

PUNJAB DAANISH SCHOOLS (BOYS & GIRLS) DERA GHAZI KHAN
Near Bypass 3km Tounsa Shareef Road, Dera Ghazi Khan

Table of Contents

1-INVITATION TO BID.....	3
2- INSTRUCTIONS TO BIDDERS (ITB).....	4
2.1 Important Note:.....	4
2.2 Bidding Details	4
3- TERMS AND CONDITIONS OF THE TENDER	6
3.1 Definitions.....	6
3.2 Tender Scope	6
3.3 Specifications.....	6
3.4 Tender Cost.....	12
3.5 Preparation / Submission of Tender.....	12
3.6 Queries of the Bidders and Pre-Bid Meeting	13
3.7 Amendment of the Tender Document.....	13
3.8 Tender Price.....	13
3.9 Bid Security	13
3.10 Tender Validity	13
3.11 Provision of Samples	13
3.12 Tender Eligibility/ Qualification Criteria (Compulsory Parameters).....	14
3.13 Determination of Responsiveness of the Bid (Tender).....	14
3.14 Marking Criteria.....	14
3.15 Performance Guarantee.....	15
3.16 Acceptance Letter and Singing of the Contract	15
3.17 Redressal of grievances by the procuring agency	15
4- CONTRACT AGREEMENT	16
5- CONDITIONS OF CONTRACT	17
5.1 Contract.....	17
5.2 Contract Duration.....	17
5.3 Standards.....	17
5.4 Delivery.....	17
5.5 Satisfactory Report.....	17

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

5.6	Payment.....	17
5.7	Price	18
5.8	Contract Amendment	18
5.9	Assignment / Subcontract	18
5.10	Extensions in time for performance of obligations under the Contract	18
5.11	Liquidated Damages	18
5.12	Blacklisting	18
5.13	Termination for Default / Insolvency.....	19
5.14	Force Majeure	19
5.15	Dispute Resolution through Mediation and Arbitration.....	19
6-	ANNEXURES	20
	Format for Covering Letter.....	20
Lot No.01	Financial Bid Form	21
Lot No.02	Financial Bid Form	26

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

PROCUREMENT OF STATIONERY AND NOTE BOOKS & REGISTERS ITEMS**1- INVITATION TO BID****DAANISH SCHOOLS (BOYS & GIRLS) DERA GHAZI KHAN**

Sealed bids are invited for the procurement of Stationery, Note Books & Registers, Utility, Janitorial, and Repair/Maintenance (Furniture Fixture, Campus Buildings and Electrical) Items for FY 2021-22, under Punjab Procurement Rules 2014, from experienced and financially sound business enterprises, registered with tax departments as per government regulations with the status of active tax payer. Lots are as follows:

Tender	Lot. #	Name	Estimated Price (Rs)	Bid Security (Rs) (In the form of CDR / DD / PO)	Bid Receiving/Closing Date & Time	Tender Opening Date & Time
01	01	Students Stationery	1,270,641	12,706 (1% of estimated Price)	November 11,2021 up to 10:30 AM	November 11,2021 11:00 AM
	02	Note Books & Registers	2,385,500	23,855 (1% of estimated Price)	November 11,2021 up to 10:30 AM	November 11,2021 11:00 AM
02	01	Utilities Items	2,605,762	26,058 (1% of estimated Price)	November 12,2021 up to 10:30 AM	November 12,2021 11:00 AM
	02	Janitorial Items	2,416,082	24,161 (1% of estimated Price)	November 12,2021 up to 10:30 AM	November 12,2021 11:00 AM
	03	Loose Pages (Conduct of Examination)	720,000	7,200 (1% of estimated Price)	November 12,2021 up to 10:30 AM	November 12,2021 11:00 AM
03	01	R/M Furniture & Fixtures	596,980	5,970 (1% of estimated Price)	November 13,2021 up to 10:30 AM	November 13,2021 11:00 AM
	02	R/M Campus Buildings	597,990	5,980 (1% of estimated Price)	November 13,2021 up to 10:30 AM	November 13,2021 11:00 AM
	03	R/M Electrical Items	591,450	5,915 (1% of estimated Price)	November 13,2021 up to 10:30 AM	November 13,2021 11:00 AM

