



Government of Pakistan
Ministry of Information Technology and Telecommunication
NATIONAL INFORMATION TECHNOLOGY BOARD
(NITB)



Request for Proposal for Supply of Stationery, Toners and Miscellaneous Office Use Items

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 invites sealed bids from reputed firms registered with Income Tax, Sales Tax departments and which are on Active Taxpayers List of Federal Board of Revenue (FBR) for “**Supply of Stationery, Toners and Miscellaneous Office Use Items**”

2. Tender/bidding documents, containing detailed terms & conditions and required specifications/categories are available at and can be downloaded from NITB and PPRA websites free of cost. Bids can be submitted electronically through EPADS. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA, 1st Floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237.

3. A **Pre-bid meeting** will be held in the premises of the National Information Technology Board (NITB) on **06th May, 2025 at 11:00 A.M.**, at Plot no 24-B, Street No. 06, Sector H-9/1, Islamabad.

4. The bids, prepared in accordance with the instructions in the tender/bidding documents, must be submitted on or before **13th May, 2025 at 11:00 AM**, **Technical Bids** will be opened on same day at **11:30 AM** at NITB office.

5. Bids received after the above deadline shall not be accepted and be returned unopened. Bids through E-mail / Fax shall **NOT** be accepted.

6. The Procuring Agency reserves the right to reject any or all the bid and to annul the bidding process at any time, without thereby incurring any liability towards the bidders.

Note:

- For online bid submission, bidders must get registered at EPADS.
- Online bidders **MUST** submit the original Bid Security instrument in the office of the undersigned on or before the bids submission deadline.

Javed Iqbal Mughal
Assistant Director (Admin)
National Information Technology Board (NITB)
Plot 24-B, Street No. 06, H-9/1, Islamabad, Phone: 051-9265063



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



NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)

INVITATION FOR BIDS

**(For Supply of Stationery, Toners and Miscellaneous Office
Use items)**

Tender No. NITB-4(54)/2025

www.nitb.gov.pk

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



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Background

National Information Technology Board (NITB) (also referred to as the procuring agency) 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
3	LOT 3	Miscellaneous Office Use Items

General Terms & Conditions

1. Schedule of Requirements and Delivery Timeframe.

- 1.1 Supply of Stationery, Toners for printers & Photocopiers in National Information Technology Board (NITB), Islamabad.
- 1.2 Timeline for delivery of items is fifteen (15) working days from the date of signing of contract / issuance of Purchase Order (PO), as the case may be, for Lot # 1, 2 & 3 and as per standard market practice.
- 1.3 For specifications of the items, please refer to the Schedule of Requirement – Schedule II

Delivery Time Frame for Lot # 1, 2 & 3

SR. NO.	MILESTONE	TIME PERIOD	PAYMENT due on 100% delivery & acceptance of items
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 (as the case may be).	Note**
2.	End of performance Guarantee	Subject to the completion of the contract or service period i.e. FY 2025-2026 (as the case may be).	Release of Performance Guarantee

****** On sign off of the delivery documents from the NITB i.e., where delivery is made; and on successful verification and/or testing report signed by the procuring agency.



