

بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال

نمبر: 85/سنور

مورخہ: 19-01-2022

شارٹ ٹینڈر نوٹس

دفتر ہذا کو انجی شہرہ کی حامل سبز ٹیکس (رجسٹرڈ) اکم ٹیکس گزار، پروڈیشن ٹیکس رجسٹرڈ فرموں سے مندرجہ ذیل سامان برائے مالی سال 2021-22 کی خرید کے لیے برطانیہ پیپر اور لٹر 2014، سربراہ ٹینڈرز مطلوب ہیں۔

نمبر شمار	نام آئٹمز	تعداد	مالیاتی تخمینہ (Estimated Price)
1	OKI Pro-9431 Color Set Cyan, Magenta, Yellow, Black (C,M,Y,K) Black(K) TK950043752A5KL 9311 Cyan(C) TK970084442A5CL 9422 Magenta(M) TK950038422A5FML 9311 Yellow(Y) TK980129302A5YL 9551	03 عدد	12,00,000/- روپے (بارہ لاکھ)
2	OKI Pro-9431 Feeding Roller Set (3 Roller Per Set)	04 عدد	

سربراہ ٹینڈر بنام سیکرٹری، بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال کو بذریعہ رجسٹرڈ ڈاک / رجسٹرڈ میل سروس مورخہ 03-02-2022 کو وقت 01:30PM تک دفتر میں پہنچ جانی چاہیے جو اسی روز بوقت 02.00PM ٹینڈر دہندگان / بااختیار نمائندگان جنہیں وہ تحریری اختیار دیں گے ان کی موجودگی میں کھولے جائیں گے۔ دستی بذریعہ ٹیکس اور ڈاک کے ذریعے تاخیر سے یا مقررہ تاریخ اور وقت ختم ہونے کے بعد موصول ہونے والے ٹینڈر متبادل میں شامل نہیں کئے جائیں گے۔

شرائط:

- 1- ٹینڈر / ٹینڈر بڈ کے ساتھ پانچ فیصد بڈ سیکورٹی (5% Bid Security) بطور کال ڈیپازٹ (قابل واپسی) برطانیہ مالیاتی تخمینہ (Estimated Price) شیڈولڈ بڈ کی کسی بھی شاخ میں بنام سیکرٹری، بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال میں جمع کر داکر مشکک کریں نیز کانت چھانٹ والا، مشروط اور کال ڈیپازٹ کے بغیر ٹینڈر مسترد کر دیا جائے گا۔
- 2- رٹس بشولڈ ٹیکسز دفتر بورڈ کی طرف سے جاری ٹینڈر میں دیئے گئے پرو فارم برائے ٹرانزیکشنل بڈز پر ہی مہیا کیے جائیں بصورت دیگر ٹینڈر مسترد (Reject) کر دیا جائے گا۔
- 3- کامیاب نرخ دہندہ / سپلائر / کمپنی کنٹریکٹ لمانڈ کا 10% پرو فارم منس گارنٹی معاہدہ پر دستخط کرنے سے قبل جمع کروائے گا۔
- 4- نرخ دہندہ اپنے نرخوں پر 90 دن تک پابند رہے گا۔
- 5- خریداری پنجاب پروکیورمنٹ رولز 2014 کی شق نمبر 38(2)(a) کے مطابق مشکل سٹیج - دو لفافہ جات طریقہ کار کے مطابق کی جائے گی تمام Assessment اور Procedure پیپر اور لٹر 2014ء کے مطابق ہو گا۔
- 6- منظور شدہ نرخ / ریت میں کسی قسم کی تبدیلی ناقابل قبول ہوگی۔
- 7- مشروط ٹینڈر جو کہ PPRA رولز 2014ء کے مطابق نہیں ہوں گے وہ ناقابل قبول ہوں گے۔
- 8- حکومت کی طرف سے عائد تمام ٹیکسز بذمہ فرم ہوں گے۔
- 9- بورڈ ہذا کو پنجاب پروکیورمنٹ رولز 2014ء کی شق نمبر 35 کے تحت اختیار ہو گا کہ وہ تمام ٹینڈر مسترد کریں۔
- 10- مذکورہ بالا آئٹمز کا ٹینڈر فارم، تصریحات اور شرائط ٹینڈر کی کاپی مبلغ -/100 روپے (ناقابل واپسی) بطور ٹینڈر فیس بذریعہ آن لائن بینک چالان حبیب بینک لمیٹڈ کوٹ خادم ملی، ساہیوال برانچ کوڈ نمبر 0686 بورڈ اکاؤنٹ نمبر 7900361601 میں جمع کر داکر ٹینڈر تاریخ اشاعت کے دن سے شعبہ سنور سے حاصل کر سکتے ہیں۔
- 11- ٹینڈر بورڈ ہذا کی ویب سائٹ www.bisesahiwal.edu.pk اور PPRA پنجاب کی ویب سائٹ www.ppra.punjab.gov.pk پر ملاحظہ / ڈاؤن لوڈ کیا جاسکتا ہے۔

