REQUEST FOR PROPOSAL

Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)

(Single Stage Two Envelope Procedure)

(National Competitive Bidding)

National Security Division
Strategic Policy Planning Cell
Pakistan

September, 2026

INVITATION TO BID THROUGH E-PADS 2.0

The 'National Security Division (NSD) / Strategic Policy Planning Cell (SPPC)', Government of Pakistan, invites sealed bids proposals through Single Stage Two Envelope Bidding Procedure as per Rule-36 (b) of PPRA Rules, 2004 from eligible firms, contractor, bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance services from registered firms, through the E-PADS 2.0, PPRA during the Financial year 2026-27. The procurement includes, but is not limited to:

- Stationery Items
- General Office Items
- IT Equipment
- Machinery / Equipment
- Furniture & Fixtures
- Repair and Maintenance Services

Method of Most Advantageous Bid / Least Cost under Rule 3(C) of the Procurement of Consultancy Services Regulations, 2010 will be used.

Guideline for Submission of E-BIDs:

1. Interested firms, contractor ,bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance service may download the bidding documents, which include detailed terms & conditions, free of cost from the PPRA's website (www.ppra.org.pk), National Security Division's website (www.nsd.gov.pk), and E-PADS 2.0 (https://eprocure.gov.pk).

2. A pre-bid meeting will be held 8th September 2026 in National Security Division's Committee Room # 336E, 3rd Floor, Prime Minister's Office, Islamabad.

3. The Proposals for Tender prepared in accordance with the instructions provided in bidding document must be submitted through E-PADS 2.0 by 18th September 2026. Technical Bids will be opened on the same day at 1400 hours at National Security Division's Committee Room # 336E, 3rd Floor, Prime Minister's Office, Islamabad, in presence of accredited representatives of the bidders, who choose to be present, at the time.

4. All the requirement and terms & conditions have been provided in the bidding document uploaded on E-PADS 2.0 and PPRA's / NSD's websites. The same may be downloaded to check your eligibility before participating in the bidding process.

5. Submit the bid on the form provided in the bidding document, by fulfilling all the requisites provided in the bidding document, along with required scanned documents on E-PADS 2.0, to avoid rejection/disqualification of bid. Manual bids will not be acceptable without E-PADS 2.0.

6. The firm/contractor/bidder shall upload scanned copy of the bid security / earnest money in favor of Deputy Secretary (Admin), National Security Division NSD, amounting to 3% of the total bid value in the shape of Demand Draft / Pay Order / CDR on E-PADS 2.0, separately, and shall also submit (in original) in the office of Deputy Secretary (Admin), NSD, Room No 345-E, 3rd Floor Prime Minister's Office, Islamabad (051-9204941) before closing time for submission of e-bid. Also submit your technical proposal in hard form to the Deputy Secretary (Admin), NSD for smooth technical evaluation.

8. Notification of Grievance Redressal Committee constituted in term of Rule-48 of Public Procurement Rules, 2004 is provided on National Security Division's website www.nsd.gov.pk, on E-PADS 2.0 at www.eprocure.pk and www.ppra.org.pk.

9. In case of any technical difficulty in using E-PADS 2.0, prospective bidders may contact PPRA Team, Director MIS, Room 109, 1st Floor, FBC building Sector G-5/2, Islamabad, contact No.051-111137237.

10. NSD/SPPC reserve the right to reject or accept any or all bids as per PP Rules. The decision of NSD/SPPC shall be final and binding on all bidders under Rule 33 of PPR 2004.

Deputy Secretary (Admin)
National Security Division

Room No. 301-C, 3rd Floor,
Prime Minister's Office
Islamabad
Ph: 051-9204017

Table of Contents

Section I. Request for Proposal

[*National Security Division*]

for

Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)

1. This Invitation for submission of Proposals follow the Procurement Notice for this activity which appeared in [--------------] Issue No. [---------------] dated [---------------]
2. The *National Security Division (NSD) / Strategic Policy Planning Cell (SPPC* invites proposals for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)**. More details on the services are provided in the Terms of Reference (TORs) and the draft Agreement, in this document.
3. This Request for Proposal (RFP) addresses all the eligible firms. The determination of the capacity and capability of the Suppliers shall be the part of the technical proposal.
4. The RFP includes the following documents:
   Section 1 - Letter of Invitation
   Section 2 - Instructions to Suppliers and Data Sheet
   Section 3 - Technical Proposal Standard Forms
   Section 4 - Financial Proposal - Standard Forms
   Section 5 - Terms of Reference
   Section 6 - Standard Forms of Contract
5. Please submit your proposal through E-PADS 2.0.

Section II. Instructions for Bidders

A. General Provisions

1. Definitions	1.1 Definition a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Supplier. b) "Applicable Law" means the laws and any other instruments having the force of law in Pakistan, as they may be issued and in force from time to time. c) "Supplier" means firms, contractor, bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance service. d) "Contract" means a legally binding written agreement signed between the Procuring Agency and the Supplier and includes all the attached documents listed in its Clauses. e) "Data Sheet" means an integral part of the Instructions to Suppliers (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC. f) "Day" means a calendar day. g) "ITC" (Section 2 of the RFP) means the 'Instructions to Suppliers' that provides the Suppliers with all information needed to prepare their Proposals. h) "LOI" (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Procuring Agency to the Suppliers. i) "Procuring Agency" means the "National Security Division (NSD) /Strategic Policy Planning Cell (SPPC)". j) "Proposal" means the Technical Proposal and the Financial Proposal of the Supplier. k) "RFP" means the 'Request for Proposals' to be prepared by the Procuring Agency for the selection of Suppliers, based on the RFP. l) "Services" means the work/ services/ deliverables / goods, to be performed/provided by the Supplier, pursuant to the Contract. m) "Sub-Supplier" means an entity to whom the Supplier intends to subcontract any part of the Services, while remaining responsible to the Procuring Agency, during the performance of the Contract. This shall only be done with prior written approval of the procuring agency. *n)* "TORs" (Section 7 of the RFP) means the 'Terms of Reference' that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Supplier, and expected results and deliverables of the assignment.
2. Introduction	2.1 The firms, contractor, bidders, suppliers, authorized dealers and service providers for procurement of goods and repair & maintenance service. are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet, for the purpose.

