BIDDING DOCUMENTS

PROCUREMENT OF STATIONERY, UTILITY AND TOILETRY ITEMS ETC.

1. INVITATION TO BIDS

2. Sealed bids are invited for the procurement of Stationery, Utility and Toiletry Items for Daanish Schools (Boys & Girls) lot wise for the financial year 2021 - 22, 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. Lot wise detail is as below:-

3.

Lot #	Lot Name	Total Estimate Amount (Rs.)	Bid Security (In the form of CDR / DD / PO) (Rs.)
1	**Books & Notebooks etc.**	**3,930,091**	**78,602**
2	**Students Stationery**	**4,253,895**	**85,078**
3	**Hostel Utility Items**	**3,201,694**	**64,034**
4	**Janitorial Items**	**1,244,900**	**24,898**

4.

5. Bid security does not exceed 5% of the 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 **Thursday, 10th Feb, 2022 at 11 AM** in Conference room of Daanish School (Girls) Rahim Yar Khan.

6. Bid documents can be purchased from Daanish School (Girls) Rahim Yar Khan during office hours for Rs.500. The bid documents are also readily available at PPRA website www.ppra.punjab.gov.pk and PDS & CEA website www.daanishschools.edu.pk. Completed bids should reach by **Thursday, 17th Feb, 2022 up to 11:00 AM** at Daanish School (Girls) Rahim Yar Khan. Technical bids will be opened on the same day at 11:30 AM.

Punjab Daanish School (Boys & Girls)
4-KM Sunny Bridge. 82-P,
Rahim Yar Khan
Ph. 068-5882305-55

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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, Utility and Toiletry items.

k. “Manufacturer” means manufacturer of stationery, Utility and Toiletry Items.

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

m. “Supplier” means supplier of stationery, Utility and Toiletry 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 stationery, Utility and Toiletry Items etc for the students during the financial year 2021-22.

4. QUANTITY AND SPECIFICATION

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 Schools store-rooms.

The bids should be given lot wise inclusive of all taxes/duties/charges/packing/freight charges etc. The bid should be submitted on the prescribed **“BID FORM**“ available 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 "Principal Daanish School (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 (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 (in original) 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 of which 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 **"Technical Bid".**

b. "Financial Proposal" shall be retained unopened in the custody of the procuring agency.i.e. Daanish Schools.

   (i) 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;

(ii) during the technical evaluation no amendments in the technical proposal shall be permitted;

(iii) 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.

(iv) the financial bids found technically non- responsive shall be returned un-opened to the respective bidders; and

(v) the lot wise lowest evaluated bid shall be accepted;

(vi) 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 bidding 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 test 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 25 days. Demand of required items may be given 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 with penalty at the rate of 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 the required items within given time, the School may fulfill the requirement by purchasing the items from open market 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 at the rate of 0.1 % and 0.2 % as applicable of price of that item or

consignment.

(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 at the rate of 0.1 % and 0.2 % as applicable for price of that item or consignment.

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 the 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 mutually agreed upon by both parties with the approval of school purchase committee.

d. Grant of Waiver in Penalties

(i) Purchase committee of schools 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 cheque 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/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 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.

6. Daanish Schools 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 bidding documents, the bidders must clearly identify variations in their offers. Items offered of a specification superior to the one specified in the bidding 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, Utility and Toiletry 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 ensure to observe utmost standards of hygiene and cleanliness of his operations, delivery procedure, items etc.
4. 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.
5. 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.
6. If contractor terminates the contract before its completion, performance guarantee will be forfeited.
7. Successful/qualified contractors will provide security / police clearance certificate of himself and his workers / representatives.
8. All taxes announced by tax authorities from time to time are applicable.
9. The procuring agency reserves the right to purchase full or part of the stationery, Utility and Toiletry items as mentioned in the tender documents, 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 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]

Signature_____

Name _____

Designation _____

For **[full legal name of the Contractor]**

Signature_____

Name _____

Designation _____

WITNESSES

Signature_____

CNIC _____

Name _____

Designation _____

Signature_____

CNIC _____

Name _____

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. Copy of NTN & GST card as active tax payer.
   c. Experience:
      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 Books And Notebooks.

