No. 1290/Store Date: 02-10-2026

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, SAHIWAL

Standard Bidding Documents

Last Date of Submission of Documents:

17-10-2026 at 11:00AM

PROCUREMENT OF:

FOR HIRING THE SERVICES ON-SCREEN MARKING SYSTEM (OSM) & DIGITAL VARIABLE PRINTING OF ANSWER COPIES

ATTACHED DOCUMENTS

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

NOTE:

Bid only through Punjab e-Procurement System (eP) will be entertained, no bid other than e-Procurement will be accepted.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

STANDARD BIDDING DOCUMENT

Hiring of Services for the On-Screen Marking System (OSM)

The Integrated E-Marking Project – One Window Solution

The project includes template designing, digital printing with encrypted variable QR codes, auto stapling, scanning, packing, indexing, cropping, e-marking answer sheet printing with the provision of supporting software, as detailed in the tender documents.

for Board of Intermediate and Secondary Education, Sahiwal.

Important Note

In order to conduct procurement process in a fair & transparent manner and to bring value for money to the Procuring Agency i.e., Board of Intermediate & Secondary Education, Sahiwal through national and open competitive bidding, Tenderer/Bidder(s) (who intend to take part in the instant Tender) are required to submit the requisite information and documents mentioned in the Tender/Bidding Document. Bids received without undertakings, legitimate documentary evidence, relevant documents and contrary to the method of submission as per requirement mentioned in the Bidding Document or Certificates are liable to be rejected ab initio i.e. at the initial stage. The supporting data alongwith valid documentary evidence for critical components as detailed herein should be submitted in the form of Index by the Tenderer/Bidder for scrutiny.

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, SAHIWAL

No. 1290/Store Dated: 02-10-2026

TENDER NOTICE

The Board of Intermediate and Secondary Education, Sahiwal invites bids, Hiring the Services On-Screen Marking System (OSM) & Digital Variable Printing of Answer Copies, from reputable firms duly registered with the relevant Registration Authorities and Tax Departments for Income Tax and Sales Tax (GST) purposes, possessing an active taxpayer profile and registered on E-Procurement website.

Sr. No.	Services Title	Qty	Estimated Cost	Bid Security 5%
1	**Hiring The Services On-Screen Marking System (OSM) & Digital Variable Printing of Answer Copies**	Computer Science Part-I =1500 Nos. Science Part-II =2500 Nos. **Total: 4000 Nos.**	632,000/-	31,600/-

1. Tenders must be submitted online through Punjab E-Procurement System (eP) on or before **17-10-2026 at 11:00AM**. Only online submissions via Punjab E-Procurement System (eP) will be accepted. Tenders will be opened online on the same day at **11:30AM** in the presence of bidders or their authorized representatives. Tenders submitted by hand, registered post, or courier service will not be entertained.
2. All E-bids must be accompanied by a Bid Security of the amount mentioned above should be submitted / transferred online as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.
3. The bids shall be submitted and processed under the Single Stage – Two Envelope Bidding Procedure in accordance with Rule 38(2)(a) of the Punjab Procurement Rules, 2014, through the Punjab e-Procurement System (eP).
4. The Chairman, BISE Sahiwal, reserves the right to reject all tenders under Clause No. 35 of the Punjab Procurement Rules, 2014.
5. Bid validity is 120 days from the last date of submission of the Tender.
6. Tender documents are available immediately after the date of publication. The complete bidding documents can also be downloaded free of cost from the websites of PPRA Punjab (www.ppra.punjab.gov.pk), Punjab E-Procurement System (eP) **(https://ep.punjab.gov.pk)** or BISE Sahiwal **(www.bisesahiwal.edu.pk)**.
7. The URL of the website of the PPRA is **(http://eproc.punjab.gov.pk/ViewTender.aspx)** and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.
8. For any queries or guidance, bidders may contact the office of the Assistant Secretary (Store), Board of Intermediate and Secondary Education, Sahiwal, during office hours at Tel: 040-4272159.

GHULAM HUSSAIN
Secretary,
BISE, Sahiwal

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

Terms & Conditions

1. Invitation to Bid

Firms registered under Income Tax / Sales Tax Act and Active Taxpayer (FBR) having good reputation and having secure printing facility with 03 lac per day printing capacity, with 03 years' experience of digital printing in bulk quantity for any Board are eligible to participate in the Tender, the site can also be seen (Copies of Work/Supply Orders must be attached). All Tenders should be in the name of Secretary Board of Intermediate & Secondary Education, Sahiwal. Procuring agency reserves the right to reject all tenders/bids within the provisions of rule 35 (1) of PPR-2014. **The Tender procedure shall be "Single Stage Two Envelope" as per rule 38(2)a of PPR-2014**.

2. Applicability of Punjab Procurement Rules

Punjab Procurement Rules 2014, which may be downloaded from website of Punjab Procurement Regulatory Authority, will be strictly followed (http://ppra.punjab.gov.pk). In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule made under Public / Punjab Procurement Regulatory Authority Act 2009 with reference to Punjab Procurement Rules 2014. All the provisions of PPR, 2014 will be applicable

3. Methods of Advertisement (s)

4. In compliance to rule 12 (1&2) of Punjab Procurement Rules 2014, this Tender is being advertised at Authority's website http://ppra.punjab.gov.pk. Furthermore, This Tender is also advertised / placed online at the website of the Board of Intermediate and Secondary Education (BISE), Sahiwal. The Bidding Document containing comprehensive details will be available on E-Procurement System PPRA (Punjab).