	2.2 The Suppliers should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference, if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Suppliers' expense. 2.3 The Procuring Agency will provide, at no cost to the Suppliers, the inputs, relevant activities data, and reports required for the preparation of the Supplier's Proposal, as specified in the Data Sheet.
3. Corrupt and Fraudulent Practices	3.1 The Authority requires compliance with the Regulatory Framework in regard to corrupt and fraudulent practices as defined under Procurement Regulatory Framework of Government of Pakistan.
	B. Preparation of Proposals
4. General Considerations	4.1 In preparing the Proposal, the Supplier is expected to examine the RFP in detail. Material deficiencies in providing any information required in the RFP may result in rejection of the Proposal.
5. Cost of Preparation of Proposal	5.1 The Supplier shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
6. Language	6.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Supplier and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.
7. Document Comprising the Proposal	7.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
8. Only One Proposal	8.1 The Supplier shall submit only one Proposal.
9. Proposal Validity	9.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline. 9.2 During this period, the Supplier shall maintain its original Proposal without any change.
9a. Extension of Validity Period	9a.1 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing, in the sole discretion of the Procuring Agency. The period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same may not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance from the procuring agency, prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension. 9a.2 If it is decided to extend the validity of its Proposal, it may be done without any change in the original Proposal.

	9a.3 The Supplier has the right to refuse to extend the validity of its Proposal, in which case such Proposal will not be further processed.
10. Clarification and Amendment of RFP	10.1 The procuring agency may seek and accept clarification through dedicated E-PADS 2.0 option. i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment through E-PADS 2.0 and Website. ii. If the amendment is substantial, the Procuring Agency, in its discretion, may extend the proposal submission deadline to give the Suppliers reasonable time to take an amendment into account in their Proposals.
11. Technical Proposal Format and Content	11.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information may be declared non-responsive.
12. Financial Proposal	12.1 The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including all the taxes, in the currency specified in the data sheet.
C. Submission, Opening and Evaluation	
13. Submission, of Proposals	13.1 The proposals shall be submitted through E-PADS 2.0 before the closing deadline. The original bid security in hard form must reach the Deputy Secretary (Admin), NSD's office before the bid submission deadline. Performance Guarantee of 5% will also be submitted by the successful bidder at the time of signing of contract in the shape of Demand Draft / Pay Order / CDR. The proposal whose bid security does not reach to the office in hard form prior to the submission deadline shall be rejected.
14. Confidentiality	14.1 Information relating to the evaluation of Proposals shall not be disclosed to the Suppliers who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report. 14.2 Any attempt by Suppliers or anyone on behalf of the Supplier to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.
15. Opening of Proposal (Technical Proposals)	15.1 The Procuring Agency will open technical proposals through E-PADS 2.0, in the presence of representatives of the Suppliers, who choose to attend, at the place, on the date and at the time, specified in the RFP. The Supplier' representatives present shall sign a register as proof of their attendance.
16. Evaluation of Technical Proposals	16.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the RFP.
17. Opening of Financial Proposals	17.1 After the technical evaluation is completed, the procuring agency shall open financial proposal of only the technically qualified Supplier, and issue Final evaluation report through E-PADS 2.0. The Financial Proposals shall be opened by the Procuring

	Agency's evaluation committee in the presence of the relevant representatives who choose to attend.
18. Correction of Errors	18.1 Activities and items described in the Technical Proposal, but not priced in the Financial Proposal, may be assumed by the procuring agency, to be included in the prices of other activities or items, and no corrections/additions are made to the Financial Proposal.
19. Taxes	19.1 The Suppliers are required to bid by including all the applicable taxes.
20. Least-Cost Selection	20.1 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Supplier with the lowest evaluated total price among those Suppliers that achieved the requisite passing marks in technical evaluation, and invite such Supplier.
D. Negotiations and Award	
21. Negotiations	21.1 Without changing the cost and scope of the project, negotiations will be held at the date and address to streamline the project activities.
22. Award of Contract	22.1 The Procuring Agency will award the Contract to the Supplier whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Supplier.
23. Grievance Redressal Mechanism	23.1 Any party aggrieved with the decision of procuring agency may file grievance to the 'Grievance Redressal Committee' (GRC) against the decision in accordance with Rule 48 of the PP Rules, 2004.
24. Mechanism of Blacklisting	24.1 The Procuring Agency shall bar the Supplier from participating in the procurement process in accordance with procedure prescribed in Rule-19 of the Public Procurement Rules, 2004, and allied regulations.

