BIDDING DOCUMENTS

PRINTING OF COPIES, FILES, LEDGERS ETC

DAANISH SCHOOL (BOYS & GIRLS) MAILSI DISTRICT VEHARI

1. INVITATION TO BID

Sealed bids are invited from experienced and financially sound contractors, vendors business enterprises, manufacturer registered with Sales Tax and Income Tax Departments for procurement of printed copies, files, ledgers etc under Punjab Procurement Rules 2014 for Daanish Schools (Boys & Girls) Tibba Sultan Pur Tehsil Mailsi District Vehari.

Sr. No.	Goods Type (Lots)	Estimated Amount (Rs)	Bid Security (Rs) (in the form of CDR / DD)
1	Copies, Files, Ledgers etc	Rs. 913,486/-	RS. 45,674 (5% of Estimated Price)

Bid security does not exceed 5% of the estimated price. The intending bidders are advised to submit their profiles including technical and financial bids in separately sealed envelopes in a single package. Pre-Bid meeting will be held on **Friday, 20 March 2020, at 02:30 pm.**

The bid documents are immediately available and can also be purchased from School during Office hours for **Rs 500**. The bid documents are also available at the PPRA website www.ppra.punjab.gov.pk and PDS & CEA website www.daanishschools.edu.pk.

The completed bids should reach by **Tuesday, 24 March 2020, 12:00 pm** at Daanish Schools (Boys & Girls) Tibba Sultan Pur Tehsil Mailsi District Vehari Technical bids will be opened on the same day at 12:30 pm.

Principals, Daanish Schools (Boys &Girls) Mailsi
Contact Nos. 0321-4759371, 0301-7933602

TABLE OF CONTENTS

1. INVITATION TO BID 1
2 INSTRUCTIONS TO BIDDERS (ITB) 3
2.1 Important Note 3
2.2 Bidding Details 3
3 TERMS AND CONDITIONS OF THE TENDER 5
3.1 Definitions 5
3.2 Tender Scope 5
3.3 Tender Cost 5
3.4 Preparation / Submission of Tender 5
3.5 Amendment of the Tender Document 6
3.6 Tender Price 6
3.7 Bid Security 6
3.8 Tender Validity 6
3.9 Provision of Samples 6
3.10 Tender Eligibility / Qualification Criteria (Compulsory Parameters) 6
3.11 Determination of Responsiveness of the Bid (Tender) 7
3.12 Marking Criteria 7
3.13 Performance Guarantee 7
3.14 Acceptance Letter and Singing of the Contract 7
3.15 Redressal of grievances by the procuring agency 7
4 CONTRACT AGREEMENT 8
5 CONDITIONS OF CONTRACT 9
5.1 Contract 9
5.2 Contract Duration 9
5.3 Standards 9
5.4 Delivery 9
5.5 Satisfactory Report 9
5.6 Payment 9
5.7 Price 9
5.8 Contract Amendment 10
5.9 Assignment / Subcontract 10
5.10 Extensions in time for performance of obligations under the Contract 10
5.11 Liquidated Damages 10
5.12 Blacklisting 10
5.13 Termination for Default / Insolvency 10
5.14 Force Majeure 11
5.15 Dispute Resolution through Mediation and Arbitration 11
6 ANNEXURES 12

2 INSTRUCTIONS TO BIDDERS (ITB)

2.1 Important Note

2.1.1 The procurement shall be done on contract between the Daanish School (Boys & Girls) Mailsi District Vehari and the successful bidder for the period of current financial year (2019-20) ending on 30th June 2020. Maximum quantity has been fixed by procuring agency. Purchase order will be placed as per requirement and payment will be made against purchase order.

2.1.2 Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents may be rejected at the initial stage itself. The valid documentary evidences as detailed hereinafter should be submitted by the Bidder for preliminary and detailed examination.

2.1.3 As per Rule 38(2)(a) of Punjab Procurement Rules 2014, **Single Stage – Two Envelope** Bidding Procedure shall be followed.

2.1.4 The bid shall be a single package consisting of **two separate envelopes, containing separately the financial and the technical proposals**.

2.1.5 The financial bids found technically non-responsive shall be returned un-opened to the respective bidders as under:

2.1.5.1 If technically disqualified bidder states that he is agreed with the decision of the purchaser and he is not filing any grievance against the decision.

