

# NATIONAL HERITAGE & CULTURE DIVISION



GOVERNMENT OF PAKISTAN

<b>Tender document for</b>	<b>Stationery Items, Computer Stationery, Miscellaneous Items, Crockery, Furniture, Machinery &amp; Equipments</b>
<b>Total Pages</b>	<b>14</b>
<b>Detail of Pages</b>	<b>PAGE 01-02 General Instructions for Bidders PAGE 03-08 Detail of General Tender Items PAGE 09 Technical Proposal for Machinery &amp; Equipments PAGE 10 Financial Proposal for Machinery &amp; Equipments PAGE-11 Detail of Financial Instruments / Check List</b>

4<sup>th</sup> floor, New Secretariat, Kohsar Block, Islamabad  
Telephone No.051-9222764, Fax No.051-9222754

<b>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR THE BIDDERS FOR STATIONERY/ COMPUTER STATIONERY TONERS /MISCELLANEOUS ITEMS</b>	
1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
2.	Bidder(s) must have sound financial position details of annual turnover for the last three year. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of store in time and on the spot to this wing.
3.	Bidder(s) must attach separate Bank Draft/Pay Order / Call Deposit amounting to <b>Rs 50,000/-</b> for each category in favour of D.D.O National Heritage & Culture Division which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. <b>Cheques shall not be accepted.</b>
4.	Firm(s) must certify that it has not been blacklisted from any Government organization.
5.	Samples of selected items are available in General Section which can be viewed before closing date of tender.
6.	Only those Bid(s) will be considered which would be submitted on the National Heritage & Culture Division tender documents.
7.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
8.	<b>BID OPENING PROCEDURE.</b>
8.A	<b>Single Stage One Envelop Basis</b> procedure will be adopted for <b>Stationery, Computer Stationary, Crockery, Furniture &amp; Fixture, Tonners and Misc Useable items</b> to evaluate the offer(s) in terms of Rule 36(a) of PPRA rules 2004. The bid shall comprise a single package. All Bids received will be opened and be evaluated in the light of quality standards/Specification and required criteria. The firm/agency who submits overall lowest financial bid will be selected for provision of Stationery, Computer Stationary, Crockery, Furniture & Fixture, Tonners and Misc Useable items as per detailed in RFD/Tender document.
8.B	<b>Single Stage-Two Envelop</b> Procedure will be adopted for <b>Photostat Machine, Printer, Multifunction Printer and Scanner</b> to evaluate the offer(s). The bid shall comprise a single package containing two separate envelopes each envelop should contain separately the <b>“Technical Proposal”</b> and <b>“Financial Proposal”</b> Two separate envelopes shall be marked as <b>“Technical Proposal”</b> and <b>“Financial Proposal”</b> in bold and legible letters. Initially <b>“Technical Proposal”</b> will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the tender document. The firm which does not qualify evaluation criteria of Technical Proposal, their Financial Proposal will be returned un-opened. <b>“Financial Proposal”</b> will be opened only of those firms whose offer(s)/items would be found as per specifications and laid down criteria. Evaluation weighted ratio will be given 70 and 30 to Technical and Financial proposals respectively.
9.	Successful bidders should make sure for in time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
10.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
11.	The quantity of the item(s) can vary as per the requirement / budget allocation of the Division
12.	The delivery shall be completed within 20 days from the date of issuance of purchase/Supply order are as desired.
13.	All item(s) shall be delivered at the office of National Heritage & Culture Division situated at 4th floor, New Secretariat ,Kohsar Block, Islamabad and will be inspected there.
14.	Item(s) found not according to required specifications/standard/sample, shall not be accepted.
15.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
16.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder.

	Action for blacklisting of the firm will also be initiated.
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17.	The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend at on date, time and venue mentioned in tender notice.
18.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderers, in which case such correction shall have initialed by the person or persons signing the contract.
19.	No advance payment will be made for any kind of invoice. However National Heritage & Culture Division will arrange expeditious payments on submission of invoices.
20.	A separate agreement shall be executed with successful bidder.
21.	The firm/agency shall provide prescribed items till <b>30-06-2022</b> as per contract awarded.
22.	Tenders will be opened in Committee Room of National Heritage & Culture Division situated at 4 <sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad.

