TENDER DOCUMENTS
DAANISH SCHOOL (BOYS) RAHIM YAR KHAN

PROCUREMENT OF STATIONERY ITEMS

1. INVITATION TO BID

Sealed bids are invited for the procurement of Stationery Items for Daanish School (Boys), Rahim Yar Khan lot wise for the financial year 2023-24 under Punjab Procurement Rules 2014, from experienced and financially sound business enterprises, registered with tax departments as per government regulations with the status of active tax payer. Lots are as follows:-

Lot #	Lot Name	Estimated Bid Cost (Rs)	Bid Security @ 2% (In the form of CDR / DD / PO) (Rs)
1	Notebooks & Registers	1,422,487	28,450
2	Stationery For Office & Students	1,376,111	27,522

Bid security does not exceed 5% of the estimated price. Bidders are advised to submit their profiles including **technical and financial bids** separately in sealed envelopes in a single package. Pre-bid meeting will be held on Monday, the 15th April 2024 at 11:00 AM in the conference room of Daanish School (Boys) Rahim Yar khan.

The bid documents can be purchased from Daanish School (Boys) Rahim Yar khan 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. Completed bids should reach by Friday, the 19th April 2024 up to 11:00 AM in Daanish School (Boys), Rahim Yar Khan. Technical bids will be opened on the same day at 11:30 AM in the conference room of Daanish School (Boys) Rahim Yar Khan.

Daanish School (Boys)
4-KM Sunny Bridge. Chak No. 82-P,
Near Mudd Gaman, Rahim Yar Khan
Ph. 068-5882305, 0301-7642682

TABLE OF CONTENTS

Sr. #	Contents	Page
1.	Invitation to bids	01
2.	Definitions	03
3.	Allocation of funds	03
4.	Quantity and Specifications	03
5.	Bid Security	03
6.	Terms and Conditions	04
7.	Technical Inspection of Business	04
8.	Bidding Procedure	04
9.	Bid Validity	04
10.	Quality	05
11.	Demand/Delivery Period/Supply Procedure	05
12.	Penalties based on Non-Performance	05
13.	Payment	06
14.	Performance Guarantee	06
15.	Closing of Contract	06
16.	Dispute Resolution / Redressal of Grievances	06
17.	Acceptance / Rejection	06
18.	General Instructions	07
19.	Special Instructions	08
20.	Contract Agreement	09
21.	Documents Checklist	10
22.	Annex-A	11-15
23.	Annex-B	16-20
24.	Annex-C	21
25.	Annex-D	22

2. DEFINITIONS

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

b. “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 got itself registered for the relevant business thereof.

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

d. "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.

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

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

g. "Business Enterprises" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.

h. "Purchaser" means the Principals of the Daanish School (Boys) R. Y Khan.

i. "Services" means labour and transportation services which the Contractor is required to provide the Purchaser under the Contract.

j. “Goods " means stationery items

k. “Manufacturer” means manufacturer of stationery Items.

l. “Seller” means a person having proper sale point at some main market of a city.

m. “Supplier” means supplier of Stationery Items etc.

3. ALLOCATION OF FUNDS

Punjab Daanish Schools and Centers of Excellence Authority will / has allocate (d) funds to the Daanish School (Boys) Rahim Yar Khan for the procurement of Students Stationery Items etc. during the financial year 2023-24.

4. QUANTITY AND SPECIFICATIONS

Procurement of Stationery Items etc. are grouped in different lots. Estimated Quantity, price and specification of each item in each lot, required during the contract period are mentioned, in the **“LIST OF ITEMS”** at **Annex-A**. The items will be delivered / off loaded at the respective School store-rooms.

The bids should be given lot wise inclusive of all taxes/duties/charges/packing/freight charges. The bid should be submitted on the prescribed **“BID FORM** “at **Annex-B**.

5. BID SECURITY

Technical Proposal must be accompanied with Bid Security in the form of original CDR / DD / PO in the favour of “Daanish School (Boys) Rahim Yar Khan Security Account”. Amount of bid security for each lot is mentioned in the **“LIST OF ITEMS”** at **Annex-A**.

