



Tender for Printing and Supply of Learning Materials

Organization: Idara-e-Taleem-o-Aagahi (ITA)

Location: 12 Sharif Colony, Canal Park, Gulberg II, Lahore, Pakistan

Tender No: ITA/OC/E71

Tender Title: Printing and Supply of Learning Materials

Date: October 1st, 2025

What it about?

Idara-e-Taleem-o-Aagahi (ITA) invites sealed tenders for the **printing, packing, and supply of learning material** as detailed in **Annex-A** of this document.

The procurement will be carried out in accordance with ITA's SOPs, terms and conditions.

ITA reserves the right to vary the quantity of work, materials, or supplies specified in the tender documents without any change in unit price or other conditions with the mutual consent of both parties. ITA also reserves the right to accept or reject any or all offers, wholly or partially, without assigning any reason.

Minimum Compliance Documentation:

Applicants must provide documentary proof of the following:

- a) Certificate of Registration, including NTN/GST and incorporation under the laws of Pakistan.
- b) Company Profile stating firm status (e.g., registered printing press, authorized dealer, or supplier).
- c) Evidence of past performance, including documentary proof of contracts or agreements with national or international organizations during the last two years for similar printing and supply work.
- d) Recognized bank account – ITA will make all payments through crossed cheques on business name of vendor only.

Terms of Tender:

- All tender documents must be completed in full; incomplete applications will be not be entertained.
- All applicants will provide documents as mentioned in compliance section.
- Any additional terms proposed by bidders must be attached separately.
- Each bidder may submit bid according to the tender document as mentioned in Annex-A
- All bids must be in Pak Rupees (PKR) only
- The price schedule must include all relevant information, including paper specifications, printing details, binding, packaging, and delivery. DTP department will share the CDR file of printing material to the successful bidder.



- The bidder must provide a work schedule and plan for timely completion and delivery.
- ITA is not responsible for any loss, injury, or damage incurred during visits or deliveries to its sites
- Applicants will be disqualified if they:
 1. Are bankrupt.
 2. Have been convicted of professional misconduct or fraudulent activity.
 3. Have failed to meet tax obligations.
 4. Are involved in any conflict of interest with ITA or its staff.
 5. Are blacklisted by the Govt department of other regulatory bodies.

Scope of Work:

The selected vendor will be responsible for the **printing, stationery, binding, packing, and delivery in ITA Warehouse** of learning materials/books as per ITA's specifications and guidelines, which may include but are not limited to:

- Printing of material as per specification to be shared by the Admin and DTP Department.
- Using approved paper quality and binding type (gum bind, stapled, etc.).
- Ensuring quality lamination, title covers, and finishing.
- Packaging materials in specified sets and labeling per ITA's distribution plan.
- Delivering the complete printed materials to designated ITA offices or field locations within the given timeframe.

Payment

Payments will be made through cross banking channel on the business name of the vendor after **delivery and verification** of materials by Technical, program and procurement team, along with submission of valid invoices and supporting documents.

Printing Quality and Stationary Items

All printing and binding must comply with the specification as mentioned in Annex-A in terms of **quality of printing, paper GSM** as per ITA's guidelines and instructions.

Submission of quotations

All tenders must be submitted in hard or dispatched in **sealed envelopes to ITA Lahore Office till October 10th, 2025 (before COB)**.

The envelope should be state the title, bidder's name, and contact details.

Bids after the closure date of tender will not be entertained. Proof of submission must be obtained.



Opening of Quotations

Bids will be opened after closing date of the tender as per availability of committee members.

Selection and Award

The Tender Committee will recommend the successful bidder based on the evaluation criteria (Quality, Price, delivery, payment Terms). Upon recommendation and approval of committee members, ITA will issue a **Purchase order/work order to the successful bidder.**

1. Quotation must be sealed and addressed to the admin department and state clearly **“Tender for Printing and Supply of Learning Materials”**
2. Rates must include all applicable taxes, transportation, packing, binding, and delivery charges to head office/warehouse
3. The vendor will be responsible for delivery to ITA’s designated locations head office / warehouse.
4. No advance payment will be made in any case unless approved by the authorized person. Payment will be released within **25–30 days** after delivery of complete material to the Head office/Warehouse and submission of complete document to Finance Department.
5. Penalty will be imposed in case on non-compliance of purchase order and other terms and condition
6. The vendor must ensure compliance with **ITA’s Child Protection and Safeguarding Policy of ITA**

Performance Guarantee

A **guarantee cheque equivalent to 10% of purchase/work order** must be submitted by the vendor in favor of Idara-i-Taleem-o-Aagahi Public Trust

This will be returned upon successful completion of delivery of the material. ITA reserves the right to forfeit the guarantee in case of breach of term of purchase order/Contract.



Ethics and Transparency

ITA is non-profit organization, committed to transparency, accountability, value for money and child safeguarding.

Vendors are expected to uphold the same ethical standards and cooperate fully with ITA in all stages of procurement.