Section II (b). Proposal 'Data Sheet'

A. General	
1.	**Name of the Procuring Agency: National Security Division / Strategic Policy Planning Cell** **Method of selection**: Most Advantageous bid - Least Cost Basis Selection
2.	**Single Stage Two Envelop Bidding Procedure** **The name of the assignment is**: **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)**
3.	**A pre-proposal conference/meeting will be held**: Yes Date of pre-proposal conference/meeting:- 8th September, 2026 Time: 1100 hrs Address: Room No 336-E, 3rd Floor, Prime Minister's Office, Islamabad Telephone: 051-9204941 E-mail: rsaqibshahzad@gmail.com Contact person/conference coordinator: *Saqib Shahzad, Section Officer. NSD. SPPC*
B. Preparation of Proposals	
4.	The **language of the Bid** is ***English***. All correspondence shall be in English.
5.	**The Proposal shall comprise the following mandatory eligibility criteria with the Technical Proposal None-compliance of any of the following mandatory clause shall disqualify the bidder straight away:** 1. Technical Proposal submission form. (TECH-I) 2. Proof of Certificate of Incorporation of Registration or equivalent. 3. Proof of NTN Certificate. 4. Proof of GST Certificate. 5. Original Affidavit on Stamp Paper worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal / Provincial Government, Semi Government, Private Autonomous body(ies) or any other international organization or engaged in any litigation with a government department/agency. 6. Original Affidavit (not older than one month) on Stamp Paper worth Rs. 100 or more that the bidder is an active tax payer and has submitted tax return for the preceding fiscal year. Tax payer list serial number (downloaded from FBR's website) is also to be mentioned. 7. Minimum relevant experience of five years. Service Relevant Experiences (TECH-II) 8. Preferred Registered Office / Headquarters in Islamabad/ Rawalpindi.

	9. Proof of Financial status of the intending firm/Supplier. Average Annual Turnover of at least Rs. 10 million (TECH-III). 10. Bid Security of 3 % in the shape of Demand Draft / Pay Order / CDR on E-PADS 2.0, and shall also submit (in original) in the office of Deputy Secretary (Admin), NSD, Room No 301-C, 3rd Floor Prime Minister's Office, Islamabad (051-9204941)
6.	Participation of Sub-Suppliers, in more than one Proposal is not permissible
7.	Proposals shall be valid till 30 June 2027.
8.	Clarifications may be requested through E-PADS 2.0
9.	The Financial Proposal shall be stated in Pakistani Rupees and all payments shall also be made in Pakistani Rupees.
C. Submission, Opening and Evaluation	
10.	The Suppliers shall submit bids through E-PADS 2.0.
11.	The Proposals must be submitted no later than: Date: 3rd September 2026
10.	Technical Bids shall be opened through E-PADS 2.0 The opening shall take place at committee room of National Security Division Date: same as the submission deadline Time: 1400 hrs

EVALUATION OF TECHNICAL PROPOSALS

Note:

i. If the information against each criteria is not provided or provided information is less than requirement, zero marks will be awarded.
ii. The information shall be supported by documentary evidences in each criteria/sub-criteria.
iii. Financial proposals will only be evaluated on the basis of the technical proposals to the specification / requirements.

DETAILS OF EVALUATION OF TECHNICAL PROPOSAL

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).	15	
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 = 20 marks Less than 5 Certificates = 4 marks each upto a maximum of 16 marks (max)	20	
10	Certificate on stamp paper stating that the firm is not involved in Litigation with any of the Federal / Provincial Government Entity	5	
11.	Earnest money as per requirements.	5	
12.	Quality and viability of the Proposal	15	
	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.

11.	For the purpose of the evaluation, the Procuring Agency will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Procuring Agency's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized, in the sole discretion of the Procuring Agency, (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Supplier and which taxes are withheld and paid by the Procuring Agency on behalf of the Supplier.
D. Negotiations and Award	
12	**Expected date and address for contract negotiations:** **Date**: ________________ day/month/year **Address:** __________________________
13	**Expected date for the commencement of the Services:** **From the date of signing of Contract**

Section III. Technical Proposal – Standard Forms

CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION
	Include in eligibility C
TECH-1	Technical Proposal Submission Form. Including all documents related to mandatory criteria as mentioned in the data sheet.
Power of Attorney	i. Original Affidavit on Stamp Paper worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal / Provincial Government, Semi Government, Private Autonomous body(ies) or any other international organization or engaged in any litigation with a government department/agency. ii. Original Affidavit (not older than one month) on Stamp Paper worth Rs. 100 or more that the bidder is an active tax payer and has submitted tax return for the preceding fiscal year. Tax payer list serial number (downloaded from FBR's website) is also to be mentioned.
TECH-II	Minimum relevant experience of Five years. Service Relevant Experiences.
TECH-III	Proof of Financial status of the intending firm/Supplier. Average Annual Turnover.

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Supplier who signs the Proposal.

Form TECH-I

Technical Proposal Submission Form

[Location, Date]

To
Deputy Secretary (Admin),
National Security Division
Prime Minister's Office
Islamabad

Subject: **SUBMISSION OF PROPOSALS**

Dear Sir:

We, the undersigned, offer to provide Services for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** during the fiscal year 2026-27, in accordance with your Expression of Interest XXXX. We are hereby submitting our Proposal which includes this technical proposal, and a financial proposal sealed under separate envelopes.

2. We confirm that this Proposal is legally binding, irrevocable, and fully compliant with the specified validity period. Pursuant to PPRA rules, we formally undertake to enter into negotiations in good faith, whenever called upon. We agree that our submission, along with any refined terms resulting from formal contract negotiations, shall form a binding contract between us.

3. We declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

4. We understand that you are not bound to accept any Proposal you receive and reserve the right to reject the same in accordance with PPRA Rules, 2004.