5. Type/Selection of Open Competitive Bidding

As per Rule 38(2)a, "Single Stage - Two Envelope (Technical Proposal and Financial Proposal)" Bidding Procedure shall be followed. The said procedure is comprehended as follows:

(i) The bid shall be a Single Stage comprising Two Envelopes, containing separately the 'financial' and 'technical' proposals;
(ii) The "Financial Proposal" and "Technical Proposal"; will be upload separately on E-PROCUREMENT.
(iii) In the first instance, the "Technical Proposal" shall be opened on E-PROCUREMENT and the "Financial Proposal" will open after technical evaluation report on E-PROCUREMENT.
(iv) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
(v) During the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) The financial proposal of the bids found technically non-responsive will be remained unopened on E-PROCUREMENT.
(vii) The lowest evaluated bidder shall be awarded the contract through E-PROCUREMENT
(viii) The Technical Proposals will be opened on E-PROCUREMENT as per the time & date mentioned on PPRA website and E-PROCUREMENT.
(ix) The bid found to be the lowest/evaluated bid shall be accepted and Bidder(s) will be awarded the Contract on E-PROCUREMENT.

6. INSTRUCTIONS TO BIDDER(S)

I. The bids complete in all respect as prescribed and required under this Tender Documents, must be uploaded on E-Procurement System PPRA website portal, not later than **17-10-2026 at 11:00AM** on last date of submission of bids i.e **17-10-2026**.

II. **Bid Security (Earnest Money) @ 05% of estimated price i.e Rs. 31,600/- in favour of Secretary B.I.S.E, Sahiwal. However, Bid Security must be submitted / transferred online as per the procedure established in 'Punjab E-Procurement System' in collaboration with Bank of Punjab. All types of securities, including bid security and performance guarantee shall be received and released only through Bank of Punjab.**

III. Bid security shall be returned to successful bidder(s) / firm(s) after furnishing of 5%performance guarantee of contract amount / supply order soon after receipt of supply order in shape of Bank Guarantee / CDR / Pay order (only these are

accepted) issued by any schedule Bank of Pakistan which shall have to be provided soon after issuance of work / supply order and the same shall be returned after obtaining satisfactory report of users. The bid security of unsuccessful firm(s) / bidder(s) shall be returned after issuance of work / supply order to successful firm(s) as per provisions contained in Clause "Bid Security" of the Terms and Conditions of the Tender in this bidding document mentioned hereinafter.

IV. The bids shall be publicly opened in the meeting / in presence of bidders, at **11:30AM** on **17-10-2026** **.**

V. Alternative bids shall not be considered. Bidder(s) must read the provisions/instructions of this Tender Document contained in Clause regarding invoke
   i. **"Determination of Responsiveness of Bid" and "Rejection/Acceptance of the Tender"** for making bids substantially responsive to the requirements of Bidding Documents.

VI. It is sole responsibility of the Bidder(s) that he has read and understood all provisions, instructions, terms & conditions contained in this Tender Document before submitting the Bid. Neither any claim whatsoever including those of financial adjustments in case the contract is awarded under this Bid Process, will be entertained by the Procuring Agency nor any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder(s).

VII. Instructions, Terms & Conditions and Specifications are devised for strict compliance and enforcement. No escalation of cost, except arising from increase in quantity by the Bidder(s) on the demand after approval of the Procuring Agency / the Office, will be permitted throughout the period of the contract / Work/Supply Order.

VIII. The successful Bidder(s) will be responsible for all the deliveries and deliverables to the Procuring Agency / the Board within stipulated time at Board of Intermediate and Secondary Education, Sahiwal or otherwise locations described as per provision regarding delivery time or execution schedule of the Tender Documents.

IX. Bidder(s) shall communicate all queries via Stores Section.

X. Bidder(s) are required to state clearly, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the Bidder(s)'s authorized representative through whom all communications shall be directed until the process has been completed or terminated.

XI. The Procuring Agency will not bear any cost or expense incurred by Bidder(s) in connection with preparation or submission of bids.

XII. **An agreement between Secretary B.I.S.E, Sahiwal and successful firm shall be executed on e-Stamp paper download from the Punjab e-Stamp Portal on Contract Rule 22A(b). The cost of stamp paper shall be borne by the firm(s) / bidder(s). Photocopies of CNIC of the owner of Firm and two witness/authorized persons as well as original authority letters must be attached / provided.**

XIII. **The firm be responsible to complete the services within 15-days, from the issuance of work/supply order. After expiry of delivery period given in the supply order 2-5% per day fine shall be charged. In case the delay exceeds 10 days, the contract will be terminated / cancelled. The firm will be blacklisted, and the CDR will also be forfeited.**

XIV. **The firm should have in-house setup which is required for data protection and avoidance of piracy.**

XV. **The printing should occur at the same place which is mentioned in the Press Declaration.**

XVI. **In case the Firm / Supplier fails to make supply or inordinate delay occurs, keeping in view resulting loss, the Chairman BISE, Sahiwal may impose the penalty / fine other than above said fine / including encashment of CDR /performance security may take any punitive action as he deem appropriate.**

XVII. Tenders are invited from the firms registered under Income Tax / Sales Tax Act, Active Taxpayer (FBR) having good reputation and experience in Public Sector Institutions, for the services of On-Screen Marking System (OSM), through E-Procurement.