Sr. #	Items	Specification	Unit	Total Qty. Req
1	Copy 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	Nos.	4,230
2	Copy Narrow Line	Narrow 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	Nos.	4,908
3	Register (Math & Rough)	Narrow Lined, 68gram paper 200 pages, (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	Nos.	9,220
4	Broad Line Rigistaors	Broad Lined, lined 68gram paper 200 pages, (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	Nos.	2,772
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	Nos.	1,510
6	Grammar Book	English Bright for 6th Class	Nos.	210
7		English Bright for 7th Class	Nos.	213
8		English Grammar (Hamdard) for 8th Class	Nos.	195
9		Urdu Hamdard Grammar for 6th	Nos.	210
10		Urdu Hamdard Grammar for 7th	Nos.	213
11		Urdu Hamdard Grammar for 8th	Nos.	195
12		Punjab Text board (PTB) English Grammar for 9th	Nos.	201
13		Punjab Text board (PTB) English Grammar for	Nos.	81

		10th		
14		Punjab Text board (PTB) Urdu Grammar for 9th	Nos.	201
15		Punjab Text board (PTB) Urdu Grammar for 10th	Nos.	81
16		English Sunshine/Trend English for 1st Year	Nos.	194
17		English Sunshine/Trend English for 2nd Year	Nos.	171
18		Shareh-e- Sarmaya Urdu for 1st Year	Nos.	194
19		Shareh-e- Sarmaya Urdu for 2nd Year	Nos.	171
20	Practical Notebooks HSSC (Intermediate Level)	Chemistry	Nos.	165
21		Physics	Nos.	258
22		Biology	Nos.	112
23		IT	Nos.	85
24	Fine Art Book 6th	PTB	Nos.	220
25	Fine Art Book 7th	PTB	Nos.	220
26	Fine Art Book 8th	PTB	Nos.	215
2% Bid Security				**78,602**

Lot Number 02 Students Stationery.

Sr. #	Items	Specification	Unit	Total Qty. Req
1	Led Pencil	Pale red wood & chemically treated soft wood and heated white wood, especially break resistant, easy to erase, Bahadar or equivalent.	Nos.	7,108
2	Sharpener	Made with strong plastic, Sharpener with blade knife for easy sharpening, top quality material used.	Nos.	848
3	Eraser	Piano Factis WR-1-7-50	Nos.	1,872
4	Steel Scale	Stainless steel Good Quality 12 inch	Nos.	128
5	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 dia meter, colour pencils (24 in one Jar). Bahadur or equivalent.	Packets	680
6	Geometry Box	Silicon Material with 4 (four) colour printing on top. Good Quality	Nos.	550
7	Calculator	Scientific - Casio FX-991 ES Plus	Nos.	300
8	Pen Ink Blue	60 ml (Doller, or equivalent.)	Nos.	2,200
9	Fountain pen	Iridium point nib SP-10 or equivalent.	Nos.	860
10	Paper Pile/Dasta (Answer Sheets)	67 gm, Broad Line, Size 8.5x13.5 without "Hashia" Good Quality 40 dasta in 1 ream (24 answer sheets in a dasta)	Ream	370
11	T- Scale	Wooden made, good Quality	Nos.	9
12	Fomic Sheet	A4 Size in mix colour (10sheets in one pack) with Good Quality	Packet	150
13	Art Card	Good Quality	Nos.	30
14	Grey Box Board Sheet	Good Quality	Nos.	30
15	Multi Colour Chart	22” X 28” Good Quality (Mixed Colour Hard/Soft)	Nos.	548
16	Spray Paint	300 ml. Different colours, Sensa or Equivalent	Bottel	24
17	Canson Water Color Sheet	Good quality	Nos.	36
18	Pastel Color (Chalk)	12 Pieces Good quality	Pack	30
19	Crape Paper	10 x in one pack Good Quality Diff. colour	Packets	98
20	Tape Double Side	1" width, Good Quality	Nos.	23
21	Lar Wooden	10 feet length with size of 2" x 1" good quality	Qty	220
22	Acrylic paint - Maries	Good quality	Packet	18
23	Framing Gola	1" x 1" Good Quality	Feet	1,700
24	Thread Cone	Good Quality	Nos.	2
25	Celephene paper	Multicolor , Good quality	Nos.	18

