

**F. No. NSD.5 (1)/2025-Gen
GOVERNMENT OF PAKISTAN
NATIONAL SECURITY DIVISION
(Prime Minister's Office)
ISLAMABAD**

INVITATION TO E-BIDS

National Security Division invites electronic bids from well-reputed firms/ suppliers/ contractors registered with Income Tax and Sales Tax Departments for supply of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance) to meet annual requirements of NSD and SPCC during the current financial year 2025-26.

2. E-Bidding Documents as per regulations, containing detailed terms and conditions, specifications and requirements, procurement procedure etc. are available for the registered bidders on EPADS at www.eprocure.gov.pk and www.ppra.org.pk.

3. The electronic bids must be submitted by using EPADS within 15-days from the date of its publication before 1200 hours. Manual bids shall not be accepted. Electronic Bids will be opened on the same day at 1400 hours on www.eprocure.gov.pk in presence of the representatives of the bidders, if they desire to attend meeting of the Purchase Committee for opening of e-bids.

4. Notification of the GRC constituted in terms of Rule-48 of Public Procurement Rules, 2004 is provided on NSD's websites www.nsd.gov.pk, on EPADS at www.eprocure.gov.pk and www.ppra.org.pk.

(SAQIB SHAHZAD)
Section Officer (Admn/Gen)
National Security Division
Room No. 305-C, 3rd Floor,
Prime Minister's Office,
Islamabad.

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PRE-QUALIFICATION OF WORKSHOP / FIRMS

National Security Division (NSD) and Strategic Policy Planning Cell (SPPC) invite proposals for Pre-Qualification of Workshop / Firms located in Islamabad / Rawalpindi for following Repair / Maintenance work during the financial year 2025-26:-

i.	Repair/Maintenance of official vehicles of different make such as Suzuki, Toyota, Honda & Motorcycle etc.
ii.	Purchase/Repair/Maintenance of all type of Photocopier, Fax, Computers, Printers, LCD/LED and Laptops etc.
iii.	Purchase/Repair/Maintenance of Air Conditioners, Electric Geyser, Fridge, Water Dispenser and Fans etc.
iv.	Purchase/Repair/Maintenance of Official Furniture & Fixture etc.

2. The proposal shall be received through EPADS only as per Procurement Regulation Vide SRO 296/(I)/2023 dated 27th February, 2023. The firms must hold the following expertise / experience: -

- i. Relevant experience (minimum 5-years) and past performance
- ii. Capabilities with the respect to relevant work
- iii. Having updated GST/NTN number.
- iv. Relevant work force and proper office / workshop located in Islamabad / Rawalpindi.

3. Interested parties/firms may send their proposal **within 15 days** from the date of uploading/publication which will be opened on the closing date at **14:00 p.m.** in presence of firms or their representatives, if they desire to attend the opening.

(SAQIB SHAHZAD)
Section Officer (Admn/Gen)
National Security Division
Room No. 305-C, 3rd Floor,
Prime Minister's Office
Islamabad.
Ph: 051-9216313

MANDATORY ELIGIBILITY CRITERIA
TO BE ATTACHED WITH TECHNICAL PROPOSAL

Preliminary Scrutiny (initial screening) of technical bids will be accepted on the basis of following parameters with are pre-requisite. **None-compliance of any of the following mandatory clause shall disqualify the bidder straight away.**

Sr.	Description	Max Marks	Obtained Marks
1.	Firm must have valid STR certificate and Active Tax Payer List (ATL).	5	
2.	Proof of Registration with valid Registration of Firms /Professional Tax Certificate.	5	
3.	Last two year Returns (Income Tax and Sales Tax)	5	
4.	Certificate on Stamp Paper stating that firm is not Black listed.	5	
5.	Valid Registered Office in Rawalpindi / Islamabad	5	
6.	Experience of working with more than 5 clients over 5 years (Rawalpindi / Islamabad based organizations.	20	
7.	Certificate on Stamp Paper stating that firm not received warning for delayed / substandard items.	5	
8.	Man Power Staff more than 5 persons = 10 marks Staff less than 5 persons = zero marks	10	
9.	Satisfactory Performance Certificate / Supply Order / Purchase Order from the client (Govt, Semi govt, autonomous body). 5 or more certificates = 25 marks Less than 5 Certificates = 4 marks each upto a maximum of 16 marks (max)	25	
10	Certificate on stamp paper stating that the firm is not involved in Litigation with any of the Federal / Provincial Government Entity	10	
11.	Earnest money as per requirements.	5	
	Total Marks	100	

Marks Secured: _____ Status: _____

Remarks:

- i. Sr. No 1, 2, 3, 4, 5, 7, 10, 11 are mandatory.
- ii. The total marks allocated for the technical evaluation of the Bid are 100.
- iii. If the technical bid achieve 70% marks, the bid will be considered technically responsive. The bid scoring less than 70% marks will not be considered for financial bid opening.