XVIII. Answer Scripts (32-pages) must be made up of 80 grams imported offset paper Size A4 (210mm x 297mm), 95% plus brightness.

XIX. Answer Scripts shall be got tested from any Laboratory and the expenses shall be borne by the Firm/Supplier.

XX. Supplies shall have to be delivered in the godowns / places as required by BISE Sahiwal. Arrangement of Labour and charges thereof shall be the responsibility of Firm / Supplier.

XXI. Supply must be in accordance with the office specifications / approved sample, otherwise supply will be rejected. In such event the Board may forfeit CDR / Pay Order and take any punitive action as deemed appropriate.

XXII. Payment of bill will be made after due process, on receipt of satisfactory report of user(s) PCSIR Test report and recommendations of Inspection Committee.

XXIII. All Government Taxes (Federal /Provincial) including Income Tax / Sales Tax, S.E. Duty and Professional Tax, PRA Tax / PST etc. will have to be paid by the firm(s) under the prevailing procedure / law. All Taxes imposed by The Government will be applicable and their direction will be made under the Rules.

XXIV. The office may reject conditional / overwritten Tender(s).

XXV. Rates must be quoted in Pakistani Currency including all Taxes.

XXVI. Validity period of offered rates should not be less than 120 days.

XXVII. For examination of samples or obtaining any other information regarding or examination of samples or obtaining any other information regarding Tenders, Stores Section can be visited during office hours on any working day. (Ph. No. 040-4272159).

XXVIII. The office gets the specification of the goods checked from any laboratory for which the fee has to be paid by the Tenderer.

XXIX. Whenever, the word / expression / phrase "imported" will be used, Tax Exemption will only be allowed subject to provision of Exemption Certificate duly issued by Commissioner Inland Revenue Department (FBR).

7. Determination of Responsiveness qualification of the Bid (Tender)

The Procuring Agency, prior to the Tender evaluation, determine the substantial responsiveness of the Bid to the Tender Document s. A substantially responsive Tender is one which:

i. Meets the eligibility criteria given in Tender Documents for provision of Items;

ii. Meets the Technical Specifications for the Miscellaneous Items against each Item of BOQ.

A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Procuring Agency's rights or the Bidder(s)'s obligations under the Contract.

The Tender determined as not substantially responsive shall not subsequently be made responsive by the Bidder(s) by correction or withdrawal of the material deviation or reservation.

8. Rejection/Acceptance of theBid

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any Bidder(s), the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of invoking discretion provided under sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Bidder(s). However, prospective Bidder(s) shall be informed in due course about the rejection of the bids if any (As per Rule 35 of Punjab Procurement Rules, 2014).

9. The Tender shall be rejected if it is:

i. substantially non-responsive inmanner prescribed in the Tender Document; or
ii. submitted in other than prescribed forms & documents and specified manner; or
iii. incomplete, partial, conditional, alternative, late; or
iv. the Bidder(s) refuses to accept the corrected Total Tender Price; or
v. the Bidder(s) has conflict of interest with the Purchaser; or
vi. the Bidder(s) tries to influence the Tender evaluation/Contract award; or
vii. the Bidder(s) engages in corrupt or fraudulent practices incompeting for award of the Contract;
viii. the Bidder(s) fails to meet the evaluation criteria requirements;.
ix. The bidder accidently / mistakenly upload its Financial bid in Technical Bid.
x. the Bidder (s) have past poor performance with the Procuring Agency.
xi. the bidder (s) bound / involve in any dispute with the Procuring Agency.
xii. Failed to fulfill the Checklist.
xiii. the Bidder(s) has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory Goods;
xiv. the Bidder(s) has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
XVI- the uploaded tender is unable to read / having very low image resolution / unable to open due to some technical reason.
XVII- the Bidder(s) submits financial conditions as part of its bid which are not in conformity with Tender Document.
XVIII- non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

10. <u>Submission of Bids Through E-PROCUREMENT</u>

a. Participating firms will submit their tenders on https://ep.punjab.gov.pk/, however, if the tender rejected by PPRA itself than the submitted tender will not be entertained at any cost.
b. After completing the required information, the firm will submit the Technical and Financial separately in the section present on the E-PROCUREMENT portal.
c. Bidders are advised to ensure uploading the Bid on eP Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on eP Portal shall entirely be the responsibility of the bidder. BISE, Sahiwal shall not be held responsible for any issue thereof.

11. <u>Notice</u>

Wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions between the Bidder/Contractor and the Purchaser, the same shall be:

i. in writing;
ii. issued within reasonable time;
iii. served by sending the same by special messenger, courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose;

The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

12. <u>Tender Cost</u>

The Bidder(s) shall bear costs/expenses with regard to preparation and submission of the Tender(s) and the Procuring Agency shall not responsible/liable for those costs/ expenses.

13. <u>Amendment of the Tender Document</u>

The Procuring Agency may, at any time prior to the deadline for submission of the Tender, at its own initiative vested with exclusive discretion or in response to a clarification requested by the Bidder(s), amend the Tender Document, on account of any reason, whereafter all such amendment(s) shall be considered part of the Tender Document and binding on the Bidder(s) as per Punjab Procurement Rules, 2014 Rule 25(4).

