

**BIDDING DOCUMENTS**



**(PROCUREMENT OF STATIONERY, NOTE BOOKS & REGISTERS, TEXT BOOKS & GRAMMAR BOOKS)**

**DAANISH SCHOOLS (BOYS & GIRLS) CHISHTIAN  
DISTRICT BAHAWALNAGAR**

**INVITATION TO BID**

Sealed bids are invited from Firms / Companies / Distributors / Suppliers registered with Sales Tax and Income Tax Departments for procurement of ***stationery, note books & registers, text books & grammar books*** under Punjab Procurement Rules 2014 (amended up to date) for Daanish Schools (Boys & Girls) Chishtian District Bahawalnagar under Framework Contract ended on 30<sup>th</sup> June 2019.

<b>Lot No.</b>	<b>Item Type</b>	<b>Bid Security (Rs) (in the form of CDR or DD)</b>
1	Stationery	45,000
2	Note Books & Register	65,000
3	Textbooks, Grammar Books, Helping Books, Practical Notebooks	27,000

Bid security does not exceed 5% of the 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 **February 07, 2019 at 11.00 am**.

The bid documents are immediately available and can also be purchased from Daanish School Boys Chishtian, District Bahawalnagar during office hours for **Rs. 500**. The bid documents are also available at the PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) and the PDS & CEA website [www.daanishschools.edu.pk](http://www.daanishschools.edu.pk).

The complete bids should reach by **February 12, 2019, 11:00 am** at Daanish School Boys Chishtian District Bahawalnagar. Technical bids will be opened on **February 12, 2019 at 11:30 am**.

**PRINCIPALS  
DAANISH SCHOOLS (BOYS & GIRLS) CHISHTIAN  
DISTRICT BAHAWALNAGAR  
Ph. 0632509977  
0632509981**

Sign & Stamp of Principal: \_\_\_\_\_

Sign & Stamp of Bidder: \_\_\_\_\_

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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) Chishtian District Bahawalnagar and the successful bidders from the date of contract to 30<sup>th</sup> June 2019. Maximum quantities have been fixed by procuring agency. The Principals of the 02 x Daanish Schools (Boys & Girls) Chishtian will issue/place purchase orders from time to time as per requirement and payment will be made against each order separately.
- 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 evidence 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 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 Boys Chishtian Security Account**”. The completed bids must be delivered into the Tender Box placed in the Conference Room of Daanish School Boys Chishtian District Bahawalnagar.
- 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.

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### 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 "Goods" means **STATIONERY, NOTE BOOKS & REGISTERS, and TEXT BOOKS & GRAMMAR BOOKS.**
- 3.1.8 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.1.9 "Purchaser" means the Daanish School (Boys & Girls) Chishtian District Bahawalnagar 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 "Seller-cum-supplier" means a person, association of persons, firm or company who is dealing in **STATIONERY, NOTE BOOKS & REGISTERS, TEXT BOOKS & GRAMMAR BOOKS.**

#### 3.2 Tender Scope

- 3.2.1 List of Items along with required quantity and specifications is attached as per **(Annexure – B)**
- 3.2.2 Lot wise successful bidder shall supply quantity as per time to time issued work orders.

#### 3.3 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.

#### 3.4 Preparation / Submission of Tender

- 3.4.1 **Technical Proposal shall comprise the following:**
  - 3.4.1.1 Covering letter on bidder's letter head duly signed and stamped by owner/director/partner as per (Annexure-A) of bid document.
  - 3.4.1.2 Nomination of authorized representative on letter head duly signed by the owner/director/partner
  - 3.4.1.3 List giving the detail of owner(s), director(s) and representative(s) along with a copy of their attested ID card(s).
  - 3.4.1.4 Attested Partnership deed and Memorandum & Articles of Association.
  - 3.4.1.5 Certificate of Registration/ Incorporation under the laws of Pakistan.
  - 3.4.1.6 Bank statements / financial statements.
  - 3.4.1.7 Work orders / Sale receipts and record of sales tax.
  - 3.4.1.8 Specifications of the goods to be supplied.
  - 3.4.1.9 Valid Registration Certificate for Income Tax & Sales Tax Department(s).
  - 3.4.1.10 Original Bid Security.
  - 3.4.1.11 Any other necessary document(s).
- Note:** Technical proposal should not contain any mention of prices.
- 3.4.2 **Financial Proposals shall comprise the following:**
  - 3.4.2.1 Photocopy of Bid Security, in the form of CDR / Demand Draft.
  - 3.4.2.2 Price Schedule as per **Annexure-C**
- 3.4.3 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..

#### 3.5 Amendment of the Tender Document

- 3.5.1 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).
- 3.5.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

#### 3.6 Tender Price

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The quoted price shall be best/final/fixed and valid until completion of all obligations under the contract i.e not subject to variation/escalation; inclusive of all taxes, duties, levies, insurance, freight, transportation, installation, commissioning, testing etc.

**3.7 Bid Security**

The Tenderer shall furnish the Bid Security in favor of “**Daanish School Boys Chishtian Security Account**” as under:

- 3.7.1 Photocopy shall be included in the envelope of sealed financial proposal, original shall be included in the sealed technical proposal.
- 3.7.2 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;
- 3.7.3 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 on written request. The Bid Security shall be returned to the successful Bidder on furnishing the Performance Guarantee.