6. **TERMS AND CONDITIONS**

Any offer not in line with the instructions, terms & conditions of the bid document will be rejected. No offer shall be considered if:-

a. Received without Bid Security equal to the amount mentioned for each lot in the Lot wise List of Items, in the form of CDR /DD / PO in favour of "Daanish School (Boys), Rahim Yar Khan Security Account".
b. Received after fixed date and time.
c. Any page of bid documents is unsigned and unstamped by the owner or authorized representative of the owner.
d. Purchase receipt of bid document is not enclosed in technical proposal.
e. The offer is ambiguous, conditional.
f. The offer is from a blacklisted firm/ suspended by the Government.
g. The offer received is of a shorter validity than required in the tender enquiry.
h. The offer is for items not conforming of specifications as indicated in the bid documents.
i. Offer of any item within the lot is missing.

7. TECHNICAL INSPECTION OF BUSINESS

School may verify the ownership of business and shall inspect / verify the experience. In case of incongruity of experience, non-ownership of business, the firm may be technically disqualified and may not be eligible to participate in financial bid opening, in such a case the financial bid will be returned unopened to the bidder.

8. **BID PROCEDURE**

a. All bidders must submit their bids lot wise in accordance with **"Single Stage-Two Envelope Procedure"** of Punjab Procurement Rules 2014 vide clause 38(2), detail of which is as under:-
   (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
   (ii) the envelopes shall be marked as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"**;
   (iii) in the first instance, the "Technical Proposal" shall be opened while the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency.i.e. Daanish School.
   (iv) the procuring agency shall evaluate the technical proposal as per criteria mentioned in "**Technical Evaluation Sheet"** at **Annex-C**, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
   (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
   (vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
   (vii) the financial bids found technically non- responsive shall be returned un-opened to the respective bidders; and
   (viii) the lot wise lowest evaluated bid shall be accepted;
   (ix) Procuring agency reserves the right to reject all bids in accordance with Punjab Procurement Rules - 2014.

9. **BID VALIDITY**

Bid will be valid for 90 days from the bid date.

10. **QUALITY**

The bidders will bring samples strictly according to the item's specifications. The selected samples of successful bidder/s may be sent if deemed appropriate for laboratory examination to confirm the required specifications. All the laboratory tests charges will be paid by the successful bidder/s.

During the contract period, if deemed necessary the selected samples from the consignments of these items may be examined randomly from laboratory. Expenditures incurred on all laboratory tests will be borne / paid by the contractor.
Each consignment of needed items will be examined by the School inspection committee. In case of any difference in the quality of items as per prescribed specifications / quality / standards, the consignment will be returned, and contractor will provide the items as per specifications within given time, on the cost, borne by the contractor.

11. **DEMAND / DELIVERY PERIOD / SUPPLY PROCEDURE**

Successful bidder/s will have to supply the items of the respective lot (s) as per time / quantity given in purchase orders, during the contract period. Purchase order / demand of required items will be issued to the contractor who will be bound to supply items within 30 days of issuance of demand of required items on requirement basis failing which will render contractor(s) liable to be proceeded against as per terms and conditions of bid document / agreement.

12. **PENALTIES BASED ON NON-PERFORMANCE**

a. Delayed Supply

In case of delayed supply of consignment the contactor shall be charged penalty @ 0.1 % for each day at the bid price of that particular item or consignment.

b. Risk and Cost

(i) In case the contractor fails to supply required items within given time, the School may fulfill the requirement by purchasing the items from open market on itself at market rate. In such a case the difference of cost in bid price and market rate will be deducted from payment of the contractor in addition to penalty @ 0.1 %.

(ii) In case of any difference in the quality of items supplied as per prescribed specifications / quality standards, the consignment will be returned, and contractor will provide the items as per specifications within given time, on the cost, borne by contractor.

(iii) In case the contractor fails to supply the required items as per prescribed specifications / quality standards within given time, the School will fulfill the requirement by purchasing the items from open market on itself. In such a case the difference of cost in bid price and market rate will be deducted from payment of the contractor in addition to penalty @ 0.1 %.

c. Forfeiture of performance Guarantee and Blacklisting

(i) Frequent failures, both delayed supplies and non-supplies, will be considered as non-performance resulting in forfeiture of performance guarantee and termination of contract leading to black listing. In such an eventuality, purchaser shall have the right to offer the contract to the second lowest evaluated bidder at his bid price, provided it is mutually agreed by both parties with the approval of school purchase committee.

d. Grant of Waiver in Penalties

(i) Purchase committee of school will have the authority to waive off the imposed penalties after duly considering and verifying a written request by the contractor clearly mentioning the reasons of delayed supply, non-supply and quality issues.

13. **PAYMENT**

The payment will be made through cross cheques after fulfillment of necessary formalities and deductions of all types of charges / taxes / penalties etc. and receipt of funds from the PDS & CEA, Lahore.