14. Preparation/Submission of Tender

The Bidder(s) is required to bid for all items according to Form of Bid;

a. Tender as well as documents related to Tender, exchanged between the Bidder(s) and the Procuring Agency, shall be in English or Urdu or in both. Any printed literature furnished by the Bidder(s) in another language shall be accompanied by an English as well as Urdu translation which shall govern for purpose of interpretation of Tender;
b. Tender shall be submitted in prescribed manner elaborated herein and all documents shall be typed, completely filled in, stamped and signed by Bidder(s) or his Authorized Representative. Only signed and stamped documents shall be submitted. In case volume of the bid contains various set(s) of documents, the same must be properly numbered and tagged in binding shape with proper index or table of contents;

15. Bid Security (Earnest Money)

a. The Bidder(s) shall furnish the Bid Security (Earnest Money) as under:

i. for a sum equivalent to 5% of the estimated price **i.e. Rs 31,600/-** for On Screen Marking System as per Forms of Bid given in this Tender Document, as per the procedure established in 'Punjab E-Procurement System' in collaboration with Bank of Punjab, in the name of the Secretary, Board of Intermediate and Secondary Education, Sahiwal;
ii. denominated in Pak Rupees;
iii. have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Tender;
iv. Bid Security must be submitted / transferred online as per the procedure established in 'Punjab E-Procurement System' in collaboration with Bank of Punjab

b. The Bid Security (Earnest Money) shall be forfeited by the Procuring Agency, on the occurrence of any or all of the following conditions:
i. if the Bidder(s) withdraws the Tender during the period of the Tender validity specified by the Bidder(s) on the Tender Form; or
ii. if the Bidder(s) does not accept the corrections of his Total Tender Price;
iii. if the Bidder(s), having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, in accordance with the Tender Document.

16. Tender Validity

The Tender shall have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Tender. The Purchaser may solicit the Bidder(s)'s consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder(s) agrees extension of validity period of the Tender, the validity period of the Bid Security (Earnest Money) shall also be suitably extended. The Bidder(s) may refuse extension of validity period of the Tender, shall allow to withdraw the bid without forfeiting the Bid security (Earnest Money).

17. Modification/Withdrawal of the Tender

a. The Bidder(s) may, by written notice served on the Procuring Agency, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
b. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiry of the period of the Tender validity, shall result in forfeiture of the Bid Security (Earnest Money).

17. Opening of the Tender

a. Tenders shall be opened at **11:30AM** on the last date of submission of bids

i.e **17-10-2026** in the presence of the Bidder(s) for which they shall ensure their presence without further invitation, as per provision of Rule-30 of PPRA Rules, 2014. (updated & amended)

b. The Bidder(s)'s name, modifications, withdrawal, security, attendance of the Bidder(s) and such other details as the Procuring Agency may, at its exclusive discretion, consider appropriate, shall be announced and/or recorded.

18. Clarification of the Tender

The Procuring Agency shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the Procuring Agency.

19. Correction of Errors/Amendment of Tender

a. The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

   i. if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern;
   ii. if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected;
   iii. if there is a discrepancy in the actual sum of the itemized total prices and the total Tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern;

b. The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder(s).

c. Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

d. No credit shall be given for offering delivery period earlier than the specified period.

e. PPRA Section 33(2) (The procuring agency may, if necessary after the opening of the bids seek and accept such clarification of the bid as do not change the substance of the bid) shall be apply.

GENERAL CRITERIA

Eligibility	Description	Qualification
Legal **(Mandatory)**	Certificate of Company/Firm Registration/ Incorporation under the laws of Pakistan	**Mandatory**
	Valid Income Tax Registration and active tax payer /return filer	**Mandatory**
	Valid General Sales Tax registration (status=Active with FBR) and active return filer	**Mandatory**
	Compliance to the technical specifications of items/ goods (all items) to be procured mentioned in this document (Undertaking)	**Mandatory**
	In full compliance of the Execution Schedule and Delivery period mentioned in Tender Document (Undertaking of same on legal Stamp paper)	**Mandatory**
	Compliance to provide 10 Answer Script (32-pages), Size A4, 80 grams, 95 % Brightness	**Mandatory**

(A) EVALUATION CRITERIA

Sr. #	ASSESMENT PARAMETERS	MARKS
1	The bidder must have a minimum of three (03) years of experience in independently providing end-to-end examination services, including on-screen marking, printing of answer scripts, result preparation, and related services for up to 250,000 candidates, without outsourcing, subcontracting, consortium, or joint venture arrangements. The bidder must have successfully executed at least three (03) similar projects for Government, Semi-Government, Autonomous Bodies, Boards, or other public sector organizations. This requirement is intended to ensure single-handed project execution while maintaining the confidentiality and secrecy of the examination process. Documentary evidence must be provided. Bidders failing to meet these requirements shall be declared non-responsive and disqualified.	50
2	**Scope of Services Required** • Secure Printing System for customized e-sheets 06 • Question Item Bank (QIB) 06 • Digital Attendance & Monitoring System (DAMS) 06 • Mobile Application for monitoring & approvals 03 • Logistics Management Module 03 • Scanning, cutting, printing & verification of answer scripts (32-pages) Paper 80-grams imported size 210mm x 297mm, 95% + Brightness 05 • High-speed scanning & digital processing system 03 • Complete On-Screen Marking (OSM) system including anonymization, marking, moderation, and result compilation 03 • Administrative dashboards and control panels 02 • Reporting and analytics 02 • Technical training & capacity building 03 • Complete documentation (UAT, ER diagrams, Source Code, SOPs, manuals) 02 • Integration components (APIs, notifications, etc.) 03 • AI-based chatbot for students/stakeholders 03	50
	Qualifying Marks	***75***
	Total Marks	***100***

Note: All services specified in the Assessment Parameters are mandatory. However, based on the End User's operational requirements and upon mutual discussion, the End User may, at its sole discretion, waive or exclude one or more services, if deemed appropriate.