**3.8 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.

**3.9 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. Samples provided must conform to the detailed specifications..

**3.10 Tender Eligibility / Qualification Criteria (Compulsory Parameters)**

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- 3.10.1 Is Registered/Incorporated under the laws of Pakistan;
- 3.10.2 Has valid National Tax Number (NTN) and Registered for Sales Tax purposes.
- 3.10.3 Has relevant required business experience in required goods for at least 1 year.
- 3.10.4 Whose quoted goods and samples provided meet the given detailed specifications;

**Note:** verifiable documentary proof for all above requirements is mandatory. Provision of false information may lead to disqualification of bidder.

**3.11 Determination of Responsiveness of the Bid (Tender)**

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

- 3.11.1 meets the eligibility / qualification criteria given in this tender document;
- 3.11.2 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 Marking Criteria.

**3.12 Marking Criteria**

Sr. No	Parameter of Technical Evaluation	Remarks
1	Original receipt for purchase of tender	Compulsory
2	Original Bid Security	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.	Compulsory
4	National Tax Registration	Compulsory
5	Sales Tax Registration	Compulsory
6	Active Taxpayer Status	Compulsory

**3.13 Performance Guarantee**

The successful bidder shall furnish Performance Guarantee as under:

- 3.13.1 Within Seven (07) working days of the receipt of acceptance letter from the purchaser in the form of a CDR / Demand Draft/Pay Order issued for a sum equivalent to 10% (Ten Percent) of the contract value. The amount will be retained till the successful completion of the contract.
- 3.13.2 The proceeds of the Performance Guarantee may be payable to the Purchaser, on occurrence of any/ all of the following conditions:

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

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

3.13.3 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.

**3.14 Acceptance Letter and Signing 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.

**3.15 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.

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**4 CONTRACT AGREEMENT**

This CONTRACT AGREEMENT (this "Contract") made as of the [day] of [month], [year], between **Daanish School (Boys & Girls) Chishtian District Bahawalnagar** ("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 Goods as described.

**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 **26-pages** 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 **Daanish School (B&G) Chishtain:**

For **[Full Legal Name of the Contractor]:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

CNIC \_\_\_\_\_

CNIC \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

**WITNESSES**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

CNIC \_\_\_\_\_

CNIC \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Sign & Stamp of Principal: \_\_\_\_\_

Sign & Stamp of Bidder: \_\_\_\_\_

**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 30<sup>th</sup> June 2019.

**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.
- 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 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, 0.1 % 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

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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**

- 5.13.1 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, 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 Lahore. The award shall be final and binding on the parties.

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Sign & Stamp of Bidder: \_\_\_\_\_

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

Sign & Stamp of Principal: \_\_\_\_\_

Sign & Stamp of Bidder: \_\_\_\_\_

LOT: 1

Sr. No	Description of Items	Specifications		Unit	Quantity Required		
		Brand	Size		Boys	Girls	Total
1	Attendance Register Small (For Students)	Master, Kohinoor or Equivalent		Nos	60	25	85
2	Box File	Shakir, Comet, Fast or Equivalent	Imported Clip	Nos	60	60	120
3	Scientific Calculator	Citizen, Casio	Scientific FX-991, Electronic Plastic Key, 12 Digit, Big Display	Nos	300	300	600
4	Calculator Simple	Casio or equivalent	14 Digits Display, Non Scientific	Nos	4	4	8
5	Colour Pencil Small (12 each)	ORO, Dux or Equivalent	Pack Size 12 each Total Packs = 117	Nos	600	600	1,200
6	Colour Markers (10 Pcs Pack)	Tempo or Equivalent	Pack Size 10 each Total Packs = 50	Nos	10	10	20
7	Clip Board	Lasani or Equivalent	Simple	Nos	100	100	200
8	Erasers	Bahadur, Piano, Goldfish, Dollar, Pelkin or Equivalent		Nos	1,500	1,500	3,000
9	Correction Pen/Fluid / Whitners UNI 7ml	Dux, Bahadur, Blanco, Pelicon or Equivalent	7 ml	Nos	18	20	38
10	High Lighter (Different Color)	Dollar, Deer, Mercery, Pelicon or Equivalent	Multi Color, Flourescent 1-4.55 mm	Nos	25	25	50
11	Board Marker (Blue)	Piano, Mercery, Dollar or Equivalent	Pullable plug to refill	Nos			-
12	Board Marker (Black)	Nafees, Dolllar or Equivalent	2 mm	Nos	500	250	750
13	Marker Tempo (Blue)	Nafees, Dolllar or Equivalent	2 mm	Nos	1,100	1,100	2,200
14	Marker Permanent Blue	Nafees, Dolllar or Equivalent	2 mm	Nos	24	10	34
15	Marker Permanent Black	Nafees, Dolllar or Equivalent	2 mm	Nos		24	24
16	Marker Permanent Red	Nafees, Dolllar or Equivalent	2 mm	Nos			-
17	Marker Permanent Green	Nafees, Dolllar or Equivalent	2 mm	Nos			-
18	Namaz Hanfi	Master Publisher or equivalent		Nos			-
19	Pointers Blue	Piano, Dollar or Equivalent	Grip Liner 0.8 mm	Nos	440	200	640
20	Pointers Black	Piano, Dollar or Equivalent	Grip Liner 0.8 mm	Nos	350	100	450
21	Lead Pencil	My Pencil, ORO or Equivalent	2 1/2 HB	Nos	2,750	2,200	4,950
22	Punch Machine Opal 600P	Opal or Equivalent	600P	Nos	6	5	11
23	Pen Dux / Dollar	Dux, Dollar or Equivalent	No#443	Nos	1,250	750	2,000

