

**GOVERNMENT OF PAKISTAN
CENTRAL DIRECTORATE OF NATIONAL SAVINGS,
ISLAMABAD**

TENDER NOTICE FOR PURCHASE OF STATIONERY AND MISCELLANEOUS ITEMS.

1. Central Directorate of National Savings, Islamabad invites bids on 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 2025-26.
2. The tender shall be carried out under Rule-36(a) of Public Procurement Rules, 2004. Bidders are required to submit their bids through EPADS (www.eprocure.gov.pk), however, the bid security in original amounting to Rs.20,000/- in the shape of a Pay Order / Demand Draft / CDR only, issued from any bank operating in Pakistan in the favour of Director General, CDNS, Islamabad must be delivered to National Savings Officer (P&L), CDNS on below mentioned address on bid submission date & time. Bid must be submitted on or before **26.11.2025 upto 11:00 a.m.** Bids will be opened on the same day at 11:30 a.m. at **Conference Room of Central Directorate of National Savings (CDNS), 23-N, Savings House, Civic Centre, G-6 Markaz, Islamabad** in the presence of the bidders or their representatives who wish to attend the proceedings.
3. The CDNS reserves the right to reject any / all or a part of bids prior to the acceptance of a bid or proposal, for which reason (s) may be conveyed if desired in writing as per PPRA Rule-2004.
4. For any query related to this tender notice, please feel free to contact the undersigned.

(Ishtiaq Ahmed)

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

9215744

TERMS OF REFERENCES

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

1. The tender shall be carried out under Rule-36(a) of Public Procurement Rules, 2004.
2. Bidders are required to submit their bids through PPRA EPADS (www.eprocure.gov.pk), however, the bid security in original amounting to Rs.20,000/- in the shape of a Pay Order / Demand Draft / CDR only, issued from any bank operating in Pakistan in the favour of Director General, CDNS, Islamabad must be delivered to National Savings Officer (P&L), CDNS on below mentioned address on bid submission date & time.
3. The bid security of unsuccessful bidder will be returned without interest, as promptly as possible: however the bid security of the 2nd lowest bidder will be returned on submission of performance security by the successful bidder(s) or when the bidding process is cancelled by the authority.
4. The successful bidder's bid security will be returned, without interest, upon the bidder signing of the contract agreement and furnishing the performance security in accordance with the provision thereof.
5. The bidder should be registered with the FBR. NTN and Sales Tax Number shall be mentioned in the bid and copies attached therewith.
6. The bidders shall submit an affidavit on Rs.100/- stamp paper (duly attested by Notary Public) on EPADS to the effect that the firm is not black listed from any Government Department. Original Affidavit must be delivered to National Savings Officer (P&L), CDNS on bid submission date & time.
7. Rates (in PKR) to be quoted shall be inclusive of GST and all taxes/ duties and shall be valid upto **30.06.2026**.
8. Quoted rates will be evaluated on item to item basis for consideration of award of contract to the lowest evaluated bidder(s)/ Most Advantageous Bidder(s).
9. If the successful bidder withdraws bid, his bid security shall be forfeited and the contract may be awarded to the next lowest evaluated bidder.
10. The bidders should have their own well established shop/store, capable to provide the whole items as and when required during the financial year 2025-2026 on the approved rates.
11. Samples of the items, where possible, especially for papers, pens & ball points should be presented on demand.
12. The bidder can participate in all items or an individual item.
13. The successful bidder(s) shall be required to submit unconditional and irrevocable Performance Bank Guarantee (PBG) of sum equivalent to 5% (five percent) of total contract price of agreement to be signed with CDNS valid for one year from the date of last supply. The PBG shall be submitted on or before raising invoices, this PBG shall be issued by any bank operating in Pakistan in favour of Director General, National Savings, Islamabad.