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TENDER DOCUMENT

FOR THE PURCHASE OF

STATIONERY ITEMS, GENEAL ITEMS, IT EQUIPMENT, MACHINERY/EQUIPMENTS AND
FURNITURE/FIXTURES ITEMS

TENDER OPENING DATE

November, 2025

Name of the Firm to whom issued _____

Dated _____

Prepared and issued by:-

(Saqib Shahzad)
Section Officer (Admn/Gen)

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NATIONAL SECURITY DIVISION
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BID DOCUMENT

INSTRUCTIONS FOR BIDDERS

This tender document shall be used for submission of Competitive E-Bids for purchase/repair of different items. Interested bidders (manufactures / suppliers / authorized dealers) may download tender documents from the National Security Division's website (www.nsd.gov.pk) and PPRA website (www.ppra.org.pk). The most advantageous bid will be awarded contract as per PPR 2004. This document contains:

- a. Terms and Conditions.
- b. Form of Bid (to be attached with the Financial Bid).
- c. Undertaking by the Bidder (on Rs.100/- Stamp Paper)
- d. General Information about Bidder.
- e. Bid Application Form.
- f. List of Stationery Items (Purchase)
- g. List of General Items (Purchase, Repair & Maintenance)
- h. List of IT Equipment (Purchase, Repair & Maintenance)
- i. List of Machinery/Equipment (Purchase, Repair & Maintenance)
- j. List of Furniture Items (Purchase, Repair & Maintenance)
- k. Mandatory Eligibility Criteria.

TERMS AND CONDITIONS

- 1) The firm (s) intending to participate in the bidding process must be registered with the Income Tax and Sales Tax Departments (Registration numbers should be clearly mentioned and valid documentary evidence to be attached). Further, they must be on the Active Tax Payers List of the Federal Board of the Revenue.
- 2) The firm(s) should have sufficient experience in the supply of items /goods to the well reputed Government / Private Sector Organizations.
- 3) The firm / bidder must have Professional Tax Certificate.
- 4) The bidder (s) should be required to submit Bid Security and Performance Guarantee in the form of Bank Draft/Pay Order @4% for each category.
- 5) Financial proposal (s) without security deposit will be rejected.
- 6) **Single Stage – Two Envelope Procedure** will be followed. Each bid shall comprise two envelopes containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- 7) The Procuring Agency will open technical proposals through EPADS in the presence of representatives of the firms, who choose to attend, at the place, on the date and at the time, specified in the **bidding documents**. The firm's representatives present will be asked to sign a register as proof of their attendance.
- 8) The Procuring Agency's evaluation committee shall evaluate the Technical Proposals, on the basis of their responsiveness against the instructions issued by the procuring agency, applying the evaluation criteria/point system specified in the **bidding documents**.
- 9) The aggrieved party (if any) will be required to submit grievance to the Grievance Committee, within seven days.

- 10) After the technical evaluation is completed, the procuring agency shall open financial proposal of the technically qualified parties. Then issue Final Evaluation Report through EPADS. The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives, who choose to attend.
- 11) Bidders shall quote their rates in Pakistan Rupees without GST for each line item in their respective category.
- 12) All firms /bidders are directed to quote their rates only through E-PAD (PPRA). However, original bid security must be submitted in hard form in the office of the undersigned.
- 13) The financial proposal should be without any over writings or cutting. Use of white fluid will not be accepted. Procuring agency reserve the right not to consider the proposal having aforementioned deficiencies.
- 14) The Purchase Committee of Procuring agency will open the proposals in the Committee Room E5-336, 3rd Floor, Prime Minister's Office, Islamabad in the presence of the bidders or their authorized representatives, who may like to attend the meeting. Incomplete bids will be rejected.
- 15) Tender through Fax/ Post will not be entertained.
- 16) The bidder must provide verifiable satisfactory certificate from the client (Govt / Semi Govt / Autonomous body).
- 17) The technical evaluation of the bids for IT Equipment, Machinery/Equipment and Furniture Items shall be carried out in accordance with criteria given at Annexure-VII. All compliance certificate needs to be submitted with the technical bids along with all lists and other requirements with verifiable proofs.
- 18) The technically/financially qualified successful bidder will be declared, as Most Advantageous bidder, based on the "**Least Cost Based Selection**".
- 19) The successful firm / suppliers will arrange transportation of goods / items to the Procuring agency on their own expenses and risks.
- 20) Warranty / Guarantee of the item (s), wherever applicable, shall be provided by the successful bidder (s).
- 21) The successful bidder (s) shall submit an attested / notarized affidavit on stamp paper mentioning:
 - i. That the firm will supply the quality of goods as per approved standards / brand, at the approved rates, within the given time frame without any delay regardless of variation of rates of goods in the market and fluctuation of exchange rates.
 - ii. That the firm is not blacklisted by any Government/State Owned Organization.
 - iii. It is certified that information furnished here in and as per the document, submitted is true and nothing has been concealed or tampered with.
- 22) The successful bidder (s) shall nominate a "focal person" with complete contact details including mobile number to liaise with the Procuring agency.
- 23) Refurbished items shall not be accepted in any case.
- 24) The firm will ensure supply of goods / items within the given frame work **not more than 15 days** from the date of purchase / supply order, which can be extended on case to case basis. In case of repeated failure to deliver the goods / items, the Procuring agency reserves the right to forfeit the bid security or the performance guarantee, or both, as the case may be, and process the case for blacklisting the firm as per PPRA Rules.
- 25) Before submitting the proposals, the firm / supplier should check and evaluate those items where "**as per specimen / as per sample**" is mentioned in tender documents.
- 26) The supplied Items as per demand will be checked by the procuring agency and if found otherwise will be rejected at once and the earnest money will be forfeited and blacklisting of the stated vendor be acted upon under PPRA rules and laws after delivery of substandard item twice.
- 27) Payment of bills will be made upon work order as per requirement and after deducting all government taxes / levies at source.
- 28) In case of inability to address problems by the focal person within the given time, the Procuring agency may impose a penalty which may be extended upto 4% of the contract money.