Yours Sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm: Address

Form TECH-II (FOR FULL TECHNICAL PROPOSAL ONLY)

SUPPLIER'S ORGANIZATION AND EXPERIENCE

Project Relevant Experience.

Kindly provide relevant Project Experience of the Firm as well as main workforce's relevant past experience in the formats given below:

S. No	Assignment	Year		Value of Assignment	Role of firm	Client	Copy of Contract
		Award	Completion				
1.							
2.							
3.							
4.							
5.							

Provide Maximum 5 assignments
Please provide proof of completed assignments.

Title of the assignment: Project Volume:	**Value of the agreement:**
Name of Client:	**Region / location:**
Duration of Assignment:	

Form TECH-III

AVERAGE ANNUAL TURNOVER

Each Bidder must fill in this form:
The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for Contracts/Orders in progress or completed.

Annual Turnover data for the last 4 Years		
Sr. No	**Year**	**Amount in Rs.**
1.	**2022**	
2.	**2023**	
3.	**2024**	
4.	**2025**	
Average Turnover		

Section IV. Financial Proposal - Standard Forms
FORM FIN-1
Financial Proposal Submission Form

Date:

To:

Deputy Secretary (Admin)
National Security Division
Islamabad

Sir,

We, the undersigned, offer to provide services/goods for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** during the fiscal year 2026-27 in accordance with your Request for Proposal dated xxxx. Our attached Financial Proposal is for the sum of --------------- **(Amount in words and figures).** This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,
Authorized Signature,
Name and title of Signatory:
Name of Firm
Address:

1. Proposal Security Form

To: [*name of the Procuring Agency*]

Whereas *[name of the Supplier]* (hereinafter called "the Supplier/Services/Goods Provider) has submitted its proposal dated *[date of submission of Proposal]* for the provision of *[name and/or description of the consultancy services]* (hereinafter called "the proposal").

KNOW ALL PEOPLE by these presents that WE *[name of Financial Institution]* of *[name of country]*, having our registered office at *[address of Financial Institution]* (hereinafter called "the Bank"), are bound unto *[name of PA]* (hereinafter called "the Procuring Agency") in the sum of *[amount]* for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of ____________ 20____.

THE CONDITIONS of this obligation are:

1. If the Proposal

   (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;

   (b) Disagreement to arithmetical correction made to the Proposal price; or

   (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRFP Documents.

2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Proposal Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: ……………………………… in the capacity of …………………………..

signed

____
[Signature of the Bank]

Dated on ………………………… day of ……………….. 20 ……….

INTEGRITY PACT

The Qualified Bidders will be required to submit the below text on stamp paper after filling in the details and duly signed as well as stamped, as part of their RFP Proposal.

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORK IN CONTRACTS

Contract Number: ____________________ Dated: __________________
Contract Value: ______________________
Contract Title: _______________________

_________________ hereby declare that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Pakistan) through any corrupt business partner.

Without limiting the generality of the forgoing, _________________ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any nature or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultant fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatever from Government of Pakistan, except that which has been expressly declared pursuant hereto.

________________ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

________________ accept full responsibility and strict liability for making any false declaration, not making full discloser, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, ________________ agrees to identify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by _______________ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

____[Buyer]
[Seller / Supplier]

Section V. Terms of Reference

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/services to the well reputed Government / Private Sector Organizations.
3) The firm / bidder must have Professional Tax Certificate.
4) The bidder (s) should be required Bid Security in the form of Bank Draft for each category @3% security deposit with their financial proposals.
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) Bidders shall quote their rates in Pakistan Rupees without GST for each line item in their respective category.
8) 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. The technical proposal will be opened on the same day at 2:00 Pm and Financial proposal at 4:00 PM. The date and time will be intimated to bidders though NSD website and other means of communication.
9) 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.
10) The Purchase Committee of Procuring agency will open the proposals on 17th September, 2026 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.
11) Tender through Fax/ Post will not be entertained.
12) The bidder must provide verifiable satisfactory certificate from the client (Govt / Semi Govt / Autonomous body) minimum 05 Certificates are required.
13) 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.
14) The technically qualified successful bidder will be declared, as Most Advantageous bidder, based on the "**Least Cost Based Selection**".
15) The successful firm / suppliers will arrange transportation of goods / items to the Procuring agency on their own expenses.
16) Warranty / Guarantee of the item (s), wherever applicable, shall be provided by the successful bidder (s).
17) 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.
18) The successful bidder (s) shall nominate a "focal person" with complete contact details including mobile number to liaise with the Procuring agency.
19) Refurbished items shall not be accepted in any case.
20) 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. In case of failure to deliver the goods / items / services, 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.

21) 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.
22) 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
23) Payment of bills will be made upon work order as per requirement and after deducting all government taxes / levies at source.
24) In case of inability to address problems by the focal person within the given time, the Procuring agency may impose a penalty in its discretion, which may extend to 10 Percent which will be deducted from the bid security, performance guarantee or bill of the firm.
25) The installation services, wherever required, should be provided free of cost in the offices of the concerned users at Procuring agency.
26) 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.
27) 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.
28) 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.
29) If the 1st lowest evaluated/ Most Advantageous bidder fails to sign the contract/receive purchase order/ deliver the items, then the bid security and performance guarantee may be confiscated by the Procuring agency. Accordingly, the old Purchase order shall 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.
30) The Procuring agency reserves the rights to accept or reject any or all bids, in accordance with existing PPRA Rules.
31) 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.
32) 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.
33) No advance payment shall be made for any purchase.
34) Only authorized distributors or their duly authorized dealers/resellers of photocopiers, printers, toners and related consumables shall be eligible to participate, subject to submission of valid authorization evidence, failing which the bid shall be considered non-responsive.
35) The bid validity period is minimum 180 days.