(B) FINANCIAL EVALUATION CRITERIA

Financial Evaluation of the bids will be made according to the specifications and best quality on the basis of lowest rates.

20. Acceptance Letter/Purchase Order

The Procuring Agency shall issue the Acceptance Letter/Purchase Order to the successful Bidder(s), within reasonable time of announcement of bid evaluation report (Rule-55 of PPRA Rules, 2014) and prior to the expiry of the original bid validity period or extended bid validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

21. Terms & Conditions of Contract Form

Terms & condition laid down in contract document/form are part & parcel of the Bid documents and shall be applied to the successful bidder under the Tender.

22. Redressal of Grievances by the Procuring Agency

a. The Procuring Agency may constitute a committee comprising of odd number of persons / members, with proper powers and authorizations, to address the complaints of Bidder(s) that may occur prior to enforcement of the Procurement Contract.

b. Any Bidder(s) feeling aggrieved by any act of the Procuring Agency/ Purchaser after the submission of bid may lodge a written complaint concerning grievances not later than ten days after the announcement of the bid evaluation report.

c. The Committee may investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

23. Instruction For Preparation of Power of Attorney/Letter of Authority

a) To be executed by an authorized representative of the Bidder(s) on Firm/ company letterhead enclosing attested Copy of National Identity Card.

b) The mode of execution of the Power of Attorney/Letter of Authority should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

c) Also, wherever required, the Bidder(s) should submit for verification the extract of the charter documents such as a resolution/ power of attorney in favor of the person executing the Power of Attorney/Letter of Authority for the delegation of power hereunder on behalf of the Bidder(s).

d) In case the Tender Documents are signed by an authorized Director/ Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney/Letter of Authority.

24. FORM OF BID;

Forms, Specifications, List of Goods, Bill of Quantities and Detail of Standards of Tender/Items are attached from Annexure "A to G"

Annexure-**A**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

Technical Proposal for Digital answer Script and On-Screen Marking

Date & Time 17-10-2026 till 11:00AM

Sr. No.	Detail / Specifications of Items / Material.	Qty	Detail /Make/ Samples Specification offered by the bidder.
1.	**On Screen Marking System** • Secure Printing System for Customized e-Sheets • Question Item Bank (QIB) • Digital Attendance & Monitoring System (DAMS) • Mobile Application for Monitoring & Approvals • Logistics Management Module • Scanning, Cutting, Printing & Verification of Answer Scripts (32-pages) Paper 80-grams imported size 210mm x 297mm, 95% + Brightness • High-Speed Scanning & Digital Processing System • Complete On-Screen Marking (OSM) System including Anonymization, Marking, Moderation & Result Compilation • Administrative Dashboards & Control Panels • Reporting & Analytics • Technical Training & Capacity Building • Complete Documentation including UAT, ER Diagrams, Source Code, SOPs & User Manuals • Integration Components (APIs, Notifications, etc.) • AI-Based Chatbot for Students & Stakeholders	Computer Science Part-I =1500 Nos. Science Part-II =2500 Nos. **Total: 4000 Nos.**	

C.D.R No._____Dated_____Amount 5% (Rs. 31,600/-)

Name and Address of the Firm _____

Sales Tax Registration No. _____Income Tax No._____

Phone No. _____Mobile _____Email._____

Signature _____Stamp _____

Annexure-**B**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

Financial Proposal for Digital answer Script and On-Screen Marking

Sr. No.	Detail / Specifications of Items / Material to be purchased.	Quantity	Rate per sheet Including Sales Tax	Total Value including Sales Tax
1.	**On Screen Marking System** • Secure Printing System for Customized e-Sheets • Question Item Bank (QIB) • Digital Attendance & Monitoring System (DAMS) • Mobile Application for Monitoring & Approvals • Logistics Management Module • Scanning, Cutting, Printing & Verification of Answer Scripts (32-pages) Paper 80-grams imported size 210mm x 297mm, 95% + Brightness • High-Speed Scanning & Digital Processing System • Complete On-Screen Marking (OSM) System including Anonymization, Marking, Moderation & Result Compilation • Administrative Dashboards & Control Panels • Reporting & Analytics • Technical Training & Capacity Building • Complete Documentation including UAT, ER Diagrams, Source Code, SOPs & User Manuals • Integration Components (APIs, Notifications, etc.) • AI-Based Chatbot for Students & Stakeholders	Computer Science Part-I =1500 Nos. Science Part-II =2500 Nos. **Total: 4000 Nos.**		

Note: All Columns must be filled in.

