.	
49	Stapler Pins (Boxes)	60 boxes	Dollar
50	Ring File Board	20 Nos.	Alfalah, No. 1227, 2.D Ring binder



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51	Separators Fine Quality	500	Colored pages (Plastic)
52	White Board for NITB Office	25	3x4 size
53	Erasable Board Marker Black, Blue, Red	Black = 15 pkts Blue = 15 pkts Red = 15 pkts	Dollar
54	Dispenser Machine Tape for R & I	05 Nos.	OKACIA No. 30
55	Large Battery Cell	50	Size D, 1.5v
56	White Paper Rim A5	5 reams	
57	Sticky Notes	100	
58	Hole puncher	20	
59	White board erasers	20	
60	Paper clips	5 boxes	
61	Transparent File Case	200	A4 Size
62	Pakistan flag 3x5	05	
63	Table file with NITB logo	50	
64	USB (64 GB) with NITB logo	200	SanDisk (3.0)/ Equivalent
65	Nokyo A4 Ring File Cover 074A4 or Equivalent (Made in Thailand) for CEO	30	A4 Size Imported quality
66	A3 Khaki Enveloper	500	
67	Air Freshener Dispenser Machine	20	



Lot # 2: Toners for Printers & Photocopiers

	SCHEDULE OF REQUIREMENTS 2022-2023		Specification
	NAME OF ITEMS	Requirements	
01	Toner for HP fdw 426dw (26-A) Original	20	fdw 426dw (26_A) Original
02	Toner for HP -2055dn (05-A) Original	15	HP -2055dn (05-A) Original
03	Toner for HP Laser Jet 3015 (12-A) Original	15	HP Laser Jet 3015 (12-A)
04	Toner for HP LaserJet 1320 (49-A) Original	15	HP LaserJet 1320 (49-A) Original
05	Toner for Hp Laser Jet (48-A) Original	15	(48-A) Original
06	Toner for HP LaserJet (202-A) Original	5	(202-A) Original
07	Toner for HP LaserJet (17-A) Original	10	(17-A) Original
08	Toner for HP LaserJet (107-A) Original	15	(107-A) Original
09	Toner/Ink for Canon Pixma Original	5	Toner/Ink for Canon Pixma Original
10	Toner for (79- A) Original	40	(79- A) Original
11	Toner for HP LaserJet (19-A) Original	10	(19-A) Original
12	Toner Konica Minolta TN-812	08	TN-812 Original
13	Canon 057	04	Original



SCHEDULE OF REQUIREMENTS: Schedule II

Following deliverable plan shall be followed during this tender lifecycle.

S.No.	Milestone	Ddeliverable from RO
01	Opening of tender / Project initiation	
02	Pre bid meeting	Queries
03	Closing of tender	Complete tender document with all required attachments and annexures
04	Initial Scrutiny	
05	Technical Evaluation	
06	Financial Evaluation	
07	Award of contract and issuance of purchase orders	
08	Supply of items	Delivery of items within the timeframe of 15 working days
09	Release of Payment	
10	Warranty Period	Scheduled preventive measures, upgrades, patch management services.
11	End of Warranty / Release of Performance Guarantee	
12	Closure of project	

All Equipment/Services will be supplied and installed as per NITB Requirement