- 29) The installation services, wherever required, should be provided free of cost in the offices of the concerned users at Procuring agency.
- 30) The result of bid evaluation, in the form of a report will be announced within Fifteen (15) days prior to the award of the contract to the successful bidder through websites. In case of any complaint by any bidder, a Grievance Redressal Committee already constituted in the Procuring agency will address the grievance (s) if any.
- 31) The Procuring agency reserved the rights to issue warnings in case of poor performance of the firm, and/or blacklisting as per PPRA Rules and the bid security and performance guarantee of the firm may be forfeited.
- 32) The procuring Agency shall have the authority to cancel / withdraw the work order at any stage of the procurement, if the firm is found to be providing sub-standard items / goods or up to the mark as per Procuring agency Specimen / Samples.
- 33) If the 1st lowest evaluated/ Most Advantageous bidder fails to sign the contract/receive purchase order/ deliver the items, then the bid money will be confiscated by the Procuring agency. Accordingly, the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ 2nd Most Advantageous bidder with approval of the Competent Authority, as per PPRA rules.
- 34) The Procuring agency reserves the rights to accept or reject any or all bids in accordance with existing PPRA Rules.
- 35) If any Items are found to be against the required specification, the procuring agency shall reject the items and the supplier shall either replace the rejected items or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected items must be completed within 15 days from the date of communication of decision to the supplier by the Procuring agency. However, initial delivery date of the concerned supply will be considered that of actual delivery date. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report declares the item as of against the required specification, the stock will be returned to the supplier and the firm will be backlisted for future participation, including forfeiture of their earnest money to the Government Account.
- 36) The management reserves the right to change the amount of items, at its discretion, depending on factors like budget availability etc, which will be intimated in writing to the successful vendor.
- 37) No advance payment shall be made for any purchase.
- 38) The bid validity period is minimum 180 days.

Bidder's Name / Signature / Stamp: _____

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FORM OF BID

(To be attached with the Financial Bid)

- a) Name of the Firm : _____
- b) Sale Tax Registration Number (Copy attached) : _____
- c) National Tax Number (Copy attached): _____
- d) Description of the work for which the tender being submitted :

- e) Previous Experience of the work : _____
- f) Amount of the Bid Security : _____
- g) Number and date of Pay Order attached : _____
- h) Cost of tender (if applicable) : _____
- i) Cost per unit (if applicable) : _____

CERTIFICATE

Certificate that I have read and understood terms and conditions of the tender and will fulfill them in letter and spirit.

Authorized Signature / Stamp

Date: _____

UNDERTAKING BY THE BIDDER
(On Rs. 100 Stamp Paper)

It is certified that the bidder / Firm _____
has never been barred or blacklisted by any Government / Public Organization and the Firm will be liable to any legal action (including blacklisting of the firm) for furnishing false information /documents.

2. It is certified that firm will supply the quality of goods as per approved standard at the approved rates within given time frame (not more than 15 days) without any delay regardless of variation of rates of goods in the market and fluctuation of the exchange rates.

3. It is also certified that the information furnished here in and as per the documents submitted is true and correct and nothing has been concealed or tampered rates.

4. I/We have gone through all the conditions of tender /biding documents and am /are liable to any legal action (including blacklisting of the firm) for furnishing false information / documents.

Signature

Date: _____

Stamp of the Firm

GENERAL INFORMATION

01.	Name of Company / Firm (Bidder)	
02.	Name of Owner of the Company / Firm	
03.	CNIC No.	
04.	Address of Firm / Company (Bidder)	
05.	Telephone No. (Business)	
	Mobile No.	
	Email	
06.	GST Registration No.	
07.	National Tax No.	
08.	Earnest Money (in figure)	
08.	Earnest Money (in words)	
09.	Pay Order / Bank Draft No.	
10.	Last date for submission of bids through EPADS is _____ between 1100 to 1130 hours.	
11.	Date of opening of bids:	
12.	Documents attached with the application form	i)
		ii)
		iii)
		iv)
		v)
13.	Terms and conditions prescribed in the Tender Documents are fully understood and accepted. I / We hereby agree to abide by and fulfill all the terms and conditions of the contract.	

NAME & SIGNATURE OF
AUTHORIZED REPRESENTATIVE

Issued by:
(SAQIB SHAHZAD),
Section Officer (Admn/Gen)
Ph: 051-9216313

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BID APPLICATION FORM

Dear Sir,

1. Having examined the terms & conditions for tender along with the specifications of aforementioned tender, the receipt of which is hereby acknowledged, I/we, the undersigned, offer to supply and deliver in conformity with specifications, mentioned in **Annexure-“C”** and conditions of tender for the sum of **Rs. _____/-** or such other sums as may be ascertained in accordance with the said conditions.

2. If my/our Bid is accepted, we shall deliver / commence the delivery of equipment / services mentioned in the tender documents within **15** days from the date of receipt of Purchase Order / Work Order.