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24	Ink Blue Large	Dollar, Nafees or Equivalent	500 ML	Bottle	150	145	295
25	Paper cutter	Sensa or Equivalent	Plastic, Corrosion Free Blade, 9-15mm or equivalent	Nos	20	20	40
26	Steel scale (12" size) Stainless	Sowar Fish or Equivalent	12" Plastic, Good Quality or equivalent	Nos	12	15	27
27	Staple Remover/ Pin Opener	Haolang,Dollar,Equivalent	???	Nos	10	10	20
28	Stapler Pins	Dux, Dollar or Equivalent	23/8 & 23/15	Nos		100	100
29	Stapler Pins	Deli, Opal, Dux, Dollar or Equivalent	24/6	Packet	200	300	500
30	Stapler Pins (Small size)#10	Deli, Opal or Equivalent	No#10	Nos	4	10	14
31	Stapler Pins Big	China made or Equivalent	1.2x10 mm	Box		10	10
32	Sharpners	Dux or Equivalent	Steadler or Comparable, Multicolour, Standard Size	Nos	1,250	750	2,000
33	Stamp Pad (Large)	Butterfly, Pelicon or Equivalent	70x110 mm, Blue, Black, Leakage Proof	Nos	10	50	60
34	Stapler Machine	HD/Deli, OPAL HD 30, OPAL Standy 45 Plus or Equivalent	26/6-24/6	Nos	15	10	25
35	Scotch Tape 1 inch (Transparent) Super	Sensa or Equivalent	1 inch adhesive tape, Transperent ,Super	Nos	50	100	150
36	Scotch Tape 2 inch (Transparent) Super	Sensa or Equivalent	2 inch adhesive tape, Transperent ,Super	Nos	50	100	150
37	Binding Tape	Sensa or Equivalent	2 Inch 36 Yards, differenet color	Nos	40	100	140
38	Colour Paper	Spectra or Equivalent	A4,80 gm, 100 pages/set, Mix Colors	Nos	20	500	520
39	Thumb Pins(Silver)Three Flower	Chanyi, China or Equivalent	Silver, Three Flower	Packet	10	10	20
40	Thumb Pins (colored) Burooj	Chanyi, China CY 3121 or Equivalent	Colored, Burooj	Packet	10	10	20
41	Tape dispenser 1 inch Owner	China made or Equivalent	1 inch owner	Nos	2	2	4
42	Tape dispenser 2 inch Owner	China made or Equivalent	2 inch owner	Nos	2	2	4
43	Packing Tape 2 inch	Deer or Equivalent	2 Inch, Transperent	Nos	16	50	66
44	White Board Duster	Local, China or Equivalent	3x2 ft	Nos	50	30	80
45	Scissors	Dux,or Equivalent	Stainless Steel	Nos	30	30	60
46	Scissors Zigzag	Dux or Equivalent	Stainless Steel	Nos	5	20	25
47	Ball Points Blue	Signature,Piano,Dollar or Equivalent	0.8 mm, Blue Color	Nos	500	500	1,000
48	Ball Points Red	Signature,Piano,Dollar or Equivalent	0.8 mm, Red Color	Nos	1,100	1,000	2,100
49	Hard Charts (Different Colour)	China made or Equivalent	Different Colors	Nos	100	500	600
50	Soft charts (Different colour)	China made or Equivalent	Different Colors	Nos	100	300	400

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Sign & Stamp of Bidder: \_\_\_\_\_

51	White Charts	China made or equivalent	Standard Size	Nos	250	300	550
52	Crepe Paper (Different color)	China made or equivalent	77"x23.5"	Nos	100	100	200
53	Fomic Sheet (different color) A4	China made or equivalent	A4	Nos	-	-	-
54	Fomic sheet Glitter (different color) A4	China made or equivalent	A4	Nos	-	-	-
55	Glaze Paper/Sheet (Different color)	China made or equivalent	28"x19"	Nos	50	50	100
56	Oil colours (different color) (Maries 12 Color Set)	Maries or Equivalent	50 ml	Packet	-	25	25
57	Poster Color (Omega 12 Pcs Pk)	PRIMA Scora or Equivalent	12 Pcs Pk	Packet	10	10	20
58	Crayon color (Goldfish 12 Pcs Pk - Medium)	Goldfish or Equivalent	12 Pcs Pk, Medium	Packet	10	10	20
59	Brushes for oil color (different sizes [0-12 size])		0-12 Size, Different Size	Nos	5	5	10
60	Brushes for poster color (different size)		Different Size	Nos	5	5	10
61	Glue Tube	UHU or Equivalent	60 ml Tube	Nos	12	12	24
62	Gum sticks (Medium) UHU 8.2gm	UHU, Dollar, Bahadur or Equivalent	8.2 gm, Medium	Nos	40	300	340
63	Gum Bottle large (800ml)	Nafees, Dollar or Equivalent	800 ml	Bottle	4	4	8
64	German Glue (Medium)	Prima, Bahadur or equivalent	500 gm, Medium	Nos	10	20	30
65	Glitter Glue (different color) (5 Pcs Set)	Amos or Equivalent	5 Pcs Set, Different Color	Packet			-
66	Golden Markers	Snowman/Amos or equivalent		Nos	6	6	12
67	Silver Markers	Snowman/Amos or equivalent		Nos	6	6	12
68	Paint Spray (different color) (Golden, Silver, Copper) Sensa	Sensa or equivalent		Bottle	12	12	24
69	Thermopore Sheets (4x3 ft)		4x3 ft	Nos	10	10	20
70	Foil Paper Diamond (Medium)	Diamond or Equivalent	Medium	Nos	2	2	4
71	Jute Thread		Material: Jute No. of Ply: 1 Type: Thread	Nos	2		2
72	Board Marker Ink	Nafees, Dollar, Dux or equivalent	15 ml	Nos	350	250	600

