

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

www.bisesahiwal.edu.pk

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TENDER DOCUMENT

For

**HIRING OF SERVICES OF A FIRM FOR PROVISION OF
SKILLED DRIVERS TO BISE SAHIWAL**

Last Date of Submission: 04-06-2026 AT 11:00AM

NOTE:

Bid only through e-Pak Acquisition & Disposal System (EPADS) will be entertained, no bid other than EPADS will be accepted.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

TENDER DOCUMENT

BISE, Sahiwal is looking for “**Hiring of Services of a Firm for the Provision of Skilled Drivers**” for its loaded vehicles having valid HTV License.

- a. Last Date of Receipt of Tender : 04-06-2026 at 11:00AM
- b. Date of Tender Opening (Technical) : 04-06-2026 at 11:30AM
- c. Bid Security 5% : Rs. 194,456 /-
- d. Total Estimated Cost of the Tender : Rs. 3,889,109/-

Venue of Tender Opening: *Office of the Secretary, BISE, Sahiwal*

1. The Tender must be submitted on EPADS.
2. Any offer not received as per terms & conditions of the tender will be rejected.
3. ***The CDR must be made in favor of "Secretary, BISE, Sahiwal".***
4. No offer shall be accepted if:
 - (i) It is received after due time and date.
 - (ii) Received without earnest money from the firms.
 - (iii) The tender document is unsigned.
 - (iv) The tender is ambiguous.
 - (v) The offer is conditional.
 - (vi) The offer is from a firm, black listed /suspended.
 - (vii) The offer is received by telegram or Fax.
 - (viii) The offer is received with shorter validity than required in tender enquiry.
 - (ix) The offer is not conforming to specifications indicated in the tender enquiry.
 - (x) Hand DAK will not be acceptable.

TERMS AND CONDITIONS

- A.** Interested Service Provider Companies must submit their sealed bids/proposal in accordance with PPRA single stage two envelopes as per advertisement published in National Dailies, uploaded on PPRA Website and EPADS.
- B.** The bid 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 e-Pak Acquisition and Disposal System (EPADS).
- C.** Technical bids/proposal shall be accompanied with the documents required for Technical Evaluation Criteria.
- D.** Financial Proposal of Technically qualified bidders shall be opened at given time and date on EPADS.
- E.** Bids (**Financial Proposal**) shall be submitted on the prescribed Performs. Conditional and alternate bids will be rejected.
- F.** A Bid Security, equivalent to the amount specified above, in the form of a CDR (Bank Draft, Pay Order etc.) drawn in favor of “**Secretary, BISE, Sahiwal**” must be submitted either by courier service or manually before the opening of the tender. Tenders without Bid Security / Call Deposit shall be considered non-responsive and will be rejected.

G. THE COMPANY MUST FULFILL THE FOLLOWING CRITERIA.

- i. The Drivers will be young, healthy and must be excellent in physical condition.-.
- ii. **Maximum age limit** of the Driver will be 50 years (Preferably 25-40 years).
- iii. **Uniform, Shoes, Jackets, Caps etc** will be provided by the firm.
- iv. The Drivers must be in good physical and mental health. A medical fitness report will have to be provided by the company. (if required by the Board)
- v. Drivers must have clear Night Vision to drive the vehicle in remote areas.
- vi. Education (Minimum Middle, preferably Metric).
- vii. The driver must be able to maintain the log book of allotted vehicle.
- viii. The Drivers may be appointed for any route till the accomplishment of Examination related tasks according to its schedule.
- ix. The company / driver will provide its services in compliance with the SOP's and ensure directions issued by Govt. of Punjab time to time.
- x. The drivers must have valid HTV license.
- xi. Minimum 03 Years of experience as a Driver.
- xii. Familiar with the local routes and area of travel.
- xiii. No off days/holidays will be allowed in case of demand.

- xiv. The firm will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of leave/complaints/misconduct.
- xv. Company must ensure the physically fitness of the driver.
- xvi. Any payments against violation of traffic rules will be born by the driver / firm.
- xvii. In Case of any loss/accident due to negligence of driver, the expenditures will be born by the driver/company.

H. ELIGIBILITY

The Company should have: -

1. Holding the valid certificate of registration form concerned department.
2. Holding the valid NTN and Professional Tax Certificate.
3. Holding the valid GST/PST Certificate.