3. I/we agree to abide by the terms and conditions of the Tender for the _____ period of _____ from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. Until a formal Purchase Order (s) is placed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

5. I/we understand that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons therefore.

Dated this _____ day of _____ November _____ 2025

Signature _____ in the capacity of _____

duly authorized to sign Tender for and on behalf _____

(NAME OF FIRM IN BLOCK LETTER)

Complete Address: _____

Fax No. _____ Telephone No. _____

Signature _____

LIST OF STATIONERY ITEMS

S.No.	DETAIL	Numbers can be increase/ decrease subject to availability of fund and requirement	Per Pack / Each Item Rate	GST 18%	Total Amount
1.	ACR/PER Papers (colour, Pink, Yellow & Green)	100 sheets packet each			
2.	Ball point Picasso	50 box			
3.	Ball point Dollar Clipper	50 box			
4.	Uni-ball eye	40 box			
5.	Uni-ball Signo	40 box			
6.	Uni-ball Fine Deluxe	40 box			
7.	Uni-ball Vision elite	24 Box			
8.	Schneider One-Business 0.6mm	24 Box			
9.	Binder clips16mm (Best Quality)	48 Box			
10.	Binder clips32mm (Best Quality)	60 nos			
11.	Binding tape	60 nos			
12.	Box file Legal Size	48 nos			
13.	Calculator 12 Digit (Original) Casio/ Citizen or equivalent	48 nos			
14.	Cutter (best quality)	48 nos			
15.	Cash book blank column 8 no	12 nos			
16.	Clip file A-4 size	100 nos			
17.	Confidential stickers	48 box			
18.	Clip file attractive 12/14	48 nos			
19.	Dak Pad (Rexine)	24 nos			
20.	Hand Dairy Official	60 nos			
21.	Diary register (06.No) (As per Sample)	24 nos			
22.	Diary Cover Handy (Leather)	60 nos			
23.	Drafting spiral pad 851no.A-4 size(Best Quality)	100 nos			
24.	Drafting spiral pad 851 no.Medium size (Best Quality)	100 nos			
25.	Drafting spiral pad small 854 (Best Quality)	100 nos			
26.	Duster White Board	75 nos			
27.	Envelops se-5 craft 80gms (White & Brown)	4000 nos			
28.	Envelops se-6 craft 80gms (White & Brown)	4000 nos			
29.	Envelops se-7 craft 80gms (White & Brown)	3000 nos			
30.	Envelops se-8 craft 80gms (White & Brown)	3000 nos			
31.	Envelops se-8 Craft (Cloth-line) (White & Brown)	3000 nos			
32.	Envelops imported (White & Brown)	3000 nos			
33.	Envelops (A-4) imported (White & Brown)	3000 nos			

34.	Envelops white cloth line full size (White & Brown)	3000 nos			
35.	Envelopes (A3 Size)	As per requirement			
36.	Eraser al-30 (pelican)	200 nos			
37.	Fluid Pelican (pen)	96 nos			
38.	File cover large with ring (F/S-legal) Blue with NSD / SPPC Logo) (As per sample)	1000 nos			
39.	File Covers with National Security Division / SPPC Golden Logo (As per sample)	1000 nos			
40.	File Covers with National Security Division / SPPC (F/S-legal) Golden) with pocket (As per sample)	1000 nos			
41.	File board thick A-4	1000 nos			
42.	File board thick F/S	500 nos			
43.	File flapper Rexene (best quality)	1500 nos			
44.	File tag best quality twisted	100 bundle			
45.	Foot scale steel 12" swordfish original	50 nos			
46.	Gum stick UHU 21 gm	300 nos			
47.	Highlighter pelican (multicolour)	100 nos			
48.	Ink Bottles (Dollar)	60 nos			
49.	Ink Bottles (Pelican)	60 nos			
50.	Lead pencil HB goldfish 5000	500 nos			
51.	Letter dispatch register (10.no) (Best Quality)	24 nos			
52.	Log book 6 (Best Quality)	24 nos			
53.	Marker dollar 90/70 (permanent)	60 nos			
54.	Marker dollar 90/70 (white board)	60 nos			
55.	Marker tempo	100 nos			
56.	Movement register 6 no. (Best Quality)	24 nos			
57.	Name plates (brass plate)	As per requirement / sample			
58.	Paper A-4 size500 sheet (Double A) 80gm	300 ream			
59.	Paper (legal) size500 sheet (Double A) 80gm	100 ream			
60.	Paper A-4 size500 sheet (Paper One) 80 gm	300 ream			
61.	Paper (legal) size500 sheet (Paper One) 80 gm	100 ream			
62.	Paper A-3 paper sheets	As per requirement			
63.	Paper clips three flower 36m	50 box			
64.	Paper pin 50 gms china	50 box			
65.	Paper file tray (steel)	24 no			
66.	Paper file tray (plastic)	As per sample			
67.	Pen holder Rexene / marble	24 nos			
68.	Peon book 6 Qrs (144) sheet	48 nos			
69.	Post it pad 2x3"	60 nos			

70.	Post it pad 3x3"	60 nos			
71.	Post it pad 3x5"	60 nos			
72.	Punch single hole (best quality)	48 nos			
73.	Punch double hole (KW-988)	24 nos			
74.	Punch double hole Heavy Duty (KW-9670)	12 nos			
75.	Packing Tape	60 nos			
76.	Register no 12 broad lining (Best Quality)	24 nos			
77.	Register no 16 broad lining (Best Quality)	24 nos			
78.	Ring folders superior quality	As per requirement			
79.	Section diary register no. 10 (Best Quality)	As per requirement			
80.	Scissor medium size superior	48 nos			
81.	Scotch tape	60 nos			
82.	Scotch tape small	24 nos			
83.	Scotch tape stand (for 1"tap roll)	12 nos			
84.	Sharpener steel (Germany)	100 nos			
85.	Sharpener Heavy Duty	As per requirement			
86.	Short hand note book 80 sheet	60 nos			
87.	Spiral Binding (Sheet)	2 nos (200 sheet)			
88.	Spiral for Binding Ring (plastic) (50 sheet)	100 nos			
89.	Spiral for Binding Ring (plastic) (100 sheet)	100 nos			
90.	Spiral for Binding Ring (plastic) (150 sheet)	100 nos			
91.	Stamp pad small (blue/black)	48 nos			
92.	Stamps printy machine (medium)	As per requirement / sample			
93.	Stamps printy machine (Pocket size)	As per requirement / sample			
94.	Stapler machine max hd.50	48 nos			
95.	Stapler machine rapid hd.170	As per requirement			
96.	Stapler pins small 26/6 rapid	60 nos			
97.	Stapler pins 23/10 heavy duty	24 nos			
98.	Stapler remover sdi no.1160	24 nos			
99.	Stamp Rubber (Manual)	24 nos			
100.	Stock register (10 no) (Best Quality)	16 nos			
101.	Stick papers (mix colours) best quality	As per requirement			
102.	Sticky Flag (Multi colours)	120 packets			
103.	Table set Rexene (executive)	36 nos			
104.	Table set marble superior	16 nos			
105.	Table Card Holder for meeting	As per requirement			
106.	Management Files A4 Size (Transparent double punch)	As per requirement			

