PROCUREMENT OF STATIONERY, PRINTED NOTE BOOKS, HOSTEL UTILITIES, JANITORIAL AND LAUNDRY ITEMS

INVITATION TO BID

Sealed bids are invited from Firms / Companies / Distributors / Suppliers registered with sales tax and income tax departments for procurement of Stationery, Printed Note Books, Hostel Utilities, Janitorial Items and laundry Items as given below under Punjab Procurement Rules 2014 (amended upto date) for Daanish Schools (Boys & Girls) Harnoli, Mianwali under Framework Contract ended on 30th June 2023.

Lot #	Name	Estimated Price	Bid Security (In the form of CDR / DD / PO)
01	STATIONERY	2,110,440	42,209 (2% of Estimated Price)
02	PRINTED NOTE BOOKS	2,049,000	40,980 (2% of Estimated Price)
03	HOSTEL UTILITIES ITEMS	1,279,700	25,594 (2% of Estimated Price)
04	JANITORIAL ITEMS	826,150	16,523 (2% of Estimated Price)
05	LAUNDRY ITEMS	198,000	3,960 (2% of Estimated Price)

The intending bidders are advised to submit their profiles including **Technical and Financial bids** in separately sealed envelopes in a single package. Pre-bid meeting will be held on Tuesday, March 28, 2023 at 11:00 AM.

Bid documents are immediately available and can also be purchased from School during office hours for Rs.500. The bid documents are also available at the PPRA website www.ppra.punjab.gov.pk and PDS & CEA website www.daanishschools.edu.pk. Completed bids should reach by **Friday, 14 April 2023 up to 11:00AM** at School. Technical bids will be opened on the same day at **11:30 AM**.

Principals, Daanish Schools (Boys &Girls) Harnoli Morr MM Road, District Mianwali
Mob : 0333 – 7676000 & 0312-9972182

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2. INSTRUCTIONS TO BIDDERS (ITB)

2.1 Important Note:

2.1.1 The procurement shall be lot wise under a **framework contract** between Daanish Schools (Boys & Girls) Harnoli, Tehsil Harnoli District Mianwali and the successful bidders from the date of contract to June 2023. The Principals of the 02 x Daanish Schools (Boys & Girls) Harnoli, Mianwali will issue purchase orders of the required quantity as and when required separately and will make the payments on receipt of the Goods in proper order. The contractor will deliver the Goods at the Schools as and when required.

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

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

2.1.4 Bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;

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

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

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

2.1.5.3 The time for filing the grievance has lapsed.

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

2.1.6 The lowest evaluated bidder shall be awarded the contract.

2.2 Bidding Details

2.2.1 All bids must be accompanied by Bid Security in the form of CDR/Demand Draft in favor of **"Daanish School Mianwali Boys Security Fund Account"**. The completed bids must be delivered into the Tender Box placed in the Conference Room of Daanish School Boys Harnoli Tehsil Harnoli, District Mianwali.

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

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

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

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

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

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

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

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

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

3 TERMS AND CONDITIONS OF THE TENDER

3.1 Definitions

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

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

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

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

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

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

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

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

3.1.8 "Prescribed" means prescribed in the Tender Document.

3.1.9 "Purchaser" means the Daanish School Boys & Girls Harnoli Tehsil Harnoli District Mianwali or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract including Principals of the Daanish Schools.

3.1.10 "Services" means “labor and transportation” services which the Contractor is required to provide the Purchaser under the Contract and cost is including in rates offered in bid document.

3.1.11 “Goods” means Stationery, Printed Note Books, Hostel Utilities, Janitorial Items and Printed Items.

3.1.12 “Work” means work to be done by the Contractor under this contract.

3.1.13 “Seller-cum-supplier” means a person, association of persons, firm or company who is dealing in Stationery, Printed Note Books, Hostel Utilities, Janitorial Items and Printed Items at reasonable business level and providing said items in market.

3.2 *Tender Scope*

3.2.1 Type of Items along with quantities and specifications is attached as per (**Annexure – B)**

3.2.2 The Purchaser invites sealed technical and financial proposals to procure the above mentioned items lot wise.

3.2.3 Lot wise successful bidder is required to provide the above mentioned items at Daanish School Boys & Girls Harnoli, Tehsil Harnoli, District Mianwali, as the case may be and as and when required.