Bidder's Name / Signature / Stamp:

AGREEMENT
FOR PROCUREMENT OF STATIONERY ITEMS, GENERAL ITEMS, IT EQUIPMENT, MACHINERY/EQUIPMENT AND FURNITURE ITEMS (PURCHASE, REPAIR & MAINTENANCE)

This Agreement is made at Islamabad on this _____________for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** during the fiscal year 2026-27

Between

National Security Division (NSD) / Strategic Policy Planning Cell (SPPC), Prime Minister's office, Islamabad (NSD/SPPC), hereinafter referred to as the "Procuring Agency" (First Party), of the One Part;

And

M/s _________________________ at ____________________, Pakistan
(hereinafter referred to as the "**Supplier**" (Second Party) of the Other Part.

The NSD/SPPC and the "Supplier" may hereinafter be individually referred to as "Procuring Agency" & "Supplier" respectively, and collectively as the "**Parties**".
WHEREAS "Procuring Agency" wishes to avail services for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** from the "Supplier".
AND WHEREAS, "Procuring Agency" has accepted the bid submitted by "Supplier" against **Rs.____.**

NOW, THEREFORE, the Parties have agreed to the terms and conditions, for the purpose aforesaid, as follows:

SERVICES BY THE "SUPPLIER"

1. The "Supplier" shall provide services/goods for **Procurement of Stationery Items, General Items, IT Equipment, Machinery/Equipment and Furniture Items (Purchase, Repair & Maintenance)** as detailed in Request for Proposals (RFP) (Attached as 'Appendix A').

2. The "Supplier" agrees to provide the required services/deliverables (Appendix A) to "Procuring Agency".

TERM

3. This Agreement shall remain valid till 30th June 2027, or as mutually agreed in writing between the parties. Unless otherwise terminated by the Parties in accordance with clause 7 of this Agreement. It may be subject to renewal after elapse of the defined duration, if the "Procuring Agency" deems necessary. Terms and Conditions as mentioned in Request for Proposals (Appendix A) will remain enforced under this agreement. The "Supplier" is responsible to provide all services/deliverables/goods to "Procuring Agency" as mentioned in Appendix A.

PAYMENT SCHEDULE

4. Upon submission of proper invoice(s)/Bill(s) by the "Supplier" against the Requisite Services Deliverables goods provided to the "Procuring Agency", payment shall be made in accordance with the payment plan, as given in this contract (Appendix A). No advance payment will be made. The payment will be made through AGPR.

5. Payment shall be subject to deduction of all applicable taxes, in accordance with the rules applicable at the time of payment.

6. The “Procuring Agency” shall have the right to return/cancel/reject any requisite item goods / service not meeting with the quality required by NSD/SPPC or in case it does not comply with the requirements mentioned by the “Procuring Agency” in the RFP. The payment will be made on the basis of work order/deliverables issued by the “Procuring Agency” only.

TERMINATION OF AGREEMENT

7. “Procuring Agency” reserves the right to terminate or suspend this Agreement at any time, without assigning a reason, by giving ten (10) days’ notice to the “Supplier” in writing.

Successors / Assignee

8. The “Supplier” shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement to a third party, without consent of “Procuring Agency”. If the “Supplier” fails to comply with the above condition, “Procuring Agency” may, at its own discretion, terminate this Agreement.

Extent of Agreement/ Modification

9. This Agreement, together with all attachments and addenda, represents the entire and integrated Agreement between the Parties hereto. It supersedes all prior negotiations, representations, communication or agreements, either written or oral. This Agreement may be amended, modified, with mutual consent of and duly signed by both Parties.

10. In case of any conflict or confusion between the main body of the Agreement and any of its attachments, the guidance will be sought by the “supplier” from the “Procuring Agency”, whose decision will be final.

Force Majeure

11. Neither Party shall be liable to the other or be deemed to be in breach of this Agreement by reason of any delay in performing, or failure to perform, any of its obligations under this Agreement, if the delay or failure is beyond that Party's reasonable control, as determined by the “Procuring Agency” (including fire, flood, explosion, epidemic, pandemic, riot, civil commotion, lockout or other industrial action, act of God, war or warlike hostilities or threat of war, terrorist activities, or any prohibition or restriction by any governments or other legal authority, which affects this Agreement and which is not in force on the date of this Agreement).

12. A Party claiming to be force majeure in any of the circumstances set out in this Clause must notify the other Party of the nature and extent of the circumstances in question, as soon as practicable. This Clause shall cease to apply when such circumstances have ceased to have effect on the performance of this Agreement and the Party affected shall give notice to the other Party the circumstances have ceased.

13. If the “Supplier” is affected by force majeure, it shall within 3 days promptly notify in writing the “Procuring Agency” of the nature and extent of the circumstances leading to such force majeure. Notwithstanding any other provision of this “Agreement”, the “Procuring Agency”, if satisfied about force majeure, may condone the breach by the “Supplier”, or, any delay in performance or the non-performance of any of its obligations under this “Agreement”, to the extent that the delay or non-performance is due to such force majeure, of which it has notified the “Procuring Agency”. The revised time for performance of that obligation may be extended by “Procuring Agency” accordingly. If the “Procuring Agency” is affected by force majeure, then it may inform the “Supplier” about “Procuring Agency’s” decision on any changes in this agreement/activity/program, and this decision shall be considered final, in its sole discretion. Where the delay in performance by the “Supplier” due to force majeure, continues for a period of fourteen (14) continuous calendar days after the intimation, “Procuring Agency” may forthwith terminate this “Agreement” by written notice.