LIST OF GENERAL ITEMS

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of fund and requirement	Per Pack / Each Item Rate	Rate	GST 18%	Total Amount
1.	Air freshener Aseel 300 ML (AL Rehab/Crown Perfumes) or equivalent	120				
2.	Air freshener (Havoc) or equivalent	120				
3.	Air freshener spray Machine	12				
4.	Air freshener spray for Machine	36				
5.	Book Stand (Shelf)	As per requirement				
6.	Cell AA (power plus)	As per requirement				
7.	Cell AAA (power plus)	As per requirement				
8.	Cell for door bells (23a)	As per requirement				
9.	Coat Stand / Hanger (wood)	36				
10.	Curry Plates (superior quality)	As per requirement / sample				
11.	Dinner set (Superior Quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
12.	Dak Bag (Black) Large Size	06				
13.	Duster white cotton large	300				
14.	Duster yellow large	300				
15.	Dust bin (medium)	48				
16.	Dustbin (Large)	48				
17.	Duster for Vehicles china	24				
18.	Dishwasher liquid 100 ml (max)	120				
19.	Door bells wireless (best quality)	As per requirement				
20.	Door bells with wire (best quality)	As per requirement				
21.	Door lock (China)	36				
22.	Electric kettle	24				
23.	Coffee Machine Branded 6-In-1 Smart Compact	As per requirement / sample				
24.	Electric extension board large (camellion) or equivalent	48				
25.	Electric extension board large (with USB port)	24				
26.	Engagement Stand (A4 Size)	12				
27.	Engagement Stand (Small)	12				
28.	Face Mask (Surgical- Disposable)	As per requirement				
29.	Face Mask (KN-95)	As per requirement				
30.	Fork (Large)	As per requirement				
31.	Fork (Small)	As per requirement				
32.	Glass superior quality	As per requirement				
33.	Gift bags (medium)	48				
34.	Gift bags (large)	48				
35.	Glass (Mat)	48				

36.	Glint	96				
37.	Hand wash (dettol)	120				
38.	Hand Wash (Safeguard)	120				
39.	Hanger (Steel)	100				
40.	Insect killer (Cobra) 400 ml	60				
41.	Insect killer (Mortien) 400 ml	60				
42.	Jug glass set (superior quality)	As per requirement				
43.	Jug with cover (superior quality)	24				
44.	Jaye namaz large size	As per requirement				
45.	Kitchen Tissue Roll	300				
46.	Knife Steel	As per requirement				
47.	Multi pin shoe	100				
48.	Phenyl ball 200 gms	60				
49.	Phenyl liquid 03-Ltr (Original)	60				
50.	Pedestal Fan (plastic)	As per requirement				
51.	Bracket Fan (superior quality)	As per requirement				
52.	Quarter Plates (superior quality)	48				
53.	Rice Plates (superior quality)	48				
54.	Serving Tray (Plastic) Large	24				
55.	Serving Tray (plastic) Medium	24				
56.	Serving Tray (Mat)	12				
57.	Soap Dove (135g)	48				
58.	Soap Dettol (125g)	120				
59.	Soap Lux (145g)	120				
60.	Shields (National Security Division) As per sample	As per requirement				
61.	Steel Cabinet (4-Drawers) for files	As per requirement				
62.	Scotch Brite (Foam Pad)	60				
63.	Surf Excel (sachet)	60				
64.	Seat Back Care (Superior quality)	As per requirement				
65.	Sanitizers (50 ml)	48				
66.	Tea set complete (superior quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
67.	Tea set (Cup + Saucer) (superior quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
68.	Tea spoon steel	48 dozen				
69.	Table spoon steel	100 dozen				
70.	Tissue box perfumed (rose petal)	300				
71.	Tissue box Luxury (rose petal)	300				
72.	Thermos (1.5 Ltr)	As per requirement				
73.	Thermos (5 Ltr)	As per requirement				
74.	Toilet paper roll (rose petal)	200				

75.	Toilet paper roll (Maxob)	200				
76.	Towel white fine quality large	200				
77.	Telephone Set	As per requirement				
78.	Telephone Set (Exchange)	As per requirement				
79.	Telephone Set (Steno)	As per requirement				
80.	Table Flag	As per requirement /Sample				
81.	Umbrella black best quality	24				
82.	Wall clock (Best Quality)	24				
83.	Water Cooler (20-Ltr)	As per requirement				
84.	Mosquito Repellent Electric Machine	As per requirement				
85.	Mosquito Repellent Machine with liquid	As per requirement				
86.	Mosquito Repellent refill liquid	As per requirement				
87.	Water Bottles (18Lts)	As per requirement				
88.	Floor Carpet	As per requirement / Sample				
89.	Floor Mat	As per requirement / Sample				
90.	Hand Trolley	As per requirement / Sample				
91.	Standy (Meeting Direction)	As per requirement / Sample				
92.	White Board (3x4) feet	As per requirement				
93.	White Board (4x5) feet	As per requirement				
94.	Glass Board	As per requirement				
95.	Honour board Wooden	As per requirement				
96.	Face Mirror	As per requirement				

