TENDER DOCUMENTS
DAANISH SCHOOL (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 School (Girls) lot wise for the financial year 2023-24 under Punjab Procurement Rules 2014, from experienced and financially sound business enterprises, registered with tax departments as per government regulations with the status of active tax payer. Lots are as follows:-

Lot #	Lot Name	Total Estimate Amount (Rs.)	Bid Security @ 2% (In the form of CDR / DD / PO) (Rs)
1	**Notebooks & Registers For Students**	**636,250/-**	**12,725/-**
2	**Stationery For Office & Students**	**2,535,910/-**	**50,718/-**
3	**Hostel Utility Items**	**1,479,500/-**	**29,590/-**

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 Tuesday 13th February 2024 at 11:00 AM in the conference room of Daanish School (Girls) Rahim Yar khan.

The bid documents are immediately available and can also be purchased from Daanish School (Girls) 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, 28th February 2024 up to 11:00 AM in Daanish School (Girls), Rahim Yar Khan. Technical bids will be opened on the same day at 11:30 AM.

Daanish School (Girls)
4-KM Sunny Bridge. 82-P, Near Mad Gaman
Rahim Yar Khan
Ph. 068-58823055, 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 School (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 (Girls) Rahim Yar Khan for the procurement of Students Stationery and Utility Items etc. during the financial year 2023-24.

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 Daanish School Girls 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 (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 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 20 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 up to 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**

Principal Daanish School (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 School (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 (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 School (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 (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 (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 (GIRLS) RAHIM YAR KHAN

LIST OF STATIONERY ITEMS (TABLE OF QUANTITIES)

Lot Number 01 (Notebooks & Registers for students)

Sr. #	Items	Specification	Unit	Total Qty Req.
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	Nos.	200
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	Nos.	1,000
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	Nos.	300
4	Broad Line Rigistaors	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	Nos.	1,200
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.	200
6	Practical Notebooks HSSC (Intermediate Level)	Chemistry (Ilmi or Equivalent)	Nos.	60
7		Physics (Ilmi or Equivalent)	Nos.	80
8		Biology (Ilmi or Equivalent)	Nos.	75
9		IT (Ilmi or Equivalent)	Nos.	35
Total Bid Security @ 2%				12,725

ANNEX-A

Lot Number 02 (Stationery For Office & Students)

Sr. #	Items	Specification	Unit	Total Estimate Qty Req.
1	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 (12 in one Jar). Oro or equivalent.	Packets	110
2	Calculator	Scientific Calculator - Casio FX-991 ES Plus or equivalent with full functions	Nos.	80
3	Calculator	Office Calculator, 12 Digits DJ-120D Plus Casio or Equivalent	Nos.	10
4	Fountain pen	Iridium point nib SP-10 or equivalent.	Nos.	110
5	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	250
6	Fomic Sheet	A4 Size, mix colours (10 sheets in one pack) with Good Quality	Packet	25
7	Art Card	Good Quality chart size	Nos.	100
8	Grey Box Board Sheet	Good Quality	Nos.	20
9	Multi Colour Chart	22" X 28" Good Quality (Mixed Colour Hard / Soft)	Nos.	500
10	Spray Paint	300 ml. Multi colours, Sensa, mubah or Equivalent	Bottel	50
11	Canson Water Color Sheet	Good quality. 22" X 31"	Nos.	30
12	Pastel Color (Chalk)	24 Pieces in one pack, Good quality	Pack	10
13	Tape Double Side	1" width, Good Quality	Nos.	10
14	Oil Pastels	24 in one pack Mungyo, TiTi or equivalent	Packet	10
15	Linseed Oil	Good Quality	Botel	12
16	UHU Tubes	60 ml, UHU or equivalent	Nos.	60
17	UHU Tubes	125 ml UHU or equivalent	Nos.	30
18	Letter Head Pad	A4 size, 120gm fancy off white page with School Name Monogram & Address (100 pages in a pad)	Pad	15
19	High Lighter	Strong yet soft feel polyester fiber tip, truly fluorescent inks, cap with attached clip. Good quality. Different colours. Doller or Equivalent	Nos.	100
20	Permanant Marker	4 Colours. Piano plus or equivalent,12 in one pack, Good quality	Packet	4
21	Ball point (Blue)	Point 0.7 mm (10 in one Box) Doller Note, BP3 or Equivalent	Box	80

