

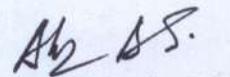
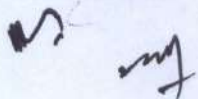
# DIVISIONAL PUBLIC SCHOOL & INTER COLLEGE SAHIWAL

## TENDER NOTICE

### PRINTING OF (ACTIVITIES WORK SHEET) BOOK

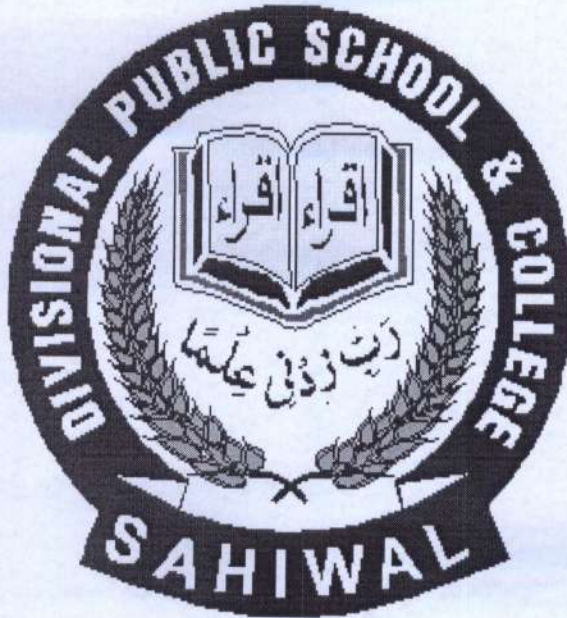
Sealed tenders are invited from active taxpayers and General Sales Tax (GST) registered firms/suppliers for the procurement/supply of the printing of Activity work book & Drawing Book for DPS Sahiwal Main Campus, Chichawatni Campus and Ravi Campus.

1. Bid documents/Tender Forms & detailed specifications are available at DPS website [www.dpssahiwal.edu.pk](http://www.dpssahiwal.edu.pk) immediately after publication of this notice.
2. Tender cost **Rs. 2000/-** shall be paid in the form of a Pay Order in favour of the Principal DPS Sahiwal.
3. Bidders shall furnish bid security / earnest money **Rs. 30,000/-** in the form of a CDR from a bank in favour of the Principal DPS Sahiwal.
4. The bid shall be a **single stage** consisting of **three separate envelopes** all enclosed within 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**.
5. The tenders may be submitted by **courier or by hand** within the stipulated time.
6. Last date for submission of bid is **30-09-2026 (Wednesday)** at **11:00 A.M.** and shall be opened on same day at **11:30 A.M.** in presence of bidders in the Committee Room of DPS Sahiwal.
7. The competent authority reserves the right to accept or reject proposals.

  
Principal  
Akbar Ali  




**DIVISIONAL PUBLIC SCHOOL & COLLEGE SAHIWAL**  
**BIDDING DOCUMENTS**  
**PRINTING OF ACTIVITY BOOK**



**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: 30<sup>th</sup> September 2026 at 11:00 A.M.

Tender Price: Rs. 2000/-



## 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 the Printing of **Activity Books** (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. 30,000/-** 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.

*Handwritten signature*



- Copy of C.N.I.C.
- Provide proof that you have supplied printing 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 **20 days** of the execution of the supply order, deliver the all printing books.

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 of books 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 books supplied to the each client by the name of Principal DPS Sahiwal Main Campus, DPS Chichawatni Campus and DPS Ravi 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 Goods 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.

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

*Ali A.S.*

Principal DPS Sahiwal

*[Signature]*

*For*



### 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 of activity books (K.G to Class V) in conformity with the said Tender Document, to **Divisional Public School & College Sahiwal** 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.

*me*



## 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.

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**DIVISIONAL PUBLIC SCHOOL & COLLEGE SAHIWAL**

**DETAIL OF ACTIVITY BOOKS**

**FINANCIAL BID**

| Sr. No. | Activity Books      |                            | Unit      | Required Quantity (Campus Wise) |            |             | Total Required Qty. | Offered Rate (Inclusive all taxes) |       |
|---------|---------------------|----------------------------|-----------|---------------------------------|------------|-------------|---------------------|------------------------------------|-------|
|         |                     |                            |           | Main Campus                     | CCI Campus | Ravi Campus |                     | Unit Price                         | Total |
| 1       | Class K-G           | As per given Specification | Per Piece | 593                             | 80         | 113         | 786                 |                                    |       |
| 2       | Class Prep          |                            | Per Piece | 640                             | 107        | 105         | 852                 |                                    |       |
| 3       | Class One           |                            | Per Piece | 623                             | 114        | 112         | 849                 |                                    |       |
| 4       | Class One (Drawing) |                            | Per Piece | 623                             | 114        | 112         | 849                 |                                    |       |
| 5       | Class Two           |                            | Per Piece | 638                             | 147        | 83          | 868                 |                                    |       |
| 6       | Class Three         |                            | Per Piece | 637                             | 82         | 84          | 803                 |                                    |       |
| 7       | Class Four          |                            | Per Piece | 623                             | 122        | 84          | 829                 |                                    |       |
| 8       | Class Five          |                            | Per Piece | 598                             | 162        | 68          | 828                 |                                    |       |

**Note:** All books should be printed as per specification and samples available at School.

Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_

*AS*

*m*

# ڈویژنل پبلک سکول و انٹر کالج ساہیوال

Tel: 040-4502663-4

عنوان: تفصیلات برائے پرنٹنگ کے۔ جی تا پنجم Activities Workbook (2nd Semester 2026-27)

ادارہ ہذا کو کلاس کے جی تا پنجم Activities Workbook کی پرنٹنگ کیلئے مندرجہ ذیل شرائط پرنٹنڈر درکار ہے۔

| ورق کی تعداد       | ورک بک کی تعداد | کلاسز             |
|--------------------|-----------------|-------------------|
| (ڈبل سائیڈ پرنٹنگ) |                 |                   |
| 11                 | 786 عدد         | کلاس کے۔ جی       |
| 13                 | 852 عدد         | کلاس پریپ         |
| 20                 | 849 عدد         | کلاس اول          |
| 14                 | 849 عدد         | کلاس اول (ڈرائنگ) |
| 20                 | 868 عدد         | کلاس دوئم         |
| 16                 | 803 عدد         | کلاس سوئم         |
| 25                 | 829 عدد         | کلاس چہارم        |
| 30                 | 828 عدد         | کلاس پنجم         |

|                                    |   |                    |   |
|------------------------------------|---|--------------------|---|
| (Portrait) 8.25 x 11               | = | سائز               | ☆ |
| سنگل کلر                           | = | پرنٹنگ             | ☆ |
| 80 گرام آفسیٹ پیپر                 | = | کاغذ کوالٹی        | ☆ |
| 250 گرام (آرٹ کارڈ، فورکلر پرنٹنگ) | = | ٹائٹل شائن لمینیشن | ☆ |
| کریز والی                          | = | پن بانڈنگ          | ☆ |

نوٹ: ☆

تیار کمپوزنگ اور تصاویر ادارہ ہذا فراہم کرے گا۔

☆ ٹینڈر منظور ہونے کے بعد (20) 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 بانڈنگ کی صورت میں ادارہ ہذا پرنٹڈ Activities

Workbook وصول نہیں کرے گا۔

☆ آرٹ کارڈ اور آرٹ پیپر کا نمونہ ٹینڈر کے ساتھ لف کریں۔

☆ زبردستی بغیر کوئی وجہ بتائے ٹینڈر 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: ستمبر 19 2026ء