14. **PERFORMANCE GUARANTEE**

The successful bidder(s) will have to deposit performance guarantee of 10% of the contract price. Performance guarantee shall be returned after successful completion of supplies / contract i.e. fulfillment of all terms and conditions of the bid and the contract. In case of any breach, or failure to fulfill any of the terms and conditions of the tender and /or of contract, the performance guarantee shall be forfeited.

15. **CLOSING OF CONTRACT**

Except for defect liability by the contractor, as specified in the conditions of contract, performance of the contract shall be deemed close on settlement of accounts. Disputes (if any) shall be resolved through dispute resolution mechanism provided in the contract.

In case of any non-payment of defect liability by the contractor the amount may be settled from the performance guarantee deposited by the contractor.

16. **DISPUTE RESOLUTION / REDRESSAL OF GRIEVANCE**

In case of any grievance on the decision given by the purchase committee, Deputy Commissioner / Chairman Governing Body Daanish School will be the Sole Arbitrator and his decision will be binding on both the parties to this agreement as well as his decision cannot be challenged in any court of Law.

17. **ACCEPTANCE / REJECTION**

Principal Daanish School (Boys) reserves the right to accept and reject any or all bids at any time prior to the acceptance of a bid.

Procuring agency reserves the right to purchase full or part of the stationery items or ignore/scrap/cancel the tender in the light of Punjab Procurement Rules, 2014.

GENERAL INSTRUCTIONS

1. Bidders shall bid / fill the rates lot wise. Rate of each item within the lot should be given. In case of missing rate of any item in the lot, that bid will be rejected. Bidder may bid / fill rates in one or more lots. Rates quoted shall be in terms of units specified. Bids will be evaluated lot wise.

2. Bidders shall give evidences of their business / firm/warehouses / godowns / registrations / licenses / experience / Tax detail / bank statements with complete relevant / valid documents attached.

3. The bidders should specifically indicate their rates. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the persons signing the tender. Offer with any overwriting shall, in no circumstances be accepted.

4. Contractors shall provide the items of equivalent brand for which the brands are mentioned. In case of difference of opinion on equivalence of brand, the decision of the purchase committee will be considered as final binding for all.

5. No packed item having expiry date with remaining expiry time less than 80 % of total useable time will be accepted like UHU, Gum stick, spray paints and oil pastels etc.

6. Daanish School (Boys) reserves the right to reject all bids in accordance with the Punjab Procurement Rules - 2014.

7. Bidders shall submit complete details of their firm, offices and workplaces, Staff along with postal address, Phones/Fax numbers, E-mail and Website information.

8. In case "Similar" items offered are at variance with the specification given in the bid documents, the bidders must clearly identify variations in their offers. Items offered of a specification superior to the one specified in the bid documents shall, however, be acceptable. In case of difference of opinion on equivalence of brand, the decision of the purchase committee will be considered as final binding for all.

9. Payment for procurement of Stationery Items etc. will be made as per standard operating procedure.

10. Any other information/ details required, in this connection, may be acquired from the Admin Office, Daanish School (Boys) Rahim Yar Khan on any working day during office hours.

SPECIAL INSTRUCTIONS

1. Procurement process shall be conducted and completed under strict compliance of PPR -2014.
2. Procuring Agency, i.e. Daanish School (Boys) Rahim Yar Khan will issue purchase / demand orders as per requirement during the period of contract.
3. Contractor will only interact with nominated persons / staff members of School. Interaction of contractor or his workers with students or irrelevant persons will be intolerable and may result in penalty or termination of contract and forfeiture of performance guarantee.
4. Contractor will settle all his personal disputes / litigations / conflicts at his own without involving procuring agency or its premises. Violation may result in termination of contract with forfeiture of performance guarantee.
5. If contractor terminates the contract before its completion, performance guarantee will be forfeited.
6. All taxes announced by tax authorities from time to time are applicable.
7. The procuring agency reserves the right to purchase full or part of the stationery items mentioned in tender in the light of Punjab Procurement Rules 2014.