**(SIGNATURE & SEAL OF BIDDER)**

**BIDS PROPOSAL FOR STATIONARY ITEMS**

<b>NAME OF FIRM</b>	
<b>COMPLETE ADDRESS</b>	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

<b>S#</b>	<b>Name of Items</b>	<b>QTY.</b>	<b>Quality /Specification Being Offered.</b>	<b>Price Including GST</b>
1.	Ball Point Piano Point 0.88mm or Equivalent as per sample	Each		
2.	Board Marker mercury or equivalent	-do-		
3.	PVC File Folder A4 Size as per sample	-do-		
4.	PVC File Folder Legal Size as per sample	-do-		
5.	Correction Pen pelican or equivalent	-do-		
6.	Dak Book No.8	-do-		
7.	Dak Pad (Superior quality)	-do-		
8.	Diary Register (No.10) 500 Pages	-do-		
9.	Double Punch Machine (Heavy Duty punch100 pages)	-do-		
10.	Drafting Pad A4 (60 pages)	-do-		
11.	Drafting Pad Small (50 pages)	-do-		
12.	Envelopes SE-8 White	-do-		
13.	Envelops A-4 white	-do-		
14.	Envelops SE.5 Brown	-do-		
15.	Envelops SE.5 White	-do-		
16.	Envelops SE.6 Brown	-do-		
17.	Envelops SE.6 White	-do-		
18.	Envelops SE.8 Brown	-do-		
19.	Envelops SE-4 Brown	-do-		
20.	File Board with Flapper (fine quality)	Each		
21.	File Tray (Plastic)	-do-		
22.	Glue Stick 50 Grams UHU or equivalent (as per sample)	-do-		
23.	Highlighter (Superior quality )	-do-		
24.	Lead Pencil dear or equivalent	-do-		
25.	Log Book (No 8)	-do-		
26.	Note Sheet Pad 50 Sheets (Imported Quality)	-do-		
27.	Paper Clip Apex 30 MM	Per pakt		

28.	Paper Cutter (Stainless Steel) Best Quality	Each		
29.	Paper Pins 28GMS China	Per Pakt		
30.	Pointer Pen Dollar or equivalent	Each		
31.	Posted Pad Large	Per Pkt		
32.	Posted Pad Medium	Per Pkt		
33.	Posted Pad Small	Per Pkt		
34.	Memo Paper 4 pads /75x18 cm 4 neon colors as per sample	Per Pkt		
35.	Punch Machine Single Hole Kanex with Floating Punch (as per sample)	Each		
36.	Register liner Imported Quality (250 pages)	Each		
37.	Plastic File Swin Grip CO-324A as per sample	Each		
38.	Scale (Steel)	-do-		
39.	Scissors (Plastic head Superior Stainless Steel) As per sample	-do-		
40.	Scotch tap Large 1x72	-do-		
41.	Sharpener (steel) Dux or equivalent	Each		
42.	Sharpener Machine Fine quality	Each		
43.	Shorthand Note Book Large	-do-		
44.	Stapler Machine (staple 20 pages)	-do-		
45.	Stapler Machine heavy duty (staple 200 pages)	-do-		
46.	Stapler Pins 24/6	Per Pkt		
47.	Stapler Pin Clipper	Each		
48.	Summary Paper A-4 Size 80 Grams 500 Sheets Imported as per sample	Per Ream		
49.	Summary Paper Legal Size 90 Grams 500 Sheets Imported	-do-		
50.	Table Diary Riffle	Each		
51.	Telephone Index (55 pages)	Each		
52.	Uni bal Eye Original	-do-		
53.	Visiting Card album (20 pages)	-do-		
54.	Eraser (Rubber)	-do-		
55.	Scotch Tape Dispenser	-do-		

(SIGNATURE & SEAL OF BIDDER)

**Bid proposal for Computer Stationary (Toners)**

<b>NAME OF FIRM:</b>	
<b>COMPLETE ADDRESS:</b>	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

