



**DIRECTORATE OF CURRICULUM & TEACHER EDUCATION (DCTE)
KHYBER PAKHTUNKHWA, ABBOTTABAD**

Tender Cost Rs. 2,000/-

Tender Notice No: 6477/DCTE/AD Exams/2025-26

STANDARD BIDDING DOCUMENTS (SBDs)

FOR

**Printing of Answer Books, Continuation Sheets, Question Papers,
Superintendent Files, Stationery Items and Brass Seals for FY 2025-26**

Tender No: FY-2025-26

Bid Submission date & time	Bid Opening date/time
05/11/2025 11:00 AM	05/11/2025 11:30 AM
Venue	
Directorate of Curriculum & Teacher Education Khyber Pakhtunkhwa, Abbottabad	

EPAD's using link <http://kp.eprocure.gov.pk>



Directorate of Curriculum and Teacher Education Khyber Pakhtunkhwa, Abbottabad.



0992-382634.

<https://dcte.kpese.gov.pk/>
adexam.dcte@gmail.com
director.dcte@kpese.gov.pk


1. GENERAL

- I. It is mandatory for all bidder(s) to apply through **EPADS**.
- II. **Bids without EPADS will not be entertained.**
- III. The Bidder(s) are required to submit Bid Security of Rs. 300,000/- (Refundable) in the form of a Call Deposit Receipt (CDR) or Demand Draft, in favor of Director, DCTE, Khyber Pakhtunkhwa, Abbottabad and Tender fee of Rs. 2,000/- (Non-refundable) may be deposited in NBP Mandian Mirpur Branch Abbottabad Branch A/C No: **PK36NBPA1348003006733661**.
- IV. Bidder(s) are required to provide sealed CDR/ Call Deposit and Tender fee challan (original) in hard form to the Director DCTE, Abbottabad on or before November 5, 2025 at 11:00 am.
- V. Any bid without CDR amounting to Rs.300, 000/- and Fee amounting Rs. 2,000/- will not be entertained.
- VI. Bids will be opened on **November 5, 2025 at 11:30 am**, in the Conference Room of DCTE Khyber Pakhtunkhwa, Abbottabad.
- VII. Conditional/ incomplete/ overwritten bid will not be entertained.
- VIII. KPPRA Rules will be followed strictly in all procurement processes.
- IX. The prices quoted must be valid for at least 90 days from the date of tender opening for the evaluation of tender. The quoted prices once approved will remain valid for the whole financial year i.e. upto June 30, 2026.
- X. The successful bidders will be required to supply the items as per supply order issued time to time upto the end of financial year 2025-26.
- XI. Telephonic/ telexed/ faxed/ telegraphic quotations will not be entertained.
- XII. The bid must accompany the following:
 - a. Firm Registration Certificate with the Federal/ Provincial Government/ AJK.
 - b. National Tax Number
 - c. Sales Tax Registration Certificate Number of the company.
 - d. Certificate to the effect that bidder have never been blacklisted by any Government/ Semi Government Organization.
 - e. Dealership Certificate from original manufacturer / Dealer for Pakistan (where required)

2. SCOPE OF SUPPLY

The bidder shall supply the items according to the prescribed specifications/ approved samples as per supply order issued during the FY 2025-26. Any deviation will cause rejection of the supply order.

3. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. Specimen bid form is attached herewith.

4. CURRENCY OF BID

The Price should be quoted in Pakistani Rupees.

5. **BID VALIDITY**

The bid should remain valid and open for acceptance of purchase for FY-2025-26 from the date of opening of bids.

6. **SECURITY DEPOSIT**

Earnest Money of Rs. 300, 000/- of successful bidder(s) shall be retained as Security Deposit and will be released after successful completion of contract period i.e at the end of FY 2025-26.

7. **SIGNING OF BIDS**

The person signing the bid shall sign and stamp all the pages of the bid, where entries are made and upload to the EPADS.

8. **BIDS PROPOSAL**

The bid should comprise Single Stage One Envelope. Samples of stationery and printing may be provided on tender opening day for final decision of the Purchase Committee.

9. **DEADLINE FOR SUBMISSION OF BIDS**

All bids must submit on EPADS on or before November 5, 2025 at 11:00 am the **bids will be opened at 11:30 am** on the same day in the **Conference Room, DCTE Khyber Pakhtunkhwa, Abbottabad** in the presence of the bidders or their authorized representatives, who wish to be present.

