

بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال

نمبر: 609/سٹور

مورخہ: 13-11-2023

ٹینڈر نوٹس

دفتر ہذا کو اچھی شہرت کی حامل سیلز ٹیکس (رجسٹرڈ) انکم ٹیکس گزار، پروفیشنل ٹیکس رجسٹرڈ فرموں سے جوابی کاپیاں برائے مالی سال 2023-24ء کی خرید کے لیے بمطابق پیپر اولز 2014ء سر بمہر ٹینڈرز مطلوب ہیں۔

نمبر شمار	نام آئٹمز	تعداد	مالیاتی تخمینہ (Estimated Price)
1	جوابی کاپی تھیوری برائے میٹرک	1600000 (سولہ لاکھ)	39,840,000/- روپے
2	جوابی کاپی تھیوری برائے انٹر میڈیٹ	800000 (آٹھ لاکھ)	24,800,000/- روپے
3	عملی جوابی کاپی برائے میٹرک	150000 (ایک لاکھ پچاس ہزار)	1,035,000/- روپے
4	عملی جوابی کاپی برائے انٹر میڈیٹ	70000 (ستر ہزار)	861,000/- روپے
کل میزان:			66,536,000/- روپے

سر بمہر ٹینڈر بنام سیکرٹری، بورڈ آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال کو بذریعہ رجسٹرڈ ڈاک / ارجنٹ میل سروس مورخہ 07-12-2023 کو بوقت 01:00PM تک دفتر میں پہنچ جانی چاہیے جو اسی روز بوقت 02:00PM ٹینڈر دہندگان / باختیار نمائندگان جنہیں وہ تحریری اختیار دیں گے ان کی موجودگی میں کھولے جائیں گے۔ دستی، بذریعہ فیکس اور ڈاک کے ذریعے تاخیر سے یا مقررہ تاریخ اور وقت ختم ہونے کے بعد موصول ہونے والے ٹینڈر مقابلہ میں شامل نہیں کئے جائیں گے۔ سر بمہر لفافہ پر واضح طور پر ٹینڈر کا نام تحریر کرنا لازمی ہے۔

شرائط:-

- 1- ٹینڈر / ٹیکنیکل بڈ کے ساتھ پانچ فیصد بڈ سکیورٹی (5% Bid Security) بطور کال ڈیپازٹ (قابل واپسی) بمطابق مالیاتی تخمینہ (Estimated Price) شیڈولڈ بینک کی کسی بھی شاخ میں بنام سیکرٹری، بورڈ آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال میں جمع کروا کر منسلک کریں نیز کانٹ چھانٹ والا، مشروط اور کال ڈیپازٹ کے بغیر ٹینڈر مسترد کر دیا جائے گا۔
- 2- ریٹس بشمول ٹیکسز دفتر بورڈ کی طرف سے جاری ٹینڈر میں دیئے گئے پروفارمہ برائے فنانشل بڈز پر ہی مہیا کیے جائیں بصورت دیگر ٹینڈر مسترد (Reject) کر دیا جائے گا۔
- 3- کامیاب نرخ دہندہ / سپلائر / کمپنی کنٹریکٹ اماؤنٹ کا 10% پروفارمنس گارنٹی معاہدہ پر دستخط کرنے سے قبل جمع کروائے گا۔
- 4- نرخ دہندہ اپنے نرخوں پر 90 دن تک پابند رہے گا۔
- 5- فرم کے نمائندگان ٹیکنیکل بڈز کے اوپننگ کی وقت نمونہ جات ہمراہ لائیں گے یا ٹیکنیکل بڈ کے ساتھ منسلک کریں گے تاکہ نمونہ جات کی منظوری لی جاسکے بغیر منظوری کے فنانشل پروپوزل اوپن نہیں کی جائے گی۔
- 6- خریداری پنجاب پروکیورمنٹ رولز 2014ء کی شق نمبر (a)(2)38 کے مطابق سنگل سٹیج - دو لفافہ جات طریقہ کار کے مطابق کی جائے گی تمام Assessment اور Procedure پیپر اولز 2014ء کے مطابق ہو گا۔
- 7- منظور شدہ نرخ / ریٹ میں کسی قسم کی تبدیلی ناقابل قبول ہوگی۔
- 8- مشروط / نامکمل ٹینڈر جو کہ PPRA رولز 2014ء کے مطابق نہیں ہوں گے وہ ناقابل قبول ہوں گے۔
- 9- حکومت کی طرف سے عائد تمام ٹیکسز بذمہ فرم ہوں گے۔
- 10- بورڈ ہذا کو پنجاب پروکیورمنٹ رولز 2014ء کی شق نمبر 35 کے تحت اختیار ہو گا کہ وہ تمام ٹینڈر مسترد کر دیں۔
- 11- مذکورہ بالا آئٹمز کا ٹینڈر فارم، تصریحات اور شرائط ٹینڈر کی کاپی مبلغ -/3,100 روپے (ناقابل واپسی) بطور ٹینڈر فیس بذریعہ آن لائن بینک چالان حبیب بینک لمیٹڈ کوٹ خادم علی، ساہیوال برانچ کوڈ نمبر 0686 بورڈ اکاؤنٹ نمبر 7900361601 میں جمع کروا کر ٹینڈر تاریخ اشاعت کے دن سے شعبہ سٹور سے حاصل کر سکتے ہیں۔
- 12- 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 سٹور کے ٹیلی فون نمبر 040-4272159 پر رابطہ کر کے حاصل کی جاسکتی ہیں۔

(ڈاکٹر رابعہ اختر)
سیکرٹری



No. 609/Store

Date: 13-11-2023

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

Standard Bidding Documents

Last Date of Submission of Documents:

07/12/2023

PROCUREMENT OF:

ANSWER BOOKS

(SSC & HSSC EXAMINATIONS)

Financial Year 2023-24

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 attached with Technical Bids, otherwise tender of that firm can be cancelled.