3.3 Primary & Secondary Contact

The Primary and Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Name : Muhammad Tauseef
Designation : Accounts Officer (Girls) Contact No: 0312-9972182
Email: accounts.gmwn@daanishschools.edu.pk
Name : Gulraiz Akram
Designation : Accounts Officer (Boys) Contact No: 0333-7676000
Email: accounts.bmwn@daanishschools.edu.pk

3.4 Tender Cost

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

3.5 Preparation / Submission of Tender

3.5.1 The Tender and all documents relating to the tender, exchanged between the tenderer and the Purchaser, shall be as far as possible, in English.

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

3.5.2.1 Covering letter duly signed and stamped (**Annexure-A**)

3.5.2.2 Certificate of Firm/Company/Distributor/ Supplier Registration/ Incorporation under the laws of Pakistan

3.5.2.3 Bank statements / financial statements.

3.5.2.4 Work orders / Sale receipts and record of sales tax.

3.5.2.5 Specifications of the goods to be supplied.

3.5.2.6 Valid Registration Certificate for Income Tax & Sales Tax Department(s).

3.5.2.7 Photocopy of Bid Security.

3.5.2.8 Any other necessary document(s).

Note: Technical proposal should not indicate any mention of prices.

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

3.5.3.1 Original Bid Security**,** in the form of CDR / Demand Draft.

3.5.3.2 Price Schedule as per **Annexure-D**

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

3.6 Queries of the Bidders and Pre-Bid Meeting

3.6.1 Queries of the Bidders (if any) for seeking clarifications regarding the bidding documents of the Goods must be received in writing to the Purchaser till **Saturday, April 08, 2023**. All queries shall be responded to within due time. The clarifications and its replies will be shared with all prospective bidders.

3.6.2 A pre-bid meeting will be held in the Conference Room of Daanish School Boys Mianwali (Purchaser) on **Tuesday, March 28, 2023 at 11:00 am** for clarifications and necessary explanations.

3.7 Amendment of the Tender Document

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

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

3.8 Tender Price

The itemized wise quoted price shall be:

3.8.1 Best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation;

3.8.2 In Pak Rupees;

3.8.3 Inclusive of all taxes, duties, levies, insurance, freight, transportation, installation, commissioning, testing etc.

3.8.4 The bidder must provide price of each item as per clause 3.5.3.2

3.9 Bid Security

The Tenderer shall furnish the Bid Security in favor of **"Daanish School Boys Mianwali Security Account"** as under:

3.9.1 Shall be a sum not more that 02 % of the Estimated Price

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

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

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

3.10 Tender Validity

The Tender shall have a minimum validity period of ninety (90) days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security as per Clause 28(4)(c).

3.11 Provision of Samples

Bidders are required to provide the samples to Purchaser as it may determine such number of samples. All the bidders will provide the sample of goods for demonstration along with Technical Bid before the Purchase Committee. Necessary tests if required can be conducted at the cost of the bidders from the institutions/organizations recommended by the Purchaser. Samples provided must conform to the detailed specifications. Necessary laboratory tests will accompany the samples.

3.12 Tender Eligibility / Qualification Criteria (Compulsory Parameters)

The Bidder must comply the eligibility / qualification criteria given at **Annexure – C.**

3.13 Determination of Responsiveness of the Bid (Tender)

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

3.13.1 Meet the eligibility / qualification criteria given in this tender document;

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

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

Note-2: The responsive bidders will be considered for award of marks as per Clause 3.14.