10. **RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The DCTE, KP, Abbottabad reserves the right to accept or reject any or all tenders as per Section 47 of KPPRA rules.

11. **CANVASSING**

Unsolicited advice/ clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

12. **DELIVERY**

The bidders shall make delivery of the items as per supply orders. A penalty of 1% of the item price per day subject to the maximum of 10% may be charged after expiry of the delivery time till the supply of the items.

13. **MODE OF PAYMENT**

Payment will be made to the supplier after inspection of supplied items by a committee of experts/ purchase committee, constituted by the DCTE, Khyber Pakhtunkhwa Abbottabad. The payment will be released if the provided items are according to supply order, samples, and successful/ complete supply.

14. **PRICE**

The price of items will be inclusive of transportation charges, labour charges and all taxes etc. No separate payment will be made on this account.

15. **TAXES**

All Government taxes shall be deducted at source according to the relevant rules.

16. ARBITRATION

The decision of the DCTE, Khyber Pakhtunkhwa Abbottabad in all relevant matters will be final and unchallengeable in any court of law anywhere.

IMPORTANT

- The samples of the items should be checked at DCTE Abbottabad.
- Substandard items or items not according to the specification would be rejected and should be replaced without any liability on DCTE, Khyber Pakhtunkhwa Abbottabad.
- Rate must be given on tender Performa, otherwise, tender will not be entertained.
- Smuggled, grey channel and refurbished will not be accepted in any case.
- Manufacturer/ Dealer's Authorization Letter (Where required) will be provided by the bidder. The same shall be verified with the Manufacturer/ issuing authority.

ELIGIBILITY CRITERIA

Following particulars/documents make merit for assessment of eligible bidders.

Sr.#	Description	Remarks
1.	Certificate of Company/ Firm Registration/ Incorporation under the laws of Pakistan	Mandatory
2.	Valid Income Tax Registration (NTN). Must be on Active Tax Payer List of FBR.	Mandatory
3.	Valid General Sales Tax Registration. Must be on Active Tax Payer List of FBR.	Mandatory
4.	Submission of undertaking on legal valid and attested stamp paper mentioning. a. The firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization, or autonomous body anywhere in Pakistan. b. In full compliance of the execution schedule and delivery period mentioned in tender documents.	Mandatory
5.	CDR of Rs.300,000/-.	Mandatory
6.	Deposit slip of Rs.2,000/-	Mandatory



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A). PROFILE OF THE BIDDER: (To be filled by the bidders)

S#	Particulars	Bidder
1.	Name of the Company	
2.	Year of incorporation	
3.	Registered office	
	Address	
	Office Telephone Number	
	Fax Number	
	E-Mail address	
4.	Contact Person	
	Name	
	Personal Telephone Number	
	Email Address	
5.	Local office if any	
	Address	
	Office Telephone Number	
	Fax Number	
6.	Bid Signing Authority	Enclose Authorization or power of attorney to sign & submit the bid.
	Name	
	Address	
	Personal Telephone Number	
	Email Address	
7.	Registration Details	
	Permanent Account Number	
	NTN/GST Registration Number	

Note: (Each page of the tender documents should be signed and stamped by the bidders.)



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Khyber Pakhtunkhwa, Abbottabad.**

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director.dcte@kpese.gov.pk



A) EARNEST MONEY (To be filled by the bidders) For Director DCTE, KP Abbottabad Rs. _____/-

S#	Particulars	Please furnish details
1.	Name of the Bank	
2.	CDR No. & Amount Rs.	
3.	Date	

B) FINANCIAL PROPOSAL (To be filled by the bidders)

PRINTING ITEMS			
#	Description	Qty	Price Inc. all taxes & charges etc.
1.	Answer Books (10 Sheets) 70 gm (A4 Size /Double A/ threaded) (as per sample)	Each	
2.	Continuation Sheet (2 Sheets) 70 gm (A4 Size/ Double A (as per sample)	Each	
3.	Drawing Sheet single page 70 gm(Super B,13 x 19) Double A (as per sample)	Each	
4.	File Covers (300 gm with metal tag holes) (as per sample)	Each	
5.	Memo 50 Pages (70 gm (Double A) Legal Size (as per sample)	Each	
6.	Envelope Khaki Cloth Lined 20" x 15" (as per sample) 100 gm	Each	
7.	White Envelope for Certificate & DMC 13" x 11" 18 gm	Each	
8.	Envelope Size 5" x 10" (as per sample)	Each	
9.	Cloth Bags Size 32" x 21" Colour Blue (as per sample)	Each	
10.	Sticker for Cloth Bags Size 9" x 6" (as per sample)	Each	
11.	Sealing Tape (DCTE Monogram Printed inside crystal)	Each	
12.	Award lists A4 Size 70 gm (as per sample)	Each	
13.	Attendance Book Legal Size 70 gm Pages 48 (24 Sheets) (as per sample)	Each	