CONTRACT AGREEMENT

(On stamp paper value Rs. 500)

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**, between **Daanish School (Boys) Rahim Yar Khan** ("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 Items**.**

RECITALS

WHEREAS,

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

(b) The Contractor has represented to the Purchaser that it has the required professional skills, and personnel and technical resources, and has agreed to provide such items 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 items 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. Bid document, Technical and Financial bids, Acceptance letter & award notification and work order and minutes of pre-bid meeting 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 School (Boys) RYK]	**[For full legal name of the Contractor]**
Signature_____	Signature_____
Name _____	Name _____
Designation_____	Designation _____
WITNESSES	
Signature_____	Signature_____
CNIC_____	CNIC _____
Name_____	Name _____
Designation_____	Designation _____

DOCUMENTS CHECKLIST

Documents as per following details should be attached with technical and financial proposals

1. TECHNICAL PROPOSAL

   a. Copy of valid CNIC attested by authorized person.
   b. Document for NTN & GST registration as active tax payer.
   c. Experience: At least 1 year verifiable experience in sale / supply of similar items
      i. Registration letter / certificate issued by respective authority, department, market committee, chamber of commerce, trade associations, SECP, company registrar as well as General Order Supplier etc.
      ii. Supply / sales evidences
   d. Registered with Tax Department/s: Declaration issued by Tax departments, Tax Registration Certificates /Documents of Tax Returns/ Tax paid / Active tax payer status.
   e. Bank Account Maintenance: Certificate issued by the bank that the account is being maintained since when and the title of account is what, last one year bank account statement.
   f. Complete business Profile printed on letter head pad with proprietor's signature and stamp
   g. Photocopy of CDR / DD / PO as Bid Security
   h. Covering letter /Undertaking on Letter Head / Stamp Paper as per Annex-D.
   i. Original bid documents purchased from School with each page signed and stamped.
   j. Original purchase receipt of bid document. Bidders, who have down loaded bid documents from website, are required to attach bid documents fee payment receipt issued from School prior to submission of bid documents.
   k. Police security verification certificate (For qualified bidders only)

2. FINANCIAL PROPOSAL

   a. Financial proposal on prescribed format attached at Annex-B having specification, estimated quantity and price, printed on letter head pad duly signed with stamp of owner/ proprietor.
   b. Original CDR / DD / PO as Bid Security

Note: Documents with valid signatures of proprietor/authorized representative will be accepted only.

ANNEX-A

DAANISH SCHOOL (BOYS) RAHIM YAR KHAN

LIST OF STATIONERY ITEMS (TABLE OF QUANTITIES)

Lot Number 01 (Notebooks & Registers)

Sr. #	Detail of Items	Specification	Unit	Reqd. Qty.	Unit Rate (Rs.)	Estimated Amount (Rs.)
1	Copy Broad Line	Broad Lined, 63gram paper 100 leaves (200 Pages), 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	No.	700		
2	Copy Narrow Line	Narrow Lined, 63gram paper 100 leaves (200 Pages), 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	No.	1,240		
3	Registers (Math & Rough)	Narrow Lined, 63gram paper 200 pages (100 Leaves), (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. 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	No.	1,400		
4	Broad Line Registers	Broad Lined, 63gram paper 200 pages (100 leaves), (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 wife 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	No.	400		
5	Note Book for Drawing	White Papers with rice paper in between 75 gram 50 + 50 leaves green back ground laminated cover with Daanish School Monogram (can be provided soft copy on USB) size 10.75 x 8.25 inches wood free white paper, title cover bleach card min 300 gram	No.	0		

Sr. #	Detail of Items	Specification	Unit	Reqd. Qty.	Unit Rate (Rs.)	Estimated Amount (Rs.)
6	Grammar Book	English Bright for 6th Class	No.	110		
7		English Bright for 7th Class	No.	110		
8		English Grammar (Hamdard) for 8th Class	No.	110		
9		Urdu Hamdard Grammar for 6th	No.	110		
10		Urdu Hamdard Grammar for 7th	No.	110		
11		Urdu Hamdard Grammar for 8th	No.	110		
12		Punjab Text board (PTB) English Grammar for 9th	No.	110		
13		Punjab Text board (PTB) English Grammar for 10th	No.	0		
14		Punjab Text board (PTB) Urdu Grammar for 9th	No.	110		
15		Punjab Text board (PTB) Urdu Grammar for 10th	No.	0		
16		English Sunshine/Trend English for 1st Year	No.	90		
17		English Sunshine/Trend English for 2nd Year	No.	90		
18		Shareh-e- Sarmaya Urdu for 1st Year	No.	90		
19		Shareh-e- Sarmaya Urdu for 2nd Year	No.	90		
20	Practical Notebooks HSSC, ILMI (For Intermediate)	Chemistry	No.	64		
21		Physics	No.	94		
22		Biology	No.	36		
23		IT	No.	0		
24	Fine Art Book 6th	PTB	No.	110		
25	Fine Art Book 7th	PTB	No.	50		
26	Fine Art Book 8th	PTB	No.	50		
Total						
Bid Security @ 2%						