26	Oil Pastels	24 in one pack	Packet	20
27	Brush	Soft round head for Poster colour (12 in One Pack) Good Quality	Set	2
28	Brush (Flate)	For oil paint (12 in one pack) good quality	Packet	34
29	Brush (Round Squril hair)	For oil paint 12 in one pack good quality	Packet	36
30	UHU Tubes	60 ml Good Quality,	Nos.	100
31	UHU Tubes	125 ml Good Quality,	Nos.	24
32	Letter Head Pad	A4 size, 120gm fancy offwhite page with School Name Monogram & Address (100 pages in a pad)	Pad	20
33	File Covers	White Glazed 300 mm with Daanish School Name and Monogram size"13.5 x 9.5"	Nos.	1,500
34	High Lighter	Strong yet soft feel polyester fiber tip, truly fluorescent inks, cap with attached clip. Good quality. Different colours. Doller or Equivalent	Nos.	96
35	Board Marker (12 in one pack)	Dry erase pack of 12.2mm. Blue, Black Red, Green, Doller or Equivalent	Packet	40
36	Ball point (Blue)	Point 0.7 mm (10 in one Box) Doller Note or Equivalent	Box	102
37	Ball point (Red)	Point 0.7 mm (10 in one Box) Doller Note or Equivalent	Box	55
38	White Board Duster	Good Quality	Nos.	200
39	Permanent Marker	4 Colours. Piano plus or equivalent, Good quality	Nos.	78
40	Permanent Marker Ink	Black Good quality (12 in one Box) Doller or Equivalent	box	24
41	Envelopes Brown	14"x 18" Size	Nos.	1,450
42	Colour Paper	A4 Size 80 Gsm, multi Colours, 250 Sheet in Pack	Packet	34
43	Gel Pen Black	Uniball or equivalent	Box	15
44	Gel Pen Blue	Uniball or equivalent	Box	19
45	Doc Folder	Good Quality	Nos.	12
46	Gum Stick	35 gm, Good quality	Box	23
47	Jim Clip	Stainless Steel, Good quality	Box	30
48	Staff Attendance Register	White colour Legal size, 120 pages	Nos.	12
49	Bank/ Pass Book	White colour, A3 size, 100 pages with Daanish logo (Format will be provided)	Nos.	10
50	Ledger Register	White colour, Legal size, 200 Pageswith Daanish logo (Format will be provided)	Nos.	5
51	Registers (Security purpose)	70 gm, legal size, 300 Pages Hard binding with Daanish logo (Format will be provided)	Nos.	12
52	Stapler Pin Remover	Good Quality	Nos.	18
53	Stapler Pin 24/6	24/6 Size Fuji or Equivalent 20 pieces in each Box	Box.	17
54	Stapler Pin	10 No Size Fuji 20 pieces in each Box or Equivalent	Box.	5

55	Stapler Pin	23/17 No Size 20 pieces in each Box Fuji or Equivalent	Box.	4
56	Stamp Pad	Good Quality Colop	Nos.	25
57	Stamp Pad Ink	Crystal 15ml or Equivalent	Nos.	16
58	Binding Sheet	A4 Size Good Quality 100 sheets	Ream	10
59	Binding Sheet	F4 Size Good Quality	Ream	8
60	White Envelop	4 X 9 Size Good Quality	Nos.	1,500
61	White Envelop	11 X 5 Size Good Quality	Nos.	500
62	White Envelop	10 X 14 Size Good Quality	Nos.	300
63	Tape Dispenser	Good Quality	Nos.	4
64	Doc Received Register	White colour, Legal size, 200 Pages	Nos.	3
65	Box File	3 inch Exclusive plastic made Rex or equivalent	Nos.	140
66	Paper Cutter	Size 6 inch, Stainless steel blade with plastic handle, Good Quality	Nos.	43
67	Paper Ream	A4 Size 70 Gsm, Good Quality	Ream	1,020
68	Paper Ream	F4 Size 70 Gsm, Good Quality	Ream	280
69	Punch Machine	20 sheets punching capacity in a single punch, 70 gsm, two holes, distance 80mm, Good Quality	Nos.	8
70	Punch Machine	Heavy Duty Deli or equivalent	Nos.	1
71	Stapler Machine Small	10 No. Deli or equivalent	Nos.	32
72	Stapler Machine Medium	24/6, 26/6 medium size, deli or equivalent	Nos.	44
73	Scotch Tape	2 “ width 45 meter Neechi Ban or equivalent	Nos.	30
74	Scotch Tape	1" width, 45 meter Neechi Ban or equivalent	Nos.	110
75	File Tags	Good Quality (100 in one Pack) each size	Packs	110
76	Binding Tape	lather tape 2" 18 meter Neechi Ban	Nos.	13
77	Packing Tape	2" width, Good Quality	Nos.	12
78	White Board Marker Ink	Piano 15ml 12 P	Box.	20
79	Doc Dispatch Register	Kohe noor 400	Nos.	4
80	Simple Register 300P	IK70gm Kohe noor	Nos.	4
81	White Flued Pen	Piano Bahadur	Nos.	20
82	Biding Clip 32mm	12 Pieces Good quality	Box	10
83	Plastic Roll 10mm	Good Quality	Nos.	12
84	Students Attendance Register	Hamdard 120 p	Nos.	30
85	Shading Pencil	Good Quality	Nos.	24