Bid security does not exceed the 5% 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 for tender no. 01 will be held on Thursday, November 04, 2021 at 11:00 AM, Pre bid meeting for tender no. 02 will be on Friday, November 05, 2021 at 11:00 AM and pre bid meeting for Tender No 03 will be on Saturday November 06, 2021 at 11:00 AM in the meeting room of Punjab Daanish School Boys D. G Khan.

Bid documents are immediately available and can 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.

PRINCIPALS, DAANISH SCHOOLS (BOYS & GIRLS)
NEAR BY-PASS 3-KM TAUNSA ROAD, DERA GHAZI KHAN
CONTACT NO. 064-2474920, 064-2474955
03339712122, 03338595475

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

2- INSTRUCTIONS TO BIDDERS (ITB)

2.1 Important Note:

- 2.1.1 The procurement shall be under a Frame work contract between the Pujab Daanish School (Boys & Girls) Dera Ghazi Khan and the successful bidder up to 30-Jun-2022. The Principals Daanish Schools (Boys & Girls) located at By-Pass 3-Km Tounsa Shareef Road Dera Ghazi Khan will issue the purchase orders separately as per demand and will make the payments on receipt of the Goods in proper order. The contractor will deliver the Goods at the Schools.
- 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. The valid documentary evidences as detailed hereinafter should be submitted by the Bidder for preliminary and detailed examination.
- 2.1.3 As per Rule 38(2) (a) of Punjab Procurement Rules 2014, Single Stage – Two Envelope Bidding Procedure shall be followed.
- 2.1.4 The 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 bidder is bound to put / submit the rates of each item lot wise. The Lot wise lowest bidders shall be awarded the contract. In case of missing rates of any item in the lot, the rate of item will be considered as zero and bidder will be bound to supply said item free of cost.**

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 **“Punjab Daanish School (Boys) Dera Ghazi Khan”**. The completed bids must be delivered into the Tender Box placed in the Admin Office.
- 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 there of shall be permitted on account of failure by the Bidder.

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

- 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.
- 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.
- 2.1.9 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.
- 2.1.10 The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

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.
- 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 Punjab Daanish Schools (Boys & Girls) Dera Ghazi Khan 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 and Admin Officer of said Schools.
- 3.1.10 "Services" means "labor and transportation" services which the Contractor is required to provide the Purchaser under the Contract.
- 3.1.11 "Goods" means the **Stationery and Note Books & Registers Items**.
- 3.1.12 "Manufacturer/Suppliers/Traders" means manufacturer of **Stationery and Note Books & Registers Items**.
- 3.1.13 "Seller-cum-manufacturer/Suppliers/Traders" means a person having proper sale point / warehouse in some main market of a city and has a valid agreement with some manufacturer/Suppliers/Traders of **Stationery and Note Books & Registers Items**.

3.2 Tender Scope

Successful bidder is required to provide **Stationery and Note Books & Registers Items** to each school separately.

3.3 Specifications

Detailed Specifications and distribution of items is as under.

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

Lot Number 01 (Students Stationery)

