



Baluchistan Education Foundation

Procurement Section

Ref: BEF/PRO/PO/24/1295

Date: 05/04/2024

To,

M/S Head Sign
Shop # 1 1st Floor near Askari Property,
Chaman Housing, Quetta.

Subject: **Work Order for Purchase of Stationery for All Districts of Balochistan Education Foundation Community Schools for the Academic Year 2024**

Reference to your Tender offer dated 20th March, 2024 in response of this office bid **Reference Number TSE-232402378751** for **Purchase of Stationery for All Districts of Balochistan Education Foundation Community Schools for the Academic Year 2024**, the rates/bid offered by your firm as a lowest bidder with provision of premium quality products has been approved by the Procurement Committee after thoroughly evaluation on the basis of technical and financial bid. We are pleased to place order of the following item as per terms & conditions describe in this work order.

S #	Item Name	Technical Specification	Total Quantity	Unit Price	Total Price
1.	Takhti	Wooden Takhti Premium Quality: 4.5 mm thick, 03 Size of Takhti required:(1) 10x11, (2) 9x11, (03) 8x11 inch GRIP SIZE: 02 inches (As per Bidding Document under TSE-232402378751)	29000 Unit	56.63996925	1,642,559
2.	Iron Slate	Iron Slate Premium Quality SIZE 12x9 inches, WEIGHT 380GM(As per Bidding Document under TSE-232402378751)	16250 Unit	171.1000071	2,780,375
3.	Slatee (Iron Slate Pencil)	Slate Pencil Marble Premium Quality Length 2.5 inches (As per Bidding Document under TSE-232402378751)	19291 Pkts	35.39997687	682,901
4.	Ink For takhti (Roshnai)	Ink for Takhti Premium Quality (As per Bidding Document under TSE-232402378751)	39000 Pkts	33.03999306	1,288,560
5.	Writing chalk	Pak Chalk White Dustless Premium Quality (As per Bidding Document under TSE-232402378751)	9500 Pkts	44.83998072	425,980
6.	Wooden pencils	Pencils Premium Quality (As per Bidding Document under TSE-232402378751)	39500 Pkts	200.5999826	7,923,699
7.	Qalam for Takhti	Takhti Qalam Premium Quality (As per Bidding Document under TSE-232402378751)	25000 Pkts	44.83999638	1,121,000
8.	Student Bag	Student School Bag Parachute Fleece Drawstring (Dori) Premium Quality Machine Washable with Balochistan Education Foundation Name and Monogram (As per Bidding Document under TSE-232402378751)	37650 Unit	117	4,405,050
9.	Note Bookof Urdu	Urdu Exercise Note Book Single Lining with Balochistan Education Foundation & Government of Balochistan Monogram/Logo	18300 Unit	90.26788394	1,651,902



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		Printed on both side of the Note Book Premium Quality, 60 Leave (120 Pages) 68 Gram Paper, High Finish Gum Binding with 260 gm, Size 7x9.5 inches (As per Bidding Document under TSE-232402378751)			
10.	Note Book of English	English Exercise Note Book Four (04) Lining with Balochistan Education Foundation & Government of Balochistan Monogram/Logo Printed on both side of the Note Book Premium Quality, 60 Leave (120 Pages) 68 Gram Paper, High Finish Gum Binding with 260 gm, Size 7x9.5 inches (As per Bidding Document under TSE-232402378751)	18300 Unit	90.26788394	1,651,902
11.	Erasers	Eraser Branded Premium Premium Quality (As per Bidding Document under TSE-232402378751)	200000 Unit	10.61999942	2,124,000
12.	Manual pencil sharpener	Sharpeners Multicolour Premium Quality (As per Bidding Document under TSE-232402378751)	200000 Unit	8.259998265	1,652,000
13.	Chart	Plain Charts Premium Quality Size 32x28 Inch (As per Bidding Document under TSE-232402378751)	13700 unit	37.76	517,312
14.	Ball point pens	Ball Pen Branded Premium Quality Both Blue & Black (As per Bidding Document under TSE-232402378751)	785 Pkts (Half Blue & Half Black)	177	138,945
15.	Packing Bags	Packing Bags of 100 KG Capacity Premium Quality for Stationery Items Packing (As per Bidding Document under TSE-232402378751)	1383 Units	118	163,194
Total Inclusive of All Applicable Taxes					28,169,379 (Twenty-Eight Million One Hundred Sixty-Nine Thousand Three Hundred Seventy-Nine)

Note: - Above items except item # 13 & 15 are increased in quantities mentioned in the bidding document under TSE-232402378751. These increase quantities does not vary beyond 15% of the quantities in the TSE-232402378751 "Data-Sheet of the Assignment"

Terms & Conditions

- Acceptance of Purchase Order:** The Vendor hereby acknowledges and accepts the terms and conditions outlined in this Purchase Order ("PO") for the supply of stationeries to the Purchaser.
- Delivery Schedule:** Aforementioned items must be delivered to the BEF Office within 03 to 04 working weeks after receipt of purchase order. The Vendor shall adhere strictly to the delivery schedule as specified in this Purchase Order. Any delays must be communicated promptly to the Purchaser with valid reasons, and mutually agreed upon alternative delivery dates must be established.



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3. **Quality Assurance:** The Vendor shall ensure that all stationeries supplied under this Purchase Order meet the highest standards of quality. All items must conform to industry standards and specifications as outlined in the Purchase Order.
4. **Inspection and Sampling:** Prior to bulk production, the Vendor shall provide initial samples of item #8, 9 (paper quality), and item #10 (student bags) to the Purchaser for inspection and approval. The notebooks shall undergo a monogram printing check, the paper quality shall be assessed in grams, and the student bags shall be subject to parachute quality checks with monogram printing verification. Furthermore, Quality for the rest of items is mandatory and will not be compromised if quality produced is of lower quality and straightaway will be rejected
5. **Modifications and Corrections:** Should any discrepancies or defects be identified during the inspection of the initial samples, the Vendor shall promptly make necessary modifications or corrections to ensure compliance with the specifications outlined in this Purchase Order.
6. **Packaging and Labelling:** All stationeries supplied to the BEF office by the Vendor must be properly packed and not damaged.
7. **Price and Payment:** Payment will be disbursed on satisfactory note of all items delivered perfectly within stipulated times and schedule against submission of sales tax invoice and delivery challan. The price indicated above are firm, fixed and are DDP prices and not subject to any adjustment during contract performance
8. **Taxes:** All applicable taxes will be deducted as per Government rules
9. **Entire Agreement:** This Purchase Order constitutes the entire agreement between the Vendor and the Purchaser with respect to the supply of stationeries and supersedes all prior agreements and understandings, whether oral or written, relating to the subject matter herein.

By accepting this Purchase Order, the Vendor agrees to comply with all terms and conditions outlined herein.

Prepared by:

Procurement Officer

Sanctioning Authority

Managing Director BEF

Received and Agreed by:

Name of Representative Habibullah signature /stamp

Head Sign
Prop: Habibullah
0315-8000524