

بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال

نمبر: 657/سٹور

مورخہ: 11-11-2023

ٹینڈر نوٹس

دفتر لہذا کو اچھی شہرت کی حامل سیلز ٹیکس (رجسٹرڈ) انکم ٹیکس گزار، پروفیشنل ٹیکس رجسٹرڈ فرموں سے پرنٹڈ کور شیٹس برائے مالی سال 2023-24ء کی خرید کے لیے بمطابق پیپر اردو لڑ 2014ء سر بمہر ٹینڈرز مطلوب ہیں۔

نمبر شمار	نام آئٹمز	تعداد	مالیاتی تخمینہ (Estimated Price)	بڈ سیکورٹی 5%
1	پرنٹڈ کور شیٹس برائے میٹرک / انٹر میڈیٹ	24,00,000 عدد (چوبیس لاکھ)	48,000,000/- روپے	2,400,000/- روپے

سر بمہر ٹینڈر بنام سیکرٹری، بورڈ آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال کو بذریعہ رجسٹرڈ ڈاک / رجسٹرڈ میل سروس مورخہ 06-12-2023 کو بوقت 01:00PM تک دفتر میں پہنچ جانی چاہیے جو اسی روز بوقت 02.00PM ٹینڈر دہندگان / با اختیار نمائندگان جنہیں وہ تحریری اختیار دیں گے ان کی موجودگی میں کھولے جائیں گے۔ دستی، بذریعہ ٹیکس اور ڈاک کے ذریعے تاخیر سے یا مقررہ تاریخ اور وقت ختم ہونے کے بعد موصول ہونے والے ٹینڈر 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 سیکورٹی (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 کالڈ چھانٹ والا، مشروط اور کال ڈیپازٹ کے بغیر ٹینڈر مسترد کر دیا جائے گا۔
- 2- ریش بشمول ٹیکس دفتر بورڈ کی طرف سے جاری ٹینڈر میں دیئے گئے پرو فارمہ برائے فنانشل بڈز پر ہی مہیا کیے جائیں بصورت دیگر ٹینڈر مسترد (Reject) کر دیا جائے گا۔
- 3- کامیاب نرخ دہندہ / سپلائر / کمپنی کثیر ٹیکٹ لاؤنٹ کا 10% پرو فارمٹس 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 اردو لڑ 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 لہذا 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 خدام 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. 607/Store

Date: 11-11-2023

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

Standard Bidding Documents

Last Date of Submission of Documents:

06/12/2023

PROCUREMENT OF:

**PRINTED COVER SHEETS
(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 having minimum **1-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, 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. Firms registered under sales & Income Tax Act, active Tax payer, having secured printing facility/site with minimum one year experience of digital printing in Bulk quantity for Government/ Semi Govt. institutions/ Autonomous bodies are eligible to participate in the Tender. All tender should be in the name of Secretary BISE, Sahiwal, Chairman Board is empowered to accept/reject all tender(s) within the provisions of PPRA Rules. The Tender procedure shall be single stage two envelop as per PPRA Rules 38(2)(a). In 1st instance technical proposal(s) shall be opened by Bulk purchase committee of Board which shall be evaluated by the Technical Bid Evaluation committee as per attached criteria. Minimum qualifying marks for financial competition shall be 70 percent. The Financial proposal of technically successful bidder(s) shall be opened in 2nd instance by the Bulk purchase committee in presence of bidders and contract shall be awarded to the lowest bidder.
2. Bidder should submit the Audited Financial statements of last three years with minimum average turnover of PKR 30 million, work orders/ experience/expertise in the similar work, detail of printing Equipment with specifications and production capacity, printing Methodology and work plan, professional Experience of Technical Staff with technical proposal for evaluation purpose.
3. Bid Security amounting to 5% of estimated price, in favour of Secretary, BISE, Sahiwal issued by any scheduled Bank of Pakistan must be attached with technical proposal. Without CDR Tender shall not be entertained. Call deposit shall be returned to successful firm after depositing of performance Security/Bank Guarantee @ 10% of total value of contract. CDR of un-successful participants shall be returned after issuance of supply order to successful firm.
4. The successful bidder will deposit the 10% performance security/Bank Guarantee of contract amount within 07 days of the receipt of notification of award from the purchaser. Performance security will be returned after the expiry of agreement.
5. An agreement between Secretary and successful firm shall be executed on the Stamp paper @Rs.0.25% of total value of supply order. The cost of stamp paper shall be borne by the bidder.
6. Supply completion period shall be 45 days, 50% of which shall be provided within one month and remaining within 45days of the issuance of supply order. However, supply required should be completed 15 days before the commencement i.e. SSC/HSSC examinations. The Chairman Board shall be empowered to extend the supply period in genuine case.
7. In case firm fails to make supply or inordinate delay occurs, keeping in view the resulting loss, the Chairman Board impose the penalty/fine other than above said fine including forfeiting of performance security.
8. Tender form must be accompanied good number of Printed Coversheets as samples on A3 paper duly signed and stamped in sealed envelope for evaluation purpose. Sample of coversheet to be printed is attached for guidance.
9. Supplier shall have to be delivered at designated address of Board. The unloading of cover sheet at designated place of Board shall be the responsibility of firm.