List of IT Equipment						
S.No.	Items	Specification	Requirement	Rate	GST	Total Amount
1.	Computer Desktop with 24 inch screen Dell/Lenovo or equivalent	Specification (Annex-I)	As per requirement			
2.	Laptops with High Specification equivalent (Dell / Lenovo /HP/Vivo	Specification (Annex-II)	As per requirement			
3.	Laptops with Low Specification equivalent (Dell / Lenovo /HP/Vivo	Specification (Annex-VIII)	As per requirement			
4.	I-pads / Tablets	iPad /Tablets 10th Generation 10.9-Inch Retina Display (256GB, WiFi, MPQ83, Silver or equivalent	As per requirement			
5.	Apple Laptops (Macbook Air)	Specification (Annex-III)	As per requirement			
6.	Desktop Computer (3in1) Dell / Lenovo or equivalent	Specification (Annex-I)	As per requirement			
7.	Scanner (Canon) or equivalent	Specification (Annex-IV)	As per requirement			
8.	Keyboard	A4 Tech/HP/Dell or equivalent	As per requirement			
9.	Optical Mouse	A4 Tech/HP/Dell or equivalent	As per requirement			
10.	Mouse Pad	A4 Tech/HP/Dell or equivalent	As per requirement			
11.	Key Board (wireless)	A4 Tech/HP/Dell or equivalent	As per requirement			
12.	Optical Mouse (wireless)	A4 Tech/HP/Dell or equivalent	As per requirement			
13.	Printer (Black)	HP Printer 4003 or equivalent (mentioned brand)	As per requirement			
14.	Ethernet Cable	Bundle	As per requirement			
15.	Ethernet Cable Punch	Medium size	02			
16.	Ethernet Cable Tester	Medium size	01			
17.	Connectors RJ-45	-	24 dozen			
18.	USB Extension Cable	1.5 Meter	As per requirement			

19.	USB hub/ port Extension (6 ports minimum)		As per requirement			
20.	Printer Colour	HP/Canon Xerox or equivalent Specification (Annex-V)	As per requirement			
21.	Toner-colour (hp laser jet pro 400 colour m451dn)	ORIGINAL	As per requirement			
22.	Toner-colour (hp laser jet pro 452dn)	ORIGINAL	As per requirement			
23.	Toner-colour (hp laser jet pro 200 colour m251n)	ORIGINAL	As per requirement			
24.	Toner-colour (hp laser jet pro 454 colour)	ORIGINAL	As per requirement			
25.	Toner laserjet pro 404dn 76-A	ORIGINAL	As per requirement			
26.	Toner laserjet pro 400 m401a	ORIGINAL	As per requirement			
27.	Xerox Versa link B7100 Drum Unit	ORIGINAL	As per requirement			
28.	Xerox Versa link B7100 –Toner	ORIGINAL	As per requirement			
29.	Toner fax machine Panasonic	ORIGINAL	As per requirement			
30.	Toner for 4in1 Hp M127fn	ORIGINAL	As per requirement			
31.	Toner (hp laser jet pro 400)	ORIGINAL	As per requirement			
32.	Tonner (hp laser jet p-1102, 85-A)	ORIGINAL	As per requirement			
33.	Tonner (48 A) 15W	ORIGINAL	As per requirement			
34.	Tonner (xerox copier 5335)	ORIGINAL	As per requirement			
35.	Drum (xerox copier 5335)	ORIGINAL	As per requirement			
36.	Tonner (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
37.	Drum (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
38.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
39.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	Single Colour / As per requirement			
40.	Drum (Xerox Versa Link	ORIGINAL	As per requirement			

	C7025, Multifunction)					
41.	Waste Cartridge (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
42.	Usb-16 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
43.	Usb-16 GB (3.2)	Samsung Kingston or equivalent C-Type				
44.	Usb-32 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
45.	Usb-32 GB (3.2)	Samsung Kingston or equivalent C-Type				
46.	USB-64 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
47.	USB-64 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
48.	USB-512 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
49.	External Hard Drive 2 TB (2.5 inch) (Fastest Data Transfer)	Samsung / WD Samsung Kingston or equivalent	As per requirement			
50.	External Hard Disc Cover 3.0	WD or equivalent	As per requirement			
51.	HDMI Cable (5 Meter)		As per requirement			
52.	HDMI Cable (10 Meter)		As per requirement			
53.	HDMI Cable (15 Meter)		As per requirement			
54.	Logi Tech (Pointer) Wireless	ORIGINAL	As per requirement			
55.	Conference Camera & mic / sound setup (15- persons)	BOSCH / JBL or equivalent	As per requirement			
56.	Software- Antivirus Kaspersky (3 in 1) updated		As per requirement			
57.	Software – MS-Office (latest), registered		As per requirement			

58.	Software – MS- Windows (Latest), registered		As per requirement			
59.	Software- Acrobat Professional Version		As per requirement			
60.	External DVD / CD Writer		As per requirement			
61.	Laptop Desk (Latest Edition)		As per requirement			