3.14 Eligibility Criteria

Sr. #	Parameter of Technical Evaluation	Yes / No	Documents at Flag ___	Remarks
1	Firms / Companies / Distributors / Supplier is Registered / Incorporated under the laws of Pakistan			
2	Has Business experience in relevant lot			
3	Active Tax Payer and has Valid National Tax Number (NTN) and Registered for Sales Tax Purpose			
4	Has Firm attached bid security of estimated cost in financial Proposal			
5	All pages of bidding documents are stamped & signed by the bidder			
6	Verifiable Sale Point / office / business place			
7	Account Maintenance certificate issued by the bank			
8	Bank Statement (01 Year)			

3.15 Performance Guarantee

The successful bidder shall furnish Performance Guarantee is as under:

3.15.1 Within Seven (07) working days of the receipt of acceptance letter from the purchaser.

3.15.2 In the form of a CDR / Demand Draft issued by a scheduled bank operating in Pakistan.

3.15.3 For a sum equivalent to 02% (02 Percent) of the contract value;

3.15.4 In Pak Rupees.

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

3.15.6.1 If the contractor commits a default under the Contract;

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

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

3.15.7 The contractor shall cause the validity period of the Performance Guarantee to be extended for such period(s) as the contract performance may be extended.

3.16 Lot Wise Itemized Bid Rates

3.16.1 The Bidders shall submit their bid of particular lot or all lots mentioning rates of all items in a specific bid.

3.16.2 A Bidder may participate in a single lot or more than one lot subject to meeting all other qualifications criteria necessary for technical and financial eligibility.

3.16.3 A bidder must quote rates of all items in a specific lot.

3.17 Acceptance Letter and Singing of the Contract

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

3.18 Redressal of grievances by the procuring agency

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

CONTRACT AGREEMENT

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**, between **Daanish School Boys Harnoli, Tehsil Harnoli, District Mianwali** ("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 Hostel Utilities, Janitorial Items and Laundry Items etc.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide certain supply of Hostel Utilities, Janitorial Items and Printed Items, as described in Tender Document; and

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

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

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

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

For **Daanish School (B&G) Harnoli:**		For **[Full Legal Name of the Contractor]:**	
Signature	_____	Signature	_____
Name	_____	Name	_____
Designation	_____	Designation	_____

WITNESSES

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

5 CONDITIONS OF CONTRACT

5.1 Contract

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

5.2 Contract Duration

The Contract duration shall be from the signing of Contract to 30thJune 2023.

5.3 Standards

The goods supplied under this contract shall conform to the authoritative latest industry standards.

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

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

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

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

5.4 Delivery

5.4.1 The contractor shall deliver the Goods within 30 days of the issuance of the purchase orders or as directed by the Purchaser through work order. However, with mutual agreement this period can be shortened.

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

5.4.3 The contractor shall provide the required goods as is sufficient to prevent the damage or deterioration during storing and transit to their final destination as indicated in the Contract and will be solely responsible in case of any damage or quality and quantity issue.

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

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

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

5.5 Satisfactory Report

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

5.6 Payment

5.6.1 The contractor shall provide separate breakup of item wise goods in the invoice.

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

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

5.7 Price

The contractor shall not charge prices for the goods supplied and for other obligations discharged, under the contract, varying from the prices quoted by the Contractor in the price schedule.

5.8 Contract Amendment

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

5.8.2 The contractor shall not execute any change until and unless the purchaser has allowed the said change, by written order served on the contractor.

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

5.8.4 No variation in or modification in the contract shall be made, except by written amendment signed by both the purchaser and the contractor.

5.9 Assignment / Subcontract

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

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

5.10 Extensions in time for performance of obligations under the Contract

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

5.11 Liquidated Damages

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

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

5.12 Blacklisting

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

5.13 Termination for Default / Insolvency

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

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

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

5.14 Force Majeure

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

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

5.14.3 If a Force Majeure situation arises, the contractor shall, by written notice served on the purchaser, indicate such condition and the cause thereof. Unless otherwise directed by the purchaser in writing,

the Contractor shall continue to perform under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.15 Dispute Resolution through Mediation and Arbitration

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

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

5.16 Service & Warranty

Contractor shall be responsible for warranty from signing of contract to 30th June 2023.
(Where applicable)

6 ANNEXURES

Annexure-A

To be submitted with technical proposal

FORMAT FOR COVERING LETTER
On Official Letterhead of the bidder

To
(Name and address of Purchaser)

Sub: _____.

