

**GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT**

TENDER FORM

Bidders are hereby invited to submit tenders for the store items as detailed in the list of items/articles (enclosed herewith) subject to following terms & conditions: -

- 1.** Bidders should quote price of stationery items, Printing & other items according to the list attached herewith and submit the sealed tender by **14.09.2021 till 11:00 AM** in the Tender Box placed in the office of undersigned.
- 2.** The rates of items must be valid by 30th June 2022.
- 3.** The sealed tender along with call deposit of 2% of the total quoted price, must be dropped by **14.09.2021 till 11:00 AM** in the tender box which will be opened on the same date **at 11:30 AM** in the Committee Room of School Education Department in the presence of Bidders or their representatives.
- 4.** According to Rule 38 of PPRA Rules, Single Stage-Two Envelopes bidding procedure will be applied whereby bidders will have to submit tenders in two separate sealed envelopes, placed in an outer cover. The first sealed envelope will contain "Technical Bid / Specifications" while the second "Financial Bid/ Rate of Items". The "Technical Bid" will be opened on the date of opening of bids as mentioned in this document. The "Financial Bid" of only Technically Qualifying Bidders will be opened on the date and time specified later. Financial Bids of rest of bidders shall be returned unopened.
- 5.** The firms must be registered with Income Tax Department and Punjab Revenue Authority. The GST / Income Tax and all other taxes / duties should be included in the rates offered. The Department will deduct income tax as per prescribed rate. GST according to the Government rules / schedule must be mentioned separately which will be deducted at source at the time of final payment.
- 6.** Tenders will be submitted on original tender form issued by School Education Department or can be downloaded from the websites of PPRA and / or School Education Department. Bidders are however strictly warned not to change the format of the Bid Form. Bidders may be requested to provide samples of the items, if desired by Procurement Committee.
- 7.** The bidder may submit its bid for all or some of the items.
- 8.** Conditional offer / quotation shall not be accepted.
- 9.** The bidder shall provide, where possible, the commercial name/brand of each item in respective column, for which he is submitting the bid.
- 10.** In case of two firms offering same lowest evaluated bid for any item, the Procurement Committee shall have the discretion to select any one of the two bidders.

11. Tenders containing over writing or erasing words / figures will not be entertained.
12. Estimated price of the tender is Rs.13.50 Million.
13. Lowest evaluated bidder shall be decided on item-to-item basis.
14. The Procuring Agency reserves the right at the time of Contract award to increase / decrease the quantity of goods originally specified in the Price Schedule without any change in unit price or other terms and conditions.
15. The delivery period of items would be 3 days from the date of issuance of supply order at consignee's end free of cost.
16. Department reserves the right to reject the substandard items and withhold the payment in case of inferior quality. In case of substandard supply (non-genuineness of computer / photo Machine Toner), the security will be forfeited.
17. The bidder shall be bound to provide the same brand while supplying. In case of non-availability of the same brand, the bidder shall seek written permission from Section Officer (General) to provide the substituted items of equivalent specifications. However, final decision in this regard shall be sole discretion of the Procuring Agency.
18. The Security of successful Bidders will be released after 30th June 2021.
19. The purchases will be made from the lowest bidders from time to time during the financial year 2020-2021 and the supply orders will be issued from time to time during the current financial year as per requirement.
20. Black listed firms must not apply. In case of detection as black listed firm at any stage, Government may forfeit its security or the payments due to the firm, or both, at its sole discretion.
21. Competent Authority reserves the right to reject all the bids or proposals according to PPRA Rules 2014 (as amended).

SECTION OFFICER (GENERAL)

(FOR FIRM'S USE)

As owner of M/S _____ I/we
accept the terms and conditions as laid down in tender form and
advertisement notice. I/we shall also observe all the rules/regulations framed
by Government of the Punjab, regarding the Purchase of items mentioned in
the attached list from time to time.

**Signature
With Stamp of the
firm**

**LIST OF ESTIMATED ITEMS OF STATIONARY, COMPUTER STATIONARY,
PRINTING AND PUBLICATION TO BE PURCHASED DURING THE FINANCIAL YEAR 2021-22.**