ANNEX-A

Lot Number 02 (Stationery For Office & Students)

Sr. #	Detail of Items	Specification	Units	Reqd. Qty.	Unit Rate (Rs)	Estimated Amount (Rs)
1	Paper Pile / Dasta (Answer Sheets)	63 gm, local quality, however pen ink must not spread / reflect on the obverse side of sheet while minimum sheet size will be 13"x16" without "Hashia", Broad Line, Good Quality. 40 dasta in 1 ream (24 answer sheets in one dasta)	Ream	150		
2	Fomic Sheet	A4 Size, mix colours (10 sheets in one pack) with Good Quality	Packet	12		
3	Multi Colour Chart	22" X 28" Good Quality (Mixed Colour Hard / Soft)	No.	50		
4	Canson Water Colour Sheet	Good quality. 22" X 31"	No.	6		
5	Pastel Colour (Chalk)	24 Pieces in one pack, Good quality	Pack	6		
6	Crape Paper	10 x in one pack Good Quality Different colours	Pack	12		
7	Tape Double Side	1" width, Good Quality	No.	12		
8	Brush	Soft round head for Poster colour (12 in One Pack) Good quality	Set	6		
9	Brush (Flat)	For oil paint (12 in one pack) good quality	Packet	6		
10	Brush (Round Squirrel hair)	For oil paint 12 in one pack good quality	Packet	6		
11	UHU Tubes	60 ml, UHU or equivalent	No	12		
12	Letter Head Pad	A4 size, 120gm fancy off white page with School Name Monogram & Address (100 pages in a pad)	Pad	5		
13	File Covers	White Glazed 300 mm with Daanish School Name and Monogram size"13.5 x 9.5"	No	500		
14	Highlighter	Strong yet soft feel polyester fiber tip, truly fluorescent inks and cap with attached clip. Good quality. Different colours. Dollar or Equivalent	No.	12		
15	Board Marker	Dry erase pack of 12.2mm. Blue, Black Red, Green, Dollar or Equivalent (12 in one pack)	Packet	6		
16	Ball point (Blue)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	24		
17	Ball point (Red)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	12		
18	Dusters	For White Board, Good Quality	No.	30		
19	Permanent Marker	4 Colours. Piano plus or equivalent, Good quality	No.	3		
20	Envelopes Brown	14"x 18" Size	No.	500		
21	Colour Paper	A4 Size 80 GSM, multi Colours, 100 Sheet in Pack Spectra or equivalent	Packet	6		

Sr. #	Detail of Items	Specification	Units	Reqd. Qty.	Unit Rate (Rs)	Estimated Amount (Rs)
22	Gel Pen Black	Uniball or equivalent	Box	2		
23	Gel Pen Blue	Uniball or equivalent	Box	3		
24	Doc Folder	Good Quality	No.	3		
25	Gum Stick	20 gm, Good quality. Dollar / Bahadur / Craft or equivalent	Box	12		
26	Jim Clip	Stainless Steel, Good quality	Box	6		
27	Staff Attendance Register	White colour Legal size, 120 pages	No.	3		
28	Bank / Pass / Cash Book	White colour, A3 size, 200 pages (100 leaves) with Daanish logo (Format will be provided)	No.	6		
29	Stapler Pin	24/6 Size Fuji or Equivalent 20 pieces in each Box	Box.	5		
30	Stapler Pin	10 No Size Fuji 20 pieces in each Box or Equivalent	Box.	5		
31	Stapler Pin	23/17 No Size 12 pieces in each Box Fuji or Equivalent	Box.	2		
32	Stamp Pad	Good Quality. Crystal	No.	12		
33	Stamp Pad Ink	Crystal 15ml or Equivalent 12 in one Box	No.	20		
34	Binding Sheet	A4 Size Good Quality 100 sheets in packet. 7mm size	Ream	3		
35	Binding Sheet	F4 Size Good Quality 100 sheets in packet. 7mm size	Ream	1		
36	White Envelope	4" X 9" Size Good Quality	No.	500		
37	White Envelop	11" X 5" Size Good Quality	No.	300		
38	White Envelope	10" X 14" Size Good Quality	No.	500		
39	Envelope with Fabric Lining Cloth	16" X 12" Size Good Quality	No.	100		
40	Tape Dispenser	Good Quality, 2-inches, National or equivalent	No.	1		
41	Doc Receive Register	White colour, Legal size, 200 Pages	No.	1		
42	Box File	3 inch Exclusive plastic sheet. Good quality	No.	150		
43	Paper Cutter	Size 6 inch, Stainless steel blade with plastic handle, Good Quality	No.	12		
44	Paper Ream	A4, Size 70 GSM, Copy paper, Copy mate, **PP**LITE, Bright White or equivalent	Ream	300		
45	Paper Ream	F4, Size 70 GSM, Copy paper, Copy mate, **PP**LITE, Bright White or equivalent	Ream	70		
46	Punch Machine	20 sheets punching capacity in a single punch, 70 GSM, two holes, distance 80mm, Good Quality, Deli or equivalent	No.	2		
47	Stapler Machine Small	10 No. Deli or equivalent	No.	12		