Indemnity
14. The "Supplier" shall fully indemnify "Procuring Agency" from and against all claims, damages, liabilities, losses and expenses, whether direct or indirect, or injury or death of persons or damage to property, of any type, at any forum/court.

Compliance with Laws
15. The validity of interpretation and construction of this Agreement and of each part hereof shall be governed by the laws and rules of Pakistan. The "Supplier" shall comply with all applicable laws of Pakistan.

Arbitration
16. Any dispute, controversy or claim arising out of or in connection with this agreement shall be resolved by the Parties hereto through mutual understanding. If dispute(s) remain unresolved, they shall be settled by Grievance Redressal Committee. If, however, not resolved, then Secretary, National Security Division (NSD) will act as sole arbitrator, whose decision will be final.

Miscellaneous
17. No alteration, waiver or change in any of the terms of this Agreement shall be made, unless made in writing and duly executed by the head of Organizations or duly authorized officer/representative of "Procuring Agency" and the "Supplier".

18. The failure or delay of either Party in exercising any of its rights provided for in this Agreement shall not be deemed to be a waiver of such rights, or any of its other rights under this Agreement, nor operate so as to bar the exercise or enforcement thereof at any time or times thereafter. Any waiver must be given in writing and signed by the Party waiving its rights.

19. Both Parties shall act independently with respect to one another, as "Procuring Agency" and "Supplier". Nothing in this Agreement shall be construed as creating a partnership, joint venture or agency relationship between the Parties.

20. The "Supplier" shall be held liable for all losses or damages suffered by the "Procuring Agency" on account of any misconduct and unsatisfactory performance by the "Supplier" in performing/providing the services/goods.

INTEGRITY AND CONFLICT OF INTEREST

21. Both parties shall maintain highest level of integrity in project activities. No unethical conduct or conflict of interest situation will be allowed by parties and their affiliates, agents, advisors, consultant, directors, officers, or employees. In case of difference of opinion, the decision of Secretary, National Security Division (NSD) shall be final.

22. The parties understand that this Agreement in no way entitles the partner any preference or exemption over any other organization or company. If and when, any future project/RFP/initiative/opportunity is floated in future, for which "Procuring Agency" will proceed as per the laws, SOPs, relevant Rules, procedures, and strictly on merit.

CONFIDENTIALITY

23. All information and data concerning a Party or provided by "Procuring Agency" ("Disclosing Party") to the "Supplier" ("Receiving Party") pursuant to this "Agreement" (including, but not limited to, the personal data, professional data, pertaining to beneficiaries, provided by "Procuring Agency" to Implementing Partner) (hereinafter referred to as "Confidential Information"), shall be kept confidential by the Receiving Party ("Supplier") and its affiliates, agents, advisors, consultant, directors, officers, or employees and, without prior written consent of the "Procuring Agency", the "Supplier" shall not:-

a. Distribute or divulge any of the Confidential Information in any manner or form whatsoever;
b. Permit to any third party, access to the Confidential Information; and,

c. Use the Confidential Information for any purpose other than for the implementation of this "Agreement".

In the event that the Receiving Party received a request to disclose all or any part of the Confidential Information under the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction or by a governmental authority, the Receiving Party shall promptly notify and inform the Disclosing Party of the existence, terms, and circumstances surrounding such a subpoena or order, so that the Disclosing Party may seek an appropriate injunctive relief or other needful under law to safeguard the Confidential Information. Confidential Information may not include any information which:-

a. Is in the possession of the Receiving Party prior to the date of signing of this Agreement hereof; on condition that such information is not known by the Receiving Party to be subject to another confidentiality "Agreement"; and further provided that such information was obtained independently and without the assistance of the Disclosing Party; or

b. Is or becomes available to the Receiving Party on a non-confidential basis from any third party, the disclosure of which to the Receiving Party does not violate any contractual, legal, or fiduciary obligation such third party had or owed to the Disclosing Party;

c. Without limiting the generality of the foregoing, the "Second party" will not publicly disclose the terms of this "Agreement" without the prior written consent and approval of the "First party". Furthermore, none of the Parties will make use of Confidential Information of another Party except as contemplated by this "Agreement"; acquire any right in or assert any lien against the Disclosing Party's Confidential Information; or refuse to promptly return, provide a copy of or destroy such Confidential Information upon the request of the Disclosing Party, save for when destruction of such information would result in an impediment in performance of this "Agreement". In such an event, the Receiving Party shall inform the Disclosing Party in writing of its inability to do so, state clearly the reasons thereof; and the time period in which the request will be complied with.

d. The obligations of confidentiality herein shall remain in full force and effect during the life of this "Agreement" and ten (10) years after termination thereof, or until waived off by the "Procuring Agency".

e. **IN WITNESS WHEREOF,** the Parties hereto have executed this Agreement on the day and year hereinbefore mentioned, by their duly authorized representatives and in the presence of the undersigned witnesses.