نوٹ: مزید معلومات دفتری اوقات میں زیر دستخطی / شعبہ سنور کے ٹیلی فون نمبر 4272159-040 پر رابطہ کر کے حاصل کی جاسکتی ہیں۔

(ڈاکٹر راجہ اختر)
سیکرٹری



No. 85 /Store

Date: 19-01-2022

**BOARD OF INTERMEDIATE & SECONDARY
EDUCATION, SAHIWAL**

Standard Bidding Documents

LAST DATE OF SUBMISSION OF DOCUMENTS:

03/02/2022

PROCUREMENT OF:

➤ **CONSUMABLE ITEMS (OKI-PRO 9431)**

Financial Year 2021-22

ATTACHED DOCUMENTS

- Instructions to Bidders.
- Technical Evaluation Criteria
- Technical Bid
- Financial Bid Performa

NOTE:

- i. The Bidder has to submit the Form of Technical Evaluation Criteria duly completed & signed, Sealed "**Technical Bid**" and "**Financial Bid**" separately. Supply Schedule will be mentioned in the work order.
- ii. Tender Document Fee can be Paid through online but original challan/Deposit slip should be reached to this office two day before closing date if deposit receipt not arrive in time, bids of that firm can be cancelled.

Price. Rs.1100/-

INSTRUCTION TO BIDDERS

1. The Board Invites Bids from firms/suppliers/contractors and distributors for supply as per technical specifications given in the tender document.
2. All firms/suppliers/contractors and distributors and distributors having minimum **3-year experience** in applied category and who fulfill the criteria as per given in advertisement will stand eligible for the Bidding.
3. The Bidder should not have been blacklisted by any government, semi government or autonomous bodies etc.
4. The Bidding Documents should be read in conjunction with any Addenda issued in accordance with the terms and conditions given below.
5. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addenda.

TERMS AND CONDITIONS:

1. The invitation for Bids issued by the Purchaser Board of Intermediate and Secondary Education, Sahiwal (Board) is not part of the Contract Agreement.
2. The Technical & Financial offers be submitted in separate sealed envelopes as per PPRA Rules 2014.
3. Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding document directly from the Purchaser.
4. To give prospective Bidder reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may at its discretion, extend the deadline for the submission of Bids.
5. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process. The payment will be made after the satisfactory report of PCSIR Laboratory, Lahore and the firm will be responsible for its expenses.
6. The Bidder shall submit the **Technical Bid and Financial Bid on prescribed Performa given by Board in Tender documents**. This form must be completed without any alterations in its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid.
7. Unless otherwise indicated in the Bidding Documents (BDs), alternative Bids shall not be considered.
8. **Bid Security @5%** of total value of Bid in favour of Secretary, Board of Intermediate and Secondary Education, Sahiwal in the shape of Pay Order/ Bank Draft or CDR issued by any branch of scheduled bank should be attached with the Technical Bid.
9. Any Bid not accompanied by a substantially responsive Bid Security will be rejected by the Purchaser.
10. The successful bidder will furnish the performance security within 15 days of the receipt of notification of award from the purchaser.
11. The Bid security of the successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security @ 10% of the total cost before the signing of contract/agreement that will be made on stamp paper value of 0.25% of contract value.
12. Bids shall remain valid for the period of specified in the BDs after the Bid submission deadline date i.e. 90 days from the opening of Technical Bid. A Bid valid for a shorter
13. The original and copy of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