S#	Name of Items	Qty.	Quality /Specification Being Offered.	Price Including GST
1.	Toner Photocopier Cannon IR 4525i (original/ genuine)	Each		
2.	Tonner Photo Copier RICOH MP201 SPF (original/ genuine)	-do-		
3.	Toner for Photocopier Xerox B1025 (original/ genuine)	-do-		
4.	Toner Printer HP 1020 (Compatible)	-do-		
5.	Toner Printer HP 1102 (-do-)	-do-		
6.	Toner Printer HP 2015 (-do-)	-do-		
7.	Toner Printer HP-1022-N(-do-)	-do-		
8.	Toner Printer HP-1100 (-do-)	-do-		
9.	Toner Printer HP-1200 (-do-)	-do-		
10.	Toner Printer HP-1300 (-do-)	-do-		
11.	Toner Printer HP-1320 (-do-)	-do-		
12.	Toner Printer HP-2055-D (-do-)	-do-		
13.	Tonner Printer Multifunctional 17A (Compatible)	-do-		
14.	Tonner Printer Multifunctional 79A (Compatible)	-do-		
15.	Tonner Printer Multifunctional MF235 (Compatible)	-do-		
16.	Toner Printer MFP-130fn (Compatible)	-do-		
17.	Toner Printer HP M404 DN (Compatible)	-do-		
18.	Toner Printer HP M402 Dne (Compatible)	-do-		
19.	Toner Printer HP 137fnw (Compatible)	-do-		

**Note:**

1. All the tonners of Photo copiers must be genuine/original.
2. GD and Company distribution certificate must be attached with the bids otherwise bids shall not be accepted.

**(SIGNATURE & SEAL OF BIDDER)**

**Bid proposal for Miscellaneous Consumable Items**

<b>NAME OF FIRM:</b>	
<b>COMPLETE ADDRESS:</b>	
Telephone & Fax No:	National Tax Number (NTN):
Vender No:	Sales Tax Registration No:

S#	Name of Items	QTY.	Quality/ Specification Being Offered.	Price Including GST
1.	Acid 1 litter Tiger or equivalent	Each		
2.	Air Freshener Crown Perfumes Sultan Imported as per sample	-do-		
3.	Ashtray (Glass)	-do-		
4.	Back care cushion Master or equivalent as per sample	-do-		
5.	Bathroom Brush superior quality	-do-		
6.	Broom Hard (500 gram)	-do-		
7.	Broom Soft (250 gram)	-do-		
8.	Bucket Plastic (20 liter)	-do-		
9.	Calculator CT.100 Large Size	-do-		
10.	Pure Drinking water 19 liter bottle	-do-		
11.	Dust Bin (10 liter) Stainless Steel	-do-		
12.	Dust Bin with foot handle Stainless Steel (10 liter)	-do-		
13.	Duster floor	Per unit		
14.	Duster Best Quality 24"x24"	-do-		
15.	Electric Kettle (1.5 liter) Annex Delux or Equivalent as per sample	-do-		
16.	Lemon Max Dishwashing Paste (400 gram) or equivalent	Each		
17.	Pears Liquid Hand Wash or equivalent (250 ml) as per sample	Each		
18.	Pachara as per sample	-do-		
19.	Mop with Steel Handle as per sample	-do-		
20.	Phenyl Tin 3 ltr.	-do-		
21.	PVC Tape 2x72	Each		
22.	Surf (250 Grams)	-do-		
23.	Tissue Hygiene Rose Patel or Equivalent as per sample	Per pkt		
24.	Tissue Paper Luxury Rose Patel or Equivalent as per sample	Per Box		
25.	Tissue Paper Napkin as per sample	-do-		
26.	Toilet cleaner Harpic or equivalent 750 ml	-do-		
27.	Toilet Roll Rose Patel or Equivalent As per sample	Each		
28.	Towel Large (2.5x5 feet) (Superior)	-do-		
29.	Vim Powder (450 gram)	Per pkt		
30.	Wall Clock Large Size (Executive Quality)	-do-		
31.	Wiper (Superior Quality large size)	-do-		
32.	Extension lead superior quality 5 meter as per sample	Each		
33.	Toilet Soap Large (110g) (Lux or equivalent as per sample)	-do-		
34.	Glass Cleaner Wiper	-do-		