2.1.5.2 If the bidder files grievance petition and the same is rejected by the grievance redressal committee.

2.1.5.3 The time for filing the grievance has lapsed.

2.1.5.4 The contract has been signed by the purchaser with the lowest evaluated bidder.

2.1.6 The lowest evaluated bidder shall be awarded the contract.

2.2 Bidding Details

2.2.1 All bids must be accompanied by Bid Security in the form of CDR/Demand Draft in favor of **"DAANISH SCHOOL BOYS MAILSI SECURITY DEPOSIT ACCOUNT"**. The completed bids must be delivered into the Tender Box placed in the Conference Room of DAANISH SCHOOL (BOYS) MAILSI DISTRICT VEHARI.

2.2.2 In case the last date of bid submission/opening falls in/ within the official holiday, the last date for submission/opening of the bids shall be the next working day.

2.2.3 The bidder shall submit bid complying with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document **Clause** regarding **"Determination of Responsiveness of Bid"** for making their bids substantially responsive to the requirements of the Bidding Document.

2.2.4 It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

2.2.5 The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/ cost quoted in the Bid to cover all obligations under this Bid Process.

2.2.6 It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

2.2.7 The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser under this contract.

2.2.8 All sorts of notices either to or from the purchaser and the bidder / contractor for any purpose shall be in writing. The same shall be issued within reasonable time either through email or by registered post / courier.

2.1.9 Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

2.1.10 The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

3 TERMS AND CONDITIONS OF THE TENDER

3.1 Definitions

In this document, unless there is anything repugnant in the subject or context:

3.1.1 "Authorized Representative" means any representative appointed, from time to time, by the Purchaser and the Bidder/ Contractor in proper manner.

3.1.2 "Bidder/ Tenderer" means the interested Firm / Company that may provide or provides related goods / services to any of the public/ private sector organization under the contract and have registered for the relevant business thereof.

3.1.3 "Commencement Date of the Contract" means the date on which the signature of both purchaser and the contractor are affixed to the written contract.

3.1.4 "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

3.1.5 "Contractor/ Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance followed by the signing of Contract.

3.1.6 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

3.1.7 "Goods" means Copies, Files, Ledgers etc.

3.1.8 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.

3.1.9 "Purchaser" means the Daanish School (Boys & Girls) Mailsi District Vehari.

3.1.10 "Services" means “labor and transportation” services which the Contractor is required to provide the Purchaser under the Contract.

3.1.11 “Manufacturer” means Printers.

3.2 Tender Scope

3.2.1 List of item along with required quantity and specifications is attached as per **Annexure-B**

3.2.2 Successful bidder shall supply quantity as per time to time issued work orders.

3.3 Tender Cost

The Tenderer shall bear all costs/ expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible/ liable for those costs/ expenses.

3.4 Preparation / Submission of Tender

3.4.1 **Technical Proposal shall comprise the following**:

3.4.1.1 Covering letter on bidder’s letter head duly signed and stamped by owner / director / partner as per **Annexure-A** of bid document.

3.4.1.2 Nomination of authorized representative on letter head duly signed by the owner / director / partner.

3.4.1.3 List giving the detail of owner(s), director(s) and representative(s) along with a copy of their attested ID card(s).

3.4.1.4 Attested Partnership Deed and Memorandum & Articles of Association.

3.4.1.5 Certificate of Registration/ Incorporation under the laws of Pakistan.

3.4.1.6 Valid Registration Certificate from Income Tax & Sales Tax Department(s).

3.4.1.7 Bank statements / financial statements.

3.4.1.8 Work orders / Sale receipts.

3.4.1.9 Specifications of the goods to be supplied.

3.4.1.10 Photocopy of Bid Security.

3.4.2 **Financial Proposals shall comprise the following:**

3.4.2.1 Original Bid Security in the form of CDR / DD.

3.4.2.2 Price Schedule as per **Annexure-C**

3.4.3 This is made obligatory to affix authorized signatures with official stamp on all documents, annexures, copies, certificates, letters, forms and all relevant documents as part of the bids submitted by the tenderer, otherwise bid may be rejected.

3.5 Amendment of the Tender Document

3.5.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

3.5.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

3.6 Tender Price

The quoted price shall be best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation; inclusive of all taxes, duties, levies, insurance, freight, transportation, installation, commissioning, testing etc.

3.7 Bid Security

The Tenderer shall furnish the Bid Security in favor of **"DAANISH SCHOOL BOYS MAILSI SECURITY DEPOSIT ACCOUNT"** as under:

3.7.1 Original shall be included in the envelope of sealed financial proposal, photocopy shall be included in the sealed technical proposal.

