TENDER DOCUMENTS
DAANISH SCHOOLS (BOYS & GIRLS) RAHIM YAR KHAN

PROCUREMENT OF STATIONERY, UTILITY AND JANITORIAL ITEMS

1. INVITATION TO BID

Sealed bids are invited for the procurement of Stationery, Utility and Janitorial Items for Daanish Schools (Boys & Girls) lot wise for the financial year 2022-23 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	Bid Security @ 2% (In the form of CDR / DD / PO) (Rs)
1	**Notebooks & Registers For Students**	**48,472/-**
2	**Stationery For Office & Students**	**46,232/-**
3	**Hostel Utility Items (For Students Use)**	**50,061/-**
4	**Sanitation & Janitorial Items**	**17,802/-**

Bid security does not exceed the 5% of estimated price. The intending 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 Friday 3rd February 2023 at 11:00 AM in the conference room of Daanish School (Boys) Rahim Yar khan.

The bid documents are immediately available and can also 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 Wednesday, the 15th February 2023 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.

Daanish Schools (Boys & Girls)
4-KM Sunny Bridge. 82-P, Near Mad Gaman
Rahim Yar Khan
Ph. 068-5882305-55, 0301-7642682, 0306-7644446

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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 the signing of 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 Schools (Boys & Girls) 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 and utility items

k. “Manufacturer” means manufacturer of stationery and utility Items.

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

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

3. ALLOCATION OF FUNDS

Punjab Daanish Schools and Centers of Excellence Authority will/has allocate (d) funds to the Daanish Schools (Boys & Girls) Rahim Yar Khan for the procurement of Students Stationery and Utility Items etc. during the financial year 2022-23.

4. QUANTITY AND SPECIFICATIONS

Procurement of Stationery and Utility 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 / Girls) 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 bidding 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 / Girls), Rahim Yar Khan Security Account".
b. Received after fixed date and time.
c. Any page of bidding document 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 bidding, in such a case the financial bid will be returned unopened to the bidder.

8. **BIDDING 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 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 **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"**;
   (iii) in the first instance, the "Technical Proposal" shall be opened and 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 sample 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 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.

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 Schools 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**

Principals Daanish Schools (Boys and Girls) reserve 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 and utility items or ignore/scrap/cancel the tender in the light of Punjab Procurement Rules, 2014.

GENERAL INSTRUCTIONS

1. Bidders shall bid 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 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 / goodowns / 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 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 Schools (Boys & Girls) reserve 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 and Utility 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 & Girls) 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, Daanish Schools (Boys and Girls) 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. Successful/qualified contractors will provide security / police clearance certificate of himself and his workers / representatives.
7. All taxes announced by tax authorities from time to time are applicable.
8. 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 Schools (Boys & Girls) 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 Schools (Boys & Girls) 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 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 web site, 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 SCHOOLS (BOYS & GIRLS) RAHIM YAR KHAN

LIST OF STATIONERY ITEMS (TABLE OF QUANTITIES)

Lot Number 01 (Notebooks & Registers For Students)

Sr. #	Detail of Items	Specification	Unit	Reqd. Qty.	Unit Rate (Rs.)	Estimated Amount (Rs.)
1	Copy Broad Line	Broad Lined, 68gram 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.	2,150		
2	Copy Narrow Line	Narrow Lined, 68gram 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.	4,870		
3	Registers (Math & Rough)	Narrow Lined, 68gram 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.	3,500		
4	Broad Line Registers	Broad Lined, lined 68gram 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.	4,500		
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 Mono gram (can be provided soft copy on USB) size 10.75x8.25 inches wood freed white paper, title cover bleach card min 300 gram	No.	890		
Total						**2,423,620/-**
Bid Security @ 2%						**48,472/-**

ANNEX-A

Lot Number 02 (Stationery For Office & Students)