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73	Oil Spray	China made or Equivalent		Bottle			-
74	Compass	Dux or Equivalent	Code 304	Nos			-
75	Geomatery Box	Dux or equivalent	# 702	Nos	-		-
76	Log Table	Master Publisher or equivalent		Nos	120	120	240
77	Scale plastic 12" size	Dux or equivalent	12 inch size	Nos	440	450	890
78	Envelope Brown Small 9'x6'		Small, Brown 9' x 6' Size,Front Pocket	Nos	1,000	1,000	2,000
79	Envelope White small		Small, White 9' x 6',Front Pocket	Nos	100	300	400
80	Envelope Brown A4		Standard Size, Brown A4,Front Pocket	Nos	1,000	1,000	2,000
81	Envelope White medium		Medium Size, White Colour 11x5,Front Pocket	Nos	100	500	600
82	Envelope Brown Legal		Brown, Legal,Front Pocket	Nos	100	2,500	2,600
83	Envelope Clothlined (Jali wali) Legal		Legal (Clothlined)	Nos	100	100	200
84	Sticky Note/ Post It Chits (Different sizes)	Prontoti or Equivalent	Size 5"x3", Yellow	Nos	18	30	48
85	Sticky Flags	Fine Quality	75X15 mm	Packet		12	12
86	Common Pins Gillani Official Pins	Gillani,China Made or Equivalent	24 MM-50 GM	Packet	30	20	50
87	Log Book	Kohinoor or Equivalent	Copy Size, fine quality paper	Nos		5	5
88	T-Tag/File Tag	Fine Quality		Packet	24	30	54
89	Paper clip	Dux,Dollar,,Deli or Equivalent	30 mm	Nos	18		18
90	Stapler ( Big size) Deli/ Opal	Deli, Opal or Equivalent	23/8,23/10,23/11,23/13,23/15,23/17	Nos	-	1	1
91	Binding Sheet (A4) Transperent	China made or Equivalent	A4,Transperent, Color Blue	Nos	300	500	800
92	Binding Sheet (Legal) Transparent	China made or Equivalent	Legal,Transperent,Col or Blue	Nos	150	500	650
93	Lemination sheets A-4 18mm	China made or Equivalent	A4 , 18 MM	Nos		500	500
94	Lemination sheets legal 18mm	China made or Equivalent	Legal , 18 MM	Nos		500	500
95	Italic Sheet (Transparent) (Width 5 Ft)	China made or Equivalent	Transperent, Width 5 Ft	Nos	10	10	20
96	Seprator with Plastic Sheets	Fine Quality	A4 Size	Packet	5	5	10
97	Computer Sheet Coloured	Fine Quality	A4 Size	Nos			-
98	Scholar Sheet Coloured	Fine Quality	27"x21"	Nos	50	100	150

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99	Box Board Sheet	Fine Quality	A4, 350 gsm 6mm thick	Nos			-
100	Stamp Pad Ink	Dollar or Equivalent	28.5 ml Leakproof, Controlled in flow,Intense- Colored	Nos	10	50	60
101	Simple Register 10 #	Haroon Company or equivalent	No#10	Nos			-
102	Simple Register 20 #	Haroon Company or equivalent	No#20	Nos			-
103	Simple Register 30 #	Haroon Company or equivalent	No#30	Nos	15	30	45
104	Simple Register 40 #	Haroon Company or equivalent	No#40	Nos		10	10
105	Register (Dak Received)	Kohinoor or Equivalent	200 pages	Nos		10	10
106	Register (Dispatched)	Kohinoor or Equivalent	200 pages	Nos		10	10
107	Practical White Copies Cover	Fine Quality	26.5"x18"	Nos			-
108	Plastic Lamination Cover Each/Talic Role	Fine Quality		Meter			-
109	Graph Papers	Fine Quality	A4 Size	Nos	150	200	350
110	Register Security	Hero or Equivalent	200 pages	Nos		15	15
111	File Clip (Small)	China made or Equivalent	33 mm	Dozen		3	3
112	File Clip (Large)	China made or Equivalent	55 mm	Dozen		3	3
113	Cash Book	Kohinoor or Equivalent	200 pages		3	3	6
114	Ledger Register	Kohinoor or Equivalent	200 pages		10	10	20
115	Stock Register	Kohinoor or Equivalent	200 pages		10	20	30
116	Pass Book	Kohinoor or Equivalent	200 pages		3	3	6
117	Attendance Register Staff	Kohinoor or Equivalent	100 pages			5	5
118	Daily Work Register	Kohinoor or Equivalent	100 pages			2	2
119	Brusher Flat	Fine Quality		Packet	10		10
120	Tarpentine+Liqud Oil	Fine Quality	1 Liter	Liter	12		12
121	Canvas Cloth	Good Quality	Good Quality	Role	2	2	4
122	Glue Gum Stick	U-4 Non toxic	40 gr	Nos	12	12	24
123	Note Pad	Hero or Equivalent	50 page,A4 Size, 55 gm	Nos	50	10	60
124	Plastic File Cover A4	Fine Quality	A4	Nos	100	50	150
125	Plastic File Cover Legal	Fine Quality	Legal	Nos	80	50	130
126	Globe with stand		Footbal Size	Nos	4	2	6