Sr. #	Detail of Items	Specification	Units	Reqd. Qty.	Unit Rate (Rs)	Estimated Amount (Rs)
48	Stapler Machine Medium	24/6, 26/6 medium size, deli or equivalent	No.	12		
49	Scotch Tape	2 “ width 60 meter Deer or equivalent	No.	12		
50	Scotch Tape	1" width, 60 meter Deer or equivalent	No.	12		
51	File Tags	Good Quality (100 in one Pack) each size	Packed	12		
52	Binding Tape	leather tape 2" 20 meter, Deer or equivalent	No.	9		
53	Packing Tape	2" width, Good Quality	No.	12		
54	White Board Marker Ink	Piano 15-ml 12 in one Box / Pack	No.	12		
55	Doc Dispatch Register	Kohe-noor 400	No.	1		
56	Simple Register 300 Pages	IK- pages70gm Kohe-noor or equivalent	No.	3		
57	White Fluid Pen	Dux, Piano, Bahadur or equivalent	No.	6		
58	Binding Clip	32mm,12 Pieces Good quality	Box	6		
59	Plastic Roll	10mm, 50 meter, Good Quality	No.	2		
60	Students Attendance Register	120 page, legal size, Hamdard, Rizwan or equivalent	No.	12		
61	Staff Leave Register	Hamdard 300 Page	No.	4		
62	Paper Cutter Blade	10 in one pack, 4mm, Good Quality	Packet	6		
Total						
Bid Security @ 2%						

ANNEX – B

PRINTED ON LETTER HEAD OF BIDDER WITH DETAIL ADDRESS AND CONTACT NUMBERS

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

Below quoted rates are as per specifications mentioned in Bid Documents inclusive of all taxes / duties / charges / packing / freight / loading / unloading / lab testing with delivery of all items at Stores of Daanish School (Boys) Rahim Yar Khan.

Lot Number 01 (Notebooks & Registers)

Sr. #	Detail of Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
1	Copy Broad Line	Broad Lined, 63gram paper 100 leaves (200 Pages), 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	No.	700		
2	Copy Narrow Line	Narrow Lined, 63gram paper 100 leaves (200 Pages), 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	No.	1,240		
3	Registers (Math & Rough)	Narrow Lined, 63gram paper 200 pages (100 Leaves), (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. 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	No.	1,400		
4	Broad Line Registers	Broad Lined, 63gram paper 200 pages (100 leaves), (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 wife 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	No.	400		

Sr. #	Detail of Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
5	Note Book for Drawing	White Papers with rice paper in between 75 gram 50 + 50 leaves green back ground laminated cover with Daanish School Monogram (can be provided soft copy on USB) size 10.75 x 8.25 inches wood free white paper, title cover bleach card min 300 gram	No.	000		
6	Grammar Book	English Bright for 6th Class	No.	110		
7		English Bright for 7th Class	No.	110		
8		English Grammar (Hamdard) for 8th Class	No.	110		
9		Urdu Hamdard Grammar for 6th	No.	110		
10		Urdu Hamdard Grammar for 7th	No.	110		
11		Urdu Hamdard Grammar for 8th	No.	110		
12		Punjab Text board (PTB) English Grammar for 9th	No.	110		
13		Punjab Text board (PTB) English Grammar for 10th	No.	0		
14		Punjab Text board (PTB) Urdu Grammar for 9th	No.	110		
15		Punjab Text board (PTB) Urdu Grammar for 10th	No.	0		
16		English Sunshine/Trend English for 1st Year	No.	90		
17		English Sunshine/Trend English for 2nd Year	No.	90		
18		Shareh-e- Sarmaya Urdu for 1st Year	No.	90		
19		Shareh-e- Sarmaya Urdu for 2nd Year	No.	90		
20	Practical Notebooks HSSC (Intermediate Level)	Chemistry	No.	64		
21		Physics	No.	94		
22		Biology	No.	36		
23		IT	No.	0		
24	Fine Art Book 6th	PTB	No.	110		
25	Fine Art Book 7th	PTB	No.	50		
26	Fine Art Book 8th	PTB	No.	50		
Total						
Bid Security @ 2%						