<b>S</b>	<b>Name of Items</b>	<b>QTY.</b>	<b>Quality/ Specification Being Offered.</b>	<b>Price Including GST</b>
35.	Glass cleaner spray (Glint or equivalent)	-do-		
36.	Remote Cell Sony or Equivalent	Per Packet		
37.	Wall Clock Cell Sony or Equivalent	Per Packet		
38.	Forks , Best quality (as per sample)	Each		
39.	Quarter plate (Ceramic) (as per sample)	-do-		
40.	Rice plate (Ceramic) (as per sample)	-do-		
41.	Service Tray large (Fine Quality)	-do-		
42.	Service Tray Medium (Fine Quality)	-do-		
43.	Service Tray small (Fine Quality)	-do-		
44.	Serving Bowl large (ceramic)	-do-		
45.	Serving Bowl Medium (ceramic)	-do-		
46.	Serving Bowl small (ceramic)	-do-		
47.	Scotch Brite Scourer with Sponge Large	-do-		
48.	Knife stainless steel	-do-		
49.	Table spoon	Per Dozen		
50.	Tea spoon	-do-		
51.	Water Glass (Fine Quality)	-do-		
52.	Water Jug (Fine Quality)	Per set		

**(SIGNATURE & SEAL OF BIDDER)**



**Bid proposal for Furniture & Fixture**

<b>NAME OF FIRM</b>	
<b>COMPLETE ADDRESS</b>	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

S#	Name of Items	QTY.	QUALITY/ SPECIFIC ATION BEING OFFERED.	PRICE INCLUD ING GST
1.	<b>Officer Visitor Chair. Size 465 mm x 480 mm.</b> Seat and back made of solid seasoned wood covered with 1 <sup>st</sup> quality foam and synthetic upholstery cloth As per sample.	-do-		
2.	<b>Computer Table Size 900 mm x600mmx 760mm (Height)</b> Structure made of high density chipboard 19 mm thick, one side having box for CPU and vertical one partition, other side one sliding shelf for key board as per sample.	-do-		
3.	<b>Sofa Set (5 seater 3+1+1)</b> Single seater (02 Nos) 3 seater (1 No). Fixed seat and back made of solid seasoned wood covered with 1 <sup>st</sup> quality foam and durable synthetic best quality leatherette as per sample.			
4.	<b>Sofa Set (5 seater 3)</b> Fixed seat and back made of solid seasoned wood covered with 1 <sup>st</sup> quality foam and durable synthetic best quality leatherette			
5.	<b>Assistant/Office table Size 1200 mm x 800mm x 760mm (Height)</b> Structure made of high density chipboard 19 mm thick, one side drawer box having 3-drawers, top drawer lockable as per sample.			
6.	<b>Center Table (Size 20 x 30 x 18)</b> Structure made of solid wood and top 8mm glass as per sample.			
7.	<b>Center Table (Size 30 x 30 x 18)</b> Structure made of solid wood and top 8mm glass as per sample.			
8.	<b>Coat Hanger</b> Made of solid wood as per sample.			
9.	<b>Steel Almirah (04 Portions)</b> as per sample			
10.	<b>Steel Cabinet (04 Portions)</b> as per sample			
11.	<b>Side Table</b> as per sample.			
12.	<b>Side Rack</b> as per sample			

(SIGNATURE & SEAL OF BIDDER)

**TECHNICAL PROPOSAL FOR MACHINERY EQUIPMENTS**

<b>NAME OF FIRM</b>	
<b>COMPLETE ADDRESS</b>	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