3.7.2 Having a minimum validity period of ninety (90) days from the last date for submission of the Bid or until furnishing of the Performance Guarantee, whichever is later;

3.7.3 The bid security shall be returned to the technically disqualified Bidders with their unopened/ sealed financial bid while the unsuccessful bidders shall be returned the bid security only on written request. The Bid Security shall be returned to the successful Bidder on furnishing the Performance Guarantee.

3.8 Tender Validity

The Tender shall have a minimum validity period of ninety (90) days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

3.9 Provision of Samples

Bidders for items are required to provide samples along with Technical Bid before the Purchase Committee. Samples provided must conform to the detailed specifications.

3.10 Tender Eligibility / Qualification Criteria (Compulsory Parameters)

Eligible Bidder/ Tenderer is a Bidder/ Tenderer who:

3.10.1 Is Registered/ Incorporated under the laws of Pakistan;

3.10.2 Has valid National Tax Number (NTN) and Registered for Sales Tax purposes.

3.10.3 Has business experience at least Two (2) years.

3.10.4 Whose quoted goods and samples provided meet the given detailed specifications.

Note: Verifiable documentary proof for all above requirements is mandatory. Provisions of false information may lead to disqualification of bidder.

3.11 Determination of Responsiveness of the Bid (Tender)

The Purchaser shall determine the substantial responsiveness of the bidder. A substantially responsive Tender is one which:

3.11.1 Meets the eligibility / qualification criteria given in this tender document;

3.11.2 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation. (A material deviation or reservation is one which affects the scope, quality of goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract).

Note-1: The Tender determined as not substantially responsive may not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. The same shall be rejected being non-responsive.

Note-2: The responsive bidders will be considered for award of marks as per Marking Criteria.

3.12 Marking Criteria

25	**25**	**25**	**25**
Registered Relevant Business/ Experience	**Active Tax Payer No. of Years**	**Amount of Tax Paid in Last FY (2018-19)**	**Bank Account Maintenance Certificate**
6 Yrs – 25 Marks 5 Yrs – 20 Marks 4 Yrs – 15 Marks 3 Yrs – 10 Marks 2 Yrs – 05 Marks Less Than 2 Year Not Eligible	5 Yrs – 25 Marks 4 Yrs – 20 Marks 3 Yrs – 15 Marks 2 Yrs – 10 Marks 1 Yrs – 05 Marks Less Than 1 Yrs – 0 Marks	250000 – 25 Marks 200000 – 20 Marks 150000 – 15 Marks 100000 – 10 Marks 50000 – 05 Marks	5 Yrs – 25 Marks 4 Yrs – 20 Marks 3 Yrs – 15 Marks 2 Yrs – 10 Marks 1 Yrs – 05 Marks Less Than 1 Yrs – 0 Marks

Passing marks: 50

3.13 Performance Guarantee

3.13.1 The successful bidder shall furnish Performance Guarantee in favor of **"DAANISH SCHOOL BOYS MAILSI SECURITY DEPOSIT ACCOUNT"** within 7 working days of the receipt of acceptance letter from the purchaser in the form of a CDR / Demand Draft / Pay Order 10% of contract price. The amount will be retained till the successful completion of the contract /warranty period of one year at least.

3.13.2 The proceeds of the Performance Guarantee may be payable to the Purchaser, on occurrence of any/ all of the following conditions:

3.13.3 If the contractor commits a default under the Contract;

3.13.3.1 If the contractor fails to fulfill any of the obligations under the Contract;

3.13.3.2 If the contractor violates any of the terms and conditions of the Contract.

3.14 Acceptance Letter and Singing of the Contract

The lowest evaluated bidder shall be issued the acceptance letter after the announcement of Evaluation Report. However, formal contract will be signed after at least 10 days of the announcement of the Evaluation Report.

3.15 Redressal of grievances by the procuring agency

The Competent authority has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. Any bidder feeling aggrieved by any act of the Purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

4 CONTRACT AGREEMENT

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**,between **Daanish School (Boys & Girls) Mailsi District Vehari** (the "Purchaser"), on the one part, and **[full legal name of Contractor & Address],** on the other part severally liable to the Purchaser for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor" for procurement of Copies, Files, Ledgers etc.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide certain supply of Goods as described in Tender Document; and

(b) The Contractor, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such goods & services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the Goods and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and remedying of damage therein.
3. The 16-page Bid Document, Technical and financial bids, Acceptance letter and award notification and work order shall be deemed to form and be read and construed as part of this Contract

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For **Daanish Schools (BOYS & GIRLS) Mailsi:**		For **[full legal name of the Contractor]:**	
Signature	_____	Signature	_____
Name	_____	Name	_____
Designation	_____	Designation	_____

WITNESSES

Signature	_____	Signature	_____
CNIC	_____	CNIC	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

5 CONDITIONS OF CONTRACT

5.1 Contract

Immediately on receipt of acceptance letter, the successful Tenderer shall arrange the Stamp Paper for signing of the contract provided in the tender documents. The Tenderer shall affix sign and date on the Contract and return it to the Purchaser.