Dear Sir,

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

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

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

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

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

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

_____

Authorized Signatures with Official Stamp

Annexure-B

Specifications & Quantities

Sr. No	Items Name	Unit	Specifications	Boys Qty	Girls Qty	Total Qty
Lot-1 (Stationary Items)						
1	Paper Rim	Rim	80 Gram (A4) CM or equivalent	20	15	35
2	Paper Rim	Rim	70 Gram (A4) CM or equivalent	300	300	600
3	Paper Rim	Rim	70 Gram (Legal) CM or equivalent	30	30	60
4	Lead Pencil (Triangular)	Pkt of 12 Pieces	2B Goldfish or equivalent	30	30	60
5	Eraser	Pkt of 36 pieces	Dux or equivalent	20	20	40
6	Sharpeners	Pkt of 36 pieces	Dux or equivalent	20	20	40
7	Ball Point Blue	Pkt of 10 Pieces	Blue, Picasso or equivalent	50	30	80
8	Ball Point Red	Pkt of 10 Pieces	Red, Picasso or equivalent	50	50	100
9	Ball Point Black	Pkt of 10 pieces	Black, Uniball or equivalent	5	5	10
10	Pointer Black	Pkt of 10 pieces	Dux or equivalent	80	15	95
11	Pointer Blue	Pkt of 10 pieces	Dux or equivalent	20	20	40
12	Permanent Marker Black	Pkt of 10 pieces	Dux or equivalent	10	10	20
13	White Board Marker Blue	Pkt of 10 Pieces	Dollar or equivalent	10	10	20
14	White Board Marker Red	Pkt of 10 Pieces	Dollar or equivalent	10	5	15
15	White Board Marker Black	Pkt of 10 Pieces	Dollar or equivalent	20	20	40
16	White Board Marker Ink (Board Eraser)	Pkt of 10 Bottle	15ml Dollar or equivalent 12 in Pack, Black, Blue, Red	30	30	60
17	Ink Pen	Pkt of 10 pieces	Dux or equivalent	50	100	150
18	Ink Pots Blue	Bottle 800ml	Dux or equivalent	100	100	200
19	White Board Duster	No	Wooden/plastic handle with sponch	50	50	100
20	Multicolor Sticking Flag Notes / Tags	Pkt of 10 Pieces of 100	Size 40mm x 60mm, 100 Sheets per Pad, 4 pads per tray, Pronoti or Equivalent	10	10	20
21	Color Tag	Set of 50 tags	Fine Quality	10	25	35
22	Stamp Pad	No	Blue, Black, Large Size, Dollar or equivalent	10	10	20
23	Highlighter	Pkt of 10 Pieces	Dollar or equivalent	5	5	10
24	UHU large Tube	No	60ml Dollar or equivalent	10	10	20
25	Punch Machine Standard Size	No	Double Punch, Punches upto 16 sheets. KW-triO or equivalent	5	5	10
26	Punch Machine Heavy Duty	No	Opal 600P or equivalent	1	1	2
27	Binding Tape	No	2inch, Blue ,(Sensa) or equivalent	50	30	80
28	Box File Blue	No	First/Lucky	100	100	200
29	Color Sheets A4	Set of 10 sheets	Colored (Blue, Pink, Yellow, Orange, Purple, Green, Lime, Sky, Blue, Parrot, Red etc.	20	10	30
30	Noting Pad	No	Dux or equivalent	10	7	17
31	Stock Register	No	200 pages Rizwan or equivalent	15	15	30
32	Attendance Register-Student	No	200 pages, Fine quality paper A4 size	35	35	70
33	Simple Register	No	200 pages Rizwan or equivalent	100	30	130
34	Loose Sheet	Dasta of 24 sheet	Standard size (Dasta) fine quality	2000	3000	5000

Lot No. 02 (Printed Note Books)		Unit	Specifications	Boys Qty	Girls Qty	Total Qty
35	Copy Broad Line	No	Broad Lined, 68gram paper 60 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	1500	1500	3000
36	Copy Narrow Line	No	Narrow Lined, 68gram paper 60 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	2000	2000	4000
37	Register (Math & Rough)	No	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	2500	2500	5000
38	Art & Drawing Note Book	No	As per Approved by the School	350	350	700
Lot No. 03 Hostel Utilities				**Boys Qty**	**Girls Qty**	**Total Qty**
39	Shoe Polish	No	Lude China or equivalent	1000	1000	2000
40	Shoe Brush	No	Good Quality	200	400	600
41	Tooth Paste	No	Colgate 25 Gram Or Equivalent	2400	3400	5800
42	Tooth Brush	No	Colgate or equivalent	770	1000	1770

