DIVISIONAL PUBLIC SCHOOL & COLLEGE SAHIWAL

BIDDING DOCUMENTS
PRINTING ITEMS

Tenderer Stamp or visiting card

Name of Firm: ____________________

Phone No: ____________________

NTN: ____________________

G.S.T No: ____________________

E-mail: ____________________

Ph. No. 040-4502663-4

Last Date Submission: 20th August, 2026 at 11:00 A.M.

Tender Price – Rs. 2000/-

TERMS AND CONDITIONS OF THE TENDER

Tender Scope

1.1 Divisional Public School & College Sahiwal (Main Campus, DPS Chichawatni Campus DPS Ravi Campus and DPS Cambridge Campus) (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for Purchase of Printing items (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. Bank statement for last six months may be attached to assess the financial soundness.

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 as per Government rates.

6 Bid Security

6.1 Earnest Money (bid security) **Rs. 50,000/-** to be deposited by the bidders shall be fixed as per the advertisement.

6.2 The earnest money shall be in the foam of a demand draft/CDR from a scheduled bank preferably having a branch at Sahiwal and in favour of "Principal DPS 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 6 month satisfactory completion of the projects the case may be.

7 Bid Validity

7.1 The Tender shall have a minimum validity period of **60 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 Submission of the Tenders

The tender shall comprise a three-envelope system, all enclosed within one sealed outer envelope, as under:

9.1 First Envelope: Containing the pay order of **Rs. 2,000/-** (Tender Cost) along with CDR of earnest money (bid security).

9.2 Second Envelope: Containing the Technical Bid, along with all required supporting documents as follows:

- Latest copy Registration Certificate of GST.
- Latest copy Registration Certificate of Income Tax.
- Affidavit on **Rs.100 e.stamp paper.** (Specimen attached)
- Tender form on Letter Head Pad.
- Copy of N.I.C.

- Provide proof that you have supplied stationery items at least two purchase orders of **Rs. 1.0 Million** each.
- Account Maintenance Certificate
- Bank statement for last year with Rs: 4 million turnover.

9.3 Third Envelope: Containing the Financial Bid.

10 Evaluation of the Tenders

The Tender Evaluation Committee shall evaluate the tenders strictly in accordance with the prescribed criteria.

10.1 At the time of opening, the Committee shall first examine the first envelope to verify the availability and validity of the pay order of tender cost and the CDR of earnest money (bid security). Tenders found deficient in this regard shall be declared non-responsive and shall not be considered further.

10.2 Only those tenders found responsive at the preliminary stage shall have their Technical Bids opened and evaluated. Tenderers who submit complete technical documentation and meet the prescribed technical requirements shall be declared technically qualified.

10.3 The Financial Bids of only the technically qualified tenderers shall be opened subsequently and evaluated in accordance with the approved procedure and evaluation criteria. **The tender shall be awarded on an item-wise basis to the lowest responsive and evaluated bidder(s).**

11 Samples.

11.1 The successful bidder shall provide the requested samples within **10 days** of issuance of the purchase order.

12 Rejection / Acceptance of the tender

12.1 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.

13 Acceptance Letter

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

14 Delivery

14.1 The contractor shall within **45 days** of the execution of the supply order, deliver the all Printing items in DPS Main Campus school building.

14.2 The contractor shall provide such packing of the items supplied, as is sufficient to prevent their damage / deterioration during storage.

15 Inspection / Testing

15.1 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.

15.2 The contractor shall within **07 working days** of such rejection, either replace the printing items supplied under the contract, or make all alterations necessary to pass inspections (s) / test (s) free of cost to the purchaser / client.

16 Payment

16.1 The contractor shall submit bill of payment for the printing items supplied to the each client by the name of Principal DPS Sahiwal Main Campus, DPS Chichawatni Campus DPS Ravi Campus and DPS Cambridge Campus which shall:

16.2 Be in prescribed form;

16.3 Be accompanied by such invoices, receipts or other documentary evidence as the client may require;

16.4 Be submitted within **07 working days** of completion of each phase after which payment is due, as per payment schedule;

16.5 State the particulars of the paper items supplied.

16.6 State the amount claimed.

17 Taxes and Duties

17.1 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.