86	White Emulsion Paint	Diamond or Equivalent (Qtr)	Nos.	12
87	Enemal Paint	Qtr (Multi Color) Diamond or Equivalent	Nos.	12
88	Carteridge Sheet	Good Quality	Nos.	48
89	Water Color (Le France)	Le-France or Equivalent	Nos.	24
90	Paper Cutter Blade	Good Quality	packet	6
91	Lasani Sheet	7mm Marbok or Equivalent	Nos.	48
2% Bid Security				**85,078**

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

Sr. #	Items	Specification	Unit	Total Qty. Req
1	Soap Bath	Lux or equivalent 140 gm	No's	13,820
2	Shampoo	life boy or equivalent 90 ml	No's	3,700
3	Tooth Paste	Colgate 50 Gram	No's	10,520
2	Tooth Brush	Antibacterial filaments, use food grade plastic material (Shield Anti-Bacterial) or Equivalent	No's	3,366
3	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's	220
4	Shoe Polish	Lude China-No.1 Quality	No's	5,390
3	Combs	L-6'', W-2'' Inch with flexible Plastic	No's	110
4	Hangers	Stain less Steel made Length 29.5 cm Width 17 cm good quality	No's	758
5	Nail Cutter	Steel made Medium Size Good Quality	No's	150
4	Liquid Hand Wash	life boy or equivalent (140 ml)	Bottles	450
5	Air Freshener	Aseel or Equivalent 300 ml	Bottles	50
6	Surf	Surf Excel or Equivalent (35 gm)	No's	20,640
7	Petroleum Gel	Good quality 100 gm	Nos.	660
8	Elastic	Good Quality, 50 Yard Roll, with 0.5 inch width	Roll	2
9	Hair pins	Good Quality	Nos.	440
10	Poni	Good Quality	Nos.	220
2% Bid Security				**64,034**

Lot Number - 04. Hostel Utility (Janitorial Items)

Sr. #	Items	Specification	Unit	Total Qty. Req.
1	Surf	Bonus or equivalent (750 gm packing)	Nos.	1,330
2	Glass Cleaner	Glint or equivalent	Bottle	190
3	Acid	Good Quality, Local	Liters	300
4	Lemon Max long Bar	Good Quality	Packet	720
5	Lemon Max liquid	750 ml	Bottle	560
6	Long Brush	Good Quality	Nos.	75
7	Scraper	Good Quality	Nos.	20
8	Toilet Brush	Good Quality	Nos.	20
9	Rope Poocha	Loose Packing (Good Quality)	Kg	700
10	Yellow Brooms	With wood threaded wooden handles (General Size) Good Quality	Kg	240
11	Bance Brooms	Good Quality	Kg	20
12	Scotch Bright foam sponge	Double pack (2 in 1), good quality	Nos.	440
13	Steel Scotch (Jali/Koochi)	Scotch Bright or Equivalent	Nos.	700
14	Tissue Rose petal/Pop-up	Sheet size 205 x 155mm) (150 X 2PLY) `	Nos.	100
15	Insect Killer Spray	King Tox,or equivalent, 600ml	Bottle	410
16	Phenyl (Finis)	2.9 Liters bottle Finis or Equivalent	Nos.	450
17	Viper for Washrooms	At least 4-feet Iron rod with plastic grip + 2 feet wiping rubberr, good quality.	Nos.	150
7	Dust Bin	Medium Good Quality	Nos.	70
8	Wall Clock Cell	Toshiba or Equivalent	Nos.	800
18	Dettol	Liter pack	Litre	20
19	Barber Brush for Cutting	Good Quality	Nos	6
20	Barber Cloth for cutting	Good quality1.5 meter length,	Nos	12
21	Barber Scissor for Cutting	Good quality	Nos	6
22	Shower Bottle with Shower	Made in Taiwan (For Barber use)	Nos	6
23	Moser/Trimmer	Made in Germany. Type 1400	Nos	3
24	Hair Cutting Machine	Made in China RF-601 (Dingling)	Nos	6
2% Bid Security				**24,898**