Sr. #	Detail of Items	Specification	Units	Reqd. Qty.	Unit Rate (Rs.)	Estimated Amount (Rs.)
1	Steel Scale	Stainless steel Good Quality 12 inch, 8mm	No.	179		
2	Color Pencil	Pale red wood & chemically treated soft wood and heated white wood, high quality colour lead also high quality water soluble lead, 2.65mm to 4mm leas diameter, colour pencils (12 in one Jar / Packets). Oro or equivalent.	Jar / Packets	48		
3	Color Pencil	Pale red wood & chemically treated soft wood and heated white wood, high quality colour lead also high quality water soluble lead, 2.65mm to 4mm leas diameter, colour pencils (24 in one Jar / Packets). Oro or equivalent.	Jar / Packets	224		
4	Geometry Box	Good quality plastic Box with complete Science & Math Kit. Instruments made of Silicon material. Dux or equivalent	No.	100		
5	Calculator	Scientific Calculator - Casio FX-991 ES Plus or equivalent with full functions	No.	200		
6	Fountain pen	Iridium point nib SP-10 or equivalent.	No.	200		
7	Paper Pile / Dasta (Answer Sheets)	67 gm, import quality. Broad Line, Size 8.5x13.5 without "Hashia" Good Quality 40 dasta in 1 ream (24 answer sheets in one dasta)	Ream	300		
8	Fomic Sheet	A4 Size, mix colours (10 sheets in one pack) with Good Quality	Packet	74		
9	Art Card	Good Quality chart size	No.	30		
10	Grey Box Board Sheet	Good Quality	No.	20		
11	Multi Colour Chart	22” X 28” Good Quality (Mixed Colour Hard / Soft)	No.	250		
12	Spray Paint	300 ml. Multi colours, Sensa, Mubah or Equivalent	Bottle	12		
13	Canson Water Color Sheet	Good quality. 22” X 31”	No.	25		
14	Pastel Color (Chalk)	24 Pieces in one pack, Good quality	Pack	12		
15	Tape Double Side	1" width, Good Quality	No.	5		
16	Lar Wooden	10 feet length with size of 2" x 1" (Perfect Size) good quality	Qty.	200		
17	Framing Gola	1" x 1" Good Quality (Perfect Size)	Feet	200		
18	Oil Pastels	24 in one pack Mungyo, TiTi or equivalent	Packet	6		
19	Brush	Soft round head for Poster colour (12 in One Pack) Good quality	Set	8		
20	Brush (Flat)	For oil paint (12 in one pack) good quality	Packet	10		

21	Brush For oil paint	Round Squirrel hair, 12 in one pack good quality	Packet	6		
22	UHU Tubes	60 ml, UHU or equivalent	No.	230		
23	Letter Head Pad	A4 size, 120gm fancy off white page with School Name Monogram & Address (100 pages in a pad)	Pad	5		
24	High Lighter	Strong yet soft feel polyester fiber tip, truly fluorescent inks and cap with attached clip. Good quality. Different colours. Dollar or Equivalent	No.	20		
25	Board Marker	Dry erase pack of 12.2mm. Blue, Black Red, Green, Dollar or Equivalent (12 in one pack)	Packet	24		
26	Ball point (Blue)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	192		
27	Ball point (Red)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	60		
28	Dusters	For White Board ,Good Quality	No.	50		
29	Envelopes Brown	14"x 18" Size	No.	800		
30	Thumb Pins	Good Quality	No.	100		
31	Colour Paper	A4 Size 80 Gsm, multi Colours, 100 Sheet in Pack Spectra or equivalent	Packet	38		
32	Gel Pen Black	Uniball or equivalent	Box	5		
33	Gel Pen Blue	Uniball or equivalent	Box	5		
34	Doc Folder	Good Quality	No.	5		
35	Gum Stick	20 gm, Good quality. Dollar / Bahadar / Craft or equivalent	Box	10		
36	Jim Clip	Stainless Steel, Good quality	Box	80		
37	Bank / Pass / Cash Book	White colour, A3 size, 200 pages (100 leaves) with Daanish logo (Format will be provided)	No.	5		
38	Registers (Security purpose)	70 gm, legal size, 300 Pages Hard binding with Daanish logo (Format will be provided)	No.	10		
39	White Envelope	4 X 9 Size Good Quality	No.	1,000		
40	White Envelope	10 X 14 Size Good Quality	No.	700		
41	Tape Dispenser	Good Quality, 2-inches, National or equivalent	No.	4		
42	Doc Receive Register	White colour, Legal size, 200 Pages	No.	1		
43	Box File	2 inch Exclusive plastic sheet. Good quality	No.	50		
44	Box File	3 inch Exclusive plastic sheet. Good quality	No.	200		
45	Paper Cutter	Size 6 inch, Stainless steel blade with plastic handle, Good Quality	No.	34		
46	Paper Ream	A4 Size 70 Gsm, Copy paper or equivalent	Ream	650		
47	Paper Ream	F4 Size 70 Gsm, Copy paper or equivalent	Ream	100		
48	Punch Machine	20 sheets punching capacity in a single punch, 70 gsm, two holes, distance 80mm, Good Quality, Deli or equivalent	No.	10		