5.2 Contract Duration

The Contract duration shall be for the remaining period of current financial year ending on 30th June 2020.

5.3 Standards

The Goods supplied under this Contract shall conform to the latest industry standards.

5.3.1 Supplies will be compared with the samples provided by the Contractors.

5.3.2 Inspections of the manufacturing facilities / show rooms / warehouses can be undertaken at any time.

5.3.3 Laboratory tests, wherever applicable, will be conducted at the expense of the contractor.

5.3.4 Necessary certifications can be asked for and examined to conform to standards.

5.4 Delivery

5.4.1 The contractor shall deliver the Goods within **15 days** of the issuance of the purchase orders or as directed by the Purchaser through work order. However, with mutual agreement this period can be shortened.

5.4.2 However, in extra ordinary circumstances this period may be extended by the purchaser on his sole discretion upon a written request of contractor.

5.4.3 The Contractor shall provide the required Goods as is sufficient to prevent the damage or deterioration during storing and transit to their final destination as indicated in the Contract.

5.4.4 The Goods shall remain at the risk and under the physical custody of the Contractor until the delivery and taking over of the Goods is completed.

5.4.5 The Contractor shall ensure that the Goods shall be delivered complete and as per schedule of delivery.

5.4.6 The Contractor shall ensure to get signed “Delivery Challan” from Purchaser Representative upon successful discharge of Services.

5.5 Satisfactory Report

The Purchaser will issue Satisfactory Reports to the Contractor upon successful completion of delivery of goods and after due verification /checking/counting etc. of the goods keeping in view the nature of goods, which the Contractor is liable to provide in consideration of this Contract.

5.6 Payment

5.6.1 The Contractor shall provide invoice.

5.6.2 The Purchaser shall pay the amount verified to the contractor. Payment shall not be made in advance and against partial deliveries and until Satisfactory Report is issued by the Purchaser.

5.6.3 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

5.7 Price

The Contractor shall not charge prices for the Goods supplied and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

5.8 Contract Amendment

5.8.1 The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/ requirement in the light of prevailing rules and regulations.

5.8.2 The Contractor shall not execute any Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor.

5.8.3 The Change shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.

5.8.4 No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

5.9 Assignment / Subcontract

5.9.1 The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.

5.9.2 The Contractor shall guarantee that any and all assignees/ subcontractors of the Contractor shall, for performance of any part/ whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part/ whole of the work under the contract.

5.10 Extensions in time for performance of obligations under the Contract

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor, extend the Contractor's time for performance of its obligations under the Contract.

5.11 Liquidated Damages

If the Contractor fails to provide the required Goods as is sufficient to prevent the damage or deterioration of Goods during storing as indicated in the Contract, the Purchaser may either deduct the amount from the Contract Price or the contractor shall pay the purchaser the amount equal to the original cost of the damaged/lost Go due to any reason e.g. Accident, rain, damage and theft etc.

If the Contractor fails to provide any item within delivery time, **0.1 %** penalty may be imposed for that particular item per day.

5.12 Blacklisting

If the Contractor fails/ delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action/ remedy it may have, blacklist the Contractor.

5.13 Termination for Default / Insolvency

5.13.1 If the Contractor fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served on the Contractor, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure/ delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

5.13.2 If the Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, Goods, similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Goods. However, the Contractor shall continue performance of the Contract to the extent not terminated.

5.13.3 Similarly, if the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served on the Contractor, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

5.14 Force Majeure

5.14.1 For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.

5.14.2 The Contractor may not be liable for liquidated damages, blacklisting for future tenders, if and to the extent his failure/ delay in performance/ discharge of obligations under the Contract is the result of an event of Force Majeure.

5.14.3 If a Force Majeure situation arises, The Contractor shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by The Purchaser in writing, The Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.15 Dispute Resolution through Mediation and Arbitration

5.15.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

5.15.2 If, after thirty (30) working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration by one or more arbitrators selected in accordance with mutual consultation. The place for arbitration shall be Lahore. The award shall be final and binding on the parties.