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**LOT: 2**

Sr#	Description of Items	Specification	Qty Required		
			Girls	Boys	Total
1	Copy Broad Line	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, <b>Texture</b> : White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	1,500	1,500	3,000
2	Copy Narrow Line	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, <b>Texture</b> : White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	1,500	2,000	3,500
3	Register (Math & Rough) Broad Lines	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) <b>Size:</b> 12x8 inches. <b>Texture:</b> White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	1,800	1,500	3,300
4	Register (Math & Rough) Narrow Lines	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) <b>Size:</b> 12x8 inches. <b>Texture:</b> White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	1,800	2,000	3,800

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5	Note Book (Fine Art/Drawing)	White papers with rice papers in between, 75 gm, 36+36 leaves, Green back ground laminated cover with Daanish School Monogram (Can be provided a soft copy on USB), size 10.75x8.25 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 gm.	660	660	1,320
6	Paper Pile (24 Page/Dasta) Narrow/Broad Line	Narrow Lined, 55gram paper . 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%,	5,500	9,500	15,000
7	Ream Paper 80 Gram (A4)	CopyMate or Equivalent	10	10	20
8	Ream Paper 80 Gram (Legal)	CopyMate or Equivalent	5	5	10
9	Ream Paper 70 Gram (A4)	CopyMate or Equivalent	450	450	900
10	Ream Paper 70 Gram (Legal)	CopyMate or Equivalent	200	50	250

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**LOT: 3**

Sr#	Description of Items	Specification	Qty Required		
			Girls	Boys	Total
1	Grammar Book	English Bright for 6th Class	50	80	130
		English Bright for 7th Class	50	110	160
		English Bright for 8th Class	50	110	160
		Urdu Hamdard Grammar for 6th	50	80	130
		Urdu Hamdard Grammar for 7th	50	110	160
		Urdu Hamdard Grammar for 8th	50	110	160
		Punjab Text board (PTB) English Grammar for 9th	50	105	155
		Punjab Text board (PTB) English Grammar for 10th	50	106	156
		Punjab Text board (PTB) Urdu Grammar for 9th	50	105	155
		Punjab Text board (PTB) Urdu Grammar for 10th	50	106	156
		English Sunshine/Trend English for 1st Year	50	100	150
		English Sunshine/Trend English for 2nd Year	50	95	145
		Shareh-e- Sarmaya Urdu for 1st Year	50	100	150
		Shareh-e- Sarmaya Urdu for 2nd Year	50	95	145
2	Practical NoteBooks HSSC (Intermediate Level)	Chemistry	58	72	130
		Physics	95	97	192
		Biology	38	42	80
		IT	37	25	62
3	Punjab Text Books For 1st Year	English (A)	100	105	205
		English (B)	100	105	205
		Urdu	100	105	205
		Islamiyat	100	105	205
		Math	25	45	70
		Pakistan Study	100	105	205
		Physics	100	105	205
		Biology	40	55	95
		Chemistry	65	30	95
		IT	40	20	60
4	Punjab Text Books For 2nd Year	English (A)	95	95	190
		English (B)	95	95	190
		Urdu	95	95	190
		Islamiyat	95	95	190
		Pakistan Study	95	95	190
		Physics	95	95	190
		Biology	38	49	87
		Chemistry	58	95	153
		Math	21	24	45
		IT	37	21	58
5	Fine Arts	For Class-6th	100	110	210
		For Class-7th	100	110	210
		For Class-8th	100	110	210

Sign & Stamp of Principal: \_\_\_\_\_

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**Annexure-C**  
**To be submitted with Financial Proposal**  
**Price Schedule**