Dated: _____

_____
Signature with Stamp

ANNEX – B

PRINTED ON LETTER HEAD OF BIDDER WITH DETAIL ADDRESS AND CONTACT NUMBERS

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

Below quoted rates are as per specifications mentioned in Bid Documents inclusive of all taxes / duties / charges / packing/freight / loading / unloading / lab testing with delivery of all items at School Stores.

Lot Number 02 (Stationery For Office & Students)

Sr. #	Detail of Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
1	Paper Pile / Dasta (Answer Sheets)	63 gm, local quality, however pen ink must not spread / reflect on the obverse side of sheet while minimum sheet size will be 13"x16" without "Hashia", Broad Line, Good Quality. 40 dasta in 1 ream (24 answer sheets in one dasta)	Ream	150		
2	Fomic Sheet	A4 Size, mix colours (10 sheets in one pack) with Good Quality	Packet	12		
3	Multi Colour Chart	22" X 28" Good Quality (Mixed Colour Hard / Soft)	No.	50		
4	Canson Water Colour Sheet	Good quality. 22" X 31"	No.	6		
5	Pastel Colour (Chalk)	24 Pieces in one pack, Good quality	Pack	6		
6	Crape Paper	10 x in one pack Good Quality Different colours	Pack	12		
7	Tape Double Side	1" width, Good Quality	No.	12		
8	Brush	Soft round head for Poster colour (12 in One Pack) Good quality	Set	6		
9	Brush	Flat, For oil paint (12 in one pack) good quality	Packet	6		
10	Brush (Round Squirrel hair)	For oil paint 12 in one pack good quality	Packet	6		
11	UHU Tubes	60 ml, UHU or equivalent	No	12		
12	Letter Head Pad	A4 size, 120gm fancy off white page with School Name Monogram & Address (100 pages in a pad)	Pad	5		
13	File Covers	White Glazed 300 mm with Daanish School Name and Monogram size"13.5 x 9.5"	No	500		
14	Highlighter	Strong yet soft feel polyester fiber tip, truly fluorescent inks and cap with attached clip. Good quality. Different colours. Dollar or Equivalent	No.	12		
15	Board Marker	Dry erase pack of 12.2mm. Blue, Black Red, Green, Dollar or Equivalent (12 in one pack)	Packet	6		

Sr. #	Detail of Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
16	Ball point (Blue)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	24		
17	Ball point (Red)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	12		
18	Dusters	For White Board, Good Quality	No.	30		
19	Permanent Marker	4 Colours. Piano plus or equivalent, Good quality	No.	3		
20	Envelopes Brown	14"x 18" Size	No.	500		
21	Colour Paper	A4 Size 80 GSM, multi Colours, 100 Sheet in Pack Spectra or equivalent	Packet	6		
22	Gel Pen	Black , Uniball or equivalent	Box	2		
23	Gel Pen	Blue , Uniball or equivalent	Box	3		
24	Doc Folder	Good Quality	No.	3		
25	Gum Stick	20 gm, Good quality. Dollar / Bahadur / Craft or equivalent	Box	12		
26	Jim Clip	Stainless Steel, Good quality	Box	6		
27	Staff Attendance Register	White colour Legal size, 120 pages	No.	3		
28	Bank / Pass / Cash Book	White colour, A3 size, 200 pages (100 leaves) with Daanish logo (Format will be provided)	No.	6		
29	Stapler Pin	24/6 Size Fuji or Equivalent 20 pieces in each Box	Box.	5		
30	Stapler Pin	10 No Size Fuji 20 pieces in each Box or Equivalent	Box.	5		
31	Stapler Pin	23/17 No Size 12 pieces in each Box Fuji or Equivalent	Box.	2		
32	Stamp Pad	Good Quality. Crystal	No.	12		
33	Stamp Pad Ink	Crystal 15ml or Equivalent 12 in one Box	No.	20		
34	Binding Sheet	A4 Size Good Quality 100 sheets in packet. 7mm size	Ream	3		
35	Binding Sheet	F4 Size Good Quality 100 sheets in packet. 7mm size	Ream	1		
36	White Envelope	4" X 9" Size Good Quality	No.	500		
37	White Envelop	11" X 5" Size Good Quality	No.	300		
38	White Envelope	10" X 14" Size Good Quality	No.	500		
39	Envelope with Fabric Lining Cloth	16" X 12" Size Good Quality	No.	100		
40	Tape Dispenser	Good Quality, 2-inches, National or equivalent	No.	1		
41	Doc Receive Register	White colour, Legal size, 200 Pages	No.	1		