6 ANNEXURES

Annexure-A

To be submitted with technical proposal

FORMAT FOR COVERING LETTER
On Official Letterhead of the bidder

To
(Name and address of Purchaser)

Sub: _____.

Dear Sir,

a) Having examined the tender document and Annexures we, the undersigned, in conformity with the said document, offer to provide the said goods on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.

b) We undertake, if our proposal is accepted, to provide the goods and services comprise in the contract within time frame specified, starting from the date of issuance of purchase order from the purchaser.

c) We agree to execute a contract in the form to be communicated by the Purchaser, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

d) We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in biding.

e) We also declare that any of the Divisions / Departments of the Federal and Provincial Governments has not declared us blacklisted on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

f) It is further certified that none of the owner / director or representative in this firm / company is / are owner / director or representative of any other black listed firm / company.

g) It is certified and undertaken that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information/ documents.

_____
Authorized Signatures with Official Stamp

Annexure-B

Table of Quantities & Specifications

Sr. #	ITEM NAME	SPECIFICATION	Qty DSB Mailsi	Qty DSG Mailsi	Estimated Total Qty Required
List of Items					
1	Copies (Broad Line)	Broad Lined, 68gram paper 100 leaves, Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 7x9 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/- 5%,Cd 45+/-5% brightness:min 95%,opacity min 95%, title cover: bleach card min 300 g	1170	1170	2340
2	Copies (Narrow Line)	Narrow line, 68gram paper 100 leaves, Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 7x9 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/- 5%,Cd 45+/-5% brightness:min 95%,opacity min 95%, title cover: bleach card min 300 g	1560	1560	3120
3	Register Narrow Line	Narrow Lined, 68gram paper 200pages, (one page with grid lines and one page without grid line) Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 12x8 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/- 5%,Cd 45+/-5% brightness: in 95%,opacity min 95%, title cover: bleach card min 300 g	1650	1650	3300
4	Register Broad Line	Broad Line Lined, 68gram paper 200pages, (one page with grid lines and one page without grid line) Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 12x8 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/- 5%,Cd 45+/-5% brightness: in 95%,opacity min 95%, title cover: bleach card min 300 g	990	990	1980
5	Note Book for Drawing	White papers with rice papers in between, 75g, 50+50 leaves, Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 10.75x8.25 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/- 5%,Cd 45+/-5% brightness:min 95%,opacity min 95%, title cover: bleach card min 300 g	130	130	260
6	Ledgers	**Different Formats** Page Size: Legal No. of Pages: 300 No. of Leaves: 150 Gramage: 75 Gram Imported Printing: Single Colour (Rolling) Binding: Original Hard Binding (Thread, Portion Wise), pasting use of good quality fabric for folds and corners. Title:Single Colour Printing on any color paper Min: 75gm	20	20	40
7	Files with Clips	**Personal File, Students File** Different Formats Size: 14 x 9.25 Inch Gramage: 300 Gram VRG Title: 04-Colour Printing	300	300	600

8	Files with Pocket	**General File, Accounts File** Size: 13.5 x 9 Inch Gramage: 300 Gram VRG Title: 04-Colour Printing	24	24	48
9	School Leaving Certificate (Pad)	Page Size: A4 No. of Pages: 100 (2-Portion) Gramage: 75 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	2	2	4
10	Letter Pad	Page Size: Letter No. of Pages: 100 Gramage: 90 Gram Imported Printing: 04-Colour Binding: Stapled / Pasting Title: 04-Colour	10	10	20
11	Leave Register	**Leave Register for Teaching Staff** **Leave Register for Non-Teaching Staff** Page Size: Legal No. of Pages: 200 Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	4	4	8
12	Students Attendance Register	Page Size: Legal No. of Pages: 30 Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	12	12	24
13	Teaching Staff Attendance Register	Page Size: Legal No. of Pages: 100 (Leaves-50) Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	4	4	8
14	Non-Teaching Staff Attendance Register	Page Size: Legal No. of Pages: 100 (Leaves-50) Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	4	4	8
15	Students Ledger	Page Size: 17 x 12 No. of Pages: 130 Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	6	6	12
16	Counselling Ledger	Page Size: A4 No. of Leaves: 260 (2-Pages Set, 130 Each) Gramage: 70 Gram Imported Printing: Single Colour (Double Side) Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	3	3	6
17	Envelops Small Size	Size: 9.25 x 4.25 Inch Printing: Single Colour (Daanish Monogram with Address) Gramage: 75 Gram	500	500	1000
18	Envelops Medium Size	Size: 12 x 10 Inch Printing: Single Colour (Daanish Monogram with Address) Gramage: 70 Gram	500	500	1000
19	Envelops Large Size	Size: 15 x 11.5 Inch Printing: Single Colour (Daanish Monogram with Address) Gramage: 70 Gram	500	500	1000