49	Stapler Machine Medium	24/6, 26/6 medium size, deli or equivalent	No.	21		
50	Scotch Tape	2 " width 60 meter Deer or equivalent	No.	100		
51	Binding Tape	leather tape 2" 20 meter, Deer or equivalent	No.	16		
52	White Fluid Pen	Dux, Piano, Bahadur or equivalent	No.	60		
53	Binding Clip 32mm	12 Pieces Good quality	Box	12		
54	Plastic Roll	10mm, 50 meter, Good Quality	No.	5		
55	Students Attendance Register	120 page, legal size, Hamdard, Rizwan or equivalent	Nos.	12		
56	Shading Pencil	12 in one box, standard size, Good Quality	Box	8		
57	White Emulsion Paint	Diamond or Equivalent (Qtr.)	No.	10		
58	Enemal Paint	Qtr. (Multi Color) Diamond or Equivalent	No.	26		
59	Carteridge Sheet	Good Quality	No.	24		
60	Water Color (Le France)	12 in one Box, Le-France or Equivalent	No.	6		
61	Paper Cutter Blade	10 in one pack, 4mm, Good Quality	packet	2		
62	Lasani Sheet	7mm Marbok or Equivalent	No.	12		
63	Clip File	Good Quality	No.	100		
64	Canvas board	Size 18 x 12. Good quality	No.	12		
Total						**2,311,594/-**
Bid Security @ 2%						**46,232/-**

ANNEX-A

Lot Number-03. Hostel Utility Items (For Students Use)

Sr. #	Detail of Items	Specifications	Unit	Reqd. Qty.	Unit Rate (Rs.)	Estimated Amount (Rs.)
1	Soap Bath	Lifebuoy white or equivalent 128 gm ± 5 gm	No.	11,200		
2	Shampoo	Life buoy or equivalent 90 ml ± 5 ml	No.	2,000		
3	Tooth Paste	Colgate 22 gm ± 2 gm	No.	4,200		
4	Tooth Brush	Shield or Equivalent	No.	3,600		
5	Shoe Brush	Horse hair Bristles, 1x 1/2" length Natural Fiber bristles, solid Wood Block Lacquered Handle Measures 71/2" length x 2 1/2" width	No.	220		
6	Shoe Polish (Black)	Lude China original or equivalence-No.1 Quality 40 gm ± 5 gm	No.	3,600		
7	Combs	L-6'', W-2'' Inch, flexible Plastic, good quality	No.	110		
8	Hangers	Stain less Steel, Length 29.5 cm Width 17 cm good quality	No.	770		
9	Nail Cutter	Steel made Medium Size Good Quality	No.	150		
10	Liquid Hand Wash	Lifebuoy or equivalent 200 ml ± 10 ml	Bottles	250		
11	Air Freshener	Aseel or Equivalent 300 ml ± 10 ml	Bottles	290		
12	Surf	Surf Excel or Equivalent 20 gm ± 4 gm	No.	14,000		
13	Elastic	Good Quality, 50 Yard Roll, with 0.5 inch width	Roll	2		
14	Hair pins	Color Black Good Quality	No.	440		
15	Poni	Color White Good Quality	No.	220		
Total						**2,503,057/-**
Bid Security @ 2%						**50,061/-**