J. INELIGIBILITY

1. If the Service Provider Company declared as Blacklisted by any Government body.
2. If the Company declared as defaulter by any Government body or Public Sector Organization.
3. If three contracts of Company with any Government/Public Sector Organization terminated due to non-satisfactory performance.

K. SIGNING OF CONTRACT

1. The Company shall sign an appropriate contract with BISE, Sahiwal, within certain time duration (subject to final approval for signing agreement from the Authority) after acceptance of the offer by BISE, Sahiwal.
2. The terms and conditions/Clauses of the agreement will be settled by mutual consultation of the company and BISE, Sahiwal. If the successful bidder /company fails to accept/settle agreement with BISE, Sahiwal, the offer will stand cancelled and the next bidder in the list will be given the contract.
3. The IFB (Invitation for Bids), the Terms & Conditions of Tender and the **Letter of Acceptance** shall also be treated as an integral part of the contract.
4. Contract with the firm/company will be for a specific period (one year) which may be extended on mutually agreed terms and conditions subject to satisfactory services rendered by the company. However, the BISE, Sahiwal will not be bound for that.

5. The firm will provide the certificate that it has not been blacklisted.
6. The contract will be made for a period of 1 year, the quoted rates will be considered which shall always be equal to or more than the baseline of minimum wage rate as notified by the Labour & Human Resource Department along with other applicable taxes (Income Tax and Provincial Sales Tax etc) for 01 years. Procuring Agency will only consider rates after deducting Income Tax and Provincial Sales Tax (PST). Participating firm will be fully responsible for the dues/payment of EOBI and PESSI of security guards.
7. The company will abide by the instructions of the Punjab Govt. regarding wages rate.
8. Before signing of contract, 10% performance Guarantee equal to the number of salaries of 1 year will be deposited by the successful bidder.

L. BID SECURITY

- a) Bid Security will be 5% of Estimated Tender Amount and must be reached at office before opening of Tender.
- b) Bid security will be returned on completion of tender process. If any bidder is withdrawn before the completion of tender process, bid security will be forfeited.

J. CANCELLATION OF CONTRACT

1. The Contract may be terminated earlier at any time by the BISE, Sahiwal for breaching of any Provision(s) of the agreement by the Company.
2. This agreement may be terminated by either party by giving to the other side one month prior notice in writing.
3. In case of any serious violation made by the Company, BISE, Sahiwal can terminate the agreement without giving one month notice.
4. In case of any ambiguity/conflict, the Chairman BISE, Sahiwal will decide the matter that cannot be challenged in any Court of Law.

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FINANCIAL PROPOSAL

1. Name & Address of Bidder:

Telephone : _____

Fax : _____

Email : _____

NTN No. : _____

PST/GST No. : _____

2. Provision of **06 Drivers** to BISE, Sahiwal

3. Offered Rate (**Per Month/ Per Driver**) **with taxes**: Amount in Figure: _____

Amount in Words: _____

4. We shall abide by all the terms and conditions of the tender.

5. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.

6. Bids Security should be enclosed along with the Technical proposal.

Signature & Stamp : _____

Name : _____

Designation : _____

CNIC No. : _____

Date : _____

CERTIFICATE

1. We / I hereby confirm that i have carefully read the terms & conditions of your Tender Advertisement & Bidding Documents dated for opening on _____ for the hiring of _____. We agree to abide by all these terms & conditions/instructions.
2. Certified that the prices quoted by our firm are inclusive of Income Tax / P.S.T and all applicable taxes as per rules and regulations.
3. We hereby undertake and give assurance to BISE, Sahiwal that our Services Provider Company_____ is financially sound to pay the salaries of deputed Drivers and other related expense for two months. If payment is delayed by BISE, Sahiwal due to unavoidable circumstances.

(i)NAME OF FIRM

(ii)ADDRESS

(iii)INCOME TAX NO

(iv)GST/PST NO.

(v) NAME OF TENDERER

(vi) NAME OF BANK AND A/C NO.

(vii) CNIC NO.