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 Stationery Items (Daily Use)

Sr. #	Items	Specification	Unit	Total Qty. Req	Unit Rate	Total Estimate Amount Rs.
1	Copy 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	Nos.	4,230		
2	Copy Narrow Line	Narrow 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	Nos.	4,908		
3	Register (Math & Rough)	Narrow Lined, 68gram paper 200 pages, (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	Nos.	9,220		
4	Broad Line Rigistaors	Broad Lined, lined 68gram paper 200 pages, (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+/-	Nos.	2,772		

		5%,Cd 45+/-5%, Brightness: Min 95%, Opacity min: 95%, Title Cover: Bleach card min 300 g				
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**	**Nos.**	**1,510**		
6	**Grammar Book**	**English Bright for 6th Class**	**Nos.**	**210**		
7		**English Bright for 7th Class**	**Nos.**	**213**		
8		**English Grammar (Hamdard) for 8th Class**	**Nos.**	**195**		
9		**Urdu Hamdard Grammar for 6th**	**Nos.**	**210**		
10		**Urdu Hamdard Grammar for 7th**	**Nos.**	**213**		
11		**Urdu Hamdard Grammar for 8th**	**Nos.**	**195**		
12		**Punjab Text board (PTB) English Grammar for 9th**	**Nos.**	**201**		
13		**Punjab Text board (PTB) English Grammar for 10th**	**Nos.**	**81**		
14		**Punjab Text board (PTB) Urdu Grammar for 9th**	**Nos.**	**201**		
15		**Punjab Text board (PTB) Urdu Grammar for 10th**	**Nos.**	**81**		
16		**English Sunshine/Trend English for 1st Year**	**Nos.**	**194**		
17		**English Sunshine/Trend English for 2nd Year**	**Nos.**	**171**		
18		**Shareh-e- Sarmaya Urdu for 1st Year**	**Nos.**	**194**		
19		**Shareh-e- Sarmaya Urdu for 2nd Year**	**Nos.**	**171**		
20	**Practical Notebooks HSSC (Intermediate Level)**	**Chemistry**	**Nos.**	**165**		
21		**Physics**	**Nos.**	**258**		
22		**Biology**	**Nos.**	**112**		
23		**IT**	**Nos.**	**85**		
24	**Fine Art Book 6th**	**PTB**	**Nos.**	**220**		
25	**Fine Art Book 7th**	**PTB**	**Nos.**	**220**		
26	**Fine Art Book 8th**	**PTB**	**Nos.**	**215**		
Grand Total						

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 Students Stationery (Daily Use Items)

Sr. #	Items	Specification	Unit	Total Qty. Req	Unit Rate	Total Estimate Amount Rs.
1	Led Pencil	Pale red wood & chemically treated soft wood and heated white wood, especially break resistant, easy to erase, Bahadar or equivalent.	Nos.	7,108		
2	Sharpener	Made with strong plastic, Sharpener with blade knife for easy sharpening, top quality material used.	Nos.	848		
3	Eraser	Piano Factis WR-1-7-50	Nos.	1,872		
4	Steel Scale	Stainless steel Good Quality 12 inch	Nos.	128		
5	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 dia meter, colour pencils (24 in one Jar). Bahadur or equivalent.	Packets	680		
6	Geometry Box	Silicon Material with 4 (four) colour printing on top. Good Quality	Nos.	550		
7	Calculator	Scientific - Casio FX-991 ES Plus	Nos.	300		
8	Pen Ink Blue	60 ml (Doller, or equivalent.)	Nos.	2,200		
9	Fountain pen	Iridium point nib SP-10 or equivalent.	Nos.	860		
10	Paper Pile/Dasta (Answer Sheets)	67 gm, Broad Line, Size 8.5x13.5 without "Hashia" Good Quality 40 dasta in 1 ream (24 answer sheets in a dasta)	Ream	370		
11	T- Scale	Wooden made, good Quality	Nos.	9		
12	Fomic Sheet	A4 Size in mix colour (10sheets in one pack) with	Packet	150		

