

GOVERNMENT OF PAKISTAN  
CENTRAL DIRECTORATE OF NATIONAL SAVINGS,  
ISLAMABAD

**TENDER NOTICE FOR PURCHASE OF STATIONERY AND MISCELLANEOUS ITEMS.**

Central Directorate of National Savings, Islamabad invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) from well-reputed firms/ suppliers, registered with Tax Department for supply of Stationery, Computer consumable accessories and other Miscellaneous items to Central Directorate of National Savings (CDNS), Islamabad for the Financial Year 2023-2024.

2. The Procurement method as per Public Procurement Rule 36(a) will be observed for this tender. Detailed list of items along with Terms of References (ToRs) for participation in the tender can be obtained from the undersigned on any working day. Terms of References (ToRs) & List of Items can also be downloaded from PPRA website "[www.ppra.org.pk](http://www.ppra.org.pk)" and CDNS website "[www.savings.gov.pk](http://www.savings.gov.pk)".

3. Bidders are required to submit their bids through PPRA EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)), however the bidders are required to submit the bid security in original @ 2% of the total quoted price in the shape of a Bank Draft/Pay Order/Demand Draft /CDR/Bankers Cheque/Cashier Cheque only in favor of Director General, National Savings before bid submission/ closing date & time without which the proposal shall not be entertained/ accepted and be rejected straight away. Bids must be submitted online through EPADS as per schedule i.e. on **13<sup>th</sup> February, 2024 up to 11:00 a.m.** and the same will be opened on the same day at 11:30 a.m at Conference Room of Central Directorate of National Savings (CDNS), 23-N, Civic Centre, G-6 Markaz, Islamabad in the presence of the bidders or their representatives who wish to attend the proceedings.

4. The procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per PPRA Rule-33.

5. Please feel free to contact the undersigned for any query related to this tender.

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

## **TERMS OF REFERENCES**

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

1. The Procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. Bidders are required to submit their bids through PPRA EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)), however the bidders are required to submit the bid security in original @ 2% of the total quoted price in the shape of a Bank Draft/Pay Order/Demand Draft /CDR/Bankers Cheque/Cashier Cheque only in favor of Director General, National Savings before bid submission/ closing date & time without which the proposal shall not be entertained/ accepted and be rejected straight away.
3. Any Bid not accompanied by the bid security shall be rejected as non-responsive. The bid security shall be refundable not later than 14 days from the date of signing of contract agreement by the successful bidder.
4. The bid security of unsuccessful bidder will be returned without any interest, as promptly as possible: however the bid security of the 2<sup>nd</sup> lowest bidder will be return on submission of performance security by the successful bidder(s) or when the bidding process is cancelled by the authority.
5. The successful bidder's bid security will be returned, without any interest, upon the bidder signing of the contract agreement and furnishing the performance security in accordance with the provision thereof.
6. Rates (in PKR) to be quoted shall be inclusive of GST and all taxes/ duties and shall be valid upto 30.06.2024.
7. Late/ incomplete receipt of bids shall neither be accepted nor entertained and shall be returned by hand at the time of opening of tenders, or by mail as the case may be.
8. Quoted rates will be evaluated on item to item basis for consideration of award of contract to the lowest evaluated bidder(s).
9. If the successful bidder withdraws bid, his bid security shall be forfeited and the contract may be awarded to the next lowest evaluated bidder.
10. The bidder should be registered with the FBR. NTN and Sales Tax Number shall be mentioned in the bid and copies attached therewith.
11. Bidders are required to submit the photocopy of National Identity Card of their Proprietor on EPADS.
12. The bidders shall submit an affidavit on Rs.50/- stamp paper (duly attested by Notary Public) on EPADS to the effect that the firm is not black listed from any Government Department.
13. The bidders should have their own well established shop/store, capable to provide the whole items as and when required during the financial year 2024-2025 on the approved rates.
14. Samples of the items, where possible, especially for papers, pens & ball points should be attached with the tender without which the offer will not be entertained.