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

**LOT: 1**

Sr. No	Description of Items	Specifications		Unit	Quantity	Rate	Amount
		Brand	Size				
1	Attendance Register Small (For Students)	Master, Kohinoor or Equivalent	`	Nos	85		
2	Box File	Shakir, Comet, Fast or Equivalent	Imported Clip	Nos	120		
3	Scientific Calculator	Citizen, Casio	Scientific FX-991, Electronic Plastic Key, 12 Digit, Big Display	Nos	600		
4	Calculator Simple	Casio or equivalent	14 Digits Display, Non Scientific	Nos	8		
5	Colour Pencil Small (12 each)	ORO, Dux or Equivalent	Pack Size 12 each Total Packs = 117	Nos	1,200		
6	Colour Markers (10 Pcs Pack)	Tempo or Equivalent	Pack Size 10 each Total Packs = 50	Nos	20		
7	Clip Board	Lasani or Equivalent	Simple	Nos	200		
8	Erasers	Bahadur, Piano, Goldfish, Dollar, Pelkin or Equivalent		Nos	3,000		
9	Correction Pen/Fluid / Whitners UNI 7ml	Dux, Bahadur, Blanco, Pelicon or Equivalent	7 ml	Nos	38		
10	High Lighter (Different Color)	Dollar, Deer, Mercery, Pelicon or Equivalent	Multi Color, Floursent 1-4.55 mm	Nos	50		
11	Board Marker (Blue)	Piano, Mercery, Dollar or Equivalent	Pullable plug to refill	Nos	-		
12	Board Marker (Black)	Nafees, Dolllar or Equivalent	2 mm	Nos	750		
13	Marker Tempo (Blue)	Nafees, Dolllar or Equivalent	2 mm	Nos	2,200		
14	Marker Permanent Blue	Nafees, Dolllar or Equivalent	2 mm	Nos	34		
15	Marker Permanent Black	Nafees, Dolllar or Equivalent	2 mm	Nos	24		
16	Marker Permanent Red	Nafees, Dolllar or Equivalent	2 mm	Nos	-		
17	Marker Permanent Green	Nafees, Dolllar or Equivalent	2 mm	Nos	-		
18	Namaz Hanfi	Master Publisher or equivalent		Nos	-		
19	Pointers Blue	Piano, Dollar or Equivalent	Grip Liner 0.8 mm	Nos	640		
20	Pointers Black	Piano, Dollar or Equivalent	Grip Liner 0.8 mm	Nos	450		
21	Lead Pencil	My Pencil, ORO or Equivalent	2 1/2 HB	Nos	4,950		
22	Punch Machine Opal 600P	Opal or Equivalent	600P	Nos	11		

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23	Pen Dux / Dollar	Dux,Dollar or Equivalent	No#443	Nos	2,000		
24	Ink Blue Large	Dollar, Nafees or Equivalent	500 ML	Bottle	295		
25	Paper cutter	Sensa or Equivalent	Plastic, Corrosion Free Blade, 9-15mm or equivalent	Nos	40		
26	Steel scale (12" size) Stainless	Sowar Fish or Equivalent	12" Plastic, Good Quality or equivalent	Nos	27		
27	Staple Remover/ Pin Opener	Haoxlang,Dollar,Equivalent	???	Nos	20		
28	Stapler Pins	Dux, Dollar or Equivalent	23/8 & 23/15	Nos	100		
29	Stapler Pins	Deli, Opal, Dux, Dollar or Equivalent	24/6	Packet	500		
30	Stapler Pins (Small size)#10	Deli, Opal or Equivalent	No#10	Nos	14		
31	Stapler Pins Big	China made or Equivalent	1.2x10 mm	Box	10		
32	Sharpners	Dux or Equivalent	Steadler or Comparable, Multicolour, Standard Size	Nos	2,000		
33	Stamp Pad (Large)	Butterfly, Pelicon or Equivalent	70x110 mm, Blue, Black, Leakage Proof	Nos	60		
34	Stapler Machine	HD/Deli, OPAL HD 30, OPAL Standy 45 Plus or Equivalent	26/6-24/6	Nos	25		
35	Scotch Tape 1 inch (Transparent) Super	Sensa or Equivalent	1 inch adhesive tape, Transperent ,Super	Nos	150		
36	Scotch Tape 2 inch (Transparent) Super	Sensa or Equivalent	2 inch adhesive tape, Transperent ,Super	Nos	150		
37	Binding Tape	Sensa or Equivalent	2 Inch 36 Yards, differenet color	Nos	140		
38	Colour Paper	Spectra or Equivalent	A4,80 gm, 100 pages/set, Mix Colors	Nos	520		
39	Thumb Pins(Silver)Three Flower	Chanyi, China or Equivalent	Silver, Three Flower	Packet	20		
40	Thumb Pins (colored) Burooj	Chanyi, China CY 3121 or Equivalent	Colored, Burooj	Packet	20		
41	Tape dispenser 1 inch Owner	China made or Equivalent	1 inch owner	Nos	4		
42	Tape dispenser 2 inch Owner	China made or Equivalent	2 inch owner	Nos	4		
43	Packing Tape 2 inch	Deer or Equivalent	2 Inch, Transperent	Nos	66		
44	White Board Duster	Local, China or Equivalent	3x2 ft	Nos	80		
45	Scissors	Dux,or Equivalent	Stainless Steel	Nos	60		
46	Scissors Zigzag	Dux or Equivalent	Stainless Steel	Nos	25		
47	Ball Points Blue	Signature,Piano,Dollar or Equivalent	0.8 mm, Blue Color	Nos	1,000		
48	Ball Points Red	Signature,Piano,Dollar or Equivalent	0.8 mm, Red Color	Nos	2,100		
49	Hard Charts (Different Colour)	China made or Equivalent	Different Colors	Nos	600		