Annexure-C

To be Submitted with Financial Proposal

Price Schedule

Sr. #	ITEM NAME	SPECIFICATION	Estimated Qty Required	Rate per Unit Rs. (Inclusive of all Taxes & Charges)	Amount (Rs.)
List of Items					
1	Copies (Broad Line)	Broad Lined, 68gram paper 100 leaves, Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 7x9 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/-5%,Cd 45+/-5% brightness:min 95%,opacity min 95%, title cover: bleach card min 300 g	2340		
2	Copies (Narrow Line)	Narrow line, 68gram paper 100 leaves, Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 7x9 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/-5%,Cd 45+/-5% brightness:min 95%,opacity min 95%, title cover: bleach card min 300 g	3120		
3	Register Narrow Line	Narrow Lined, 68gram paper 200pages, (one page with grid lines and one page without grid line) Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 12x8 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/- 5%,Cd 45+/-5% brightness: in 95%,opacity min 95%, title cover: bleach card min 300 g	3300		
4	Register Broad Line	Broad Line Lined, 68gram paper 200pages, (one page with grid lines and one page without grid line) Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 12x8 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/- 5%,Cd 45+/-5% brightness: in 95%,opacity min 95%, title cover: bleach card min 300 g	1980		
5	Note Book for Drawing	White papers with rice papers in between, 75g, 50+50 leaves, Green back ground laminated cover with Daanish School Monogram (can be provided a soft copy on USB), size 10.75x8.25 inches. Wood free white paper, texture : white high finish, burst factor:min 12.5, tear factor:Md 40+/-5%,Cd 45+/-5% brightness:min 95%,opacity min 95%, title cover: bleach card min 300 g	260		
6	Ledgers	**Different Formats** Page Size: Legal No. of Pages: 300 No. of Leaves: 150 Gramage: 75 Gram Imported Printing: Single Colour (Rolling) Binding: Original Hard Binding (Thread, Portion Wise), pasting use of good quality fabric for folds and corners. Title:Single Colour Printing on any color paper Min: 75gm	40		
7	Files with Clips	**Personal File, Students File** Different Formats Size: 14 x 9.25 Inch Gramage: 300 Gram VRG Title: 04-Colour Printing	600		

8	Files with Pocket	**General File, Accounts File** Size: 13.5 x 9 Inch Gramage: 300 Gram VRG Title: 04-Colour Printing	48		
9	School Leaving Certificate (Pad)	Page Size: A4 No. of Pages: 100 (2-Portion) Gramage: 75 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	4		
10	Letter Pad	Page Size: Letter No. of Pages: 100 Gramage: 90 Gram Imported Printing: 04-Colour Binding: Stapled / Pasting Title: 04-Colour	20		
11	Leave Register	**Leave Register for Teaching Staff** **Leave Register for Non-Teaching Staff** Page Size: Legal No. of Pages: 200 Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	8		
12	Students Attendance Register	Page Size: Legal No. of Pages: 30 Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	24		
13	Teaching Staff Attendance Register	Page Size: Legal No. of Pages: 100 (Leaves-50) Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	8		
14	Non-Teaching Staff Attendance Register	Page Size: Legal No. of Pages: 100 (Leaves-50) Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	8		
15	Students Ledger	Page Size: 17 x 12 No. of Pages: 130 Gramage: 70 Gram Imported Printing: Single Colour Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	12		
16	Counselling Ledger	Page Size: A4 No. of Leaves: 260 (2-Pages Set, 130 Each) Gramage: 70 Gram Imported Printing: Single Colour (Double Side) Binding: Original Hard Binding (Thread, Portion Wise) Title: Single Colour	6		
17	Envelops Small Size	Size: 9.25 x 4.25 Inch Printing: Single Colour (Daanish Monogram with Address) Gramage: 75 Gram	1000		
18	Envelops Medium Size	Size: 12 x 10 Inch Printing: Single Colour (Daanish Monogram with Address) Gramage: 70 Gram	1000		
19	Envelops Large Size	Size: 15 x 11.5 Inch Printing: Single Colour (Daanish Monogram with Address) Gramage: 70 Gram	1000		
				Total Amount	