Lot # 1: Stationary/ Miscellaneous Items

SCHEDULE OF REQUIREMENTS FOR FY- 2025-2026		
Sr. No.	NAME OF ITEMS	Requirements
1	UHU Gum Stick big (Made in Germany)	70 pkt
2	Envelope White (4 x 8)	2000 pc
3	Envelope SE-6 Khaki (5 x 11)	1000 pcs
4	Envelope A-4 Size White (Imported)	3000 pcs
5	A3 Khaki Envelope	500 pcs
6	Chit Pad 4x4" (200 Pages Imported)	100 pcs
7	Table Diary Stand set (Kaligon)	30 pcs
8	Sharpener for led pencil	20 pkt
9	Led Pencils	100 Pkt
10	Ball Point (Piano Crystal Gel) or Equivalent	100 Pkt
11	Uni-Ball (UB-157) Blue	100 Pkt
12	Uni-Ball (UB-157) Red	20 Pkt
13	Uni-Ball (UB-157) Green	20 Pkt
14	Uni-Ball (UB-157) Black	30 Pkt
15	Permanent Marker (2 mm) Blue	15 Pkt
16	Permanent Marker (2 mm) Black	15 Pkt
17	Permanent Marker (2 mm) Red	05 Pkt
18	Highlighter (Pelican) or Equivalent	70 Pkt
19	Offset Paper (Imp double A 80gms A-4 Size Fine Quality 500 Sheets	1500 Ream
20	Offset Paper (Imp) Double A 80gm Legal Size Fine Quality 500 Sheets	20 Ream
21	A-4 size Multi color paper ream, 80 gms	20 Ream
22	Green Diary with NITB logo	250 pcs
23	Steel Scale 12" (ruler) Fine Quality	10 pcs
24	Drafting Pads A-5	800 pcs
25	Paper Cutter (Fine Quality)	60 pcs
26	Stapler Machines Fine Quality	100 pcs
27	Stapler Machines Steel Fine Quality Heavy	5 pcs
28	Paper Punch Double Hole (Fine Quality)	20 pcs
29	Masking Tape 2" (Fine Quality)	50 pcs
30	Scotch transparent Tape 2"	100 pcs
31	Scotch transparent Tape 1"	100 pcs
32	Tape dispenser machine	5 pcs
33	Scissors Stainless Steel Standard Size (Fine Quality)	50 pcs
34	File Folder/Box	50 pcs
35	Erasers	500 pcs
36	White Fluid-Pen	100 pcs

37	Vehicle Logbook	20 pcs
38	Peon Book	50 pcs
39	Plain Register narrow lines imported paper	50 pcs
40	Stamp Pad	20 pcs
41	Colored Flags (Pck)	400 pcs
42	Sticky notes	50 pkt
43	File Board	50 pkt
44	File Tags	25 pkt
45	Calculator Medium size (Fine Quality)	30 pcs
46	File Cover Green NITB logo	2000 pcs
47	Stapler Pins (Boxes)	60 boxes
48	Ring File Board (Fine Quality)	200 pcs
49	Separators Fine Quality	500 pcs
50	Glass Board for NITB Office Medium	20 pcs
51	Erasable Board Marker Black	50 pkt
52	Erasable Board Marker Blue	50 pkt
53	Erasable Board Marker Red	10 pkt
54	Erasable Board Marker Green	10 pkt
55	White board dusters	50 pcs
56	Paper clips	10 boxes
57	Transparent file case L Shape	200 pcs
58	Table file with NITB Logo (Fine Quality)	50 pcs

Lot # 2: Toners for Printers & Photocopiers

SCHEDULE OF REQUIREMENTS FOR FY 2025-2026		
Sr.No.	NAME OF ITEMS	Requirements
1	Toner for HP fdw 426dw (26-A) Original	50 pcs
2	Toner for HP -2055dn (05-A) Original	50 pcs
3	Toner for HP Laser Jet 3015 (12-A) Original	15 pcs
4	Toner for HP LaserJet 1320 (49-A) Original	50 pcs
5	Toner for HP Laser Jet (48-A) Original	15 pcs
6	Toner for HP LaserJet (202-A) Original	6 pcs
7	Toner for HP LaserJet (17-A) Original	20 pcs
8	Toner for HP LaserJet (107-A) Original	50 pcs
9	Toner/Ink for Canon Pixma Original	10 bottles of each color
10	Toner for (79- A) Original	60 pcs
11	Toner for HP LaserJet (19-A)	10 pcs
12	Toner Konica Minolta TN-812	8 pcs