List of Machinery & Equipment's

List of Machinery and Equipment

S.No.	Name	Specification	Rate	GST	Total Amount
1.	Water Dispenser Machine (Bottle at bottom)	Best Quality			
2.	Refrigerator (18 CF)	Best Quality			
3.	Room Refrigerator	Best Quality			
4.	Projectors	BenQ LK936ST 4K Ultra HD Short-Throw Laser DLP Projector OR View Sonic LS740HD 5000 Lumens 1080p Laser Projector with 1.3x Optical Zoom, H/V Keystone			
5.	LED TVs	Smart LED TV QLED 70/75/85 Samsung / Sony / TCL or equivalent With Moveable Floor Stand			
6.	LED TVs	Smart LED TV 42 inch Samsung / Sony / TCL or equivalent			
7.	LED TVs	Smart LED TV 50 inch Samsung / Sony / TCL or equivalent			
8.	LED TVs	Smart LED TV 60 inch Samsung / Sony / TCL or equivalent			
9.	Microwave oven	Oven 20L			
10.	Photostat Machine	Specification (Annex-VI)	As per requirement		
11.	Colour Photostat Machine	Specification (Annex-VI)	As per requirement		
12.	Paper Shredder	AS-890C or equivalent	As per requirement		
13.	Split Air conditioners (GREE/MIDEA/HAIER) or equivalent	1.5 TON T3 INVERTERS	As per requirement		
14.	Split Air conditioners (GREE/MIDEA/HAIER) or equivalent	2.0TON T3 INVERTERS			
15.	Electric Heater (Fan)				
16.	DSLR Camera for events photography	Canon / Nikon or equivalent			

List of Furniture & Fixtures:

S.No.	Items	Specification
1.	Chairs	As per Annex-VII
2.	Executive Chairs	
3.	Sofa Set	
4.	Officer Table	
5.	Executive Table	
6.	Computer Table	
7.	Computer Chair	
8.	Conference Table	
9.	Visiting Chairs	
10.	Meeting Room / Committee Room chairs	
11.	Wooden / Photo Frames	
12.	Wooden Racks	
13.	Centre Table	
14.	Tea Table	
15.	Side Table Rack	
16.	Wooden Cabinet	
17.	Safe Cabinet	
18.	Digital Safe Cabinet	
19.	Adjustable Under Desk Foot Rest	
20.	Table Writing Stand (Glass & Wooden)	
21.	Table Lamp	
22.	TV Console	
23.	Wooden Wardrobe	
24.	Dining table	

Desktop / All in One PC:

Category	Desktops
Processor Type	Intel® Core™ i7-13620H
Processor Speed	4.9GHz, E-core 1.8 / 3.6GHz, 24MB
Hard drive size	512GB
Optical Drive	One drive, up to 1TB M.2 2280 SSD
SSD	512 GB SSD
Graphic Series	Intel Integrated Graphics
Dedicated Graphics	No
Color	Grey
Installed RAM	8GB SO-DIMM DDR5-5200
RAM	8 GB
Operating System	Windows 11
Bluetooth	BT 5.2
LAN	1x Ethernet (RJ-45)
Wifi	Intel® Wi-Fi® 6 AX201, 802.11ax 2x2
Condition	New
Ports	1x USB-A (USB 10Gbps / USB 3.2 Gen 2) 2x USB-A (Hi-Speed USB / USB 2.0) 1x HDMI®-in 1.4 1x HDMI®-out 2.1 TMDS 1x Ethernet (RJ-45) 1x power connector, 1x USB-C® (USB 10Gbps / USB 3.2 Gen 2), data transfer only 1x headphone / microphone combo jack
HDMI	1x HDMI®-out 2.1 TMDS
Camera	5.0MP
Warranty	1 Year Warranty

Laptop (High Specifications)

Generation	Intel Core Ultra 7 14th Gen
Processor Type	Intel® Core™ Ultra 7 155U Meteor Lake (12 MB L3 cache)
Processor Speed	1.7 GHz up to 4.8 GHz with Intel® Turbo Boost Technology (12 cores, 14 threads)
Installed RAM	16 GB
Type of memory	DDR5-5600 MHz RAM, 2 SODIMM
Hard drive size	512 GB PCIe® NVMe™ SSD
SSD	512 GB SSD
Type of hard drive	512 GB PCIe® NVMe™ SSD
Graphic Series	Intel Integrated Graphics
Dedicated graphics	No
Graphics memory	Integrated, Intel® Graphics
Graphics processor	Intel
Backlight	LED
Screen size	14.6/15/16" diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, 45% NTSC
Screen surface	16" diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, 45% NTSC
Screen resolution	1920x1200
Operating System	DOS
Weight	Starting at 1.74 kg
Fingerprint Reader	Yes
Numeric keyboard	Yes
Backlit keyboard	HP Premium Keyboard – spill-resistant, backlit keyboard with numeric keypad
Bluetooth	Bluetooth® 5.3 wireless card
Wireless/Wifi	Yes

Type	Intel® Wi-Fi 6E AX211 (2x2)
Condition	New
USB	2 USB Type-C® 20Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, HP Sleep and Charge); 2 USB Type-A 5Gbps signaling rate (1 charging, 1 power)
HDMI	1 HDMI 2.1
Camera	1080p FHD camera
Operating system (Primary)	Windows 11
Warranty	1 Year

Apple Mac Book Air

Apple MacBook Air Pro 16 MX2Y3

Brand	Apple
Generation	13th Generation
Processor Type	Apple M4 Pro Chip
Processor Speed	10-Core CPU , 10-Core GPU & 16-Core Neural Engine
Installed RAM	16 GB
Type of memory	Unified Memory
Hard drive size	512GB
Hard drive speed	Solid State Drive