Principal DPS Sahiwal

TENDER FORM

1. We, [Name and Address of the Tenderer]

____

____

2. having read, understood and accepted the Tender Document, including the Addendum(s), if any, offer to supply and installation, the printing items inconformity with the said Tender Document, to **Divisional Public School & College Sahiwal, DPS Chichawatni Campus, DPS Ravi Campus and DPS Cambridge Campus** for the Total Tender Price only in accordance with the Price Schedule and the Execution Schedule, attached hereto and made part of the Tender.

3. 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.

4. We undertake to be bound by the Tender and the Acceptance Letter.

TENDERER

Name ______________________________

CNIC # ______________________________

Address ______________________________

Signature ______________________________

Date:-____________________

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

AFFIDAVIT

1. We, [Name and Address of theTenderer]

____

____

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, torequire, 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

Name _______________________________

CNIC # _______________________________

Address _______________________________

Signature _______________________________

Date:-____________________

Note: The Affidavit should be on the Rs.100 e.stamp paper of the Tenderer.

DIVISIONAL PUBLIC SCHOOL & COLLEGE SAHIWAL

Financial Bid

Sr. No.	Name of Item with specification		Required Quantity		Offered Rate (Inclusive all taxes)	
					Unite Price	Total
1	Art Certificate	As per Sample 230 Grm Texture Card	Per Piece	1000		
2	Co-Curricular Certificate	As per Sample 230 Grm Texture Card	Per Piece	2500		
3	Star Performer Certificate	As per Sample 230 Grm Texture Card	Per Piece	1000		
4	Attendance Register (Student)	As per Sample 100 Grm VRG (75 pages two side printing Title 2 pound Card Cover Juz bandi)	Per Piece	150		
5	Leave Register (Staff)	As per Sample 100 Grm VRG (150 pages Title 2 pound Card Cover Juz bandi	Per Piece	80		
6	Envelope White (Plain) 9"x4" 100 gm	100 Grm VRG Single Colour 1.5" Folding Flap	Per Piece	10000		
7	Envelope White (Window) 9"x4" 100 gm	100 Grm VRG Single Colour 1.5" Folding Flap	Per Piece	15000		
8	Envelope White (Plain) 9.5"x12"/100 gm	100 Grm VRG Single Colour 1.5" Folding Flap	Per Piece	10000		
9	Envelope White (Window) 9.5"x12"/100 gm	100 Grm VRG Single Colour 1.5" Folding Flap	Per Piece	10000		
10	Envelope White Printed (Plain) 11.5"x15" (100 gm)	100 Grm VRG Single Colour with 1.5" Folding Flap	Per Piece	500		
11	Fee Voucher (DPS Sahiwal)	80 Grm VRG Front 04 Colour Back Single Colour Perforated Die Cutting	Per Piece	81000		
12	Result Card Printed (Morning + Afternoon) 11"x8.3"	As per Sample 100 Grm VRG four colour printing one side	Per Piece	40000		
13	Letter Head Pad Printed 100 gm	(100 pages 12" x 8.5") 100 Grm VRG Front 04 Colour	Per Pad	6000		
14	Student File (Sahiwal) 21.5"x13.5"	Art Card 300 Grm 04 Colour with clip+tag+4Rings+Kreez	Per Piece	4000		
15	Student File (Chichawatni) 21.5"x13.5"	Art Card 300 Grm 04 Colour with clip+tag+4Rings+Kreez	Per Piece	2000		
16	Student File (Ravi Campus) 21.5"x13.5"	Art Card 300 Grm 04 Colour with clip+tag+4Rings+Kreez	Per Piece	2000		
17	Student File (Cambridge) 21.5"x13.5"	Art Card 300 Grm 04 Colour with clip+tag+4Rings+Kreez	Per Piece	1000		
18	Teachers Diary	As per Sample 80 Grm (100 pages size 7.5"x9.5" 2 colour title 310 grm Art card Sewing thread)	Per Piece	200		
19	Teacher Planner	As per Sample 80 Grm (18 plates 350 pages size 7.5"x9.5" 2 colour title 310 grm Art card Sewing thread)	Per Piece	500		
20	Gate Pass Book	Double 200 pages 68 Grm + Newspaper 100 each page size 7" x 10" Title Gatta Balech	Per Piece	150		

(All items should be printed as per specification and samples available at School)

Stamp:______________________ Signature:______________________