Sr. No	Items	Specification	Unit	Quantity		
				Girls	Boys	Total
1	Plastic File / Folder	A4 Size Folder	Nos	0	770	770
2	Stapler Pins	24x6 Dollar.	Pkt	100	50	150
3	Stapler Pins	23 x17 Dollar.	Pkt	10	20	30
4	Stapler Pins	Small Size (Dubi) Dollar.	Pkt	5	0	5
5	Register	Hero 50 No One Line	Nos	25	20	45
6	Register	Hero 40 No One Line	Nos	25	20	45
7	Box File	8 cm Broad A4 Size, fine quality inside ring clip page holder.	Nos	100	150	250
8	Led pencil	Gold Fish. With Eraser	Nos	2500	1000	3500
9	Colour Flag	Oddy Paper Flags Prompts, 15 x 76mm, 5 Colors, 250 Sheets per Pack -10 Packs.	Pkt	12	12	24
10	Envelope Large Legal size	80 gram page with Punjab Daanish School D. G. Khan logo with Good Quality	Nos	500	800	1300
11	Envelope A-4	80 gram page with Punjab Daanish School DG. Khan logo with Good Quality	Nos	1000	500	1500
12	Envelop Letter Size	80 gram page with Punjab Daanish School DG. Khan logo with Good Quality	Nos	1000	500	1500
13	Gum Stick	Dollar. 40gm or UHU	Nos	30	36	66
14	File Thread large (Packet)	15 Inches Cotton Threads, T Shaped/Straight Ends (Bundle of 50 Pcs)	Nos	12	24	36
15	File Thread Medium (Packet)	6 Inches Cotton Threads, T Shaped/Straight Ends (Bundle of 50	Nos	12	24	36

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

		Pcs)				
16	Stapler (Normal with Pin Opner)	Deli No 0306.	Nos	5	10	15
17	Calcalater	Casio or Equivalent (Large Size)	Nos	2	2	4
18	Stock Register	400 Pages Kohinoor or Equivalent	Nos	30	40	70
19	Punch Machine	Large Size Deli or Equivalent	Nos	3	4	7
20	Punch Machine	Medium Size Deli or Equivalent	Nos	6	6	12
21	Packing Tape	Diamond Star.	Nos	20	20	40
22	Blue Ink	Nafees Large Bottle. (500 ml)	Nos	400	500	900
23	Pin Opner	Opal	Nos	6	12	18
24	Correction Pen/Fluid/Whiteners	UNI 7ml Picaso.	Nos	20	20	40
25	High Lighter (Yellow & Orange Colour)	Picaso.	Nos	24	36	60
26	Scotch Tape	Deer 1 Inch.	Nos	12	24	36
27	Scotch Tape	Deer 2 Inch.	Nos	36	24	60
28	Binding Tape	(Sensa) 2 inches.	Nos	36	50	86
29	Scissors	Good Quality	Nos	12	12	24
30	UHU Large Gum Tube 60ml	UHU	Nos	24	24	48
31	Gum Bottle	Nafees Large Bottle.	Nos	6	6	12
32	Log Book	Hero.	Nos	15	20	35

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

33	Attendance Register (Students)	Hero.	Nos	40	40	80
34	Attendance Register (Teachers & Admin Staff)	Hero.	Nos	6	4	10
35	Board Marker (Black)	Dollar. (12 pcs per Pkt)	Box	50	150	200
36	Board Marker (Blue)	Dollar. (12 pcs per Pkt)	Box	50	150	200
37	Board Marker (Ink) Black & Blue	Dollar.	Nos	300	500	800
38	Pen SP 10	Dollar.	Nos	1600	500	2100
39	Sharpener	Dux.	Nos	1000	400	1400
40	Stamp Pad	Colop Micro 2 Large	Nos	12	12	24
41	White Board Duster	Good Quality	Nos	60	150	210
42	Ball Point Blue	Dollar Clear Stick.	Pack	250	500	750
43	Ball Point Red	Dollar Clear Stick.	Pack	100	250	350
44	Ball Point Black	Piano Gel Flo/Piano Crystal Gel	Nos	40	30	70
45	Gell Pen Black	Dollar/Piano Gel 1	Nos	40	20	60
46	Pointer Black	Piano or Signature.	Nos	100	10	110
47	Scale Steel	Dux or Equivalent	Nos	400	12	412
48	Erasers	Dux. (Piece)	Nos	1000	200	1200
49	Paper Fastner	Good Quality	Box	24	24	48
50	Paper Clip	Good Quality	Box	24	24	48