Scanner

Scanner Type	Color Flatbed
Dimension	A3/ A4 / Legal
Scan Area Specs	Flatbed: 8.5" x 11.7"
Scan Speed	25 ppm simplex, 10 ipm duplex (300 dpi, Black-and-White, Grayscale, Color)
Duty Cycle (Daily)	1500 scans per day
Warranty	01 Year Warranty

Photocopier

Function	Copy, Print, Scan
Speed:	35CPM
Duty Cycle:	Up to 153,000 pages / month ¹
Copy resolution: s	600dpi x 600dpi
Input Capacity:	2 x 520 (1140 sheets) and 100 sheets by pass with Trolley
Output Capacity:	100 by pass tray
Document Handler	Duplex Automatic, Document Feeder, Capacity 110 sheets, Size: 5.5 x 8.3 in to 11.7 x 17 inches
Media Size	A3, A4, A5, letter, legal, executive
Memory / HDD	4 GB / 320GB
Hard Drive	Optional
Printer	1200 x 1200 dpi
Scanner	600 x 600 dpi
Gradation gray Scale	512MB
Lan card	installed & enabled
Network Printing	Yes
Duplex Capacity/Size	Yes Unlimited
Double exposure	Yes built-in
ADU	Yes
DADF	Yes
Technology	Customer Replacement Unit (CRU), drum, Toner, Fuser
First Page out	As Fast as 4.8 Seconds
Zoom	25% - 400%
Multiple Copies	1-999
Interface	Key Pad -Touch Screen
Automatic Features	AES, AMS, AOS, ATS
Warm up Time	12 Seconds
Additional paper tray	2 additional Optional
Repeat image	Yes
Track usage	of print, copy, scan, and fax features
Operating System	Windows®, 7, 8, 10, Server 2000, Server 2003, Server 2008, Server 2008 R2 Server 2012 Mac OS® version 10.10, 10.11, & 10.12
	mac OS, unix/slaris, Linux Citrix.
Warranty	1 Year Comprehensive with Parts & 1 Year Labor only

Color Printer:-

1	Duplex	Auto print on both sides of the page
2	Printer Technology	Laser
3	Connectivity , Standard	1 hi-speed usb 2.0, fast Ethernet 10/100base-tx
4	Mobile Printing Capability	Yes
5	Wireless	No
6	Display	2-line lcd (text)
7	Print Speed Black	up to 27 ppm
8	Print Speed Color	up to 27 ppm
9	Print Quality	600 x 600 dpi, up to 38400 x 600 enhanced dpi

Furniture

<p>01) Executive Table with Side Rack Officer Executive Tables</p>	<p>Executive Table with Side Rack Officer Executive Tables (78" X 42" X 30") All frame solid wood shesham with win board, Top made of double sheet. 3-drawers on right side and one cabinet on left side, best quality locks, hinges, handles and channel must be used for drawer and cabinet with fine lacquer polish as per design and specification.</p> <p>Executive Side Rack (42" X 18" X 30") All frame solid wood shesham with winboard, Top made of double sheet. 3-drawers on right side, best quality locks, hinges, handles and channel will be used for drawer and cabinet. Key board tray with fine lacquer polish as per design and specification.</p>
<p>02) Executive Chairs Revolving for Officer</p>	<p>(Imported)5-legs imported base with best quality Taiwan machine and hydraulic. Best quality foam and cloth must be used for cushion and wooden arms as per design and specification.</p>
<p>03) Wooden Visitor Chairs</p>	<p>All frame shesham solid wood with fine lacquer polish. Best quality foam and cloth will be used for cushion and wooden arms as per design and specification.</p>
<p>04) 5-Seater Sofa: Full Cushioned</p>	<p>Frame in keekar with best quality foam and cloth will be used for cushion as per design and specification</p>
<p>05) File Cabinets</p>	<p>(72" X 36" X 16") All frame solid wood shesham with winboard, 4-doors on front in which 2 of glass and 2 of shesham winboard on bottom. Best quality locks, hinges, handles and channel must be used for drawer and cabinet. Fine lacquer polish as per design and specification</p>
<p>06) Book Rack</p>	<p>(72" X 36" X 16") All frame solid wood shesham with winboard, top 3-shelves will be open and 2 doors in shesham winboard on bottom. Best quality locks, hinges, handles and channel must be used for drawer and cabinet. Fine lacquer polish as per design and specification</p>
<p>07) Filling racks</p>	<p>(48" X 24" X 18") All frame solid wood shesham with winboard, 4-drawers on front with best quality locks, hinges, handles and channel must be used for drawer and cabinet. Fine lacquer polish as per design and specification</p>

(All the Furniture is finalized depending on the samples and premium standards with brands warranty)

Laptop (Low Specifications)

Generation	Intel Core Ultra 7 Latest Generation
Installed RAM	8 GB
Hard drive size	512 GB PCIe® NVMe™ SSD
SSD	512 GB SSD
Type of hard drive	512 GB PCIe® NVMe™ SSD
Graphic Series	Intel Integrated Graphics
Dedicated graphics	No
Graphics memory	Integrated, Intel® Graphics
Graphics processor	Intel
Backlight	LED
Screen size	14.6/15/16" diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, 45% NTSC
Screen surface	1 6" diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits, 45% NTSC
Screen resolution	1920x1200
Operating System	DOS
Weight	Starting at 1.74 kg
Fingerprint Reader	Yes
Numeric keyboard	Yes
Bluetooth	Bluetooth® 5.3 wireless card
Wireless/Wifi	Yes