

TERMS AND CONDITIONS OF THE TENDER

1 Tender Scope

- 1.1 Divisional Public School & College Sahiwal (hereinafter referred to as “the Purchaser”) invites / requests Proposals (hereinafter referred to as “the Tenders”) for Printing of Activity Books for class Montessori to class Five (hereinafter referred to as “the Goods”).

2 Tender Eligibility

- 2.1 Eligible Tenderer is a Tenderer who has capability and resources to successfully perform the contract. Proof of supply of printed material during last year.
- 2.2 Is registered for GST and Income Tax.

3 Examination of the Tender Document

- 3.1 The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions. Any objection raised on account of not having examined the Tender Document shall not be accepted.

4 Clarification of the Tender Document

- 4.1 The Tenderer may require further information or clarification of the Tender Document, not later than three working days prior to the deadline for the submission of the Tender, in writing or by telephone or by visiting the office.

5 Tender Price

- 5.1 The quoted price shall be:
- 5.2 Best / final / fixed and valid until completion of the Contract i.e. not subject to negotiation / variation / escalation;
- 5.3 The price should inclusive of all taxes / levies GST as per Government rates.

6 Bid Security

- 6.1 Earnest Money (bid security) to be deposited by the bidders shall be a 2% of the estimated cost for all printing material/item as indicated in the bid document.
- 6.2 The earnest money shall be in the form of a demand draft/CDR from a scheduled bank preferably having a branch at Sahiwal.
- 6.3 The earnest money of unsuccessful bidders shall be refunded soon after the final acceptance of tenders.
- 6.4 The earnest money of the successful bidder shall be refunded after satisfactory completion of the supply as the case may be.

7 Bid Validity

- 7.1 The Tender shall have a minimum validity period of 30 days from the last date for submission of the Tender.

8 Opening of the Tender

- 8.1 Tenders shall be opened, at the given place, time and date, in the presence of the Tenderer (s) for which they shall ensure their presence without further invitation.

9 Evaluation of the Tenders

The Tender Evaluation Committee shall evaluate the Tenders on the following basis. The tenderer provide all these required items in Technical Bid Envelop.

- 9.1 Latest copy Registration Certificate of GST.
- 9.2 Latest copy Registration Certificate of Income Tax.
- 9.3 Affidavit at Letter Head.
- 9.4 Copy of N.I.C.
- 9.5 Bid Security@ 2 % by the name of Principal DPS Sahiwal.
- 9.6 Provides sample of any printing item.
- 9.7 Bank statement for last 03 months.
- 9.9 Receipt of Tender documents price.
- 9.10 Tenderer provide Samples of Art Card 240 Grm & 70 Grm Offist paper in Technical Bid envelop.

10 Samples.

- 10.1 The school provides sample of Activity books separately each class to the bidder.

11 Rejection / Acceptance of the tender

- 11.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, accept a Tender for one /more item(s) / Lot(s), reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

12 Acceptance Letter

- 12.1 The Purchaser shall send the Acceptance Letter to the successful Tenderer, prior to the expiry of the validity period of the Tender.

13 Delivery

- 13.1 The contractor shall within 30 days of the execution of the supply order, deliver the all printing books.
- 13.2 The contractor shall provide such packing of the items supplied, as is sufficient to prevent their damage / deterioration during storage.

14 Inspection / Testing

- 14.1 The client may reject the items supplied if they fail in any inspections (s) / test (s) giving the defect (s) / shortcomings / reason (s) and specifying the work required to be done by the Contractor.
- 14.2 The contractor shall within seven working days of such rejection, either replace the Goods (printing of books) supplied under the contract, or make all alterations necessary to pass inspections (s) / test (s) free of cost to the purchaser / client.

15 Payment

- 15.1 The contractor shall submit bill of payment for the printing books supplied to the each client (DPS Sahiwal, DPS Chichawatni Campus & DPS Ravi campus) which shall:
 - 15.2 Be in prescribed form;
 - 15.3 Be accompanied by such invoices, receipts or other documentary evidence as the client may require;
 - 15.4 Be submitted within seven working days of completion of each phase after which payment is due, as per payment schedule;
 - 15.5 State the particulars of the Goods supplied.
 - 15.6 State the amount claimed;

16 Taxes and Duties

- 16.1 The contractor shall be exclusively and entirely responsible for all taxes, duties and other such levies chargeable as per the legal provisions applicable at the time of delivery. Taxes and duties shall be deducted as per Law. The contractor is supposed to know and understand the legal provisions applicable in this regard.

Note:- The successful bidder furnish samples of all activity books before final printing should be done after approval of sample/design be the (purchaser) DPS Sahiwal.

Principal DPS Sahiwal

TENDER FORM

1. We, [Name and Address of the Tenderer], _____
having read, understood and accepted the Tender Document, including the Addendum(s), if any, offer to supply, the printing of activity books (Montessori to class V) in conformity with the said Tender Document, to **Divisional Public School & College Sahiwal** for the Total Tender only in accordance with the Price Schedule and the Execution Schedule, attached hereto and made part of the Tender.
2. We undertake that the Tender shall have a minimum validity period of **60** days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to be bound by the Tender and the Acceptance Letter.

Date:- _____

TENDERER

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

Note: The Tender Form should be on the letterhead of the Tenderer.