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

51	Thumb Pad	Large Size (Crystal)	Box	0	10	10
52	Marker (Tempo)Blue	Tempo or Mercary.	Nos	1500	0	1500
53	Geomaty Box	Dux # 702.	Nos	110	150	260
54	Albester Sheets	All colour	Pack	110		110
55	Compter Colour Paper A-4	Yellow, Red, Pink, Purpol, Orange, Light Pink, Black, Off White, Light Green, Peach, Light Gray, Light Brown, Light Blue, Light Purpoal, Mahroon, Dark Green, Dark Brown.	Nos	15	18	33
56	Glazed sheets	All colour		100	100	200
57	Glitter Sheets	All colour		6	6	12
58	Scissors Large	Good Quality	Nos	0	6	6
59	Compter Colour Paper A-4	Yellow, Red, Pink, Purpol, Orange, Light Pink, Black, Off White, Light Green, Peach, Light Gray, Light Brown, Light Blue, Light Purpoal, Mahroon, Dark Green, Dark Brown. (Pack per sheet 100 3x Pack Each Colour)	Nos	0	20	20
60	Crap Paper (Different Colors)	Red, Orange, Light Blue, Dark Blue, Black, Brown, Yellow, Light Brown, Light Purple, Dark Purple, Light Pink, Dark Pink, Grey, Maroom and Peach (80 each Colour)	Pack	1200	20	1220
61	Glazed sheets	Red, Orange, Light Blue, Dark Blue, Black, Brown, Yellow, Light Brown, Light Purple, Dark Purple, Light Pink, Dark Pink, Grey, Maroom and Peach (100 each Colour)		1500	0	1500

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

62	Printed A-4 Sheets	Red, Orange, Light Blue, Dark Blue, Black, Brown, Yellow, Light Brown, Light Purple, Dark Purple, Light Pink, Dark Pink, Grey, Maroon and Peach (100 each Colour)	Box	1500	0	1500
63	Printed Gift Wrapping Sheets	Different Design	Nos	180	24	204
64	Thick Permanent Marker	24 Red, 24 Black, 24 Blue, and 24 Green	Nos	96	48	144
65	Pointer	Black	Nos	12	24	36
66	Thumb Pins (Box)	Good quality	Box	60	12	72
67	Color Pencil (for students used)	Gold Fish) or Equivalent	Box	0	360	360
68	UHU Tube	UHU or Equivalent (60ml)	Nos	0	36	36

Lot Number 02 (Notebooks & Registers)

Sr. No	Items	Specification	Unit	Quantity		
				Girls	Boys	Total
1	Paper Ream A4 Size	80 Gram AA or Equivalent	No	470	700	1,170
2	Paper Ream Legal Size	80 Gram AA or Equivalent	No	15	100	115
3	Register Broad Line	70 gram paper, 100 leaves / 200 pages, size 12 x 8 Inch Printed	No	0	2000	2,000
4	Register Narrow Line	70 gram paper, 100 leaves / 200 pages, size 12 x 8 Inch Printed	No	2100	3000	5,100
5	Note Book Broad Line	70 gram paper, 60 leaves / 120 pages, size 7 x 9 Inch Printed	No	3500	0	3500
6	Note Book Narrow Line	70 gram paper, 60 leaves / 120 pages, size 7 x 9 Inch Printed	No	3500	0	3500

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

7	Note Book For Drawing	75 gram, 36 + 36 leaves, Size 10.75 x 8.25 Inches Printed	No	315	330	645
8	English 4 lines Note Books	70 Gram paper, 60 leaves, size 7 x 9 inches printed	No	400		400
9	English 4 lines Register	4 line (70 gram paper , 100 leaves / 200 Pages , size 12 x 8 inches Printed	No		330	330

3.4 Tender Cost

Tender(s) shall bear all cost associated with the preparation and sub missioning of the tender 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 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 Copy of agreement with manufacturer in case of seller.
- 3.5.2.8 Photocopy of Bid Security.
- 3.5.2.9 Any other necessary document(s).