Sr. #	Detail of Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
42	Box File	3 inch Exclusive plastic sheet. Good quality	No.	150		
43	Paper Cutter	Size 6 inch, Stainless steel blade with plastic handle, Good Quality	No.	12		
44	Paper Ream	A4, Size 70 GSM, Copy paper, Copy mate, **PP**LITE, Bright White or equivalent	Ream	300		
45	Paper Ream	F4, Size 70 GSM, Copy paper, Copy mate, **PP**LITE, Bright White or equivalent	Ream	70		
46	Punch Machine	20 sheets punching capacity in a single punch, 70 GSM, two holes, distance 80mm, Good Quality, Deli or equivalent	No.	2		
47	Stapler Machine	Small size , 10 No. Deli or equivalent	No.	12		
48	Stapler Machine	Medium size, 24/6, 26/6, deli or equivalent	No.	12		
49	Scotch Tape	2 " width 60 meter Deer or equivalent	No.	12		
50	Scotch Tape	1" width, 60 meter Deer or equivalent	No.	12		
51	File Tags	Good Quality (100 in one Pack) each size	Packed	12		
52	Binding Tape	leather tape 2" 20 meter, Deer or equivalent	No.	9		
53	Packing Tape	2" width, Good Quality	No.	12		
54	White Board Marker Ink	Piano 15-ml 12 in one Box / Pack	No.	12		
55	Doc Dispatch Register	Kohe-noor 400	No.	1		
56	Simple Register	IK- pages70gm Kohe-noor or equivalent, 300 Pages	No.	3		
57	White Fluid Pen	Dux, Piano, Bahadur or equivalent	No.	6		
58	Binding Clip	32mm,12 Pieces Good quality	Box	6		
59	Plastic Roll	10mm, 50 meter, Good Quality	No.	2		
60	Students Attendance Register	120 page, legal size, Hamdard, Rizwan or equivalent	No.	12		
61	Staff Leave Register	Hamdard 300 Page	No.	4		
62	Paper Cutter Blade	10 in one pack, 4mm, Good Quality	Packet	6		
Total						
Bid Security @ 2%						

Dated: _____

_____
Signature with Stamp

ANNEX –C

PRINTED ON LETTER HEAD OF BIDDER WITH DETAIL ADDRESS AND CONTACT NUMBERS

BID FORM

(Technical Bid / Proposal)

Sr. #	Parameter of Technical Evaluation	Yes / No	Documents at Flag	Remarks
1	Copy of valid CNIC			
2	Active tax payer status and Tax Registration certificates / documents (NTN & GST)			
3	At least 1 year verifiable experience in sale / supply of similar items			
4	Registered with market committee Chamber of Commerce, SECP or General Order Suppliers etc.			
5	Bank account Maintenance certificate issued, signed and stamped by bank			
6	Bank Statement of last 1 x year			
7	Complete business profile printed on letter head pad with sign & Stamp			
8	Photocopy of CDR/DD/PO			
9	Covering letter / Undertaking on Letter Head / Stamp Paper as per Annex-D.			
10	Original bid documents duly signed & stamped on each page			
11	Original fee receipt of bid documents			

ANNEX – D

Format of covering letter / undertaking to be submitted with technical proposal

PRINTED ON LETTER HEAD PAD OF BIDDER WITH DETAILED ADDRESS AND CONTACT NUMBERS

To The Principal
Daanish School (Boys)
Rahim Yar Khan

Subject: Undertaking – Stationery Items Tender

Dear Sir,

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

b) I / We hereby categorically confirm that the items offered by me /us are exactly to the particulars and specifications as laid down in the bid documents in all respects.

c) I / We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of tender notice / bid documents, it may be ignored.

d) I / We undertake, if my / our proposal is accepted, to provide the items that comprise in the contract within time frames /delivery period that will be specified in purchase orders issued during contract period.

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

f) I / 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 for bidding.

g) I / 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.

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

i) I / We also hereby confirm that in case of declared successful bidder the items will be supplied as per tender specifications and in case of failure, the procuring agency reserves the right to forfeit the performance guarantee including blacklisting the firm.

j) 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.

Dated: _____

_____
Signature with Stamp