



No. 305/Store

Date: 17-10-2022

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

Standard Bidding Documents

Last Date of Submission of Documents:

05-11-2022

PROCUREMENT OF:

IMPORTED PAPER REAMS & CONTINUOUS SHEETS

Financial Year 2022-23

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 one day before closing date if deposit receipt not arrive in time, bids of that firm can be cancelled.

Rs. 1,100/-

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 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 period shall be rejected by the Purchaser as non-responsive.
13. **On the occasion of opening of Technical Bid representative of the firm must bring the samples of Imported Paper Reams and Continuous Sheets to be purchased, for prior approval.**

14. 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.
15. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
16. 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.
17. The Tender Documents will be received up to **05-11-2022** till **01:30PM** in the One Window Cell, B.I.S.E, Sahiwal through courier. The same will be open on the same day at **02:00PM** in the presence of Bidders or their representative who make them available on that date and time in the meeting room of BISE, Sahiwal.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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. Cell No. _____ E-mail: _____
5. Income Tax No. _____
6. Sales Tax Registration (If applicable) _____
7. Date of Establishment of Business _____
8. **Financial information:**
 - a. Income Tax paid/deducted for previous one year 2021-22.
(Attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2021 to June, 2022)
9. **Ability to supply items.**
According to Specifications:
 - a. 3 Year Experience
 - b. No Defaulter/Blacklist certificate
 - c. Manufacturer/Distributor.
10. 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 (2022-23)			
3	Bank Statement (July 2021 to June 2022)			
4	Experience Certificate / Work Order			
5	No Defaulter / Blacklist Certificate on Stamp Paper			
6	Pay Order/CDR/Bank Draft			

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

TECHNICAL BID**IMPORTED PAPER REAMS & CONTINUOUS SHEETS**

Sr. No	Name of Items	Specification	Demand	Quoted / Not Quoted	Quoted Equivalent Brand / Specification (if any)
1	2	3	4	5	6
1.	Imported Paper Reams	IK, AA, HP or Equivalent Size: 8.5" X 13.5" (216x343mm) Weight: 80 GSM Moisture Content: 1.6-6.5 Thickness: 106 ±4 Brightness: 95% ±3 Opacity: 90% ±3 Free of Damage Sheets Packing: 500 sheets per Ream Original Mill Pack, Dust Free Paper	8,000 Reams		
2.	Imported Paper Reams	IK, AA, HP or Equivalent Size: 8.5" X 13" (216x330 mm) Weight: 80 GSM Moisture Content: 1.6-6.5 Thickness: 106 ±4 Brightness: 95% ±3 Opacity: 90% ±3 Free of Damage Sheets Packing: 500 sheets per Ream Original Mill Pack, Dust Free Paper	1,000 Reams		
3.	Continues Sheet (Imported)	Size: 15" x 11", 132 Column, Imported Paper (60gsm), 1000 Sheet per box, As per sample	350 Box		

نوٹ: دفتر کی جانب سے دی گئی تصریحات / برانڈ کے Equivalent برانڈ / تصریحات ہونے کی بناء پر دیئے گئے کالم نمبر 6 میں لازمی درج کریں۔ اندراج نہ ہونے کی صورت میں دفتر کی طرف سے دیا گیا آئٹمز کا برانڈ / تصریحات فائنل تصور ہو گا۔

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

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

No. 305/Store

Dated: 17-10-2022

FINANCIAL BID**IMPORTED PAPER REAMS & CONTINUOUS SHEETS**

SR. NO	NAME OF ITEM	SPECIFICATION	DEMAND	RATE PER UNIT IN FIGURE WITH TAX	TOTAL COST WITH TAXES
1.	Imported Paper Reams	IK, AA, HP or Equivalent Size: 8.5" X 13.5" (216x343mm) Weight: 80 GSM Moisture Content: 1.6-6.5 Thickness: 106 ±4 Brightness: 95% ±3 Opacity: 90% ±3 Free of Damage Sheets Packing: 500 sheets per Ream Original Mill Pack, Dust Free Paper	8,000 Reams		
2.	Imported Paper Reams	IK, AA, HP or Equivalent Size: 8.5" X 13" (216x330 mm) Weight: 80 GSM Moisture Content: 1.6-6.5 Thickness: 106 ±4 Brightness: 95% ±3 Opacity: 90% ±3 Free of Damage Sheets Packing: 500 sheets per Ream Original Mill Pack, Dust Free Paper	1,000 Reams		
3.	Continues Sheet (Imported)	Size: 15" x 11", 132 Column, Imported Paper (60gsm), 1000 Sheet per box, As per sample	350 Box		

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

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