13	Canon 057	6 pcs
14	Toner HP 85A	6 pcs

Lot # 3: Miscellaneous Items

SCHEDULE OF REQUIREMENTS FOR FY 2025-2026		
S No.	NAME OF ITEMS	Requirements
1	Air Freshener (Fine Quality)	100 pcs
2	Air Freshener and dispenser Can (Refill)	50 pcs
3	Tissue Paper Box Perfumed Fine Quality	1500 pcs
4	Tissue Roll Fine Quality for Toilet	500 Pcs
5	Electricity Extension Board Fine Quality imported	200 pcs
6	Electric Kettle (Plastic Fine Quality)	20 pcs
7	Digital Wall Clock Fine Quality (with temperature)	20 pcs
8	Dust Bin Fine Quality (Steel) 5 Lt Capacity	50 pcs
9	Battery Cell 1.5 AA Toshiba or Equivalent	500 Pcs
10	Battery Cell 1.5 V AAA Toshiba or Equivalent	500 Pcs
11	Large Battery Cell	100 Pcs
12	Pakistan flag 3x5	5 pcs
13	USB (128 GB) with NITB Logo	200 pcs
14	Air Freshener Dispenser Machine	50 pcs
15	Door bells, Call Bell, Reception Bell	10 pcs
16	Wireless Mouse Logitech or Equivalent (Fine Quality)	50 pcs
17	Wireless Keyboard Mouse Set Logitech or Equivalent (Fine Quality)	50 pcs

1. ABOUT BIDDERS

The bidders must meet the following eligibility requirements. NITB will first evaluate the proposals (submitted in response to this RFP) in view of these eligibility requirements for qualifying the bidders for further evaluation:

- 1.1. The Responding Organization (RO) must be registered with Sales Tax and Income Tax Departments 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 taxpayer till the date of completion of the work/services pursuant to this tender process.
- 1.2. The bidder must be a legal entity duly registered / incorporated under the laws of Pakistan.
- 1.3. The Bidder must be actively engaged in the relevant business of supplies at least for **last two (02) years**.



- 1.4. The Bidder must demonstrate to have undertaken **at least two (02) deliveries** of similar supplies **in the past two (02) years** – Work/ Purchase Order along with delivery challans to be provided (details must be provided as per specimen at **BID FORM-03**).
- 1.5. The Bidder must provide following details on their letterhead:
 - a. Name and legal status of the Organization;
 - b. Details of offices across Pakistan (Service delivery/support Office). Having at least one Support Office in Islamabad/ Rawalpindi is mandatory;
 - c. Address & location of the head office;
 - d. Number of years of incorporation/registration of the Organization.
- 1.6. The Bidder to provide information as per templates available at **Annexure-I, Annexure-II, and Annexure-III**.
- 1.7. 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).
- 1.8. 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 applicable tax(es) shall be deducted at the rate prescribed under the tax laws of Pakistan, from all payments for services/supplies rendered by any Bidder who signs a procurement contract pursuant to this RFP.

2. PREPARATION OF BIDS

- 2.1. As per PPRA Rules, 2004, the ‘Single Stage–Two envelope procedure’ will be followed for the procurement ensuring open competitive bidding.
- 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 evidences submitted must be mentioned as per the specimen given at **BID FORM-02**.
- 2.3. Technical Proposal and Financial Proposal must be separated from each other, and clearly marked as Technical Proposal and Financial Proposal.
- 2.4. **Bid Security:** A Bid Security of **PKR 200,000/-** in the form of a Bank Draft/Pay Order, in the name of Deputy Director (Admin), National Information Technology Board, must be submitted along with the proposal.
- 2.5. The Bid Security to be enclosed in a **SEPARATE ENVELOPE**, labeled as **“BID SECURITY”**, and should be **SEALED**. It must be provided in original hard form to NITB before or latest by the deadline for submission of bids. In the absence of the bid security, the bid will be rejected.
- 2.6. The Bidder should duly fill in and submit the Bid Forms (01, 02, 03, 04, 05)
- 2.7. The Bidder must submit an **Affidavit** (on stamp paper of minimum of Rs. 100 and duly Notarized) that The Bidder is not blacklisted by any Government/Semi-Government/Autonomous organization at the time of bid submission.
- 2.8. The bidder must submit an **Affidavit** (on stamp paper of minimum of Rs. 100 and duly notarized) that the documents/details/information submitted is true and liable to be rejected if proven false and, in that case, legal action may also be taken against the bidder.



- 2.9. The currency for quotation in the bids shall only be Pakistani Rupees (PKR).
- 2.10. A certificate must be provided by the bidder that the bid and prices will remain valid until **90 days** from the closing date of the submission of bids.
- 2.11. 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.
- 2.12. 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.
- 2.13. Bidder is required to stamp every page of the proposal document along with a signature on the required pages and submit it back along with the bid.
- 2.14. Samples must be provided by the bidder for the supplies under Lot 1, Lot 2 and Lot 3 before financial proposals opening.