For and on behalf of **"Procuring Agency"**	For and on behalf of **The "Supplier"**
By:	By:
Title:	Title:
CNIC:	CNIC:
Date:	Date:

Witness-I	**Witness-I**
Name: ____________________________	Name: ____________________________
Designation: ______________________	Designation: ______________________
Signature: ________________________	Signature: ________________________
CNIC: ____________________________	CNIC: _____________________________

Witness-II	**Witness-II**
Name: ____________________________	Name: ____________________________
Designation: ______________________	Designation: ______________________
Signature: ________________________	Signature: ________________________
CNIC: ____________________________	CNIC: _____________________________

General Conditions of the Contract

1. Effectiveness of Contract	This Contract shall come into force and effect on the date (the "Effective Date") of the Procuring Agency's notice to the Supplier instructing the Supplier to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **Special Conditions of the Contract (SCC)** have been met.
2. Termination of Contract for Failure to Become Effective	If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than Thirty (30) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
3. Commencement of Services	The provision of goods/services shall commence when the agreement is signed, or from Effective Date specified in the SCC.
4. Expiration of Contract	Unless terminated earlier, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.
5. Entire Agreement	This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
6. Modifications or Variations	Any modification or variation of the terms and conditions of this Contract, including any modification may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.
7. Force Majeure	7.1. Neither Party shall be liable to the other or be deemed to be in breach of this Agreement by reason of any delay in performing, or failure to perform, any of its obligations under this Agreement if the delay or failure is beyond that Party's reasonable control (including fire, flood, explosion, epidemic, pandemic, riot, civil commotion, lockout or other industrial action, act of God, war or warlike hostilities or threat of war, terrorist activities, accidental or malicious damage, or any prohibition or restriction by any governments or other legal authority which affects this Agreement and which is not in force on the date of this Agreement). 7.2. A Party claiming to be force majeure in any of the circumstances set out in this Clause must notify the other Party of the nature and extent of the circumstances in question as soon as practicable. This Clause shall cease to apply when such circumstances have ceased to have effect on the performance of this Agreement and the Party affected shall give notice to the other Party the circumstances have ceased. 7.3. If any circumstance relied on by either Party for the purposes of this Clause continues for more than fifteen (15) days, the other Party

	shall be entitled to terminate this Agreement by giving fifteen (15) days' prior written notice.
8. Suspension	The Procuring Agency may, by written notice of suspension to the Supplier, suspend all payments to the Supplier hereunder if the Supplier fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Supplier to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Supplier of such notice of suspension.
9. Termination	NSD/SPPC reserves the right to terminate or suspend this Agreement at any time with or without cause, by giving ten (10) days' notice to the Firm in writing.
10. Terms and Conditions	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. 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. 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. 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. 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.

Obligations of the Supplier

11. General	
a. Standard of Performance	The Supplier shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.
b. Law Applicable to Services	The Supplier shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all

	practicable steps to ensure that any of its employees/service providers, comply with the Applicable Laws.
12. Conflict of Interests	The Supplier shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
13. Confidentiality	Except with the prior written consent of the Procuring Agency, the Supplier and the employees/service providers shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the employees/service providers make public the recommendations formulated in the course of, or as a result of, the Services.
14. Liability of the Supplier	Subject to additional provisions, if any, set forth in the SCC, the Supplier's liability under this Contract shall be as determined under the Applicable Laws.
15. Accounting, Inspection and Auditing	The Supplier shall keep, and shall make all reasonable efforts to cause keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.
16. Reporting Obligations	The Supplier shall submit to the Procuring Agency the reports and documents in the form, in the numbers and within the time periods set forth.
17. Code of Conduct	The Procuring Agencies and the Supplier are bound to follow the Code of Ethics issued by the Authority.

Obligations of the Procuring Agency

18. Assistance and Exemptions	Unless otherwise specified in the SCC, the Procuring Agency may use its efforts to: (a) Assist the Supplier with obtaining work permits and such other documents as shall be necessary to enable the Supplier to perform the Services.
19. Access to Project Site	The Procuring Agency warrants that the Supplier shall have, free of charge, unimpeded access to the work site in respect of which access is required for the performance of the Services.
20. Change in the Applicable Law Related to Taxes and Duties	If, after the date of this Contract, there is any change in the applicable law in the Procuring Agency's country with respect to taxes and duties which increases or decreases the cost incurred by the Supplier in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Supplier under this Contract may be increased or decreased accordingly, by written agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 42.2.
21. Payment Obligation	In consideration of the Services performed by the Supplier under this Contract, the Procuring Agency shall make such payments to the Supplier and in such manner as is provided by GCC F below.

Payments to the Supplier

22. Taxes and Duties	The Supplier, employees/service providers are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.
23. Currency of Payment	Any payment under this Contract shall be made in the currency(ies) specified in the SCC.
24. Mode of Billing and Payment	No advance payment will be made, all payments would be made after the completion of services/goods and related tasks assigned to the selected firm on the provision of actual bills through AGPR.

Fairness and Good Faith

25. Good Faith	The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

LIST OF STATIONERY ITEMS

S.No.	DETAIL	Numbers can be increase/ decrease subject to availability of funds 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			
107.	M & G Si-pen S5 Rollerball Pen (Pack of 12)	As per requirement			
108.	Unitec management file (A-4 size)	As per requirement			

LIST OF GENERAL ITEMS

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds 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 Trolly	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 Machinery & Equipment's