15. The bidder can participate in all items or an individual item.
16. The successful bidder(s) shall be required to submit unconditional and irrevocable Performance Bank Guarantee (PBG) of sum equivalent to 5% (five percent) of total contract price of agreement to be signed with CDNS valid for one year from the date of last supply. The PBG shall be submitted on or before raising invoices, this PBG shall be issued by any scheduled bank operating in Pakistan in favour of Director General, National Savings, Islamabad.
17. If during the currency of the period, it is found that sub-standard items or ingenuine/ refilled toners/ cartridges are supplied, the contract shall be cancelled and Security Deposit shall be forfeited and the firm shall also be blacklisted besides imposing penalty @1% of worth of billed items. However, the Director General, National Savings/procuring agency reserves the right to relax this condition if satisfactory justification is provided by the bidder that may be beyond his normal control and replacing bad items with good items. In no case, it may be considered as right of vendor and is based on sole discretion and satisfaction of the procuring agency regarding sub-standard items.
18. The procuring agency may forfeit the Performance Bank Guarantee if the bidder(s) performance found to be poor or bidder(s) breaches any of its obligations under the contract agreement and ToRs. Procuring agency can also impose penalty @2% of supply order per week for the amount of delayed supplied items.
19. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/ requirement.
20. The procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per rule 33 of Public Procurement Rules, 2004.
21. No transportation and carriage/ mobilization charges will be paid.
22. The successful bidders shall execute an agreement on Rs.500/- stamp paper for supply of items for award of contract within 07 days of supply order. The draft may be obtained from procuring agency.
23. The payment shall be made on submission of bill(s) for the items supplied and on satisfactory completion of the job.
24. Bids must be submitted online through EPADS as per schedule i.e. on **13<sup>th</sup> February, 2024** up to 11:00 a.m. and the same will be opened on the same day at 11:30 a.m at Conference Room of Central Directorate of National Savings (CDNS), 23-N, Civic Centre, G-6 Markaz, Islamabad in the presence of the bidders or their representatives who wish to attend the proceedings.

**(Ishtiaq Ahmed)**

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

**LIST OF STATIONERY, MISCELLANEOUS & OTHER ITEMS**

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

32	Marker (Black & Blue)	Mercury or equivalent	Packet	
33	Marker No.70/90 (Black & Blue)	Mercury or equivalent	Packet	
34	Note Sheet Legal Size	80 Gram Imported Paper	Dozen	
35	Note Sheet A-4	80 Gram Imported Paper	Dozen	
36	Paper Clip 36mm	Garash, Three Flowers or equivalent	Packet	
37	Paper Cutter	Haixen 330 or equivalent	Dozen	
38	Paper Cutter Blade	Top Quality	Packet	
39	Paper Pin (30mm)	Garash, Elephant or equivalent	Packet	
40	Sharpener	Dux or equivalent	Dozen	
41	Eraser Soft (Flexible)	Palikon AL-30, S-40 or equivalent	Dozen	
42	Single Punch (Legal Size Heavy Duty)	Superior Qulaity	Dozen	
43	Double Punch (Legal Size Heavy Duty)	KW-09120 or equivalent	Dozen	
44	Stapler Machine with Remover	M&G (ABS-92791) or equivalent	Dozen	
45	Stapler Pin 24/6	M&G or equivalent	Packet	
46	Stapler Pin 23/13	Washin or equivalent	Packet	
47	Stapler Pin 23/20	Washin or equivalent	Packet	
48	Stamp Pad (Medium)	Lancer or equivalent	Dozen	
49	Scotch Tap 1 inch	Stick Master or equivalent	Dozen	
50	Scotch Tap 2 inches	Stick Master or equivalent	Dozen	
51	Tag Cotton	Superior 6"	Dozen	
52	Calculator 14 Digit Large Display	CASIO (Model CT-912, DJ-120 or equivalent)	Unit	
53	Table Sharpener	KW-TriO No.310 or equivalent	Unit	
54	Heavy Duty Stapler Machine	KW-50LBN or equivalent	Unit	
55	Toner (Colour) 201-A (With Chip)	HP or equivalent	Complete Set	
56	Toner 05-A (With Chip)	HP or equivalent	Unit	
57	Toner 12-A (With Chip)	HP or equivalent	Unit	
58	Toner 15-A (With Chip)	HP or equivalent	Unit	
59	Toner 26-A (With Chip)	HP or equivalent	Unit	
60	Toner 48-A (With Chip)	HP or equivalent	Unit	
61	Toner 49-A (With Chip)	HP or equivalent	Unit	
62	Toner 53-A (With Chip)	HP or equivalent	Unit	
63	Toner 76-A (With Chip)	HP or equivalent	Unit	
64	Toner 79-A (With Chip)	HP or equivalent	Unit	
65	Toner 80-A (With Chip)	HP or equivalent	Unit	
66	Toner 83-A (With Chip)	HP or equivalent	Unit	
67	Toner 85-A (With Chip)	HP or equivalent	Unit	
68	Toner 107-A (With Chip)	HP or equivalent	Unit	
69	Toner for Fax Machine KXFL 422	HP or equivalent	Unit	
70	Toner for Fax Machine KX - FAT 472	HP or equivalent	Unit	