Lot Number - 04. Sanitation & Janitorial Items

Sr. #	Detail of Items	Specification	Units	Reqd. Qty.	Unit Rate (Rs.)	Estimated Amount (Rs.)
1	Surf	Bonus or equivalent 530 gm ± 20 gm	No.	1,360		
2	Glass Cleaner	King or equivalent 500 ml ± 20 gm	Bottle	180		
3	Acid	Good Quality, Local	Liters	400		
4	Long Bar	Lemon Max, Vim or Equivalent 460 gm ±10 gm	Packet	740		
5	Max Liquid	Lemon Max, Vim or Equivalent 450 ml ± 20 ml	Bottle	580		
6	Long Brush	Double sided Good Quality	No.	30		
7	Rope Poocha	Loose Packing (Good Quality)	Kg	100		
8	Yellow Brooms	With wood threaded wooden handles (Standard / General Size) Good Quality	Kg	250		
9	Bance Brooms	Good Quality (Standard / General Size)	Kg	20		
10	Scotch Bright Foam sponge	Double pack (2 in 1), Scotch bright or equivalent	No.	250		
11	Steel Wool (Jali / Koochi)	Scotch Bright or Equivalent	No.	500		
12	Tissue	Sheet size 205 x 155mm) (150 X 2PLY) Rose petal (Pop-up) or Equivalent with box	Box.	100		
13	Insect Killer Spray	King Tox, or equivalent, 400 ml + 10 ml	Bottle	100		
14	Phenyl (Finis)	Finis or Equivalent 2.9 Liters + 200 ml	No.	300		
15	Wiper for Washrooms	At least 4-feet Iron rod with plastic grip + 2 feet wiping rubber, good quality.	No.	70		
16	Wall Clock Cell	Toshiba or Equivalent	No.	200		
17	Dettol	Liter pack	Liter	3		
18	Barber Brush for Cutting	Good Quality	No.	7		
19	Barber Cloth	Good quality1.5 meter length,	No.	8		
20	Barber Scissors for Cutting	Good quality	No.	8		
21	Shower Bottle with Shower	Made in Taiwan or equivalent (For Barber use)	No.	8		
22	Moser / Trimmer	Made in Germany. Type 1400 or equivalent	No.	2		
23	Hair Cutting Machine	Made in China RF-601 (Dingling), or equivalent	No.	3		
Total						**890,120/-**
Bid Security @ 2%						**17,802/-**

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 Schools (Boys & Girls) Rahim Yar Khan.

Lot Number 01 (Notebooks & Registers For Students)

Sr. #	Detail of Items	Specification	Unit	Reqd. Qty.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
1	Copy Broad Line	Broad Lined, 68gram 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.	2,150		
2	Copy Narrow Line	Narrow Lined, 68gram 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.	4,870		
3	Register (Math & Rough)	Narrow Lined, 68gram 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.	3,500		
4	Broad Line Registers	Broad Lined, lined 68gram 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.	4,500		
5	Note Books for Drawing	White Papers with rice paper in between 75 gram 50+50 leaves green back ground laminated cover with Daanish School Mono gram (can be provided soft copy on USB) size 10.75x8.25 inches wood freed white paper, title cover bleach card min 300 gram	No.	890		
Total Amount						
Bid Security						

Dated: _____

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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 Schools Stores.

Lot Number 02 (Stationery For Office & Students)

Sr. No.	Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
1	Steel Scale	Stainless steel Good Quality 12 inch, 8mm	No.	179		
2	Color Pencil	Pale red wood & chemically treated soft wood and heated white wood, high quality colour lead also high quality water soluble lead, 2.65mm to 4mm leas diameter, colour pencils (12 in one Jar / Packets). Oro or equivalent.	Jar / Packets	48		
3	Color Pencil	Pale red wood & chemically treated soft wood and heated white wood, high quality colour lead also high quality water soluble lead, 2.65mm to 4mm leas diameter, colour pencils (24 in one Jar / Packets). Oro or equivalent.	Jar / Packets	224		
4	Geometry Box	Good quality plastic Box with complete Science & Math Kit. Instruments made of Silicon material. Dux or equivalent	No.	100		
5	Calculator	Scientific Calculator - Casio FX-991 ES Plus or equivalent with full functions	No.	200		
6	Fountain pen	Iridium point nib SP-10 or equivalent.	No.	200		
7	Paper Pile / Dasta (Answer Sheets)	67 gm, import quality. Broad Line, Size 8.5x13.5 without "Hashia" Good Quality 40 dasta in 1 ream (24 answer sheets in one dasta)	Ream	300		
8	Fomic Sheet	A4 Size, mix colours (10 sheets in one pack) with Good Quality	Packet	74		
9	Art Card	Good Quality chart size	No.	30		
10	Grey Box Board Sheet	Good Quality	No.	20		
11	Multi Colour Chart	22” X 28” Good Quality (Mixed Colour Hard / Soft)	No.	250		
12	Spray Paint	300 ml. Multi colours, Sensa, Mubah or Equivalent	Bottle	12		
13	Canson Water Color Sheet	Good quality. 22” X 31”	No.	25		
14	Pastel Color (Chalk)	24 Pieces in one pack, Good quality	Pack	12		
15	Tape Double Side	1" width, Good Quality	No.	5		