		Good Quality				
13	**Art Card**	**Good Quality**	**Nos.**	**30**		
14	**Grey Box Board Sheet**	**Good Quality**	**Nos.**	**30**		
15	**Multi Colour Chart**	**22" X 28" Good Quality (Mixed Colour Hard/Soft)**	**Nos.**	**548**		
16	**Spray Paint**	**300 ml. Different colours, Sensa or Equivalent**	**Bottel**	**24**		
17	**Canson Water Color Sheet**	**Good quality**	**Nos.**	**36**		
18	**Pastel Color (Chalk)**	**12 Pieces Good quality**	**Pack**	**30**		
19	**Crape Paper**	**10 x in one pack Good Quality Diff. colour**	**Packets**	**98**		
20	**Tape Double Side**	**1" width, Good Quality**	**Nos.**	**23**		
21	**Lar Wooden**	**10 feet length with size of 2" x 1" good quality**	**Qty**	**220**		
22	**Acrylic paint - Maries**	**Good quality**	**Packet**	**18**		
23	**Framing Gola**	**1" x 1" Good Quality**	**Feet**	**1,700**		
24	**Thread Cone**	**Good Quality**	**Nos.**	**2**		
25	**Celephene paper**	**Multicolor , Good quality**	**Nos.**	**18**		
26	**Oil Pastels**	**24 in one pack**	**Packet**	**20**		
27	**Brush**	**Soft round head for Poster colour (12 in One Pack) Good Quality**	**Set**	**2**		
28	**Brush (Flate)**	**For oil paint (12 in one pack) good quality**	**Packet**	**34**		
29	**Brush (Round Squril hair)**	**For oil paint 12 in one pack good quality**	**Packet**	**36**		
30	**UHU Tubes**	**60 ml Good Quality,**	**Nos.**	**100**		
31	**UHU Tubes**	**125 ml Good Quality,**	**Nos.**	**24**		
32	**Letter Head Pad**	**A4 size, 120gm fancy offwhite page with School Name Monogram & Address (100 pages in a pad)**	**Pad**	**20**		
33	**File Covers**	**White Glazed 300 mm with Daanish School Name and Monogram size"13.5 x 9.5"**	**Nos.**	**1,500**		
34	**High Lighter**	**Strong yet soft feel polyester fiber tip, truly fluorescent inks, cap with attached clip. Good quality. Different colours. Doller or Equivalent**	**Nos.**	**96**		
35	**Board Marker (12 in one pack)**	**Dry erase pack of 12.2mm. Blue, Black Red, Green, Doller or Equivalent**	**Packet**	**40**		
36	**Ball point (Blue)**	**Point 0.7 mm (10 in one Box) Doller Note or Equivalent**	**Box**	**102**		
37	**Ball point (Red)**	**Point 0.7 mm (10 in one Box) Doller Note or Equivalent**	**Box**	**55**		
38	**White Board Duster**	**Good Quality**	**Nos.**	**200**		

39	**Permanent Marker**	**4 Colours. Piano plus or equivalent, Good quality**	**Nos.**	**78**		
40	**Permanent Marker Ink**	**Black Good quality (12 in one Box) Doller or Equivalent**	**box**	**24**		
41	**Envelopes Brown**	**14"x 18" Size**	**Nos.**	**1,450**		
42	**Colour Paper**	**A4 Size 80 Gsm, multi Colours, 250 Sheet in Pack**	**Packet**	**34**		
43	**Gel Pen Black**	**Uniball or equivalent**	**Box**	**15**		
44	**Gel Pen Blue**	**Uniball or equivalent**	**Box**	**19**		
45	**Doc Folder**	**Good Quality**	**Nos.**	**12**		
46	**Gum Stick**	**35 gm, Good quality**	**Box**	**23**		
47	**Jim Clip**	**Stainless Steel, Good quality**	**Box**	**30**		
48	**Staff Attendance Register**	**White colour Legal size, 120 pages**	**Nos.**	**12**		
49	**Bank/ Pass Book**	**White colour, A3 size, 100 pages with Daanish logo (Format will be provided)**	**Nos.**	**10**		
50	**Ledger Register**	**White colour, Legal size, 200 Pageswith Daanish logo (Format will be provided)**	**Nos.**	**5**		
51	**Registers (Security purpose)**	**70 gm, legal size, 300 Pages Hard binding with Daanish logo (Format will be provided)**	**Nos.**	**12**		
52	**Stapler Pin Remover**	**Good Quality**	**Nos.**	**18**		
53	**Stapler Pin 24/6**	**24/6 Size Fuji or Equivalent 20 pieces in each Box**	**Box.**	**17**		
54	**Stapler Pin**	**10 No Size Fuji 20 pieces in each Box or Equivalent**	**Box.**	**5**		
55	**Stapler Pin**	**23/17 No Size 20 pieces in each Box Fuji or Equivalent**	**Box.**	**4**		
56	**Stamp Pad**	**Good Quality Colop**	**Nos.**	**25**		
57	**Stamp Pad Ink**	**Crystal 15ml or Equivalent**	**Nos.**	**16**		
58	**Binding Sheet**	**A4 Size Good Quality 100 sheets**	**Ream**	**10**		
59	**Binding Sheet**	**F4 Size Good Quality**	**Ream**	**8**		
60	**White Envelop**	**4 X 9 Size Good Quality**	**Nos.**	**1,500**		
61	**White Envelop**	**11 X 5 Size Good Quality**	**Nos.**	**500**		
62	**White Envelop**	**10 X 14 Size Good Quality**	**Nos.**	**300**		
63	**Tape Dispenser**	**Good Quality**	**Nos.**	**4**		
64	**Doc Received Register**	**White colour, Legal size, 200 Pages**	**Nos.**	**3**		
65	**Box File**	**3 inch Exclusive plastic made Rex or equivalent**	**Nos.**	**140**		

