



DIVISIONAL PUBLIC SCHOOL & COLLEGE SAHIWAL

BIDDING DOCUMENTS STATIONERY ITEMS



Tenderer Stamp

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:2,000/-

TERMS AND CONDITIONS OF THE TENDER



1 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 Stationery 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.20,000/-** to be deposited by the bidders shall be fixed as per the advertisement.
- 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 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. 1.5 Million** each.
 - Account Maintenance Certificate
 - Bank statement for last year with **Rs. 5 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 **30 days** of the execution of the supply order, deliver the all stationery 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 stationery 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 stationery 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 stationery 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.

AK S.S.

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 Stationery items in conformity 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 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

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	Required Quantity		Offered Rate (Inclusive all taxes)	
				Unit Price	Total
1	Ball Point Black (Picasso Grip)	Per Piece	137		
2	Ball Point Blue (Picasso Grip)	Per Piece	134		
3	Ball Point Red (Picasso Grip)	Per Piece	1873		
4	Ball Point Green (Picasso Grip)	Per Piece	362		
5	Ball Point Uniball Signo 0.7 (Black)	Per Piece	132		
6	Binding Sheet (A4) +18 mm superior	1 Pkt	13		
7	Binding Sheet (Legal) +18 mm superior	1 Pkt	13		
8	Binding tape (Sensa) 10 Yard	Per Piece	125		
9	Blade Cutter (Large) 4 inch length (Darco)	Per Box	11		
10	Box File (Plastic) Legal FC 2.3" China	Per Piece	130		
11	Calculator (Casio) DR 9814C	Per Piece	11		
12	Clipper Black (Medium Size) China	Per Piece	10		
13	Chart Paper (White)	Per Piece	130		
14	Card Paper (Dark Blue)	Per Piece	200		
15	Drawing Pin (100 PC)	Per Box (Small)	57		
16	Eraser small (Milan Nata 648)	Per Piece	22		
17	File Binder	Per Pkt. (50)	24		
18	File Cover (Plastic) 30 Pockets China	Per Piece	36		
19	File Cover (China Button)	Per Piece	61		
20	Gum Bottle Large (New Excellent Nafees Jumbo Gum)	Per Piece	8		
21	Gum Stick (UHU 5+IC 21 gm)	Per Piece	134		
22	High Lighter (Picasso) Green, Red, Yellow, Parrot	Per Piece	85		
23	Ink Marker Board (Black) Piano Small	Per Piece	673		
24	Ink Marker Board (Blue) Piano Small	Per Piece	100		
25	Ink Stamp Pad (Blue) Huhua	Per Piece	5		
26	Led Pencil (gold fish HB 5000)	Per Piece	107		

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27	Laminating Sheet (10 mm) Roll	Per Roll	2		
28	Log Book	Per Piece	3		
29	Marker White Board (Black) (Dollar)	Per Piece	860		
30	Marker White Board (Blue) (Dollar)	Per Piece	150		
31	Note Pad (Large) Hero 35 Pages	Per Piece	10		
32	Note Pad (Small) Hero 35 Pages	Per Piece	12		
33	Paper Clip (Three Flowers) 30 mm	Per Box (Small)	12		
34	Paper clip (Three Flowers) 36 mm	Per Box (Small)	3		
35	Paper Cutter Large (China)	Per Piece	61		
36	Permanent Marker (Black) Dollar	Per Piece	55		
37	Permanent Marker (Blue) Dollar	Per Piece	42		
38	Pointer Black (Dollar)	Per Piece	125		
39	Pointer Blue (Dollar)	Per Piece	70		
40	Punching Machine (Opal 500)	Per Piece	22		
41	Pin Pillar	Per Piece	5		
42	Rubber Band Red (150-200) 1.75" Bright com	Per Pkt	29		
43	Ruler 12 Inch steel	Per Piece	53		
44	Scotch Tape stand (China)	Per Piece	21		
45	Scissors Stainless Steel Medium (6 inch)	Per Piece	55		
46	Scotch Tape Four Pillars Deer Brand (1")	Per Piece	82		
47	Scotch Tape Four Pillars Deer Brand (2")	Per Piece	91		
48	Self Adhesive Notes (Paronti) (3"x3")	Per Piece	55		
49	Self Adhesive Notes (Paronti) (1"x3")	Per Piece	49		
50	Separator Plastic	Per Pkt. (10 Piece)	63		
51	Sharpener (Dux)	Per Piece	62		
52	Stapler Machine Heavy Duty (China) H/S 3000 Large	Per Piece	4		
53	Stamp Pad Huhua (7X11 cm) Blue	Per Piece	8		
54	Stamp Pad Huhua (7X11 cm) Black	Per Piece	3		
55	Stapler Machine Large (Opal HD - 30)	Per Piece	73		
56	Stapler Machine Small (Opal)	Per Piece	20		

Handwritten signature

Signature: _____ Stamp: _____

57	Stapler Pin large (Dollar 24/6)	Per Box (Small)	712		
58	Stapler pin small (Dollar 10)	Per Box (Small)	306		
59	Stapler Heavy Duty Pin 23/8 (Whashin)	Per Piece	12		
60	Stapler Heavy Duty Pin 23/13 (Whashin)	Per Piece	7		
61	Stapler Heavy Duty Pin 23/15 (Whashin)	Per Piece	2		
62	Stapler Heavy Duty Pin 23/17 (Whashin)	Per Piece	7		
63	Stapler Heavy Duty Pin 23/20 (Whashin)	Per Piece	4		
64	Tag Small	Per Pkt (50 ps)	10		
65	Thread Roll	Per Roll	28		
66	UHU Adhesive Tube (Full Size) No. 14 (125 grm)	Per Piece	106		
67	Uni Correction Pen (Fluid) Mitsubishi Company	Per Piece	36		
68	Water Dumper (Foam) Silver X	Per Piece	10		
69	Commin pin	Per packet	13		
70	Duster White Board	Per Piece	216		
71	Envelop (Khakhi) 10" x 8.5"	Per Piece	135		
72	Envelop (Khakhi) 14" x 11"	Per Piece	905		
73	Ball Point Uniball Signo 0.7 (Green)	Per Piece	8		
74	Ball Point Uniball Signo 0.7 (Red)	Per Piece	6		
75	Red Ink (Medium)	Per Piece	3		
76	4 Flap file folder	Per Piece	15		
77	M & G Si Pen Rollerball S5 (0.5mm)	Per Piece	10		
78	Pointer Purple (Dollar)	Per Piece	500		

Note: Financial Bid must be signed and stamped.

Signature: _____ **Stamp:** _____