Note: Technical proposal should not contain 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 / DD in favor of Principal Punjab Daanish School (Boys) Dera Ghazi Khan.
- 3.5.3.2 Price Schedule as under

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.**

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

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 **Wednesday, September 01, 2021**. All queries shall be responded to within due time. The clarifications and its replies will be shared with all prospective bidders.

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.

3.8 Tender Price

The 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 price schedule/Financial bid form (placed at Annexure- B & C)

3.9 Bid Security

The Tenderer shall furnish the Bid Security as under:

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

3.9.2 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.

3.9.3 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 only. 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 such number of samples as may be determined by the Purchaser. 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

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

Purchaser. Samples provided must conform to the detailed specifications. Necessary laboratory tests will accompany the samples.

3.12 Tender Eligibility/ Qualification Criteria (Compulsory Parameters)

Eligible Bidder/ Tenderer is a Bidder/ Tenderer who:

3.12.1 Has Business experience in required goods.

3.12.2 Has valid National Tax Number (NTN) and Registered for Sales Tax purposes.

3.12.3 Whose quoted goods and samples provided meet the given detailed specifications

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

3.13 Determination of Responsiveness of the Bid (Tender)

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

3.13.1 meets 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 Marking Criteria

Sr.#	Parameter of Technical Evaluation	
1.	Original receipt for purchase of tender	Compulsory
2.	Bid Security in Original	Compulsory
3.	Bidder shall submit an affidavit that he/she a. accepted all terms and conditions of tender documents and shall continue the same in future, and b. Non-Black listing certificate duly signed and stamped with acceptance of all terms & conditions on stamp paper (of minimum Rs 100/-).	Compulsory
4.	National Tax Registration	Compulsory
5.	Sales Tax Registration	Compulsory
6.	Active Taxpayer Status	Compulsory

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

7.	Relevant Experience in Tenders/Lots	Compulsory
8.	Bank Statement/Account Maintenance Certificate (Minimum 1xYear)	Compulsory

3.15 Performance Guarantee

The successful bidder shall furnish Performance Guarantee in favor of Punjab Daanish School (Boys & Girls) D.G.Khan 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 5% (Five Percent) of the contract value;
- 3.15.4 In Pak Rupees;
- 3.15.5 Have a minimum validity period of (90) ninety days from the date of Award Notification or until the date of completion of work, whichever is later.
- 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 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.

3.17 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.

3.18 Extension of Contract

Principals Daanish Schools (Boys & Girls) DG Khan, reserves the right to extend the contract for a period of three to six months on satisfactory performance by the contractors.

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

4- CONTRACT AGREEMENT

This CONTRACT AGREEMENT (this "Contract") made as of the [day] of [month], [year], between **Punjab Daanish Schools (Boys & Girls) Dera Ghazi 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 **Stationery and Note Books & Registers 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, 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. The 15-page Bid Document, 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 **Punjab Daanish School (Boys & Girls) Dera Ghazi Khan:**

For [full legal name of the Contractor]:

Signature _____

Signature _____

Name _____

Name _____

Designation _____

Designation _____

WITNESSES

Signature _____

Signature _____

CNIC _____

CNIC _____

Name _____

Name _____

Designation _____

Designation _____

Address _____

Address _____

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

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 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 up to 30-Jun-2022 the date of signing of Contract or until the completion of work.

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 may be undertaken at any time.
- 5.3.3 Laboratory tests, whenever/where may be 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 -45 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.
- 5.4.4 The 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 in 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.

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

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 indicate 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, 0.01 % 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, blacklist the Contractor.

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

5.13 Termination for Default / Insolvency

5.13.1 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, indicate the nature of the default(s) and terminate 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 Lahore. The award shall be final and binding on the parties.