66	**Paper Cutter**	**Size 6 inch, Stainless steel blade with plastic handle, Good Quality**	**Nos.**	**43**		
67	**Paper Ream**	**A4 Size 70 Gsm, Good Quality**	**Ream**	**1,020**		
68	**Paper Ream**	**F4 Size 70 Gsm, Good Quality**	**Ream**	**280**		
69	**Punch Machine**	**20 sheets punching capacity in a single punch, 70 gsm, two holes, distance 80mm, Good Quality**	**Nos.**	**8**		
70	**Punch Machine**	**Heavy Duty Deli or equivalent**	**Nos.**	**1**		
71	**Stapler Machine Small**	**10 No. Deli or equivalent**	**Nos.**	**32**		
72	**Stapler Machine Medium**	**24/6, 26/6 medium size, deli or equivalent**	**Nos.**	**44**		
73	**Scotch Tape**	**2 " width 45 meter Neechi Ban or equivalent**	**Nos.**	**30**		
74	**Scotch Tape**	**1" width, 45 meter Neechi Ban or equivalent**	**Nos.**	**110**		
75	**File Tags**	**Good Quality (100 in one Pack) each size**	**Packs**	**110**		
76	**Binding Tape**	**lather tape 2" 18 meter Neechi Ban**	**Nos.**	**13**		
77	**Packing Tape**	**2" width, Good Quality**	**Nos.**	**12**		
78	**White Board Marker Ink**	**Piano 15ml 12 P**	**Box.**	**20**		
79	**Doc Dispatch Register**	**Kohe noor 400**	**Nos.**	**4**		
80	**Simple Register 300P**	**IK70gm Kohe noor**	**Nos.**	**4**		
81	**White Flued Pen**	**Piano Bahadur**	**Nos.**	**20**		
82	**Biding Clip 32mm**	**12 Pieces Good quality**	**Box**	**10**		
83	**Plastic Roll 10mm**	**Good Quality**	**Nos.**	**12**		
84	**Students Attendance Register**	**Hamdard 120 p**	**Nos.**	**30**		
85	**Shading Pencil**	**Good Quality**	**Nos.**	**24**		
86	**White Emulsion Paint**	**Diamond or Equivalent (Qtr)**	**Nos.**	**12**		
87	**Enemal Paint**	**Qtr (Multi Color) Diamond or Equivalent**	**Nos.**	**12**		
88	**Carteridge Sheet**	**Good Quality**	**Nos.**	**48**		
89	**Water Color (Le France)**	**Le-France or Equivalent**	**Nos.**	**24**		
90	**Paper Cutter Blade**	**Good Quality**	**packet**	**6**		
91	**Lasani Sheet**	**7mm Marbok or Equivalent**	**Nos.**	**48**		
Total						