Sr. No.	NAME OF ITEMS	Tentative Demand	Rate per unit (to be filled by the bidder)	Brand Name (to be filled by the bidder)
1.	Blank Register (200 Pages)	400 Piece		
2.	Bod Kin / Poker	100 piece		
3.	Slip Book (7×5 with Monogram) 100 Sheet	1000 piece		
4.	Slip book Cover (8×6 with Monogram) embossed printing	300 piece		
5.	Uni ball point Delux / Equivalent	500 pkt		
6.	Peon Book (100 Pages)	250 piece		
7.	D. O Paper Legal Size (100 Sheets)	1 pad		
8.	D. O. Envelops (White imported 80 gm)	100 piece		
9.	Transparent Sheet	300 pkt		
10.	Gum Dry Stick (Medium)	1000 piece		
11.	Pin Remover KW	400 piece		
12.	Ink Blue / Black	400 box		
13.	White Board Marker	300 piece		
14.	Ink Stamp	200 piece		
15.	Diary Register Printed (200 Pages)	1000 piece		
16.	White Fluid (20 ML) Set	500 piece		
17.	Laces (24 Inch)	600 guchhi		
18.	Ball Point	700 pkt		
19.	Envelopes (9x4) Fine Paper	1000 pkt		
20.	Envelopes (11x5) Fine Paper	1000 pkt		
21.	Envelopes Medium A-4 Size (10x12) Fine Paper	600 pkt		
22.	Envelopes file Size (12x15) Fine Paper	500 pkt		
23.	Led Pencil	400 pkt		
24.	Cloth Envelopes (18x13)	200 pkt		
25.	S.H Pencil (SB)	300 pkt		
26.	Marker (permanent)	100 pkt		
27.	Engagement stand	25 piece		
28.	Routine Sheet Full Scape (Imported 80 mg)	800 Ream		
29.	Table Diary	100 piece		
30.	Slip Top Priority / Time Limit	5000 piece		
31.	Computer Paper Legal (Imported 80 mg)	1000 Ream		
32.	Computer Paper A-4 Size (Imported 80 mg)	2500 Ream		

33.	Paper Cutter	500 piece		
34.	Paper Weight	400 piece		
35.	Paper Clip (36 mm)	700 pkt		
36.	Stapler	400 piece		
37.	Magic Flapper (with Printing) size 4x26	10000 piece		
38.	Pen Holder	50 piece		
39.	Paper Pin	400 pkt		
40.	Pin Cushion	200 piece		
41.	Punch	500 piece		
42.	Binding Tape (4 inch)	700 piece		
43.	Rubber	1500 piece		
44.	Scissor	500 piece		
45.	Stamp Pad	700 piece		
46.	Log Book of Vehicle (100 Pages)	50 piece		
47.	Stapler Pin	1500 pkt		
48.	Stapler Machine (imported)	300 piece		
49.	Tag (Small)	1500 Guchhi		
50.	S.H. Note Book (100 Pages)	800 piece		
51.	File Cover Full Scape 350 gm (imported) with Printing	60000 piece		
52.	Flapper (4x26)	60000 piece		
53.	Summary File Cover C.M./ Governor Full Scape 350 gm (imported) with Printing	5000 piece		
54.	Pay Bill	200 pad		
55.	ACR Form	1000 piece		
56.	File cover Note for C.S. Full Scape 350 gm (imported) with Printing	4000 piece		
57.	Photostat Paper VRG (A-4) (imported 80 gm)	2000 Ream		
58.	Table set	50 piece		
59.	Highlighter	1500 piece		
60.	Post it Pad (5x3 inch)	1000 piece		
61.	Attendance Register (50 Pages)	100 piece		
62.	Officers Ring Note Book (100 Pages)	600 piece		
63.	Dak Pad	200 piece		
64.	White board	5 piece		
65.	White Fluid Pen	600 piece		
66.	Calculator (Digital) (14 Digit)	30 piece		

67.	Ring File Cover Plastic	1000 piece		
68.	Scotch Tape (2 inch)	1000 piece		
69.	Heave duty stapler	10 piece		
70.	Clip binder	300 piece		
71.	Steel Foot	250 piece		
72.	USB (8GB)	50		
	USB (16GB)	100		
	USB (32GB)	50		

ESTIMATE LIST OF MISCELLANEOUS / COST OF OTHER STORE TO BE PURCHASED
DURING THE FINICIALYEAR 2021-22

Sr. No.	Name of items	Tentative Demand	Rate per unit (to be filled by the bidder)	Brand Name (to be filled by the bidder)
1.	Tissue Paper (Perfumed) large size R.P	400		
2.	Tissue Paper Simple Large size R.P	500		
3.	Tissue Roll R.P.	300		
4.	Air Freshener Large	300		
5.	Mosquito (insecticide) large size	100		
6.	Fins Oil Large size	15		
7.	Fins oil small size	15		
8.	Spray pump fine quality	15		
9.	Bath Soap large size	150		
10.	Bath Soap small size	400		
11.	Surf (01 KG)	150		
12.	Vim (01 KG)	250		
13.	Sufi soap	200		
14.	Glint spray	100		
15.	Phenyle tablet (Packet of 12)	15		
16.	Phenyle (03 Liter)	100		
17.	Viper fine quality	100		
18.	Broom	100		
19.	Farshi Towel (fine quality)	400		
20.	Taat fine quality	150		
21.	Acid (01 Liter)	400		
22.	Towel (Fine Quality)	100		
23.	Duster large size fine quality	1500		
24.	Battery Cell Fine quality	1000		
25.	Camera cell Fine quality	400		
26.	Plastic water pipe fine quality 1 ¾	200		
27.	Sui Gas pipe fine quality (fine quality) ½ Plastic	100		
28.	Plastic Balti fine quality (Large Size)	25		
29.	Plastic Tub fine quality	25		
30.	Basket (Dustbin) fine quality (Large Size)	500		
31.	Water set	10		
32.	Tea set Fine Quality	150		
33.	Water glass	1000		