3. Pre-Bid Meeting

- 3.1. A Bidders' meeting will be held in the premises of the National Information Technology Board (NITB) **on 06th of May 2025 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 the RFP should be e-mailed to **ddadmin@nitb.gov.pk** at least three days before the pre-bid meeting.

4. SUBMISSION OF BIDS

- 4.1. Bids shall be submitted electronically through EPADS. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA, 1st Floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237. The bids must be submitted on or before the last date indicated in Tender Notice i.e. **13th of May 2025 at 11:00 AM.**
- 4.2. NITB may, however, require hard copies of the bids already submitted electronically through EPADS.
- 4.3. Bids received after the prescribed time shall not be accepted and be returned unopened. Bids submission through E-mail / Fax shall not be accepted.
- 4.4. For online bid submission, bidders must register themselves at EPADS.
- 4.5. The bidders MUST submit the original bids security instruments in the office of the undersigned on or before the deadline



5. OPENING, EVALUATION AND REJECTION OF BIDS

Technical bids will be opened on the same date (i.e. the last date for submission of bids) at **11:30 AM**.

- 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 not be opened.
- 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 Financial Proposals of the bidders shortlisted per eligibility requirements, and technically qualified will be opened. The lowest financial bid will be selected as per PPRA Rules, if not in conflict with any other law, rules, regulations, or policy of the Government of Pakistan, and shall be awarded the procurement contract, within the original or extended period of bid validity.



7.1.2. Procurement will be done in complete or phases/partially against original quantities mentioned in the RFP till up to **30-June-2025**.

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 fifteen (15) days of publishing of final evaluation report.

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. 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 bidder firm may be blacklisted and de-barred from future participation in procurement bidding, 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.

7.3.3. The Bid security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder after submission of the performance guarantee.

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 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, **10 % (Ten Percent) of the PO (Purchase Order)** 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 entire contract / service period i.e. FY 2025-2026 (as the case may be).

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 for and under this RFP.

12. Applicability of PPRA Rules, 2004

The PPRA Rules, 2004 shall be governing all the aspects of this procurement process, and all the matters pertaining to this RFP including, but not limited to, confidentiality, conflict of interest, amendment of RFP, re-tendering etc. shall be dealt with in accordance with the said Rules.



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 Or Registrar of the Firm (as the case may be).			
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 90 days from the closing date of the submission of tender documents.			
10	Submission of required amount of Bid Security			
11	Original Bidding documents duly signed/stamped			



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



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 is being shared with you, you are advised to review it and if agreed, come to NITB for signing of the agreement.

Deputy Director (Admin)

2025



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 Performance Guarantee in the form of Bank Guarantee by a scheduled bank for the amount of 10% of Purchase order (PO) as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give/furnish, in your favor, the said Guarantee on behalf of the Supplier:

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____, 2025.

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)

SR. 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 must be a legal entity duly registered / incorporated under the laws of Pakistan.	1.2	
3	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 applicable tax(es) shall be deducted at the rate prescribed under the tax laws of Pakistan, from all payments for services/supplies rendered by any Bidder who signs a procurement contract pursuant to this RFP.	1.8	
4	Financial capability and yearly growth rate (business revenue) in past 02 years.	1.3	
5	a. Must have at least one office in Islamabad/Rawalpindi. b. Bidder must have in-country presence (office and depots) for the past 2 years	1.5	
6	Company should have branch offices in major cities of Pakistan like Islamabad.	1.5	
7	A bid security of PKR 200,000/- in the form of a Bank Draft/Pay Order, in the name of Deputy Director (Admin), National Information Technology Board, must be submitted along with the proposal. In the absence of the bid security, the bid will be rejected.	2.6	
8	Bidder shall submit an Affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.	2.9	
9	The bidder must submit an Affidavit (on stamp paper of minimum of Rs. 100 and duly notarized) that the documents/details/information submitted is true and liable to be rejected if proven false and, in that case, legal action may also be against the bidder.	2.10	
10	Samples must be provided by the bidder for the supplies under Lot 1, Lot 2 and Lot 3 before financial proposals opening.	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 bidder for the supplies under Lot 1, Lot 2 and Lot 3.**

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)