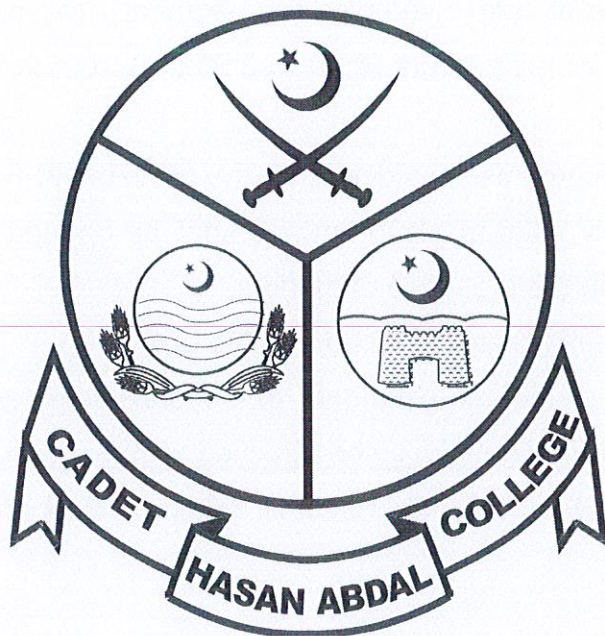


Standard Bidding Documents
For
Printing Items for
Stationery Store



Jul 2026

Cadet College, Hasanabdal,
Distt. Attock

Tender Notice

Sealed quotations are invited from Suppliers / Printing Press (registered with Income Tax & Sales Tax Department) or authorized Business Partners for the procurement of Stationery Items.

Ser	Items	Specification	Quantity
1	Register Narrow line (A4 Size)	80 gms (240 pages)	3000
2	Register Rough	68 gms (300 pages)	1000
3	Cadet Diary (My Journal)	As per sample	300
4	Answer sheet	80 gms (12 pages)	5000
5	Continuation Sheets	80 gms (4 pages)	10000
6	File Cover (as per sample)	300 gms (Bleach Card)	2000

Misc

1. Single stage one envelope procedure will be adopted.
2. Tender document (Free of cost) / samples (on payment) can be obtained from Admission Office for during office working hours (8:30 to 2:00 pm) from the date of publication of this notice to 30th July 2026.
3. Sealed quotations & documents should reach in the office of AM-Procurement, Cadet College Hasanabdal by 31st July 2026 at 11:00 am and shall be opened on the same date i.e. 31st July 2026 at 11:30 am in the presence of bidders.
4. The rate quoted must be inclusive of all admissible taxes.
5. Bank draft worth of 2% as the earnest money of the total estimated cost in favour of Principal Cadet College Hasanabdal should also be attached with the quotation .
6. College authorities reserve the right to reject all bids/proposals any time prior to the acceptance of the bid.

Principal
Cadet College Hasanabdal
0319-5551444, 03195551258

Section – II
TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS

1. The Tender submitted by the suppliers shall be based on the following terms and Condition and required documents must be attached with bid as per details given below:
 - (i) Bid/rate may be quoted on prescribed bidding form attached with bidding document as well as on the company's letter head along with detail specification for the unit price of the item (including all taxes and transportation charges) to Cadet College Hasanabdal entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding document for each item.
 - (ii) The rates should be mentioned in both words and figures Rates with cutting or overwriting will be considered as no responsive.
 - (iii) No tender with conditional, ambiguous and alternate price will be considered.
 - (iv) Only one rate should be submitted for one item. If firm desires to offer more than one rates, he should purchase separate bidding documents.
 - (v) The black listed suppliers are not eligible to participate in the bidding. Certificate / Affidavit that the firm is not black listed by any federal / province Department.
 - (vi) Copies of registration with income tax and sales tax department. Income tax general Sales tax will be deducted from the supplier as per government rules.
2. A Call Deposit equal to 2 % of the estimated cost must accompany the bid otherwise bid will be considered as non-responsive. The Call Deposit should be in favor of the **Principal Cadet College Hasanabdal**,
3. College authority has the right to reject the quotation any time prior to acceptance if the sample is not up to the required standards. Price quoted should be inclusive all taxes.
4. No partial payment will be made against partial supply/ delivery.
5. The payment will be released after inspection by CCH Technical / Inspection Committee and satisfactory report submitted by the end user.
6. The supplier shall be bound to provide samples of small instruments or any other information required for the Technical / Inspection Committee or Purchase Committee.
7. The bidding documents should be signed and stamped by a person duly authorized on behalf of the supplier on every page.
8. The tender should be in sealed cover envelop clearly written thereon "Tender for Printing & Stationery" the name of the supplier with full address and telephone/fax number must be written on the back of the quotation. If the envelop is not sealed and marked as above, the College will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Principal Cadet College Hasanabdal, Attock.
9. In case of supply of defective or used items, the firm will be dealt with as per Government rules and regulations.

Section – III

BID SUBMISSION FORM (Should also be submitted on Company letter head

To

Principal

Cadet College Hasanabdal

Distt. Attock.

Enclosed please find the offer to execute the contract of Printing of Stationery Items for Cadet College Hasanabdal in accordance with the conditions of agreement accompanying this bid for the price of Rs. _____ (Amount in figures) _____ (Amount in words). We accept to supply the items mentioned in the supply order within days on the rate approved by the purchase committee. This bid and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive. We hereby confirm that this bid complies with the validity of the bid required by the proposal documents.

- 1 Name of Supplier: _____
- 2 Address of Supplier: _____

- 3 Phone Number of Supplier: _____
- 4 Fax No. _____
- 5 Name of the authorized person: _____
- 6 Signature: _____
- 7 Designation of authorized person: _____
- 8 Stamp of the Supplying Agency: _____
- 9 Dated: _____

LIST OF ITEMS

Ser	Items	Specification	Qty	Rate	Gst	Total Amount
1	Register Narrow line (A4 Size)	80 gms (240 pages)	3000			
2	Register Rough	68 gms (300 pages)	1000			
3	Cadet Diary (My Journal)	As per sample	300			
4	Answer sheet	80 gms (12 pages)	5000			
5	Continuation Sheets	80 gms (4 pages)	10000			
6	File Cover (as per sample)	300 gms	2000			
		Grand Total				

Note: 2 samples of paper and title card must be attached with the tender.