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

(Ishtiaq Ahmed)

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



GOVERNMENT OF PAKISTAN
CENTRAL DIRECTORATE OF NATIONAL SAVINGS



No.F.1(112)PNL/2025 (STATIONERY)

Islamabad, the 05th November , 2025

From

Ishtiaq Ahmed
National Savings Officer(Procurement)

To

1- Director(Operations), CDNS, Islamabad
2- Computer Operator-I, CDNS, Islamabad

SUBJECT: LIST OF STATIONERY MISC. ITEMS

List of items

S#	Name of the item	Description/Specification	Quoted Price (inclusive of all Taxes) Per
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 of 10 Pieces
4	Ball Point (Blue & Black)	Uni-ball Eye (Fine) UB-157 or equivalent	Packet of 10 Pieces
5	Ball Point (Blue & Black)	Signo or equivalent	Packet of 10 Pieces
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	Attendance Register	Tayyaba or equivalent	Unit
14	Post IT Pad 3x2	Pronoti, Sensa or equivalent	Packet
15	Post IT Pad 3x3	Pronoti, Sensa or equivalent	Packet

16	Sticky Notes (Z Type Neon Color)	Pronoti, Sensa or equivalent	Packet
17	Dak Pad (Lock Type)	Rexen VIP or equivalent	Unit
18	Draft Pad (A4 Size)	Alfa No.840 or equivalent	Dozen
19	Draft Pad (Small)	Alfa No.842 or equivalent	Dozen
20	Envelope	SE-6 (Golden)	Packet of 100 Pieces
21	Envelope	SE-7 (Golden)	Packet of 100 Pieces
22	Envelope	SE-8 (Golden) File Size	Packet of 100 Pieces
23	Envelope	A-4 size (White)	Packet of 100 Pieces
24	Envelope (File Size)	White superior 100 GM	Packet of 100 Pieces
25	Envelope	White superior size 9"x 4"	Packet of 100 Pieces
26	File Board with Flapper (Legal Size)	Printed Departmental Monogram on flapper	Dozen
27	File Covers (Legal Size)	With cloth binding top quality with Departmental address and Monogram	Dozen
28	Foot Scale (Steel)	Sword Fish (Heavy) or equivalent	Dozen
29	Gum Bottle 1000 Gram	Dollar or equivalent	Unit
30	Gum Stick (36g)	Dollar or equivalent	Dozen
31	Highlighter (Different Colors)	PIANO or equivalent	Dozen
32	Ink for Stamp Pad (Black/Blue)	Crystal or equivalent	Dozen
33	Marker (Black & Blue)	Mercury or equivalent	Packet of 10 Pieces
34	Marker No.70/90 (Black & Blue)	Mercury or equivalent	Dozen
35	Note Sheet Legal Size	80 Gram Imported Paper	Unit
36	Note Sheet A-4	8 Imported Paper	Unit
37	Paper Clip 36mm	Garash, Three Flowers or equivalent	Packet
38	Paper Cutter	Haixen 330 or equivalent	Dozen
39	Paper Cutter Blade	Top Quality	Packet
40	Paper Pin (30mm)	Garash, Elephant or equivalent	Packet
41	Sharpener	Dux or equivalent	Dozen
42	Eraser Soft (Flexible)	Palikon AL-30, S-40 or equivalent	Dozen
43	Single Punch (Legal Size Heavy Duty)	Superior Quality	Dozen
44	Double Punch (Legal Size Heavy Duty)	KW-09120 or equivalent	Dozen