34.	Tea cup saucer fine quality	500		
35.	Water Jug (Glass)	10		
36.	Water jug Plastic fine quality	10		
37.	Tea spoon fine quality set	600		
38.	Rice Spoon fine quality set	500		
39.	Plate large size set	750		
40.	Plate small size set	750		
41.	Water pipe fine quality "3/4" (Plastic)	200		
42.	Electric steel cattle (large size) fine quality	40		
43.	Flush Brush (Fine Quality)	100		
44.	Mirror fine quality	10		
45.	Wall clock fine	50		
46.	Lock Fine Quality	60		
47.	Water Cooler (35 Litter)	80		
48.	Sugar pot (Fine Quality)	80		
49.	Lota fine quality	70		
50.	Donga Fine quality	25		
51.	Electric Board for Computer	100		
52.	Air Freshener automatic with Machine	5		
53.	Air freshener Cartage	30		
54.	Tube Rod 40 WT	50		
55.	Tube Rod 20 WT	50		
56.	Chock 40/w Fine Quality	50		
57.	Chock 20/w Fine Quality	50		
58.	Starter S-10 Fine Quality	25		
59.	Starter S-2 Fine Quality	25		
60.	Single patti Fine Quality	100		
61.	Energy Saver 40/w Fine Quality Energy Saver 25/w Fine Quality	150 150		
62.	Energy Saver 11/w Fine Quality	100		
63.	Power Plug (Bush) 15-Ampair 5(AMP) Fine Quality	40		
64.	Light Plug (Bush) 5-Ampair Fine Quality	50		
65.	Two pin shoe (Akai) 5-Ampair Fine Quality	70		
66.	Three pin shoe 15-Ampair Fine Quality	70		
67.	Three pin shoe 5-Ampair Fine Quality	70		
68.	Multi Plug Fine Quality	65		
69.	Piano Switch 15-Ampair Fine Quality	60		

70.	Piano Sachet 5-Ampair 10 (AMP) Fine Quality	50		
71.	Piano Sachet Fine Quality	50		
72.	Electric wire 7/44 full gage Fine Quality	200 Meter		
73.	Electric wire 7/36 full gage Fine Quality	200 Meter		
74.	Electric wire 7/29 full gage Fine Quality	200 Meter		
75.	Electric wire 3/29 full gage Wire 40/76 Flexibly Fine Quality	200 Meter		
76.	Extension Lead fine quality heavy duty with 7/29 wire	200		
77.	Dimmer Fan fine quality	50		
78.	Remote Bell Fine Quality	150		
79.	Remote Bell (Battery cell) Fine Quality	300		
80.	Electric Bell Ding Dong Fine Quality	60		
81.	Bell Push Fine Quality	30		
82.	Table Lamp (fine quality)	10		
83.	Electric Heater (fine quality)	50		
84.	Electric jug(fine quality)	10		
85.	Emergency Light	10		
86.	Umbrella	30		
87.	Cupstar 3.5	30		
88.	Car Body Polish	120		
89.	Car Dashboard Polish	120		
90.	Car Bumper Polish	80		
91.	SMD Light 2x2 (45 W)	70		
92.	SMD Light (18 W)	60		
93.	LED Bulb (12W)	120		
94.	LED Bulb (45W)	100		
96	Mat	25		
97	Phool Jharoo	25		
98	Dettol Surf Cleaner	40		
99	Dettol Hand Wash	120		
100	Pad Lock China	35		
101	Flush Brush	100		
102	Sanitizer	140		
103	Gloves	20 box		
104	Mask	100 box		
105	Mask N-95	30 box		

**LIST OF ESTIMATED QUANTITY OF TONERS OF PHOTOCOPIERS AND PRINTERS DURING
THE FINICIAL YEAR 2021-22**

SR.#	Name of items	Tentative Demand	Per unit Rate (to be filled by the bidder)
1.	HP-1022 (Genuine)	24 Piece	
2.	HP-2015 (Genuine)	24 Piece	
3.	HP-1320 (Genuine)	300 Piece	
4.	HP-1300 (Genuine)	24 Piece	
5.	HP-1018 (Genuine)	15 Piece	
6.	HP-1006 / 1005 (Genuine)	24 Piece	
7.	HP-laser jet 2035 (Genuine)	15 Piece	
8.	HP-Laserjet 400(MPF) (Genuine)	15 Piece	
9.	HP-Laserjet 1160 (Genuine)	18 Piece	
10.	HP-604	48 piece	
11.	HP-2055	12 piece	
12.	HP-3015	10 piece	
13.	HP-135	12 piece	
14.	HP-400	12 piece	
15.	HP-M1212	12 piece	
16.	HP-M 400	36 piece	
17.	HP-M 404	60 piece	
18.	HP-M 426	12 piece	
19.	HP-428	24 piece	
20.	HP-2055	12 piece	
21.	HP-3015	12 piece	
22.	Toshiba Photocopier- 456	12 piece	
23.	Toshiba Photocopier -3508	72 piece	
24.	Toshiba Photocopier -357	12 piece	
25.	Toshiba Photocopier -232	12 piece	
26.	Konica Minolta Photocopier – 650i Bizhub	96 piece	