List of IT Equipment

S.No.	Items	Specification	Requirement	Rate	GST	Total Amount
1.	Desktop Computer (3in1) Dell / Lenovo or equivalent	Specification (Annex-I)	As per requirement			
2.	Keyboard	A4Tech/HP/Logitech or equivalent	As per requirement			
3.	Optical Mouse	A4Tech/HP/Logitech or equivalent	As per requirement			
4.	Mouse Pad	A4Tech/HP/Logitech equivalent	As per requirement			
5.	Key Board (wireless)	A4Tech/HP/Logitech or equivalent	As per requirement			
6.	Optical Mouse (wireless)	A4Tech/HP/Logitech or equivalent	As per requirement			
7.	Printer (Black)	HP Printer 4003 or equivalent (mentioned brand)	As per requirement			
8.	Ethernet Cable	Bundle	As per requirement			
9.	Ethernet Cable Punch	Medium size	02			
10.	Ethernet Cable Tester	Medium size	01			
11.	Connectors RJ-45	-	24 dozen			
12.	USB Extension Cable	1.5 Meter	As per requirement			
13.	USB hub/ port Extension (6 ports minimum)		As per requirement			
14.	Color Printer	HP/Canon Xerox or equivalent Specification (Annex-IV)	As per requirement			
15.	Toner-colour (hp laser jet pro 400 colour m451dn)	ORIGINAL	As per requirement			
16.	Toner-colour (hp laser jet pro 452dn)	ORIGINAL	As per requirement			
17.	Toner-colour (hp laser jet pro 200 colour m251n)	ORIGINAL	As per requirement			
18.	Toner-colour (hp laser jet pro 454 colour)	ORIGINAL	As per requirement			
19.	Toner laserjet pro 404dn 76-A	ORIGINAL	As per requirement			
20.	Toner laserjet pro 400 m401a	ORIGINAL	As per requirement			

21.	Xerox Versa link B7100 Drum Unit	ORIGINAL	As per requirement			
22.	Xerox Versa link B7100 –Toner	ORIGINAL	As per requirement			
23.	Toner fax machine Panasonic	ORIGINAL	As per requirement			
24.	Toner for 4in1 Hp M127fn	ORIGINAL	As per requirement			
25.	Toner (hp laser jet pro 400)	ORIGINAL	As per requirement			
26.	Tonner (hp laser jet p-1102, 85-A)	ORIGINAL	As per requirement			
27.	Tonner (48 A) 15W	ORIGINAL	As per requirement			
28.	Tonner (xerox copier 5335)	ORIGINAL	As per requirement			
29.	Drum (xerox copier 5335)	ORIGINAL	As per requirement			
30.	Tonner (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
31.	Drum (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
32.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
33.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	Single Colour / As per requirement			
34.	Drum (Xerox Versa Link	ORIGINAL	As per requirement			
	C7025, Multifunction)					
35.	Waste Cartridge (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
36.	Usb-16 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
37.	Usb-16 GB (3.2)	Samsung Kingston or equivalent C-Type				
38.	Usb-32 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
39.	Usb-32 GB (3.2)	Samsung Kingston or equivalent C-Type				

40.	USB-64 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
41.	USB-64 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
42.	USB-512 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
43.	External Hard Drive 2 TB (2.5 inch) (Fastest Data Transfer)	Samsung / WD Samsung Kingston or equivalent	As per requirement			
44.	External Hard Disc Cover 3.0	WD or equivalent	As per Requirement			
45.	HDMI Cable (5 Meter)		As per requirement			
46.	HDMI Cable (10 Meter)		As per requirement			
47.	HDMI Cable (15 Meter)		As per requirement			
48.	Logi Tech (Pointer) Wireless	ORIGINAL	As per requirement			
49.	Conference Camera & mic / sound setup (15-persons)	BOSCH / JBL or Equivalent	As per requirement			
50.	Software-Antivirus Kaspersky (3 in 1) updated		As per requirement			
51.	Software – MS-Office (latest), registered		As per requirement			
52.	Software – MS-Windows (Latest), registered		As per requirement			
53.	Software-Acrobat Professional Version		As per requirement			
54.	External DVD / CD Writer		As per requirement			

List of Machinery and Equipment (b)

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-II)	As per requirement		
11.	Color Photostat Machine	Specification (Annex-III)	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	
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	**As per Annex-V**
13.	Centre Table	
14.	Tea Table	
15.	Side Table Rack	
16.	Wooden Cabinet	
17.	Safe Cabinet	
18.	Digital Safe Cabinet	
19.	Foot Rest	
20.	Table Writing Stand (Glass & Wooden)	
21.	Table Lamp	
22.	TV Console	
23.	Wooden Wardrobe	
24.	Dining table	

Annex-I

Desktop / All in One PC:

Category	Desktops
Processor Type	Intel® Core™ Ultra 7 ***(Latest Generation)***
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

Annex-II

Photocopier

Function	Copy, Print, Scan
Speed:	25/30/35 CPM
Duty Cycle:	Up to 153,000 pages / month1
Copy resolution:	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
Connectivity:	Ethernet 10/100/1000 Base-T, High-speed USB 3.0,
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

Annex-III
Color Photocopier

Function	**Copy, Print, Scan**
Speed:	**25CPM**
Duty Cycle:	**Up to 107,000 pages / month1**
Copy resolution:	**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 130 sheets, Size: 5.5 x 8.3 in to 11.7 x 17 inches**
Simplex Input Speed	Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm)
Duplex Input Speed	Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm)
Media Size	**A3, A4, A5, letter, legal, executive**
Processor	1.05 GHz Dual-Core
Memory	**4 GB**
Hard Drive	**320GB** (Optional on Desktop/Base Unit)
Connectivity:	Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n/g/b/a, Wi-Fi Direct, and Bluetooth (iBeacon) with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair
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**

Annex-IV

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

Annex-V
Furniture

01) Executive Table with Side Rack Officer Executive Tables	**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. **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.
02) Executive Chairs Revolving for Officer	(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.
03) Wooden Visitor Chairs	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.
04) 5-Seater Sofa: Full Cushioned	Frame in keekar with best quality foam and cloth will be used for cushion as per design and specification
05) File Cabinets	(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
06) Book Rack	(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
07) Filling racks	(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

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