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. #	Items	Specification	Unit	Total Qty. Req	Unit Rate	Total Estimate Amount Rs.
1	Soap Bath	Lux or equivalent 140 gm	No's	13,820		
2	Shampoo	life boy or equivalent 90 ml	No's	3,700		
3	Tooth Paste	Colgate 50 Gram	No's	10,520		
2	Tooth Brush	Antibacterial filaments, use food grade plastic material (Shield Anti-Bacterial) or Equivalent	No's	3,366		
3	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's	220		
4	Shoe Polish	Lude China-No.1 Quality	No's	5,390		
3	Combs	L-6'', W-2'' Inch with flexible Plastic	No's	110		
4	Hangers	Stain less Steel made Length 29.5 cm Width 17 cm good quality	No's	758		
5	Nail Cutter	Steel made Medium Size Good Quality	No's	150		
4	Liquid Hand Wash	life boy or equivalent (140 ml)	Bottles	450		
5	Air Freshener	Aseel or Equivalent 300 ml	Bottles	50		
6	Surf	Surf Excel or Equivalent (35 gm)	No's	20,640		
7	Petroleum Gel	Good quality 100 gm	Nos.	660		
8	Elastic	Good Quality, 50 Yard Roll, with 0.5 inch width	Roll	2		
9	Hair pins	Good Quality	Nos.	440		
10	Poni	Good Quality	Nos.	220		
Total						

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. Hostel utility Items (Janitorial Use Items)

Sr. #	Items	Specification	Unit	Total Qty. Req	Unit Rate	Total Estimate Amount Rs.
1	Surf	Bonus or equivalent (750 gm packing)	Nos.	1,330		
2	Glass Cleaner	Glint or equivalent	Bottle	190		
3	Acid	Good Quality, Local	Liters	300		
4	Lemon Max long Bar	Good Quality	Packet	720		
5	Lemon Max liquid	750 ml	Bottle	560		
6	Long Brush	Good Quality	Nos.	75		
7	Scraper	Good Quality	Nos.	20		
8	Toilet Brush	Good Quality	Nos.	20		
9	Rope Poocha	Loose Packing (Good Quality)	Kg	700		
10	Yellow Brooms	With wood threaded wooden handles (General Size) Good Quality	Kg	240		
11	Bance Brooms	Good Quality	Kg	20		
12	Scotch Bright foam sponge	Double pack (2 in 1), good quality	Nos.	440		
13	Steel Scotch (Jali/Koochi)	Scotch Bright or Equivalent	Nos.	700		
14	Tissue Rose petal/Pop-up	Sheet size 205 x 155mm) (150 X 2PLY) `	Nos.	100		
15	Insect Killer Spray	King Tox,or equivalent, 600ml	Bottle	410		
16	Phenyl (Finis)	2.9 Liters bottle Finis or Equivalent	Nos.	450		
17	Viper for Washrooms	At least 4-feet Iron rod with plastic grip + 2 feet wiping rubberr, good quality.	Nos.	150		
7	Dust Bin	Medium Good Quality	Nos.	70		
8	Wall Clock Cell	Toshiba or Equivalent	Nos.	800		
18	Dettol	Liter pack	Litre	20		

19	**Barber Brush for Cutting**	**Good Quality**	**Nos**	**6**		
20	**Barber Cloth for cutting**	**Good quality1.5 meter length,**	**Nos**	**12**		
21	**Barber Scissor for Cutting**	**Good quality**	**Nos**	**6**		
22	**Shower Bottle with Shower**	**Made in Taiwan (For Barber use)**	**Nos**	**6**		
23	**Moser/Trimmer**	**Made in Germany. Type 1400**	**Nos**	**3**		
24	**Hair Cutting Machine**	**Made in China RF-601 (Dingling)**	**Nos**	**6**		
Total						

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 (NTN, GST and PRA)			
3	Registered with market committee Chamber of Commerce, SECP or General Order Suppliers etc.			
4	At least 1 year verifiable experience in sale / supply of similar items			
5	Complete business profile printed on letter head pad with sign & Stamp			
6	Photocopy of CDR/DD/PO			
7	Account Maintenance certificate issued by bank			
8	Bank Statement of last 1 x year			
9	Original bid documents duly signed & stamped on each page			
10	Original fee receipt of bid documents			
11	Covering letter/undertaking on letter head/stamp paper as per Annex-D			

Dated: _____

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Signature with Stamp

ANNEX – D

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

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

To The Principals
Daanish Schools (Boys & Girls)
Rahim Yar Khan

Subject: Undertaking – Stationery, Utility and Toiletry 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 specification as laid down in the bidding 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/bidding 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 in 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 black listed.

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 rights 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