STATIONERY ITEM			
1.	Paper A4 70 gm Double A (500 sheets)	Ream	
2.	Paper Legal 70 gm Double A (500 sheets)	Ream	
3.	Paper A3 Size 70 gm Double A (500 sheets)	Ream	
4.	Polythene Bags Question Papers (Dark Black) (18" x 13") Per Kg	Ream	
5.	Brass Seals (as per sample)	Each	
6.	Sealing Wax (Sheikh Elastic Original Best quality Yellow per pound)	Each	
7.	Paper A4 210mm x 297 mm (260 gsm cloth textured) 50 sheets	Each	
8.	Paper A4 210 mm x 297 mm (180 gsm cloth textured) 50 sheets	Each	
9.	Colour Ink (Cyan /blue-green, Magenta /Purplish-red, Yellow /bright yellow, Key /Black) for Photocopier & Toner (Model: RICOH MP C5503 PCL 6)	Each	
10.	Photocopier Toner (Model: Kyocera TASKalfa 5501i KX)	Each	

Note: The bidders may visit office of the Assistant Director Examination (DCTE) Khyber Pakhtunkhwa Collage Road Mandian, Abbottabad till 04-11-2025 to view the samples during official hours.

All the bidders are advised to bring samples with them on the bid opening day otherwise purchase committee reserves the right to disqualify the bidder due to non-availability of sample.

Note: The bid notice advertised in National Newspaper is the part of bid document. All conditions reflected in the said notice are binding for observance.

Signature of authorized person: _____

Name of authorized person: _____

Designation: _____

ایگزیکٹو ایڈیٹر
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عوام کی آواز

روزنامہ

ایبٹ آباد

ایڈیٹر
شجاع احسن

pinenews786@gmail.com

جلد نمبر 18

جمعۃ المبارک 17 اکتوبر 2025، 23 ربیع الثانی 1447 ھ

شمارہ نمبر 81

Directorate of Curriculum & Teacher Education (DCTE)
Khyber Pakhtunkhwa, Abbottabad

TENDER NOTICE

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Printing of Answer Books, Continuation Sheets, Question Papers, Superintendent Files, Stationery Items and Brass Seals

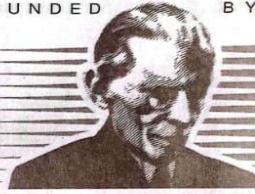
The Directorate of Curriculum & Teacher Education (DCTE), Khyber Pakhtunkhwa, Abbottabad invites sealed bids through EPADS from reputed and eligible manufacturers, authorized distributors, suppliers and contractors registered with the Income Tax and Sales Tax Departments for the printing of Answer Books, Continuation Sheets, Question Papers, Superintendent Files, Stationery Items and Brass Seals for the FY 2025-26. Bidding shall be conducted under 'Single Stage-One Envelope' method/procedure laid down in KPPRA Rules 2014. Bid documents containing detailed Terms & Conditions, method of procurement, procedure for submission of bids, bid security, bid validity etc, can be downloaded from EPADS. Bidders are required to submit Bid Security of Rs. 300,000/- (Refundable) in the form of a Call Deposit Receipt (CDR) or Demand Draft, in favor of Director, DCTE, Khyber Pakhtunkhwa, Abbottabad. A Tender fee of Rs. 2,000/- (Non-refundable) shall be deposited in NBP Mandian Mirpur Branch Abbottabad A/C No. PK36NBPA1348003006733661. The bid documents complete in all respect must be uploaded on or before Wednesday 5, November, 2025, at 11:00 AM on EPADS. Bids will be opened on the same day at 11:30 AM in the presence of bidders' representatives who wish to attend, in the Conference Room of DCTE Khyber Pakhtunkhwa, Abbottabad. The Procuring Entity reserves the right to reject any or all bids as per KPPRA Rules 2014.

DIRECTOR
Curriculum & Teacher Education
Khyber Pakhtunkhwa, Abbottabad

INF(AD)152

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FOUNDED BY QUAID-I-AZAM MOHAMMAD ALI JINNAH



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