C.D.R. No._____Dated _____Amount 5% (Rs. 31,600/-)

Name and Address of the Firm _____

_____

Sales Tax Registration No. _____Income Tax No._____

Phone No. _____Mobile _____Email._____

Signature _____Stamp _____

Annexure-**C**

CONTRACT FORM / AGREEMENT FORM

This agreement is made on dated _____between the Board of Intermediate & Secondary Education, Sahiwal (Herein called 1st party / The Board) and M/s _____(Herein called 2nd party) / lowest bidder. The Board intends to procure material detailed hereunder:-

Sr.#	Material to be procured	Quantity	Approved Rates per On Screen Marking System
1.	**On Screen Marking System** • Secure Printing System for Customized e-Sheets • Question Item Bank (QIB) • Digital Attendance & Monitoring System (DAMS) • Mobile Application for Monitoring & Approvals • Logistics Management Module • Scanning, Cutting, Printing & Verification of Answer Scripts (32-pages) Paper 80-grams imported size 210mm x 297mm, 95% + Brightness • High-Speed Scanning & Digital Processing System • Complete On-Screen Marking (OSM) System including Anonymization, Marking, Moderation & Result Compilation • Administrative Dashboards & Control Panels • Reporting & Analytics • Technical Training & Capacity Building • Complete Documentation including UAT, ER Diagrams, Source Code, SOPs & User Manuals • Integration Components (APIs, Notifications, etc.) • AI-Based Chatbot for Students & Stakeholders	Computer Science Part-I =1500 Nos. Science Part-II =2500 Nos. **Total: 4000 Nos.**	

Terms of Contract / Agreement

1. The printing of Answer Scripts (32-pages) must be done on Offset Paper Imported, Size A4 (210mm x 297mm), 80 grams, 95% Brightness.
2. The firm is responsible to complete the services within 15-days, from the issuance of work/supply order. After expiry of delivery period given in the supply order 2-5% per day fine will be charged. In case the delay exceeds 10 days, the contract will be terminated / cancelled. The firm will be blacklisted, and the CDR will also be forfeited.
3. In case the supplied Answer Script or any other services did not meet the specification of relevant branches i.e. miss print / low quality / poor coordination etc, hence, the office will be deducted fine as per the direction of the Competent Authority.
4. In case of inordinate delay or firm fails to complete the supply the Chairman of respective Board keeping in view the resulting loss may impose the penalty other than aforementioned fine.
4. Performance guarantee shall be received and released only through Bank of Punjab.
5. Payment will be made after the completion of services the laboratory test report, the end user report, and the inspection report issued Inspection Committee.
6. All Government Taxes (Federal/Provincial) including Income Tax / Sales Tax etc. will have to be paid by the firm(s) under prevailing procedure / law / policy / rules (in vogue).
7. Tender's Terms & Conditions will also be applicable. The procuring Agency may revise / add / delete any condition that it may deem appropriate.
8. In case of any dispute regarding this contract the matter shall be referred to the Chairman of BISE Sahiwal, who shall act as an Arbitrator in terms of arbitration Act 1940. The award of the arbitrator shall be final and binding on both the parties.
9. In case of any Legal remedy / dispute resolution / case / writ / plaint the matter will be agitated in the courts of Lahore (city) Lahore
10. In WITNESS HEREOF, Secretary Board of Intermediate & Secondary Education, Sahiwal, for and on behalf of the Board and Mr. _____ duly authorized by the M/s _____for and on behalf of the firm signed these presents on the day and year first above written.

Secretary_____
For and on behalf of
BISE, Sahiwal

1. Name_____
   Signature _____

2. Name_____

   Signature _____

SIGNED BY _____
For and on behalf of the
M/s _____
Name_____
Signature _____
CNIC #_____

2. Name_____

   Signature _____
   CNIC # _____

Annexure-**D**

Form of Covering Letter

To

The Secretary,
Board of Intermediate and Secondary Education,
Sahiwal.

Subject : SUBMISSION OF BID

Dear Sir,

[Sahiwal, Date]

a) Having examined the Tender related documents we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per tender / financial bid.

b) We undertake, if our proposal is accepted, to provide the tender items within time frame specified, starting from the date of signing of the Contract.

c) We agree to abide by our proposal for the period of _____days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

d) We agree to execute a Contract in the form to be communicated by the Procuring Agency.

e) Unless and until a formal agreement is prepared and executed, this proposal together with your written acceptance thereof shall constitute a binding contract agreement.

f) We understand that you are not bound either to accept the lowest or any bid you receive, or to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

_____

Authorized Signatures with Official Seal

Annexure-**E**

FORM OF POWER OF ATTORNEY/LETTER OF AUTHORITY

(On Stamp Paper of relevant value or Firm / Company letter head duly signed and stamped)

Know all men by these presents, we (name of the Firm / company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the assignment) in response to the Tender invited by the (name of the Procuring Agency) including signing and submission of all documents and providing information/responses to (name of the Procuring Agency) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____day of _____20_____

For _____

(Signature)
(Name, Designation and Address)
Accepted

(Signature)
(Name, Title and Address of the Attorney)
Date:

Annexure-**F**

FORM OF UNDERTAKING

(on Firm/Company letterhead)

It is certified that the information submitted/furnished herein as per Tender Document with regard to _____ is true & correct and nothing has been concealed or tampered with. We have gone through all the instructionsand terms & conditions contained in the Tender Document for _____and are liable to any punitive action for furnishing false information/documents.