Sign & Stamp of Principal: \_\_\_\_\_

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50	Soft charts (Different colour)	China made or Equivalent	Different Colors	Nos	400		
51	White Charts	China made or equivalent	Standard Size	Nos	550		
52	Crepe Paper (Different color)	China made or equivalent	77"x23.5"	Nos	200		
53	Fomic Sheet (different color) A4	China made or equivalent	A4	Nos	-		
54	Fomic sheet Glitter (different color) A4	China made or equivalent	A4	Nos	-		
55	Glaze Paper/Sheet (Different color)	China made or equivalent	28"x19"	Nos	100		
56	Oil colours (different color) (Maries 12 Color Set)	Maries or Equivalent	50 ml	Packet	25		
57	Poster Color (Omega 12 Pcs Pk)	PRIMA Scora or Equivalent	12 Pcs Pk	Packet	20		
58	Crayon color (Goldfish 12 Pcs Pk - Medium)	Goldfish or Equivalent	12 Pcs Pk, Medium	Packet	20		
59	Brushes for oil color (different sizes [0-12 size])		0-12 Size, Different Size	Nos	10		
60	Brushes for poster color (different size)		Different Size	Nos	10		
61	Glue Tube	UHU or Equivalent	60 ml Tube	Nos	24		
62	Gum sticks (Medium) UHU 8.2gm	UHU,Dollar,Bahadur or Equivalent	8.2 gm,Medium	Nos	340		
63	Gum Bottle large (800ml)	Nafees, Dolllar or Equivalent	800 ml	Bottle	8		
64	German Glue (Medium)	Prima, Bahadur or equivalent	500 gm, Medium	Nos	30		
65	Glitter Glue (different color) (5 Pcs Set)	Amos or Equivalent	5 Pcs Set, Different Color	Packet	-		
66	Golden Markers	Snowman/Amos or equivalent		Nos	12		
67	Silver Markers	Snowman/Amos or equivalent		Nos	12		
68	Paint Spray (different color) (Golden, Silver, Copper) Sensa	Sensa or equivalent		Bottle	24		
69	Thermopore Sheets (4x3 ft)		4x3 ft	Nos	20		
70	Foil Paper Diamond (Medium)	Diamond or Equivlent	Medium	Nos	4		
71	Jute Thread		Material: Jute No. of Ply: 1 Type: Thread	Nos	2		

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72	Board Marker Ink	Nafees, Dollar, Dux or equivalent	15 ml	Nos	600		
73	Oil Spray	China made or Equivalent		Bottle	-		
74	Compass	Dux or Equivalent	Code 304	Nos	-		
75	Geomatery Box	Dux or equivalent	# 702	Nos	-		
76	Log Table	Master Publisher or equivalent		Nos	240		
77	Scale plastic 12" size	Dux or equivalent	12 inch size	Nos	890		
78	Envelope Brown Small 9'x6'		Small, Brown 9' x 6' Size,Front Pocket	Nos	2,000		
79	Envelope White small		Small, White 9' x 6',Front Pocket	Nos	400		
80	Envelope Brown A4		Standard Size, Brown A4,Front Pocket	Nos	2,000		
81	Envelope White medium		Medium Size, White Colour 11x5,Front Pocket	Nos	600		
82	Envelope Brown Legal		Brown, Legal,Front Pocket	Nos	2,600		
83	Envelope Clothlined (Jali wali) Legal		Legal (Clothlined)	Nos	200		
84	Sticky Note/ Post It Chits (Different sizes)	Prontoti or Equivalent	Size 5"x3", Yellow	Nos	48		
85	Sticky Flags	Fine Quality	75X15 mm	Packet	12		
86	Common Pins Gillani Official Pins	Gillani,China Made or Equivalent	24 MM-50 GM	Packet	50		
87	Log Book	Kohinoor or Equivalent	Copy Size, fine quality paper	Nos	5		
88	T-Tag/File Tag	Fine Quality		Packet	54		
89	Paper clip	Dux,Dollar,,Deli or Equivalent	30 mm	Nos	18		
90	Stapler ( Big size) Deli/ Opal	Deli, Opal or Equivalent	23/8,23/10,23/11,23/13,23/15,23/17	Nos	1		
91	Binding Sheet (A4) Transparent	China made or Equivalent	A4,Transperent, Color Blue	Nos	800		
92	Binding Sheet (Legal) Transparent	China made or Equivalent	Legal,Transperent,Color Blue	Nos	650		
93	Lemination sheets A-4 18mm	China made or Equivalent	A4 , 18 MM	Nos	500		
94	Lemination sheets legal 18mm	China made or Equivalent	Legal , 18 MM	Nos	500		
95	Italic Sheet (Transparent) (Width 5 Ft)	China made or Equivalent	Transperent, Width 5 Ft	Nos	20		
96	Seprator with Plastic Sheets	Fine Quality	A4 Size	Packet	10		
97	Computer Sheet Colourd	Fine Quality	A4 Size	Nos	-		