22	**Ball point (Red)**	**Point 0.7 mm (10 in one Box) Doller Note, BP3 or Equivalent**	**Box**	**5**
23	**Ball point (Black)**	**Point 0.7 mm (10 in one Box) Doller Note, BP3 or Equivalent**	**Box**	**5**
24	**Pointer (Black)**	**Soft Liner 0.3 mm Black & Blue**	**Box**	**20**
25	**Envelopes Brown**	**18"x 15" Size Good Quality**	**Nos.**	**100**
26	**Thumb Pins**	**Goood Quality**	**Nos.**	**10**
27	**Colour Paper**	**A4 Size 80 Gsm, multi Colours, 100 Sheet in Pack Spectra or equivalent**	**Packet**	**40**
28	**Gel Pen Black**	**Uniball or equivalent**	**Box**	**1**
29	**Gel Pen Blue**	**Uniball or equivalent**	**Box**	**1**
30	**Gum Stick**	**20 gm, Good quality. Dollar / Bahadar / Craft or equivalent**	**Box**	**15**
31	**Bank/ Pass Book**	**White colour, A3 size, 100 pages with Daanish logo (Format will be provided)**	**Nos.**	**10**
32	**Log Book**	**150 pages Good Quality**	**Nos.**	**10**
33	**Tape Dispenser**	**Good Quality, 2-inches, National or equivalent**	**Nos.**	**1**
34	**Doc Received / Dispatch Register**	**White colour, Legal size, 200 Pages**	**Nos.**	**8**
35	**File Covers**	**White Glaze 300 mm with Daanish Logo (can be provided a soft copy on USB), size 13.5 x 10 inches. Good Quality**	**Nos.**	**800**
36	**Paper Ream**	**A4 Size 70 Gsm, Copy mate, IQ PP Lite or equivalent**	**Ream**	**263**
37	**Punch Machine**	**20 sheets punching capacity in a single punch, 70 gsm, two holes, distance 80mm, Good Quality, Deli or equivalent**	**Nos.**	**1**
38	**Stapler Machine Medium**	**24/6, 26/6 medium size, deli or equivalent**	**Nos.**	**15**
39	**Scotch Tape**	**1 " width 60 meter Deer or equivalent**	**Nos.**	**50**
40	**Binding Tape**	**lather tape 2" 20 meter, Deer or equivalent**	**Nos.**	**40**
41	**White Flued Pen**	**Dux, Piano, Bahadur or equivalent**	**Nos.**	**20**
42	**Plastic Roll**	**10mm, 50 metre, Good Quality**	**Nos.**	**5**
43	**Students Attendance Register**	**120 page, legal size, Hamdard, Rizwan or equivalent**	**Nos.**	**80**
44	**Water Color (Le France)**	**12 in one Box, Le-France or Equivalent**	**Nos.**	**10**
45	**Crape Paper**	**Good Quality**	**Packet**	**40**
46	**Masking Tape**	**1" Good Quality**	**Nos.**	**5**
47	**Masking Tape**	**2" Good Quality**	**Nos.**	**5**
Total Bid Security @ 2%				**50,718**