Dated this _____day of _____20_____

Signature

(Firm / Company Seal)

_____

In the capacity of

Duly authorized to sign bids for and on behalf of:

Annexure-**G**

Form of Integrity Pact

We (Name of the Bidder(s)/supplier) being the first duly sworn on oath submit, that Mr./Ms. _____(if participating through agent / representative) is the agent / representative duly authorized by (Name of the Bidder(s) Firm/Company) hereinafter called the Contractor to submit the attached bid to the (Name of the Procuring Agency). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any officer or employee of the (Name of the Procuring Agency) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the Bidder(s) in the bidding and in the evaluation and selection of the Bidder(s) for contract or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Procuring Agency and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Procuring Agency under any law, contract or other instrument, be voidable at the option of the Procuring Agency.

Notwithstanding any rights and remedies exercised by the Procuring Agency in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Procuring Agency in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Procuring Agency.

_____
Signature & Stamp

Subscribed and sworn to me this _____day of _____20_____

_____
Notary Public

FORM OF CONTRACT

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**, between **(Board of Intermediate and Secondary Education, Sahiwal, "The Procuring Agency" / "The Purchaser")**, on the one part, and
[full legal name of the Contractor], on the other part severally liable to the Procuring Agency for all of the Firm's / Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor."

RECITALS WHEREAS,

(a) The Procuring Agency / Purchaser intends to spend a part of its budget/funds for making eligible payments under this Contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract described herein.
(b) The Procuring Agency has requested the Contractor to provide certain supply of Goods/Items as described in Tender Document; and
(c) The Contractor, having represented to the Purchaser that it has the required financial resources, professional skills, and personnel resources, has agreed to provide the tender goods on the terms and conditions set forth in this Contract.

(d) **NOW THEREFORE**, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Procuring Agency to supply the Goods and to remedy defects/damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Procuring Agency to the Contractor.
2. The Procuring Agency hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and remedying of defects/damage therein.
3. The following shall be deemed to form and be read and construed as part of this Contract:

    i. The Tender Document
    ii. Bidder(s)'s Proposal
    iii. Terms and Conditions of the Contract
    iv. The Technical Specifications
    v. Tender Forms
    vi. Price Schedule/Bid
    vii. Affidavit(s)
    viii. Authorized Dealership/Agency Certificate regarding original Items

4. This Contract shall prevail over all other documents. In the event of any discrepancy/ inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan/ PPRA Rules** as of the day, month and year first indicated above.
For **[Board of Intermediate and Secondary Education, Sahiwal** and For **[full legal name of the Contractor]:**

Signature
Name:
_____

Witnessed By:
WITNESSES
Signature_____
CNIC #_____
Name _____
Designation_____
Address_____

Signature
Name:
_____

Witnessed By:

Signature_____
CNIC#_____
Name _____
Designation_____
Address_____

25. GENERAL OR SPECIAL CONDITIONS OF CONTRACT

1. Contract Documents and Information

The Contractor shall neither disclose any document, specification, sample, information nor make use of the Contract or disclose any of the provisions contained therein, furnished by or on behalf of the Procuring Agency, without prior permission of the Procuring Agency, to any person other than a person employed by the Contractor in performance of the Contract and such disclosure shall be only for purpose of performance of the Contract.

2. Contract Language

The language of the Contract and other relevant documents between the Contractor and the Procuring Agency shall be English or Urdu or English & Urdu and in case of any translation the cost shall be borne by the Contractor.

3. Standards

The Goods provided/supplied under the Contract shall confirm to latest industrial quality standards.

4. Commercial Availability

The commercial availability of the Goods required to be supplied under the Contract shall be ensured at the time of signing of the Contract.

5. Patent Rights

The Contractor shall indemnify and hold the Procuring Agency harmless against all third-party claims of infringement of patent, trademark or industrial design rights arising from use/supply of the Goods or any part thereof.

6. Execution Schedule

The Contractor shall ensure delivery of Goods mentioned in the Bidding Document on top priority within 50% Supply within 15-days rest of the supply (remaining 50%) done within 30-days (Total delivery period 45 days) of the intimation/receipt of work / supply order.

7. Delivery

The Contractor shall deliver the Goods/Items at Board of Intermediate and Secondary Education, Sahiwal according to **purchase / work / supply order** as specified by the Procuring Agency.
The Contractor shall be responsible for physical custody of the Goods until the delivery, testing and taking over of the Goods is completed.
The Goods shall be delivered completely by the Contractor and if there is any apprehension of incomplete delivery, the Contractor shall complete the missing delivery immediately at his expenses.
The Contractor is required to provide a comprehensive logistics plan including supporting details regarding transportation, mobilization and personnel scheduling during warranty period.
The Contractor shall arrange and pay for the transport and maintenance of the Goods to the place of destination as specified in the Contract.

8. Inspection and Testing

Technical & Inspection Committee shall inspect and test the Goods at the time of delivery in order to verify their conformity to the Technical Specifications. The Procuring

Agency may reject the Goods if they are not in conformity to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost to the Procuring Agency. The Procuring Agency's / Purchaser's post-delivery right to inspect, test and, where necessary, reject the Goods shall in no way be limited or waived by reason of pre-delivery inspection, testing or passing of the Goods.
Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

9. Ownership of Goods and Replaced Components

Goods to be supplied to the Procuring Agency/ Purchaser, pursuant to the Contract, shall become the property of the Procuring Agency when the Goods are taken over by the Procuring Agency / Purchaser. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

10. Defects Liability Expiry Certificate

The Contractor shall, after expiry of the warranty period, by written notice served on the Client with a copy to the Procuring Agency / Purchaser, apply for a Defects Liability Expiry Certificate. The Client shall, within seven days of receipt of such notice, either issue the Defects Liability Expiry Certificate to the Contractor with a copy to the Procuring Agency / Purchaser, stating the date of expiry of the Warranty Period for all the Goods supplied and fulfillment of all obligations by the Contractor, under the Contract; or reject the application giving the reasons and specifying the work required to be done by the Contractor to enable the Defects Liability Expiry Certificate to be issued.