Rs. 3,100/-

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 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 Papers (Answer Books) 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 **07-12-2023** till **01:00PM** 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 2022-23.
(Attach evidence)

b. Attach Professional Tax paid certificate of current year.

c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2022 to June, 2023)
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	Sales Tax Certificate			
3	Professional Tax Certificate (2023-24)			
4	Bank Statement (July 2022 to June 2023)			
5	Experience Certificate / Work Order			
6	No Defaulter / Blacklist Certificate on Stamp Paper			
7	Pay Order/CDR/Bank Draft			

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

TECHNICAL BID

ANSWER BOOKS (SSC & HSSC EXAMINATIONS)

Sr. No	Name of Items	Specification	Demand	Quoted / Not Quoted
1	2	3	4	5
1.	Answer Books For SSC – Examination (Theory) (24-PAGES)	Size: 8.5" x 13" White Paper High Finished Best Quality or Equivalent Virgin Pulp, Paper 68gm, no ink spread, Ruling on both side, Printing of Title Page Black Color (With Embossing)	16,00,000 Nos.	
2.	Answer Books For HSSC – Examination (Theory) (32-PAGES)	Size: 8.5" x 13" White Paper High Finished / Best Quality or Equivalent Virgin Pulp, Paper 68gm, no ink spread, Ruling on both side, Printing of Title Page Brilliant Blue Color (Shad No. 3320) (With Embossing)	8,00,000 Nos.	
3.	Answer Books For SSC – Examination (Practical) (04-PAGES) Sr. #	Size: 8.5" x 13" White Paper High Finished / Best Quality or Equivalent Virgin Pulp, Paper 68 gm, no ink spread, Ruling on both side, Printing of Title Page Red Color (With Embossing)	1,50,000 Nos.	
4.	Answer Books for HSSC – Examination (Practical) (12-PAGES) Sr. #	Size: 8.5" x 13" White Paper High Finished / Best Quality or Equivalent Virgin Pulp, Paper 68 gm, no ink spread, Ruling on both side, Printing of Title Page Green Color (With Embossing)	70,000 Nos.	

NOTE: Column # 5 must be filled by the firm.

INSTRUCTIONS:

- i. The firm will not used recycled paper.

ii. The Board will provide the bubble sheets to the successful bidder and the bidder will stitch (overlock stitching) the bubble sheet with each answer book, accordingly before supply.

iii. Monogram Block will be provided by the Board for embossing the Answer Books to be punched.

iv. The contractor will have to take all necessary measures for security and secrecy of the Answer Books.

v. The Answer Books will be provided in strong cloth Bags.

vi. The bags will be properly closed and should bear the Serial Numbers of enclosed Answer Books.

vii. The packing will be:

> 100 Answer Books (Theory) per bag for SSC and HSSC Examination

> 250 Answer Books (Practical) per bag for SSC and HSSC Examination

SR. #	NAME OF ITEMS	ESTIMATED PRICE	AMOUNT OF CDR @5% (BID SECURITY)
1	Answer Books Theory (SSC)	39,840,000/-	1,992,000/-
2	Answer Books Theory (HSSC)	24,800,000/-	1,240,000/-
3	Answer Books Practical (SSC)	1,035,000/-	51,750/-
4	Answer Books Practical (HSSC)	861,000/-	43,050/-

AUTHORIZED SIGNATURE & STAMP
OF FIRM / BIDDER

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

No. 609/Store

Dated: 13-11-2023

FINANCIAL BID

ANSWER BOOKS (SSC & HSSC EXAMINATIONS)

SR. NO	NAME OF ITEM	SPECIFICATION	DEMAND	RATE PER UNIT IN FIGURE WITH TAX	TOTAL COST WITH TAX
1.	Answer Books For SSC – Examination (Theory) (24-PAGES)	Size: 8.5" x 13" White Paper High Finished Best Quality or Equivalent Virgin Pulp, Paper 68gm, no ink spread, Ruling on both side, Printing of Title Page Black Color (With Embossing)	16,00,000 Nos.		
2.	Answer Books For HSSC – Examination (Theory) (32-PAGES)	Size: 8.5" x 13" White Paper High Finished / Best Quality or Equivalent Virgin Pulp, Paper 68gm, no ink spread, Ruling on both side, Printing of Title Page Brilliant Blue Color (Shad No. 3320) (With Embossing)	8,00,000 Nos.		
3.	Answer Books For SSC – Examination (Practical) (04-PAGES) Sr. #	Size: 8.5" x 13" White Paper High Finished / Best Quality or Equivalent Virgin Pulp, Paper 68 gm, no ink spread, Ruling on both side, Printing of Title Page Red Color (With Embossing)	1,50,000 Nos.		
4.	Answer Books for HSSC – Examination (Practical) (12-PAGES) Sr. #	Size: 8.5" x 13" White Paper High Finished / Best Quality or Equivalent Virgin Pulp, Paper 68 gm, no ink spread, Ruling on both side, Printing of Title Page Green Color (With Embossing)	70,000 Nos.		

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

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