14. Any Interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
15. The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected and returned.
16. The Tender Documents will be received up to **03-02-2022** till **01:30 PM** in the One Window Cell, B.I.S.E, Sahiwal through courier. The same will be open on the same day at **02:00 PM** in the presence of Bidders or their representative who make them available on that date and time in the Meeting Room of BISE, Sahiwal.
17. Technical bids Information relating to the examination, evaluation, comparison, and post qualification of Bids will be communicated accordingly, however, contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
18. Any effort by a Bidder to influence the purchaser in the examination, evaluation, comparison, and post qualification of the Bids or contract award decisions may result in the rejection of its Bid.
19. A substantially responsive Bid is one that confirms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission.
20. The Chairman, BISE, Sahiwal reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to Bidders.
21. The purchaser shall award the Contract to Bidder whose offer has been determined to be technically sound and financially lowest evaluated and is substantially responsive to the Bidding documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
22. At the time, the contract is awarded, the Chairman BISE, Sahiwal reserves the right to increase or decrease the quantity of items to be purchased as per PPRA rules originally specified in tender. Schedule of requirement, without any change in the unit prices or other terms and conditions of the Bid and the Bidding documents.
23. Prior to the expiration of the period of Bid validity, the purchaser shall notify the successful Bidder, in writing that its Bid has been accepted.

The Bid security may be forfeited:

- a) If a Bidder withdraws its Bid during the period of Bid validity specified in bidding documents.
- b) If the successful Bidder fails to: -
 - i. Sign to the contract in accordance with the above said terms and conditions.
 - ii. Furnish a performance guarantee @ 10% of the total cost of Bid.

**Authorized Signature & Stamp
of Firm / Bidder**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SAHIWAL.
TECHNICAL EVALUATION CRITERIA

1. Name of Bidder/ Lead Bidder. _____
(In Capital Words)
2. Status of Firm/Company/JV/Group _____
3. Address _____
4. Income Tax No. _____
5. Sales Tax Registration (If applicable) _____
6. Date of Establishment of Business _____
7. **Financial Information:**
 - a. Income Tax paid/deducted for previous one year 2020-21.
(Attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2020 to June, 2021)
8. **Ability to supply Items.**
According to Specifications.
 - a. 3 Year Experience
 - b. No Defaulter/Blacklist certificate
 - c. Manufacturer/Distributor.
9. Pay order/CDR/Bank Draft No _____ Amount _____ dated _____
 Name of Bank _____ Branch _____
(Attach original Pay order/CDR/Bank Draft with Technical Bid)

CHECK LIST

Sr. No.	Name of Documents	Yes	No	Page No.
1	Income Tax Certificate (Along with NTN No.)			
2	Professional Tax Certificate (2021-22)			
3	Bank Statement (July 2020 to June 2021)			
4	Experience Certificate / Work Order			
5	No Defaulter / Blacklist Certificate on Stamp Paper			
6	Pay Order/CDR/Bank Draft			

Name of Owner/Representative _____

Name of Firm/Bidder _____

CNIC # _____

Cell # _____

E-mail: _____

Dated _____

**Authorized Signature & Stamp
of Firm / Bidder**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

No. 85 /Store

Dated: 19-01-2022

TECHNICAL BID
CONSUMABLE ITEMS (2021-22)

SR. NO	NAME OF ITEM	SPECIFICATION	DEMAND
1.	Color Set	OKI Pro-9431 Cyan, Magenta, Yellow, Black (C,M,Y,K) Black(K)TK950043752A5KL 9311 Cyan(C) TK970084442A5CL 9422 Magenta(M) TK950038422A5FML 9311 Yellow(Y) TK980129302A5YL 9551	03 Nos.
2.	Feeding Roller Set (3 Roller Per Set)	OKI Pro-9431	04 Nos.

ESTIMATED PRICE: 12,00,000/-

**AUTHORIZED SIGNATURE & STAMP
OF FIRM / BIDDER**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

No. 85 /Store

Dated: 27-06-2022

FINANCIAL BID
CONSUMABLE ITEMS (2021-22)

SR. NO	NAME OF ITEM	SPECIFICATION	DEMAND	RATE PER UNIT IN FIGURE WITH TAX	RATE PER UNIT IN WORD WITH TAX	TOTAL COST WITH TAXES
1.	Color Set	OKI Pro-9431 Cyan, Magenta, Yellow, Black (C,M,Y,K) Black(K)TK950043752A5KL 9311 Cyan(C) TK970084442A5CL 9422 Magenta(M) TK950038422A5FML 9311 Yellow(Y) TK980129302A5YL 9551	03 Nos.			
2.	Feeding Roller Set (3 Roller Per Set)	OKI Pro-9431	04 Nos.			

NOTE: Rates must be quoted including all taxes and all Columns must be filled.

**AUTHORIZED SIGNATURE & STAMP
OF FIRM / BIDDER**