S#	Name of Items	QTY.	Specification Being Offered
1.	<p><b><u>Photocopier: Canon Image Runner Advance DX-4745i Or Equivalent</u></b></p> <ul style="list-style-type: none"> <li>i. Copy / Print Speed 45 cpm</li> <li>ii. Developer free printing</li> <li>iii. 3G RAM &amp; 320GB HDD</li> <li>iv. Built in Wifi</li> <li>v. Standard Scan and Send Feature</li> <li>vi. Standard Scan and Send Feature</li> <li>vii. Print Copy A-3 Size, duplexing built-in</li> <li>viii. Force Hold Printing</li> <li>ix. Device Functional Level Login</li> <li>x. Latest Mono Component Technology</li> <li>xi. Standard Paper Capacity (1200 Sheets)</li> <li>xii. Continuous Copying 1-9999</li> <li>xiii. 10.1 inch TFT LCD Color Touch Panel</li> <li>xiv. DADF for 100 sheets</li> <li>xv. USB 3.0 Connectivity</li> <li>xvi. Dual Processor 1.75 GHZ or above</li> <li>xvii. Secure Printing</li> <li>xviii. Standard Access Management System</li> <li>xix. Toner Life 42100 Prints @ 5%</li> </ul>	Each	
2.	Printer HP laser jet latest model (40 ppm) with duplex printing, wireless printing and Ethernet port or equivalent	-do-	
3.	<p>Laser Jet Pro. <b>Multifunction Printer</b> (Print, copy, Fax, Scan) HP or Equivalent Printing 1200 x 1200 dpi 600x600 dpi Copy 18ppm, with duplex printing, wireless printing and Ethernet port</p> <p><b>Compatible with all operating system</b></p>	-do-	
4.	<p><b>Standard High Speed Document Scanner</b></p> <p>Canon Scanner DR-C230 with Flatbed Unit 102 (as per sample)</p>	-do-	
5.	Coffee Maker	-do-	
6.	Fridge Haier 10 cu ft inverter series or equivalent	-do-	

**(SIGNATURE & SEAL OF BIDDER)**

**FINANCIAL PROPOSAL FOR MACHINERY AND MACHINERY EQUIPMENTS**

<b>NAME OF FIRM</b>	
<b>COMPLETE ADDRESS</b>	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

S#	Name of Items	QTY.	Specification Being Offered
1	<p><b><u>Photocopier: Canon Image Runner Advance DX-4745i Or Equivalent</u></b></p> <ul style="list-style-type: none"> <li>i. Copy / Print Speed 45 cpm</li> <li>ii. Developer free printing</li> <li>iii. 3G RAM &amp; 320GB HDD</li> <li>iv. Built in Wifi</li> <li>v. Standard Scan and Send Feature</li> <li>vi. Standard Scan and Send Feature</li> <li>vii. Print Copy A-3 Size, duplexing built-in</li> <li>viii. Force Hold Printing</li> <li>ix. Device Functional Level Login</li> <li>x. Latest Mono Component Technology</li> <li>xi. Standard Paper Capacity (1200 Sheets)</li> <li>xii. Continuous Copying 1-9999</li> <li>xiii. 10.1 inch TFT LCD Color Touch Panel</li> <li>xiv. DADF for 100 sheets</li> <li>xv. USB 3.0 Connectivity</li> <li>xvi. Dual Processor 1.75 GHZ or above</li> <li>xvii. Secure Printing</li> <li>xviii. Standard Access Management System</li> <li>xix. Toner Life 42100 Prints @ 5%</li> </ul>	Each	
2	Printer HP laser jet latest model (40 ppm) with duplex printing, wireless printing and Ethernet port or equivalent	-do-	
3	Laser Jet Pro. <b>Multifunction Printer</b> (Print, copy, Fax, Scan) HP or Equivalent Printing 1200 x 1200 dpi 600x600 dpi Copy 18ppm, with duplex printing, wireless printing and Ethernet port <b>Compatible with all operating system</b>	-do-	
4	<b>Standard High Speed Document Scanner</b> Canon Scanner DR-C230 with Flatbed Unit 102 (as per sample)	-do-	
6	Coffee Maker	-do-	
10	Fridge Haier 10 cu ft inverter series or equivalent	-do-	

**(SIGNATURE & SEAL OF BIDDER)**

<b>DETAIL OF FINANCIAL INSTRUMENTS/CHECK LIST</b>			
i	Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as security deposit.		
ii	Validity of Bid is by _____		
iii	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).		
iv	Bank Account No _____ Name of Bank _____ Address _____		
v	Payment will be claimed on completion of 100% supply as per approved quality standers /specifications.		
<b>CHECK LIST</b>			
1.	Copy of National Tax Number (NTN) certificate	Yes	No
2.	Copy of Sales Tax Registration certificate	Yes	No
3.	Pay Order/ Bank Draft of Security deposit	Yes	No
4.	Undertaking on the letter head that firm is not black listed	Yes	No

**(SIGNATURE & SEAL OF BIDDER)**