11. Payment

The Contractor shall provide all necessary supporting documents along with invoice. The Contractor shall submit an Application for Payment to the Procuring Agency / Purchaser. The Application for Payment shall be accompanied by such invoices, receipts or other documentary evidence as the Procuring Agency / Purchaser may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods supplied upto the date of the Application for Payment and subsequent to the period covered by the last preceding Payment, if any.
The Procuring Agency / Purchaser shall get verified the details of Goods delivered against the invoice from the concerned Officer/Technical & Inspection Committee / **Quality & Quantity Committee** and Payment shall be made on complete delivery of Goods after issuance of satisfactory certificate by concerned Officer/ Technical & Inspection Committee, as per details given in relevant Letter of Acceptance.
The Procuring Agency / Purchaser shall pay the amount verified within thirty (30) days. Payment shall not be made in advance and against partial deliveries. The Procuring Agency
/ Purchaser shall make payment for the Goods supplied to the Contractor, as per Government policy, in Pak Rupees, through treasury cheque.
Performance Guarantee shall be received and released only through Bank of Punjab. (if applicable).
All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till termination of the signed contract in this regard.

12. Price

The Contractor shall not charge prices for the Goods supplied and provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

13. Contract Amendment

The Procuring Agency / Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.
The Contractor shall not execute any Change until and unless the Procuring Agency / Purchaser has allowed the said Change, by written order served on the Contractor with a copy to the Client.
The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.
No variation or modification in the Contract shall be made, except by written amendment signed by both the Procuring Agency / Purchaser and the Contractor.
The BOQ contains estimated quantities which can be varied to meet any emerging need keeping in view the provisions of PPRA Rules.

14. Assignment/Subcontract

The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Procuring Agency's / Purchaser's prior written consent. The Contractor shall guarantee that any and or all assignees / subcontractors of the Contractor shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the contract.

26. Termination for Default

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Procuring Agency / Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice. If the Procuring Agency / Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, Goods, similar to those undelivered, and the Contractor shall be liable to the Procuring Agency / Purchaser for any excess costs for such similar Goods. However, the Contractor shall continue performance of the Contract to the extent not terminated.

27. Termination for Insolvency

If the Contractor becomes Bankrupt or otherwise insolvent, the Procuring Agency / Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

28. Force Majeure

For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.
If a Force Majeure situation arises, The Contractor shall, by written notice served on The Procuring Agency / Purchaser, indicate such condition and the cause thereof.

Unless otherwise directed by The Procuring Agency / Purchaser in writing, The Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

29. Dispute Resolution and Redressal of Grievances by the Procuring Agency

a. The Procuring Agency / Purchaser may constitute a committee comprising of odd number of persons, with proper powers and authorizations, to redress the complaints of Bidder(s) that may occur prior to enforcement of the Procurement Contract.

b. Any Bidder(s) feeling aggrieved by any act of the Procuring Agency / Purchaser after the submission of bid may lodge a written complaint concerning grievances not later than ten days after the announcement of the bid evaluation report.

c. The Committee may investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

e. The Procuring Agency/Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contractor.

30. Taxes and Duties

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/Sales Tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan/Punjab.

31. Contract Cost

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Procuring Agency / Purchaser shall in no case be responsible / liable for those costs / expenses. The successful Bidder(s) shall provide legal Stamp Papers of relevant value according to Government.

Note: There should be Signature and Stamp of the Firm on all the pages of bidding documents.

Name of Firm, Signature & Stamp

Incharge (Store)
BISE, Sahiwal

CHECK LIST (Mandatory)

Sr. No.	Description	Attachment (Yes/No)	Valid/ Invalid	Page No.
1.	Copy of CNIC of the Owner of Firm			
2.	Copy of CNIC of the Authorized Person (if any)			
3.	Power of Attorney / Authority Letter (In case any person has been authorized)			
4.	Status Active with FBR regarding Income Tax and Sale tax / PRA etc.			
5.	Copy of Income Tax and GST Returns submitted to the FBR for the last fiscal year			
6.	Experience / Work Order regarding On Screen Marking System			
7.	Attach Goods Declaration (GD) of before 2025, evidence of having imported Offset Paper.			
8.	Financial position / Bank statement of the last fiscal year			
9.	Compliance to the technical specifications of item(s)/ goods (all items) to be procured mentioned in this document (Undertaking)			
10.	In full compliance of the Execution Schedule and Delivery period mentioned in Tender Document (Undertaking)			
11.	Bid security = 5% of estimated cost/ price must be provided as per the procedure established in system (e-Procurement System) in collaboration with Bank of Punjab.			
12.	Certificate to the effect that the rates are not abnormal (on company/firm letter head).			
13.	Samples must be provided to the office on Tender Opening.			