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98	Scholar Sheet Coloured	Fine Quality	27"x21"	Nos	150		
99	Box Board Sheet	Fine Quality	A4, 350 gsm 6mm thick	Nos	-		
100	Stamp Pad Ink	Dollar or Equivalent	28.5 ml Leakproof, Controlled in flow, Intense-Colored	Nos	60		
101	Simple Register 10 #	Haroon Company or equivalent	No#10	Nos	-		
102	Simple Register 20 #	Haroon Company or equivalent	No#20	Nos	-		
103	Simple Register 30 #	Haroon Company or equivalent	No#30	Nos	45		
104	Simple Register 40 #	Haroon Company or equivalent	No#40	Nos	10		
105	Register (Dak Received)	Kohinoor or Equivalent	200 pages	Nos	10		
106	Register (Dispatched)	Kohinoor or Equivalent	200 pages	Nos	10		
107	Practical White Copies Cover	Fine Quality	26.5"x18"	Nos	-		
108	Plastic Lamination Cover Each/Talic Role	Fine Quality		Meter	-		
109	Graph Papers	Fine Quality	A4 Size	Nos	350		
110	Register Security	Hero or Equivalent	200 pages	Nos	15		
111	File Clip (Small)	China made or Equivalent	33 mm	Dozen	3		
112	File Clip (Large)	China made or Equivalent	55 mm	Dozen	3		
113	Cash Book	Kohinoor or Equivalent	200 pages		6		
114	Ledger Register	Kohinoor or Equivalent	200 pages		20		
115	Stock Register	Kohinoor or Equivalent	200 pages		30		
116	Pass Book	Kohinoor or Equivalent	200 pages		6		
117	Attendance Register Staff	Kohinoor or Equivalent	100 pages		5		
118	Daily Work Register	Kohinoor or Equivalent	100 pages		2		
119	Brusher Flat	Fine Quality		Packet	10		
120	Tarpentine+Liquid Oil	Fine Quality	1 Liter	Liter	12		
121	Canvas Cloth	Good Quality	Good Quality	Role	4		
122	Glue Gum Stick	U-4 Non toxic	40 gr	Nos	24		
123	Note Pad	Hero or Equivalent	50 page, A4 Size, 55 gm	Nos	60		
124	Plastic File Cover A4	Fine Quality	A4	Nos	150		
125	Plastic File Cover Legal	Fine Quality	Legal	Nos	130		
126	Globe with stand		Footbal Size	Nos	6		

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**Annexure-C**  
**To be submitted with Financial Proposal**  
**Price Schedule**

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

**LOT: 2**

Sr#	Description of Items	Specification	Quantity	Rate	Amount
1	Copy Broad Line	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, <b>Texture</b> : White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	3,000		
2	Copy Narrow Line	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, <b>Texture</b> : White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	3,500		
3	Register (Math & Rough) Broad Lines	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) <b>Size:</b> 12x8 inches. <b>Texture:</b> White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	3,300		
4	Register (Math & Rough) Narrow Lines	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) <b>Size:</b> 12x8 inches. <b>Texture:</b> White high finish <b>Burst Factor:</b> Min 12.5 <b>Tear factor:</b> Md 40+/- 5%,Cd 45+/-5% <b>Brightness:</b> Min 95% <b>Opacity min:</b> 95% <b>Title Cover:</b> Bleach card min 300 g	3,800		

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5	Note Book (Fine Art/Drawing)	White papers with rice papers in between, 75 gm, 36+36 leaves, Green back ground laminated cover with Daanish School Monogram (Can be provided a soft copy on USB), size 10.75x8.25 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 gm.	1,320		
6	Paper Pile (24 Page/Dasta) Narrow/Broad Line	Narrow Lined, 55gram paper . 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%,	15,000		
7	Ream Paper 80 Gram (A4)	CopyMate or Equivalent	20		
8	Ream Paper 80 Gram (Legal)	CopyMate or Equivalent	10		
9	Ream Paper 70 Gram (A4)	CopyMate or Equivalent	900		
10	Ream Paper 70 Gram (Legal)	CopyMate or Equivalent	250		

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**Annexure-C****To be submitted with Financial Proposal****Price Schedule****Note:** Any cutting / use of fluid / error / any ambiguity in amount will cancellation of the bid.**LOT: 3**

Sr#	Description of Items	Specification	Quantity	Rate	Amount
1	Grammar Book	English Bright for 6th Class	130		
		English Bright for 7th Class	160		
		English Bright for 8th Class	160		
		Urdu Hamdard Grammar for 6th	130		
		Urdu Hamdard Grammar for 7th	160		
		Urdu Hamdard Grammar for 8th	160		
		Punjab Text board (PTB) English Grammar for 9th	155		
		Punjab Text board (PTB) English Grammar for 10th	156		
		Punjab Text board (PTB) Urdu Grammar for 9th	155		
		Punjab Text board (PTB) Urdu Grammar for 10th	156		
		English Sunshine/Trend English for 1st Year	150		
		English Sunshine/Trend English for 2nd Year	145		
		Shareh-e- Sarmaya Urdu for 1st Year	150		
		Shareh-e- Sarmaya Urdu for 2nd Year	145		
2	Practical NoteBooks HSSC (Intermediate Level)	Chemistry	130		
		Physics	192		
		Biology	80		
		IT	62		
3	Punjab Text Books For 1st Year	English (A)	205		
		English (B)	205		
		Urdu	205		
		Islamiyat	205		
		Math	70		
		Pakistan Study	205		
		Physics	205		
		Biology	95		
		Chemistry	95		
		IT	60		
4	Punjab Text Books For 2nd Year	English (A)	190		
		English (B)	190		
		Urdu	190		
		Islamiyat	190		
		Pakistan Study	190		
		Physics	190		
		Biology	87		
		Chemistry	153		
		Math	45		
		IT	58		
5	Fine Arts	For Class-6th	210		
		For Class-7th	210		
		For Class-8th	210		

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