For any clarification or queries regarding this tender, please

Contact: Mr. Abu Bakar (Desktop Publishing Department)


Mr. Ihsan Ul Haqq Hashmi
Manager Administration & Procurement
Department

Idara-e-Taleem-o-Aagahi (ITA)

Office: +92 42 35711107-9

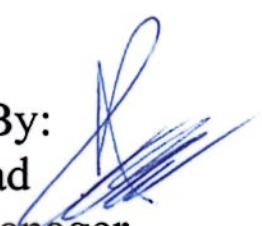
Address: 12 Sharif Colony, Canal Park, Gulberg II, Lahore, Pakistan

Prepared by:

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Manager Administration

Reviewed By:


Noor Ahmad

Program Manager

Approved By:


Muhamma Asif Sultan

Chief Operating Officer

Annex-A

Printing and Supply of Learning Material



Item	Description	Total Quantity
All Manuals and Workbooks to be printed as: 80 gram paper, A4 size, B&W print, Double Sided, Ring Binding		
Remedial Learning Material		
Home Based Learning Guide for Parents	80GMS paper with black & white printing, double sides, with spiral binding	22000
Teaching and Learning Material-Urdu	80GMS paper with black & white printing, double sides, with spiral binding	1000
Picture reading posters	80GMS paper with black & white printing, double sides, with spiral binding	1000
English story booklet	80GMS paper with black & white printing, double sides, with spiral binding	22000
English paragraph booklet	80GMS paper with black & white printing, double sides, with spiral binding	2200
English Alphabet Chart	80GMS paper with black & white printing, double sides, with spiral binding	1000
Teaching and Learning Material-Math	80GMS paper with black & white printing, double sides, with spiral binding	2200
English Sound Charts	80GMS paper with black & white printing, double sides, with spiral binding	1000
Flash cards - English letters	80GMS paper with black & white printing, double sides, with spiral binding	1000
Flash cards - English HFW	80GMS paper with black & white printing, double sides, with spiral binding	1000
Flash cards - pictures + words (8 themes) – 1 (1. Classroom objects -08, 2. Clothes -10, 3. Prepositions - 08, 4. Colours - 11, 5. Food - 12, 6. Animals - 12, 7. Furniture - 10, 8. Weather - 05)	80GMS paper with black & white printing, double sides, with spiral binding	1000
Remedial Learning Material		
Home Based Learning Guide for Parents	80GMS paper with black & white printing, double sides, with spiral binding	22000
Teaching and Learning Material-Urdu	80GMS paper with black & white printing, double sides, with spiral binding	2200
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English paragraph booklet	80GMS paper with black & white printing, double sides, with spiral binding	2000
English Alphabet Chart	80GMS paper with black & white printing, double sides, with spiral binding	2200
Teaching and Learning Material-Math	80GMS paper with black & white printing, double sides, with spiral binding	2200

Models of Domestic animals	Toys and Toys Brand (medium size) (Packs)	29
Models of Wild Animals	Toys and Toys Brand (medium size) (Packs)	29
Water Cooler with 6 Plastic Glasses	20-25 litres Capacity, sturdy medium sized plastic glasses for children (Packs)	29
Playdough (different colors)	Happy kids brand, 12 different colors and additional primary, white and black colors	580
Hoola Hoop	Any good quality brand, colorful sturdy plastic material	58
Hand Washing Soap	Any quality local brand soap such as safeguard, large bar (1 per month)	203
Pakistan Map	Wooden standard size puzzle form in which child can fix the provinces	29
Wooden abacus	Wooden structure abacus medium size with plastic colourful beads	29
Models of fruits fruits	Medium size, good quality (Packs)	29
Models of vegetables	Medium size, good quality (Packs)	29
Kitchen set	Venture or any good quality brand	29
Tool set	Mailbox or any good quality brand	29
Doctor set	Venture or any good quality brand	29
Ring tower	Medium size good quality, durable plastic colorful rings	29
Urdu moveable letter takhti/ tray	Wooden standard size	29
basic shape fixing wooden tray	Wooden standard size	29
English letters moveable letter takhti/ tray	Wooden standard size	29
Teachers Register	Lucky Register or similar quality with hard binding, 100 pages	29
Attendance Register	Lucky Register or similar quality with hard binding, 100 pages	29
Scissors large (for teacher)	Durable quality, large size, sharp metal scissors with plastic or rubber handles	58
Chalkboxes colored	PAK Chalkboxes, 50 pieces per box	290
Cones (Set of 10)	Soft plastic, height: 9-12 inches, bright colours (red, blue, yellow, green), durable and non-toxic material	29
Football	Size 3, synthetic leather or rubber, suitable for ages 6-12, stitched panels, lightweight (approx. 300-350g)	29
Addidas Tennis Balls (Pack of 3)	Soft compression tennis balls, yellow, felt-covered, low bounce for beginners	87
Volleyball	Soft touch PU synthetic leather, standard size 5, approx. 260-280g, hand-stitched or machine-stitched	29
Skipping Rope (Set of 5)	Adjustable length (up to 2.5 m), PVC rope, foam grip handles, suitable for ages 6-12	29
Cricket Set (Plastic)	Includes 1 plastic bat (size 4), 1 plastic ball, 3 stumps with base, suitable for children aged 6-12	29
Badminton Set	2 lightweight rackets (aluminum or plastic), 3 nylon shuttlecocks, carry bag included	29
Shuttle plastic		87
Chess Set	Standard board size (approx. 14" x 14"), plastic pieces with anti-slip base, foldable board	29
Ludo Set	Standard size board (approx. 16" x 16"), laminated cardboard or plastic, 4 sets of coloured tokens, 2 dice	29

All quotations will be inclusive of all taxes.

ITA will deduct tax as per applicable laws.

Payment will be made through cross cheque.

Vendors must be registered and write at National Tax number (NTN) of each quotation.

Quotation must include the cost of delivery of goods at 12 Sharif Colony Gulberg II Lahore

Quotation should be received in sealed envelope on the name of Manager Admin and Procurement