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 bidding.
- 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

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

Lot No.01

Financial Bid Form

Name of Firm: _____

NTN: _____

Authorized Person: _____

CNIC of Authorized Person: _____

Sr. No	Items	Specification	Unit	Rate (Rs)	Qty	Amount (Rs)
1	Plastic File / Folder	A4 Size Folder	Nos		770	
2	Stapler Pins	24x6 Dollar.	Pkt		150	
3	Stapler Pins	23 x17 Dollar.	Pkt		30	
4	Stapler Pins	Small Size (Dubai) Dollar.	Pkt		5	
5	Register	Hero 50 No One Line	Nos		45	
6	Register	Hero 40 No One Line	Nos		45	
7	Box File	8 cm Broad A4 Size, fine quality inside ring clip page holder.	Nos		250	
8	Led pencil	Gold Fish. With Eraser	Nos		3500	
9	Colour Flag	Oddy Paper Flags Prompts, 15 x 76mm, 5 Colors, 250 Sheets per Pack -10 Packs.	Pkt		24	
10	Envelope Large Legal size	80 gram page with Punjab Daanish School D. G. Khan logo with Good Quality	Nos		1300	
11	Envelope A-4	80 gram page with Punjab Daanish School DG. Khan logo with Good Quality	Nos		1500	
12	Envelop Letter Size	80 gram page with Punjab Daanish School DG. Khan logo with Good Quality	Nos		1500	

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

13	Gum Stick	Dollar. 40gm or UHU	Nos		66	
14	File Thread large (Packet)	15 Inches Cotton Threads, T Shaped/Straight Ends (Bundle of 50 Pcs)	Nos		36	
15	File Thread Medium (Packet)	6 Inches Cotton Threads, T Shaped/Straight Ends (Bundle of 50 Pcs)	Nos		36	
16	Stapler (Normal with Pin Opner)	Deli No 0306.	Nos		15	
17	Calcalater	Casio or Equivalent (Large Size)	Nos		4	
18	Stock Register	400 Pages Kohinoor or Equivalent	Nos		70	
19	Punch Machine	Large Size Deli or Equivalent	Nos		7	
20	Punch Machine	Medium Size Deli or Equivalent	Nos		12	
21	Packing Tape	Diamond Star.	Nos		40	
22	Blue Ink	Nafees Large Bottle. (500 ml)	Nos		900	
23	Pin Opner	Opal	Nos		18	
24	Correction Pen/Fluid/Whiteners	UNI 7ml Picaso.	Nos		40	
25	High Lighter (Yellow & Orange Colour)	Picaso.	Nos		60	
26	Scotch Tape	Deer 1 Inch.	Nos		36	
27	Scotch Tape	Deer 2 Inch.	Nos		60	
28	Binding Tape	(Sensa) 2 inches.	Nos		86	

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

29	Scissors	Good Quality	Nos		24	
30	UHU Large Gum Tube 60ml	UHU	Nos		48	
31	Gum Bottle	Nafees Large Bottle.	Nos		12	
32	Log Book	Hero.	Nos		35	
33	Attendance Register (Students)	Hero.	Nos		80	
34	Attendance Register (Teachers & Admin Staff)	Hero.	Nos		10	
35	Board Marker (Black)	Dollar. (12 pcs per Pkt)	Box		200	
36	Board Marker (Blue)	Dollar. (12 pcs per Pkt)	Box		200	
37	Board Marker (Ink) Black & Blue	Dollar.	Nos		800	
38	Pen SP 10	Dollar.	Nos		2100	
39	Sharpener	Dux.	Nos		1400	
40	Stamp Pad	Colop Micro 2 Large	Nos		24	
41	White Board Duster	Good Quality	Nos		210	
42	Ball Point Blue	Dollar Clear Stick.	Pack		750	
43	Ball Point Red	Dollar Clear Stick.	Pack		350	
44	Ball Point Black	Piano Gel Flo/Piano Crystal Gel	Nos		70	
45	Gell Pen Black	Dollar/Piano Gel 1	Nos		60	