10. Payment of bill will be made after due process, on receipt of satisfactory report of users and Bulk purchase committee of Board. The successful firm may claim payment after completion of SSC/HSSC supplies separately.
11. Rate must be quoted in Pakistani Currency including all Taxes. All Provincial and Federal Taxes including Income Tax/Sale Tax/Punjab Sale Tax, Professional Tax or any other Tax levied by Government during contract period will have to be paid by the Firm under prevailing procedure/law and copy of proof will be supplied to office.
12. Site/ work place of bidder(s) will be visited by the committee nominated by the Chairman Board.
13. 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.
14. 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.
15. 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.**
16. 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.
17. Unless otherwise indicated in the BDS, alternative Bids shall not be considered.
18. Any Bid not accompanied by a substantially responsive Bid Security will be rejected by the Purchaser.
19. Bids shall remain valid for the period specified in the Bidding Documents 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.
20. **On the occasion of opening of Technical Bid representative of the firm must bring sample of the Paper, for prior approval.**
21. 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.
22. The Tender Documents will be received up to **06-12-2023** till **01:00 PM** in the One Window Cell, B.I.S.E, Sahiwal through courier. The same will be opened on the same day at **02:00 PM** in the presence of Bidders or their representative who make them available on that date and time in the office of Secretary BISE, Sahiwal.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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 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.

28. Prior to the expire 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. Deposit/provide a performance security/Bank Guarantee @ 10% of the total cost of Bid.
29. Successful bidders will have to provide professional tax certificate for the financial year 2023-24 before awarding work order, otherwise same will be deducted at source.
30. Any other information regarding Tender can be obtained from the Store Branch during office hours **(Ph. 040-4272159)**

**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. 1 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**

BOARD OF INTERMEDIATE& SECONDARY EDUCATION, SAHIWAL

EVALUATION CRITERIA

Please Attach All Relevant Documents for Evaluation Purpose

Qualifying Marks are 70/100

CATEGORY	SUBJECT MATTER	TOTAL MARKS	MARKS OBTAINED
A.	General Experience and experience in similar work / Agreement / List of Clients	20	
B.	Printing Equipment’s Specification & Per day Capacity	20	
C.	Work plan and printing methodology	20	
D.	Professional Experience/Qualification of Technical Staff	20	
E.	Financial Position/Annual Turnover. Copy of audited financial statement (2022-23)	20	
	TOTAL	100	

SIGNED BY EVALUATION COMMITTEE:

TECHNICAL BID

PRINTED COVER SHEETS FOR SSC & HSSC EXAMINATIONS

Sr. No	Detail/Material to be purchased	Specification	Quantity
1.	Printed Cover Sheets for SSC/HSSC with following features. 1. Printed on 100grams imported offset paper of A3 size made from virgin pulp with 95% plus brightness 2. Single color digital printing as per approved design & script, with perforation at selected points 3. Encrypted Barcode 128(font) printing having 16 digits with Board Code I.D as per present Format /Sample/Specifications 4. Each Cover sheet will bear unique number that will be the part of encrypted Bar Code & QR Code.	Texture = White Grammage = 100 GSM Burst Factor = 20 min Brightness = 96% min Opacity = 90% min Thickness = 106 min	24,00,000 Nos.

INSTRUCTIONS:
On the occasion of opening of Technical Bid, representative of the firm must bring at least Ten (10) samples of the paper signed and stamped for prior approval.

NOTE:
Firms having secure printing facility / site with 01 Lac per day printing capacity, minimum 01 year experience of digital printing in Bulk Quantity for Government / Semi Govt. Institutions / Autonomous Bodies are eligible to participate in the Tender. The procuring agency may reject all the tenders with provision of Rule 35 of PPRA.

SR. #	ESTIMATED PRICE	AMOUNT OF BID SECURITY CDR @5%
1	48,000,000/- (Forty-Eight Million Rupees)	2,400,000/- (Twenty Four Lac Rupees)

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

BOARD OF INTERMEDIATE& SECONDARY EDUCATION, SAHIWAL

No. 607/Store

Dated: 11-11-2023

FINANCIAL BID
PRINTED COVER SHEETS FOR SSC & HSSC EXAMINATIONS

Sr. No	Detail/Material to be purchased	Specification	Quantity	Rate per Cover Sheet with Taxes in Words & Figure	Total Amount with All Taxes in Words & Figure
1.	Printed Cover Sheets for SSC/HSSC with following features. 1. Printed on 100grams imported offset paper of A3 size made from virgin pulp with 95% plus brightness 2. Single color digital printing as per approved design & script, with perforation at selected points 3. Encrypted Barcode 128(font) printing having 16 digits with Board Code I.D as per present Format /Sample/Specifications 4. Each Cover sheet will bear unique number that will be the part of encrypted Bar Code & QR Code.	Texture = White Grammage = 100 GSM Burst Factor = 20 min Brightness = 96% min Opacity = 90% min Thickness = 106 min	24,00,000 Nos.		

Note: Rates must be quoted including all taxes and all columns must be filled.

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