

STANDARD BIDDING DOCUMENTS

Tender # 9/2020-21

LAST DATE OF SUBMISSION OF DOCUMENTS:

13-04-2021

PROCUREMENT OF:

- CONSUMABLE ITEMS (I.T) A&B
- I.T Equipments C&D

ATTACHED DOCUMENTS

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

NOTE:

The Bidder has to submit the Technical Evaluation Criteria, Sealed Technical Bid and Financial Bid separately. Supply Schedule will be mentioned in the work order.

Price: Rs.1000/-

INSTRUCTION TO BIDDERS

1. The Board invites Bids from suppliers, distributors for supply as per technical specifications given in the tender document.
2. All 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 organization 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.
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. 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.
14. **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.
15. 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.
16. The Tender Documents will be received upto 13-04-2021 till 01:30 PM in the office of Secretary BISE, Sahiwal. The same will be open 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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 BIDs.
- b) If the successful Bidder fails to: -
 - i. Sign to the contract in accordance with the above said terms and conditions.
 - ii. Provide/Deposit a performance security @ 10% of the total cost of Bid.

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. Sales Tax No _____
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 2019-20.
(attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2019 to June, 2020)
9. **Ability to supply items.**
According to Specifications.
10.
 - a. 1 Year Experience
 - b. No Defaulter/Blacklist certificate (affidavit on stamp paper)
 - c. Manufacturer/Distributor.
11. Pay order/CDR/Bank Draft No _____ Amount _____ dated _____

Name of Bank _____ Branch _____
(Attach original Pay order/CDR/Bank Draft with technical bid)

CHECK LIST

Sr. No.	Name of Documents	Yes	No	Page No.
1	Income Tax Certificate (Along with NTN No.)			
2	Professional Tax Certificate			
3	Bank Statement (July 2019 to June 2020)			
4	Experience Certificate / Work Order			
5	No Defaulter / Blacklist Certificate			
6	Pay Order/CDR/Bank Draft			

Name of Owner/Representative _____

Name of Firm/Bidder _____

Signature and Stamp _____

CNIC # _____

Cell # _____

E-mail: _____

Dated _____

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**DEMAND OF CONSUMABLE ITEMS (I.T) & I.T EQUIPMENT FOR THE FISCAL YEAR
2020-21****(Group- A) TECHNICAL BID**

SR. #	NAME OF ITEMS	SPECIFICATION	Type	DEMAND
1	Canon Image Formula	DR-G1130 i. Roller Registration Upper ii. Roller Registration Upper Front iii. Roller Registration Lower iv. Lever Document v. Reading Glass vi. Baring ball vii. Holder Baring viii. Spring compression MS1-2613 ix. Spring Compression MS1-2475 x. Roller Kit Parts with Replacement	nos.	i. 5 ii. 5 iii. 5 iv. 5 v. 5 vi. 30 vii. 30 viii. 10 ix. 20 x. 25
2	Maintenance Kit A & B with developer	Gestetner SP8300DN Maintenance Kit A & B with Developer i. PCU ALEX. P-assy G1792200 ii. Transfer unit p-assy G1793803 iii. Imaging Unit D0091860 iv. Fusing Unit M1324102 v. Developer B296-9640 vi. Developer Section Alex DI Assy G1792303	kit	2
3	Ribbon Printronix P7220 Sr. No. 7RC6M1311017 (Cartridge Ribbon Printer)	Genuine Printronix Standard Life Cartridge Ribbon P8000/P7000 (Made in Mexico) Manufactured Year 2020/2021	nos.	20
4	Ribbon Printronix P8220 Sr. No. 7PT8R1552046 (Cartridge Ribbon Printer)	Genuine Printronix Standard Life Cartridge Ribbon P8000 (Made in U.S.A) Manufactured Year 2020/2021	nos.	15
5	Scanner Ruler Kit Canon 6030C	Canon DR 5010/6030 (Made in Japan)	nos.	4
6	Scanner Canon 6030C Parts	Scanner Canon 6030c Motor Stepping, Belt Timing 133T Gear Z24, Lever Sensor U, Plate Sheding Upper, Motor Tepping, Sheding Space Low, Motor DC Clutch Electromagntic , Pully Z30	Nos.	4

Authorized Signature & Stamp
of Firm / Bidder



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**DEMAND OF CONSUMABLE ITEMS (I.T) & I.T EQUIPMENT FOR THE FISCAL YEAR
2020-21**

GROUP (B) TECHNICAL BID				
Consumable Item I.T (ink, Master roll, Riso Printer)				
SR. #	NAME OF ITEMS	SPECIFICATION	Type	DEMAND
1	Ink for Printer Gestetner	DX3443 (CPI-7) (Original)	Botels	5
2	Ink for Printer Machine	EZ221A-RISO (RISO-S-4251) F- Type (Original)	Botels	30
3	Ink RISO	SF-5130 ink no Riso:s6975UA (Z. Type)	Botels	140
4	Master Roll RISO	EZ-221A (RISO S-4248)	roll	16
5	Master Roll Gestetner DX-3443	CP-MT.15 printer No DX3443	roll	5
6	Master Roll RISO	Riso-EZ 371-A Printer No A-3	roll	8
7	Master Roll RISO	SF-5130 Model No S-6930	roll	6
8	Tooner for office printer Hp 402 dn	HP M402dn/26-A	nos.	5
9	Tooner for office printer Hp 404 dn	HP M404dn/76-A	nos.	5

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of Firm / Bidder

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**DEMAND OF CONSUMABLE ITEM (I.T) & I.T EQUIPMENTS FOR THE FISCAL YEAR 2020-21****(GROUP- C) I.T Equipments TECHNICAL BID**