43	Anti-Bacterial Soap	No	Life Bouy 130 gm or equivalent	2400	3400	5800
Lot No. 04 Janitorial Items	**Items Name**	**Unit**	**Specifications**	**Boys Qty**	**Girls Qty**	**Total Qty**
44	Dish Washing Soap	No	Vim 230 gm or equivalent	2500	2500	5000
45	Sponge	No	Scotch Brite Heavy Duty Scrub & Sponge or equivalent	100	250	350
46	Jali	No	Scotch Brite Stainless Steel Jumbo Spiral or equivalent	100	250	350
47	Phenyl	No	Glint Diluted Phenyl 2.75 Litre or equivalent	200	200	400
48	Toilet Cleaning Brush	No	Good Quality	5	50	55
49	Brooms	Kg	Good Quality	70	70	140
50	Stain Remover & Drain Opener	No	1 Liter Sweep or equivalent	200	700	900
51	Viper	No	Good Quality	50	50	100
52	Pujara	No	Good Quality	30	30	60
Lot No. 05 Laundry	**Items Name**	**Unit**	**Specifications**	**Boys Qty**	**Girls Qty**	**Total Qty**
53	Detergent / Washing Powder	No	Bonus Or Equivalent 4.5 kg Pack	90	90	180

Annexure-C

To be submitted with technical proposal

Eligibility Criteria		
Sr No.	**Criteria**	**Status (Yes/No)**
1	Firms / Companies / Distributors / Supplier is Registered / Incorporated under the laws of Pakistan	
2	Has Business experience	
3	Active Tax Payer and has Valid National Tax Number (NTN) and Registered for Sales Tax Purpose	
4	Has Firm attached bid security of estimated cost in financial Proposal	
5	All pages of bidding documents are stamped & signed by the bidder	
6	Account Maintenance certificate issued by the bank	
7	Bank Statement (01 Year)	

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

Annexure-D

To be submitted with Financial Proposal

PROCUREMENT FOR STATIONERY, PRINTED NOTE BOOKS, HOSTEL UTILITIES, JANITORIAL AND PRINTED ITEMS.

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 No.01 Stationery

Sr. No	Items Name	Unit	Specifications	Total Qty	Unit Rate (Inclusive of all Taxes)	Total Amount
Lot-1 (Stationary Items)						
1	Paper Rim	Rim	80 Gram (A4) CM or equivalent	35		
2	Paper Rim	Rim	70 Gram (A4) CM or equivalent	600		
3	Paper Rim	Rim	70 Gram (Legal) CM or equivalent	60		
4	Lead Pencil (Triangular)	Pkt of 12 Pieces	2B Goldfish or equivalent	60		
5	Eraser	Pkt of 36 pieces	Dux or equivalent	40		
6	Sharpeners	Pkt of 36 pieces	Dux or equivalent	40		
7	Ball Point Blue	Pkt of 10 Pieces	Blue, Picasso or equivalent	80		
8	Ball Point Red	Pkt of 10 Pieces	Red, Picasso or equivalent	100		
9	Ball Point Black	Pkt of 10 pieces	Black, Uniball or equivalent	10		
10	Pointer Black	Pkt of 10 pieces	Dux or equivalent	95		
11	Pointer Blue	Pkt of 10 pieces	Dux or equivalent	40		
12	Permanent Marker Black	Pkt of 10 pieces	Dux or equivalent	20		
13	White Board Marker Blue	Pkt of 10 Pieces	Dollar or equivalent	20		
14	White Board Marker Red	Pkt of 10 Pieces	Dollar or equivalent	15		
15	White Board Marker Black	Pkt of 10 Pieces	Dollar or equivalent	40		
16	White Board Marker Ink (Board Eraser)	Pkt of 10 Bottle	15ml Dollar or equivalent 12 in Pack, Black, Blue, Red	60		
17	Ink Pen	Pkt of 10 pieces	Dux or equivalent	150		
18	Ink Pots Blue	Bottle 800ml	Dux or equivalent	200		
19	White Board Duster	No	Wooden/plastic handle with sponch	100		
20	Multicolor Sticking Flag Notes / Tags	Pkt of 10 Pieces of 100	Size 40mm x 60mm, 100 Sheets per Pad, 4 pads per tray, Pronoti or Equivalent	20		
21	Color Tag	Set of 50 tags	Fine Quality	35		
22	Stamp Pad	No	Blue, Black, Large Size, Dollar or equivalent	20		
23	Highlighter	Pkt of 10 Pieces	Dollar or equivalent	10		
24	UHU large Tube	No	60ml Dollar or equivalent	20		
25	Punch Machine Standard Size	No	Double Punch, Punches upto 16 sheets. KW-triO or equivalent	10		
26	Punch Machine Heavy Duty	No	Opal 600P or equivalent	2		
27	Binding Tape	No	2inch, Blue ,(Sensa) or equivalent	80		