ANNEX-A

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

Sr. #	Name of Items	Specification	Unit	Total Estimate Qty.
1	Soap Bath	Lifebuoy white or equivalent 128 gm ± 5 gm	No's	6,000
2	Acid	Good Quality, Local	Liters	500
3	Vim Powder	790 gm Leaver orequivalent	No's	250
4	Combs	L-6'', W-2'' Inch, flexible Plastic, good quality	No's	110
5	Surf	Surf Excel or Equivalent 35 gm ± 4 gm	No's	7,000
6	Long Bar	Lemon Max, Vim or Equivalent 265 gm ±10 gm	Packet	400
7	Max Liquid	Lemon Max, Vim or Equivalent 450 ml ± 20 ml	Bottle	200
8	Scotch Bright Foam sponge	Double pack (2 in 1), Scoch bright or equivalent	Nos.	400
9	Steel Wool (Jali / Koochi)	Scotch Bright or Equivalent	Nos.	500
10	Tissue	Sheet size 205 x 155mm) (150 X 2PLY) Rose petal (Pop-up) or Equivalent with box	Nos.	100
11	Insect Killer Spray	King Tox,or equivalent, 400 ml + 10 ml	Bottle	150
12	Viper for Washrooms	At least 4-feet Iron rod with plastic grip + 2 feet wiping rubberr, good quality.	Nos.	500
13	Wall Clock Cell	Toshiba or Equivalent	Nos.	150
Total Bid Security @ 2%				29,590

ANNEX – B

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

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

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

Lot Number 01 (Notebooks & Registers For Students)

Sr. No.	Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	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	Nos.	200		
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	Nos.	1,000		
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	Nos.	300		
4	Broad Line Rigistaors	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	Nos.	1,200		

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.	200		
6	Practical Notebooks HSSC (Intermediate Level)	Chemistry (Ilmi or Equivalent)	Nos.	60		
7		Physics (Ilmi or Equivalent)	Nos.	80		
8		Biology (Ilmi or Equivalent)	Nos.	75		
9		IT (Ilmi or Equivalent)	Nos.	35		
Total Amount						

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 Rate (Rs.)	Total Amount (Rs.)
1	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 (12 in one Jar). Oro or equivalent.	Packets	110		
2	Calculator	Scientific Calculator - Casio FX-991 ES Plus or equivalent with full functions	Nos.	80		
3	Calculator	Office Calculator, 12 Digits DJ-120D Plus Casio or Equivalent	Nos.	10		
4	Fountain pen	Iridium point nib SP-10 or equivalent.	Nos.	110		
5	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	250		
6	Fomic Sheet	A4 Size, mix colours (10 sheets in one pack) with Good Quality	Packet	25		
7	Art Card	Good Quality chart size	Nos.	100		
8	Grey Box Board Sheet	Good Quality	Nos.	20		
9	Multi Colour Chart	22" X 28" Good Quality (Mixed Colour Hard / Soft)	Nos.	500		
10	Spray Paint	300 ml. Multi colours, Sensa, mubah or Equivalent	Bottel	50		
11	Canson Water Color Sheet	Good quality. 22" X 31"	Nos.	30		
12	Pastel Color (Chalk)	24 Pieces in one pack, Good quality	Pack	10		
13	Tape Double Side	1" width, Good Quality	Nos.	10		
14	Oil Pastels	24 in one pack Mungyo, TiTi or equivalent	Packet	10		
15	Linseed Oil	Good Quality	Botel	12		