(viii) SIGNATURE OF TENDERER

(ix)DATE AND STAMP

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CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER (2024) HIRING OF SERVICES OF A FIRM FOR THE PROVISION OF SKILLED DRIVERS

(QUALIFYING MARKS: 50 OUT OF 70 MARKS)

Based on the record / documentary evidence submitted by the bidders, each firm shall provide following documents for Technical Evaluation.

	Evaluation Criteria	Page No.
A.	Company/Firm Registration / Incorporation under the laws of Pakistan must have minimum 02 years of experience <i>i. More than 03 years (10 marks)</i> <i>ii. Less than 03 years (05 marks)</i> <i>iii. Not Attached (0 mark)</i>	
D.	Valid ISO Certificate <i>i. Document attached (05 marks)</i> <i>ii. Not Attached (0 mark)</i>	
E.	Professional Tax Certificate <i>i. Document attached (05 marks)</i> <i>ii. Not Attached (0 mark)</i>	
F.	NTN Certificate <i>i. Document attached (05 marks)</i> <i>ii. Not Attached (0 mark)</i>	
G.	Active/Valid Tax Registration with all necessary departments (Sales Tax , PRA etc) <i>i. Document attached (05 marks)</i> <i>ii. Not Attached (0 mark)</i>	
I.	Clients : Up to 05 clients from following sectors: a. Government Clients. b. Universities/ Boards/ Govt. Colleges/ Institutes c. Other Reputed/ Well known Semi-Government /Private Organizations. (Documentary Evidence must be attached) <i>i. Up to 05 clients (10 marks)</i> <i>ii. Less than 05 clients (05 marks)</i> <i>iii. Not Attached (0 mark)</i>	
J.	Previous Client's Certificate of good conduct (Minimum 03 Clients) <i>i. Documents attached (05 marks)</i> <i>ii. Not Attached (0 mark)</i>	
K.	Drivers to be deployed should be of: a. Within the age brackets of 25 to 45 years b. Certificate must be attached on official letterhead & seal of the firm. <i>i. Document attached (05 marks)</i> <i>ii. Not Attached (0 mark)</i>	
N.	No Defaulter/Non-Blacklisting Certificate <i>i. Document attached (05 marks)</i>	

	<i>ii. Not Attached (0 mark)</i>	
O.	Bank Statement of last 2 years <i>i. Turnover of more than 02 million (10 marks)</i> <i>ii. Turnover of less than 02 million (05 marks)</i> <i>iii. Not Attached (0 marks)</i>	
P	Photocopy of 5% Pay Order/CDR/Bank Draft be attached with Technical Bid. <i>i. Document attached (05 marks)</i> <i>ii. Not Attached (0 mark)</i>	

Note: Please ensure that all the relevant documents having clear validity period are properly attached alphabetically with flags as mentioned in the first column.

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TECHNICAL BID PROFORMA

Sr.	Name of Document	Attached (Yes/No)
i.	Company / Firm Registration / Incorporation under the laws of Pakistan	
ii.	Valid ISO Certificate	
iii.	Professional Tax Certificate	
iv.	NTN Certificate	
v.	Active/Valid Tax Registration with all necessary departments (Sales Tax , PRA etc)	
vi.	Clients : Up to 05 clients from following sectors: d. Government Clients. e. Universities/ Boards/ Govt. Colleges/ Institutes f. Other Reputed/ Well known Semi-Government /Private Organizations.	
vii.	Previous Client's Certificate of good conduct (Minimum 03 Clients/0	
viii.	Drivers to be deployed should be of: c. Within the age brackets of 25 to 50 years d. Certificate must be attached on official letterhead & seal of the firm.	
ix.	No Defaulter/Non-Blacklisting Certificate	
x.	Bank Statement of last 2 years	
xi.	Photocopy of 5% Pay Order/CDR/Bank Draft be attached with Technical Bid.	

Sr.	Estimated Price	Amount of CDR @ 5%
1	Rs. 3,889,109/-	Rs. 194,456/-

5% Bid Security of Estimated Price must be attached

CDR No: _____ Date: _____ Amount 5%: _____

Name & Address of the Firm (According to FBR) _____

Sales Tax & Registration No. _____ Income Tax No. _____

Phone No. _____ Mobile No. _____ Email: _____

**AUTHORIZED SIGNATURE & STAMP
OF BIDDER**