45	Stapler Machine with Remover	M&G (ABS-92791) or equivalent	Dozen
46	Stapler Pin 24/6	M&G or equivalent	Packet
47	Stapler Pin 23/13	Washin or equivalent	Packet
48	Stapler Pin 23/20	Washin or equivalent	Packet
49	Stamp Pad (Medium)	Lancer or equivalent	Dozen
50	Scotch Tap 1 inch	Stick Master or equivalent	Dozen
51	Scotch Tap 2 inches	Stick Master or equivalent	Dozen
52	Tag Cotton	Superior 6"	Dozen
53	Calculator 14 Digit Large Display	CASIO (Model CT-912, DJ-120 or equivalent)	Unit
54	Table Sharpener	KW-TriO No.310 or equivalent	Unit
55	Heavy Duty Stapler Machine	KW-50LBN or equivalent	Unit
56	Toner (Colour) 201-A (With Chip)	HP or equivalent	Complete Set
57	Toner 05-A (With Chip)	HP or equivalent	Unit
58	Toner 12-A (With Chip)	HP or equivalent	Unit
59	Toner 15-A (With Chip)	HP or equivalent	Unit
60	Toner 26-A (With Chip)	HP or equivalent	Unit
61	Toner 48-A (With Chip)	HP or equivalent	Unit
62	Toner 49-A (With Chip)	HP or equivalent	Unit
63	Toner 53-A (With Chip)	HP or equivalent	Unit
64	Toner 76-A (With Chip)	HP or equivalent	Unit
65	Toner 79-A (With Chip)	HP or equivalent	Unit
66	Toner 80-A (With Chip)	HP or equivalent	Unit
67	Toner 83-A (With Chip)	HP or equivalent	Unit
68	Toner 85-A (With Chip)	HP or equivalent	Unit
69	Toner 107-A (With Chip)	HP or equivalent	Unit
70	Toner for Fax Machine KXFL 422	HP or equivalent	Unit
71	Toner for Fax Machine KX - FAT 472	HP or equivalent	Unit
72	Toner for Fax Machine KX - MB772	Panasonic	Unit
73	Toner for Photo State Konica Minolta (Original)	Bizhub 454e Original or equivalent	Unit
74	Toner for Photo State Konica Minolta	Bizhub-215 Original or equivalent	Unit
75	A4 Tech or equivalent	Unit	
76	Mouse	A4 Tech or equivalent	Unit
77	Table Set	Complete Wooden (Executive) Senator imported or equivalent	Unit
78	USB 64 GB	Kingston or equivalent	Unit
79	Scissor 7" Plastic Handle	Deli 6003 or equivalent	Unit
80	Extension Board (Heavy duty)	Kemilen or equivalent	Unit

81	Multi Plug 15 AMP	Superior quality	Unit
82	Towels White (Medium 24x48)	Zollner or equivalent	Unit
83	Jaa-e-Namaz	Superior quality	Unit
84	Tissue Paper Box (Popup 3 ply atleast 200 sheets)	Rose Petal or equivalent	Unit
85	Toilet Roll (2 Ply)	Rose Petal or equivalent	Unit
86	Soap (Medium Size)	Life Buoy (White) or equivalent	Unit
87	Hand Wash Liquid 250ml	Dettol or equivalent	Bottle
88	Hand Wash Liquid	Dettol or equivalent	Litre
89	Air Freshener 300 ml	Cobra or equivalent	Unit
90	Wall Clock	Champion or equivalent	Unit
91	Door Bell with Remote (Electric)	Expert or equivalent	Unit
92	Tumbler	Omroc or equivalent	Dozen
93	Cell AAA Heavy Duty	Toshiba or equivalent	Dozen
94	Pencil Cell-AA	Toshiba or equivalent	Dozen
95	Remote Bell Cell-A-23	Toshiba or equivalent	Dozen
96	Insect Killer Spray	Power Plus or equivalent	Unit
97	Duster (White)	Cotton (Superior)	Dozen
98	Duster (Yellow)	Flalain (Superior)	Dozen
99	Car Polish	Formula, Cosmic or equivalent	Unit
100	Dash Board Polish	Revive-All or equivalent	Unit
101	Glass Cleaner Spray	Glint or equivalent	Unit
102	Basket for Dust Bin (Medium)	Plastic Top Quality	Unit
103	Vim Powder 430grams	Vim or equivalent	Unit
104	Detergent 100 grams	Excel, Bright or equivalent	Dozen
105	LED Tube Rods 2Ft. (White)	Philips or equivalent	Unit
106	LED Bulb (18.Watt) (Golden & White)	Philips or equivalent	Unit
107	Telephone CLI	Panasonic or equivalent	Unit



Ishtiaq Ahmed
National Savings Officer(Procurement)
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