28	Box File Blue	No	First/Lucky	200		
29	Color Sheets A4	Set of 10 sheets	Coloured (Blue, Pink, Yellow, Orange, Purple, Green, Lime, Sky, Blue, Parrot, Red etc.	30		
30	Noting Pad	No	Dux or equivalent	17		
31	Stock Register	No	200 pages Rizwan or equivalent	30		
32	Attendance Register-Student	No	200 pages, Fine quality paper A4 size	70		
33	Simple Register	No	200 pages Rizwan or equivalent	130		
34	Loose Sheet	Dasta of 24 sheet	Standard size (Dasta) fine quality	5000		
Total Lot No.01						

Stamp & Signature of Bidder

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

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

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Lot No.02 Printed Note Books

Sr. No	Items Name	Unit	Specifications	Total Qty	Unit Rate (Inclusive of all Taxes)	Total Amount
35	Copy Broad Line	No	Broad Lined, 68gram paper 60 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	3000		
36	Copy Narrow Line	No	Narrow Lined, 68gram paper 60 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	4000		
37	Register (Math & Rough)	No	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	5000		
38	Art & Drawing Note Book	No	As per Approved by the School	700		
Total Lot No.02						

Stamp & Signature of Bidder

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

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Lot No. 03 Hostel Utilities

Sr. No	Items Name	Unit	Specifications	Total Qty	Unit Rate (Inclusive of all Taxes)	Total Amount
39	Shoe Polish	No	Lude China or equivalent	2000		
40	Shoe Brush	No	Good Quality	600		
41	Tooth Paste	No	Colgate 25 Gram Or Equivalent	5800		
42	Tooth Brush	No	Colgate or equivalent	1770		
43	Anti-Bacterial Soap	No	Life Bouy 130 gm or equivalent	5800		
Total Lot No.03						

Stamp & Signature of Bidder

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 No. 04 Janitorial Items

Sr. No	Items Name	Unit	Specifications	Total Qty	Unit Rate (Inclusive of all Taxes)	Total Amount
44	Dish Washing Soap	No	Vim 230 gm or equivalent	5000		
45	Sponge	No	Scotch Brite Heavy Duty Scrub & Sponge or equivalent	350		
46	Jali	No	Scotch Brite Stainless Steel Jumbo Spiral or equivalent	350		
47	Phenyl	No	Glint Diluted Phenyl 2.75 Litre or equivalent	400		
48	Toilet Cleaning Brush	No	Good Quality	55		
49	Brooms	Kg	Good Quality	140		
50	Stain Remover & Drain Opener	No	1 Liter Sweep or equivalent	900		
51	Viper	No	Good Quality	100		
52	Pujara	No	Good Quality	60		
Total Lot No.04						

Stamp & Signature of Bidder

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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 No. 05 Laundry Items

Sr. No	Items Name	Unit	Specifications	Total Qty	Unit Rate (Inclusive of all Taxes)	Total Amount
53	Detergent / Washing Powder	No	Bonus Or Equivalent 4.5 kg Pack	180		
Total Lot No.05						

Stamp & Signature of Bidder

Note: Any cutting / use of fluid / error / any ambiguity in amount will cancellation of the bid