71	Toner for Fax Machine KX - MB772	Panasonic	Unit	
72	Toner for Photo State Konica Minolta (Original)	Bizhub 454e Original or equivalent	Unit	
73	Toner for Photo State Konica Minolta	Bizhub-215 Original or equivalent	Unit	
74	Key Board	A4 Tech or equivalent	Unit	
75	Mouse	A4 Tech or equivalent	Unit	
76	Table Set	Complete Wooden (Executive) Senator imported or equivalent	Unit	
77	USB 64 GB	Kingston or equivalent	Unit	
78	Scissor 7" Plastic Handle	Deli 6003 or equivalent	Unit	
79	Extension Board (Heavy duty)	Kemilen or equivalent	Unit	
80	Multi Plug 15 AMP	Superior quality	Unit	
81	Towels White (Medium 24x48)	Zollner or equivalent	Dozen	
82	Jaa-e-Namaz	Superior quality	Unit	
83	Tissue Paper Box (Popup 3 ply atleast 200 sheets)	Rose Petal or equivalent	Unit	
84	Toilet Roll (2 Ply)	Rose Petal or equivalent	Dozen	
85	Soap (Medium Size)	Life Buoy (White) or equivalent	Dozen	
86	Hand Wash Liquid 250ml	Dettol or equivalent	Bottle	
87	Hand Wash Liquid	Dettol or equivalent	Litre	
88	Air Freshener 300 ml	Cobra or equivalent	Dozen	
89	Wall Clock	Champion or equivalent	Unit	
90	Door Bell with Remote (Electric)	Expert of equivalent	Unit	
91	Tumbler	Omroc or equivalent	Dozen	
92	Cell AAA Heavy Duty	Toshiba or equivalent	Dozen	
93	Pencil Cell-AA	Toshiba or equivalent	Dozen	
94	Remote Bell Cell-A-23	Toshiba or equivalent	Dozen	
95	Insect Killer Spray	Power Plus or equivalent	Dozen	
96	Duster (White)	Cotton (Superior)	Dozen	
97	Duster (Yellow)	Flalain (Superior)	Dozen	
98	Car Polish	Formula, Cosmic or equivalent	Unit	
99	Dash Board Polish	Revive-All or equivalent	Unit	
100	Glass Cleaner Spray	Glint or equivalent	Dozen	
101	Basket for Dust Bin (Medium)	Plastic Top Quality	Unit	
102	Vim Powder 430grams	Vim or equivalent	Unit	
103	Detergent 100 grams	Excel, Bright or equivalent	Dozen	
104	Detergent 500 grams	Excel, Bright or equivalent	Dozen	
105	Toilet Bowl Cleaning Liquid (1 Litre)	Harpic or equivalent	Bottle	
106	Phenyl/ Bathroom/ Floor Cleaning Liquid (1 Litre)	Dettol or equivalent	Bottle	
107	Acid for Washroom (500 ml)	Tiger or equivalent	Bottle	