16	Lar Wooden	10 feet length with size of 2" x 1" (Perfect Size) good quality	Qty.	200		
17	Framing Gola	1" x 1" Good Quality (Perfect Size)	Feet	200		
18	Oil Pastels	24 in one pack Mungyo, TiTi or equivalent	Packet	6		
19	Brush	Soft round head for Poster colour (12 in One Pack) Good quality	Set	8		
20	Brush (Flate)	For oil paint (12 in one pack) good quality	Packet	10		
21	Brush (Round Squril hair)	For oil paint 12 in one pack good quality	Packet	6		
22	UHU Tubes	60 ml, UHU or equivalent	No.	230		
23	Letter Head Pad	A4 size, 120gm fancy off white page with School Name Monogram & Address (100 pages in a pad)	Pad	5		
24	High Lighter	Strong yet soft feel polyester fiber tip, truly fluorescent inks and cap with attached clip. Good quality. Different colours. Dollar or Equivalent	No.	20		
25	Board Marker (12 in one pack)	Dry erase pack of 12.2mm. Blue, Black Red, Green, Dollar or Equivalent	Packet	24		
26	Ball point (Blue)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	192		
27	Ball point (Red)	Point 0.7 mm (10 in one Box) Dollar Note, BP3 or Equivalent	Box	60		
28	White Board Duster	Good Quality	No.	50		
29	Envelopes Brown	14"x 18" Size	No.	800		
30	Thumb Pins	Good Quality	No.	100		
31	Colour Paper	A4 Size 80 Gsm, multi Colours, 100 Sheet in Pack Spectra or equivalent	Packet	38		
32	Gel Pen Black	Uniball or equivalent	Box	5		
33	Gel Pen Blue	Uniball or equivalent	Box	5		
34	Doc Folder	Good Quality	No.	5		
35	Gum Stick	20 gm, Good quality. Dollar / Bahadar / Craft or equivalent	Box	10		
36	Jim Clip	Stainless Steel, Good quality	Box	80		
37	Bank / Pass / Cash Book	White colour, A3 size, 200 pages (100 leaves) with Daanish logo (Format will be provided)	No.	5		
38	Registers (Security purpose)	70 gm, legal size, 300 Pages Hard binding with Daanish logo (Format will be provided)	No.	10		
39	White Envelope	4 X 9 Size Good Quality	No.	1,000		
40	White Envelope	10 X 14 Size Good Quality	No.	700		
41	Tape Dispenser	Good Quality, 2-inches, National or equivalent	No.	4		
42	Doc Receive Register	White colour, Legal size, 200 Pages	No.	1		
43	Box File	2 inch Exclusive plastic sheet. Good quality	No.	50		
44	Box File	3 inch Exclusive plastic sheet. Good quality	No.	200		
45	Paper Cutter	Size 6 inch, Stainless steel blade with plastic handle, Good Quality	No.	34		

46	Paper Ream	A4 Size 70 Gsm, Copy paper or equivalent	Ream	650		
47	Paper Ream	F4 Size 70 Gsm, Copy paper or equivalent	Ream	100		
48	Punch Machine	20 sheets punching capacity in a single punch, 70 gsm, two holes, distance 80mm, Good Quality, Deli or equivalent	No.	10		
49	Stapler Machine Medium	24/6, 26/6 medium size, deli or equivalent	No.	21		
50	Scotch Tape	2 " width 60 meter Deer or equivalent	No.	100		
51	Binding Tape	leather tape 2" 20 meter, Deer or equivalent	No.	16		
52	White Fluid Pen	Dux, Piano, Bahadur or equivalent	No.	60		
53	Binding Clip 32mm	12 Pieces Good quality	Box	12		
54	Plastic Roll	10mm, 50 meter, Good Quality	No.	5		
55	Students Attendance Register	120 page, legal size, Hamdard, Rizwan or equivalent	Nos.	12		
56	Shading Pencil	12 in one box, standard size, Good Quality	Box	8		
57	White Emulsion Paint	Diamond or Equivalent (Qtr.)	No.	10		
58	Enemal Paint	Qtr. (Multicolor) Diamond or Equivalent	No.	26		
59	Carteridge Sheet	Good Quality	No.	24		
60	Water Color (Le France)	12 in one Box, Le-France or Equivalent	No.	6		
61	Paper Cutter Blade	10 in one pack, 4mm, Good Quality	packet	2		
62	Lasani Sheet	7mm Marbok or Equivalent	No.	12		
63	Clip File	Good Quality	No.	100		
64	Canvas board	Size 18 x 12. Good quality	No.	12		
Total Amount						
Bid Security						

Dated: _____

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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 Schools Stores.