16	UHU Tubes	60 ml, UHU or equivalent	Nos.	60		
17	UHU Tubes	125 ml UHU or equivalent	Nos.	30		
18	Letter Head Pad	A4 size, 120gm fancy off white page with School Name Monogram & Address (100 pages in a pad)	Pad	15		
19	High Lighter	Strong yet soft feel polyester fiber tip, truly fluorescent inks, cap with attached clip. Good quality. Different colours. Doller or Equivalent	Nos.	100		
20	Permanent Marker	4 Colours. Piano plus or equivalent,12 in one pack, Good quality	Packet	4		
21	Ball point (Blue)	Point 0.7 mm (10 in one Box) Doller Note, BP3 or Equivalent	Box	80		
22	Ball point (Red)	Point 0.7 mm (10 in one Box) Doller Note, BP3 or Equivalent	Box	5		
23	Ball point (Black)	Point 0.7 mm (10 in one Box) Doller Note, BP3 or Equivalent	Box	5		
24	Pointer (Black)	Soft Liner 0.3 mm Black & Blue	Box	20		
25	Envelopes Brown	18"x 15" Size Good Quality	Nos.	100		
26	Thumb Pins	Goood Quality	Nos.	10		
27	Colour Paper	A4 Size 80 Gsm, multi Colours, 100 Sheet in Pack Spectra or equivalent	Packet	40		
28	Gel Pen Black	Uniball or equivalent	Box	1		
29	Gel Pen Blue	Uniball or equivalent	Box	1		
30	Gum Stick	20 gm, Good quality. Dollar / Bahadar / Craft or equivalent	Box	15		
31	Bank/ Pass Book	White colour, A3 size, 100 pages with Daanish logo (Format will be provided)	Nos.	10		
32	Log Book	150 pages Good Quality	Nos.	10		
33	Tape Dispenser	Good Quality, 2-inches, National or equivalent	Nos.	1		
34	Doc Received / Dispatch Register	White colour, Legal size, 200 Pages	Nos.	8		
35	File Covers	White Glaze 300 mm with Daanish Logo (can be provided a soft copy on USB), size 13.5 x 10 inches. Good Quality	Nos.	800		
36	Paper Ream	A4 Size 70 Gsm, Copy mate, IQ PP Lite or equivalent	Ream	263		
37	Punch Machine	20 sheets punching capacity in a single punch, 70 gsm, two holes, distance 80mm, Good Quality, Deli or equivalent	Nos.	1		

38	Stapler Machine Medium	24/6, 26/6 medium size, deli or equivalent	Nos.	15		
39	Scotch Tape	1 " width 60 meter Deer or equivalent	Nos.	50		
40	Binding Tape	lather tape 2" 20 meter, Deer or equivalent	Nos.	40		
41	White Flued Pen	Dux, Piano, Bahadur or equivalent	Nos.	20		
42	Plastic Roll	10mm, 50 metre, Good Quality	Nos.	5		
43	Students Attendance Register	120 page, legal size, Hamdard, Rizwan or equivalent	Nos.	80		
44	Water Color (Le France)	12 in one Box, Le-France or Equivalent	Nos.	10		
45	Crape Paper	Good Quality	Packet	40		
46	Masking Tape	1" Good Quality	Nos.	5		
47	Masking Tape	2" Good Quality	Nos.	5		
Total Amount						

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 & Sanitation)

Sr. No.	Items	Specification (As per list of Items)	Unit	Total Qty. Reqd.	Quoted Rate (Rs.)	Total Amount (Rs.)
1	Soap Bath	Lifebuoy white or equivalent 128 gm ± 5 gm	No's	6,000		
2	Acid	Good Quality, Local	Liters	500		
3	Vim Powder	790 gm Leaver orequivalent	No's	250		
4	Combs	L-6'', W-2'' Inch, flexible Plastic, good quality	No's	110		
5	Surf	Surf Excel or Equivalent 35 gm ± 4 gm	No's	7,000		
6	Long Bar	Lemon Max, Vim or Equivalent 265 gm ±10 gm	Packet	400		
7	Max Liquid	Lemon Max, Vim or Equivalent 450 ml ± 20 ml	Bottle	200		
8	Scotch Bright Foam sponge	Double pack (2 in 1), Scoch bright or equivalent	Nos.	400		
9	Steel Wool (Jali / Koochi)	Scotch Bright or Equivalent	Nos.	500		
10	Tissue	Sheet size 205 x 155mm) (150 X 2PLY) Rose petal (Pop-up) or Equivalent with box	Nos.	100		
11	Insect Killer Spray	King Tox,or equivalent, 400 ml + 10 ml	Bottle	150		
12	Viper for Washrooms	At least 4-feet Iron rod with plastic grip + 2 feet wiping rubberr, good quality.	Nos.	500		
13	Wall Clock Cell	Toshiba or Equivalent	Nos.	150		
Total Amount						

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 School (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