AFFIDAVIT

1. We, [Name and Address of the Tenderer],
_____do hereby declare on solemn affirmation
that:
2. We have not been black listed from any Government Department / Agency.
3. We have not been involved in litigation with any client during the last 3 years.
4. We acknowledge that we have read, understood and accepted the Tender Document.
5. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s).
6. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

TENDERER

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

Note: The Affidavit should be on the letterhead of the Tenderer

DIVISIONAL PUBLIC SCHOOL & INTER COLLEGESAHIWAL

Detail Of (Activity Book) DPS Sahiwal

Sr. No.	Activity Books		Unit	Printing Order	Per Unit Cost with tax
1	Class Montessori	As per given Specification	Per Piece	570	
2	Class K-G	As per given Specification	Per Piece	660	
3	Class Prep	As per given Specification	Per Piece	840	
4	Class One (Drawing Book)	As per given Specification	Per Piece	860	
5	Class One	As per given Specification	Per Piece	860	
6	Class Two	As per given Specification	Per Piece	900	
7	Class Three	As per given Specification	Per Piece	810	
8	Class Four	As per given Specification	Per Piece	810	
9	Class Five	As per given Specification	Per Piece	840	

(Books should be printed as per specification and samples available at School after for inspection)

Name of Bidder: _____

Signature: _____

Date: _____

Stamp: _____

DIVISIONAL PUBLIC SCHOOL & INTER COLLEGE SAHIWAL

TENDER NOTICE

PRINTING OF (ACTIVITIES WORK SHEET) BOOK

Tenders (sealed) are invited from General Sales Tax Registered firms / Suppliers for the Printing of Activity work book + Drawing Book for the Divisional Public School & Inter College Sahiwal.

1. Bid documents/Tender Forms & samples of Items are available at Admin Office of Divisional Public School immediate after publication of this notice at DPS website.
2. The bid should have validity for 30 days.
3. The bid shall be a single stage consisting of three separate envelopes all enclosed with one sealed outer envelope. One envelope containing the pay order of tender cost along with CDR of bid security/earnest money, second envelope containing the technical bid and third envelope containing the financial bid.
4. Bidders are required to furnish bid security (2% of the estimated price) i.e. Rs 25,000/- and tender cost Rs 2000/- in the form of CDR from Bank in favour of Principal DPS Sahiwal.
5. Last date for submission of bid is **26 Feb 2026** at 10:30 A.M and shall be opened on **27 Feb 2026** at 11:00 A.M in presence of bidders in the Principal Office of DPS Sahiwal.
6. The competent authority reserves the right to accept or reject proposals.

**Principal
Akbar Ali**

ڈویژنل پبلک سکول و انٹر کالج ساھیوال

Tel: 040-4502663-4

عنوان: تفصیلات برائے پرنٹنگ کلاس موٹیووری تا پنجم (1st Semester 2026 - Activities Workbook)

ادارہ ہذا کو کلاس موٹیووری تا پنجم Activities Workbook کی پرنٹنگ کیلئے مندرجہ ذیل شرائط پر کوٹیشن درکار ہے۔

تفصیلات	تعداد	صفحہ کی تعداد	(سنگل / ڈبل سائینڈ)
☆ کلاس موٹیووری	= 570 عدد	64	4 ککر (سنگل سائینڈ) 80 گرام
کلاس کے۔ جی	= 660 عدد	22	(ڈبل سائینڈ)
کلاس پریپ	= 840 عدد	18	(ڈبل سائینڈ)
کلاس اول	= 860 عدد	18	(ڈبل سائینڈ)
کلاس اول (ڈرائنگ بک)	= 860 عدد	12	4 ککر (10 سنگل / 2 ڈبل سائینڈ)
کلاس دوئم	= 900 عدد	18	(ڈبل سائینڈ)
کلاس سوئم	= 810 عدد	16	(ڈبل سائینڈ)
کلاس چہارم	= 810 عدد	23	(ڈبل سائینڈ)
کلاس پنجم	= 840 عدد	25	(ڈبل سائینڈ)

☆ سائز = 8.25 x 11 (Portrait)

☆ پرنٹنگ = 4 ککر / سنگل ککر

☆ کاغذ کوالٹی = 70 گرام (آف سیٹ پیپر) (موٹیووری بک = 80 گرام)

☆ ٹائٹل شائن لیمینیشن = 240 گرام (آرٹ کارڈ، فوڈ ککر پرنٹنگ)

☆ ہائینڈنگ = کریز والی (موٹیووری کلاس کی بک ڈبل لوپ والی رنگ ہائینڈنگ ہوگی)

☆ **نوٹ:** تیار کمپوزنگ اور تصاویر ادارہ ہذا فراہم کرے گا۔

☆ فرم سافٹ ویئر کی ڈی وی ڈی ادارہ کو فراہم کرے گی۔

☆ کوٹیشن منظور ہونے کے بعد (25) یوم کے اندر مکمل تیار Activities Workbook فراہم کرنا ہوں گے۔ تاخیر کی

صورت میں فرم کو -/Rs.1000 یومیہ جرمانہ ادا کرنا ہوگا۔

☆ کام کے معیار پر کوئی سمجھوتہ نہیں ہوگا۔ غیر معیاری پرنٹنگ اور ہائینڈنگ کی صورت میں ادارہ ہذا پرنٹڈ Activities

Workbook وصول نہیں کرے گا۔

☆ آرٹ کارڈ اور آرٹ پیپر کا نمونہ کوٹیشن کے ساتھ لطف کریں۔

☆ زیر دستخطی بغیر کوئی وجہ بتائے کوٹیشن منظور یا مسترد کرنے کا مجاز ہوگا۔

ضروری ہدایات:

معلومات کیلئے Activities Workbook کا نمونہ ادارہ ہذا کے ایڈمن آفس میں دیکھا جاسکتا ہے۔ بعد میں ادارہ ذمہ دار نہیں ہوگا۔

پرنسپل

اکبر علی

مورخہ: فروری 2026ء