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

46	Pointer Black	Piano or Signature.	Nos		110	
47	Scale Steel	Dux or Equivalent	Nos		412	
48	Erasers	Dux. (Piece)	Nos		1200	
49	Paper Fastner	Good Quality	Box		48	
50	Paper Clip	Good Quality	Box		48	
51	Thumb Pad	Large Size (Crystal)	Box		10	
52	Marker (Tempo)Blue	Tempo or Mercary.	Nos		1500	
53	Geomatry Box	Dux # 702.	Nos		260	
54	Albester Sheets	All colour	Pack		110	
55	Compter Colour Paper A-4	Yellow, Red, Pink, Purpol, Orange, Light Pink, Black, Off White, Light Green, Peach, Light Gray, Light Brown, Light Blue, Light Purpoal, Mahroon, Dark Green, Dark Brown.	Nos		33	
56	Glazed sheets	All colour			200	
57	Glitter Sheets	All colour			12	
58	Scissors Large	Good Quality	Nos		6	
59	Compter Colour Paper A-4	Yellow, Red, Pink, Purpol, Orange, Light Pink, Black, Off White, Light Green, Peach, Light Gray, Light Brown, Light Blue, Light Purpoal, Mahroon, Dark Green, Dark Brown. (Pack per sheet 100 3x Pack Each Colour)	Nos		20	

Principal: -----
(Stamp & Signature)

Bidder: -----
(Stamp & Signature)

60	Crap Paper (Different Colors)	Red, Orange, Light Blue, Dark Blue, Black, Brown, Yellow, Light Brown, Light Purple, Dark Purple, Light Pink, Dark Pink, Grey, Maroon and Peach (80 each Colour)	Pack		1220	
61	Glazed sheets	Red, Orange, Light Blue, Dark Blue, Black, Brown, Yellow, Light Brown, Light Purple, Dark Purple, Light Pink, Dark Pink, Grey, Maroon and Peach (100 each Colour)			1500	
62	Printed A-4 Sheets	Red, Orange, Light Blue, Dark Blue, Black, Brown, Yellow, Light Brown, Light Purple, Dark Purple, Light Pink, Dark Pink, Grey, Maroon and Peach (100 each Colour)	Box		1500	
63	Printed Gift Wrapping Sheets	Different Design	Nos		204	
64	Thick Permanent Marker	24 Red, 24 Black, 24 Blue, and 24 Green	Nos		144	
65	Pointer	Black	Nos		36	
66	Thumb Pins (Box)	Good quality	Box		72	
67	Color Pencil (for students used)	Gold Fish) or Equivalent	Box		360	
68	UHU Tube	UHU or Equivalent (60ml)	Nos		36	

Amount in Words: _____

Signature of Authorized Person: _____
(Along with Firm Stamp)

Principal: _____
(Stamp & Signature)

Bidder: _____
(Stamp & Signature)

Lot No.02

Financial Bid Form

Name of Firm: _____

NTN: _____

Authorized Person: _____

CNIC of Authorized Person: _____

Sr. No	Items	Specification	Unit	Rate (Rs)	Qty	Amount (Rs)
1	Paper Ream A4 Size	80 Gram AA or Equivalent	No		1,170	
2	Paper Ream Legal Size	80 Gram AA or Equivalent	No		115	
3	Register Broad Line	70 gram paper, 100 leaves / 200 pages, size 12 x 8 Inch Printed	No		2,000	
4	Register Narrow Line	70 gram paper, 100 leaves / 200 pages, size 12 x 8 Inch Printed	No		5,100	
5	Note Book Broad Line	70 gram paper, 60 leaves / 120 pages, size 7 x 9 Inch Printed	No		3500	
6	Note Book Narrow Line	70 gram paper, 60 leaves / 120 pages, size 7 x 9 Inch Printed	No		3500	
7	Note Book For Drawing	75 gram, 36 + 36 leaves, Size 10.75 x 8.25 Inches Printed	No		645	
8	English 4 lines Note Books	70 Gram paper, 60 leaves, size 7 x 9 inches printed	No		400	
9	English 4 lines Register	4 line (70 gram paper , 100 leaves / 200 Pages , size 12 x 8 inches Printed	No		330	

Amount in Words: _____

Signature of Authorized Person: _____

(Along with Firm Stamp)

Principal: _____
(Stamp & Signature)Bidder: _____
(Stamp & Signature)