Lot Number-03. Hostel Utility Items (For Students Use)

Sr. No.	Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate in (Rs.)	Total Amount (Rs.)
1	Soap Bath	Lifebuoy white or equivalent 128 gm ± 5 gm	No.	11,200		
2	Shampoo	Life buoy or equivalent 90 ml ± 5 ml	No.	2,000		
3	Tooth Paste	Colgate 22 gm ± 2 gm	No.	4,200		
4	Tooth Brush	Shield or Equivalent	No.	3,600		
5	Shoe Brush	Horse hair Bristles, 1x 1/2" length Natural Fiber bristles, solid Wood Block Lacquered Handle Measures 71/2" length x 2 1/2" width	No.	220		
6	Shoe Polish (Black)	Lude China original or equivalence-No.1 Quality 40 gm ± 5 gm	No.	3,600		
7	Combs	L-6'', W-2'' Inch, flexible Plastic, good quality	No.	110		
8	Hangers	Stain less Steel, Length 29.5 cm Width 17 cm good quality	No.	770		
9	Nail Cutter	Steel made Medium Size Good Quality	No.	150		
10	Liquid Hand Wash	Lifebuoy or equivalent 200 ml ± 10 ml	Bottles	250		
11	Air Freshener	Aseel or Equivalent 300 ml ± 10 ml		290		
12	Surf	Surf Excel or Equivalent 20 gm ± 4 gm	No.	14,000		
13	Elastic	Good Quality, 50 Yard Roll, with 0.5 inch width	Roll	2		
14	Hair pins	Color Black Good Quality	No.	440		
15	Poni	Color White Good Quality	No.	220		
Total Amount						
Bid Security						

Dated: _____

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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 Schools Stores.

Lot Number - 04. Sanitation & Janitorial Items

Sr. No.	Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Unit Rate (Rs.)	Total Amount (Rs.)
1	Surf	Bonus or equivalent 530 gm ± 20 gm	No.	1,360		
2	Glass Cleaner	King or equivalent 500 ml ± 20 gm	Bottle	180		
3	Acid	Good Quality, Local	Liters	400		
4	Long Bar	Lemon Max, Vim or Equivalent 460 gm ±10 gm	Packet	740		
5	Max Liquid	Lemon Max, Vim or Equivalent 450 ml ± 20 ml	Bottle	580		
6	Long Brush	Double sided Good Quality	No.	30		
7	Rope Poocha	Loose Packing (Good Quality)	Kg	100		
8	Yellow Brooms	With wood threaded wooden handles (Standard / General Size) Good Quality	Kg	250		
9	Bance Brooms	Good Quality (Standard / General Size)	Kg	20		
10	Scotch Bright Foam sponge	Double pack (2 in 1), Scotch bright or equivalent	No.	250		
11	Steel Wool (Jali / Koochi)	Scotch Bright or Equivalent	No.	500		
12	Tissue	Sheet size 205 x 155mm) (150 X 2PLY) Rose petal (Pop-up) or Equivalent with box	Box.	100		
13	Insect Killer Spray	King Tox, or equivalent, 400 ml + 10 ml	Bottle	100		
14	Phenyl (Finis)	Finis or Equivalent 2.9 Liters + 200 ml	No.	300		
15	Wiper for Washrooms	At least 4-feet Iron rod with plastic grip + 2 feet wiping rubber, good quality.	No.	70		
16	Wall Clock Cell	Toshiba or Equivalent	No.	200		
17	Dettol	Liter pack	Liter	3		
18	Barber Brush for Cutting	Good Quality	No.	7		
19	Barber Cloth	Good quality1.5 meter length,	No.	8		

20	Barber Scissors for Cutting	Good quality	No.	8		
21	Shower Bottle with Shower	Made in Taiwan or equivalent (For Barber use)	No.	8		
22	Moser / Trimmer	Made in Germany. Type 1400 or equivalent	No.	2		
23	Hair Cutting Machine	Made in China RF-601 (Dingling), or equivalent	No.	3		
Total Amount						
Bid Security						

Dated: _____

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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 Principals
Daanish Schools (Boys & Girls)
Rahim Yar Khan

Subject: Undertaking – Stationery And Utility Items Tender

Dear Sir / Madam,

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: _____

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Signature with Stamp