SR. NO.	NAME OF ITEMS	SPECIFICATION	Type	DEMAND
1	Computer Set	HP, Dell or Equivalent Core i7 (8700) 8th Gen or higher (Brand New) Hard Disk, 500 GB RAM, 4 GB DDR-4 Key Board (For Typing) Mouse. LAN: Lan Adaptor, WiFi Card Anatine LED Display Screen 21"	Set	10
2	Office Printer	HP Laser Jet OR Equivalent Print Quality(Black) : Fine lines(1200x1200 dpi) Print Speed: 38 to 40 PPM onA4/ltr size paper Duplex Printing: Automatic (default) Duty Cycle (montly, A4): upto 80.000 pages Replacement of Cartridges: 3000 pages Aprox Connectivity Standard: IHi-speed USB 2.0; Ihost USB at rear side, Gigabit Ethernet 10/100/1000 Base-T net work Net Work Capability: Built-in 10/100/1000 Base- TX Ethernet,Gigabit:Auto-crossover Ethernet:Authentication via 802 .IX Net work protocol supported Compatiable operation systems(Windows 7, 8, 10) Energy Star* Certified Weight: 8-9 kG Power consumption: 495 watt on printing Standard Warranty with Parts and Service	Nos.	8
3	Document Scanner	Scanner/Printer HP or equivalent Device Type: Document Senaner Desktop Scan Element: CMOS/CIS Hght Source: LED Scan Speed 20ppm(Mono & Color) Optical Resolution: 1200dpi x 1200dpi Duty Cycle: 1500 pages per Day Max Scanning Size: 216x3100mm Automatic Duplex: Yes Control Pannel Button: Scan, Duplex, Cancel Does Storage Capacity: 50 Sheets File Format: JPG, RAW(BMP), PNG, TIFF, PDF Warrenty: Standard warrenty with part and Replacement Service	Nos.	3

Authorized Signature & Stamp
of Firm / Bidder

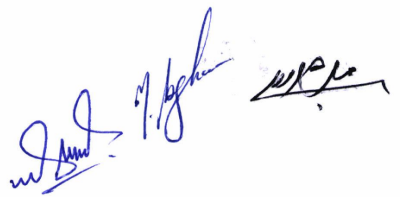
BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

DEMAND OF CONSUMABLE ITEM (I.T) &I.T EQUIPMENTS FOR THE FISCAL YEAR 2020-21

(GROUP- D) Misc. Items I.T, TECHNICAL BID

SR. NO.	NAME OF ITEMS	SPECIFICATION	Type	DEMAND
1	Computer Metro Vacuum	Model No. MDV-IBA	Nos.	1
2	Hard Disk Smart External	Seagate Ultra Slim (Portable) 2TB	Nos.	3
3	Hard Disk Internal 1TB	SATA (Best quality)	Nos.	5
4	Hard Disk Internal 2TB	SATA (Best quality)	Nos.	4
5	Hard Disk Internal	for System use only 4 TB	Nos.	4
6	Hard Drive Protection Box (ORICO Aluminum & Silicone 2.5/3.5-inch i. BSC-3505 ii. PSC-L2 iii. PHS-35	i. 1 Nos. ii. 2 Nos. iii. 2 Nos.	Nos.	1 2 2
8	Keyboard Clicker	Dell Bold key clicker ultra soft key with numeric key pad	Nos.	10
9	Mouse	Dell or equivalent	Nos.	12
10	USB (32 GB)	Kingston 3.0 or equivalent	Nos.	2
11	USB (64 GB)	Kingston 3.0 or equivalent	Nos.	2

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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

DEMAND OF CONSUMABLE ITEMS (I.T) FOR COLOR LASER PRINTERS FOR THE FISCAL YEAR 2020-21 (GROUP A)FINANCIAL BID

SR#.	NAME OF ITEMS	SPECIFICATION	Type	DEMAND	Quotation		
					Rate Per Unit in Figure With Taxes	Rate Per Unit in Words With Taxes	Total Cost With Taxes
1	Canon Image Formula	DR-G1130 i. Roller Registration Upper ii. Roller Registration Upper Front iii. Roller Registration Lower iv. Lever Document v. Reading Glass vi. Baring ball vii. Holder Baring viii. Spring compression MS1-2613 ix. Spring Compression MS1-2475 x. Roller Kit Parts with Replacement	nos.	i. 5 ii. 5 iii. 5 iv. 5 v. 5 vi. 30 vii. 30 viii. 10 ix. 20 x. 25			
2	Maintenance Kit A & B with developer	Gestetner SP8300DN Maintenance Kit A & B with Developer i. PCU ALEX. P-assy G1792200 ii. Transfer unit p-assy G1793803 iii. Imaging Unit D0091860 iv. Fusing Unit M1324102 v. Developer B296-9640 vi. Developer Section Alex DI Assy G1792303	kit	4			
3	Ribbon Printronix P7220 Sr. No. 7RC6M1311017 (Cartridge Ribbon Printer)	Genuine Printronix Standard Life Cartridge Ribbon P8000/P7000 (Made in Mexico) Manufactured Year 2020/2021	nos.	20			
4	Ribbon Printronix P8220 Sr. No. 7PT8R1552046 (Cartridge Ribbon Printer)	Genuine Printronix Standard Life Cartridge Ribbon P8000 (Made in U.S.A) Manufactured Year 2020/2021	nos.	15			
5	Scanner Ruler Kit Canon 6030C	Canon DR 5010/6030 (Made in Japan)	nos.	4			
6	Scanner Canon 6030C Parts	Scanner Canon 6030c Motor Stepping, Belt Timing 133T Gear Z24, Lever Sensor U, Plate Sheding Upper, Motor Tepping, Sheding Space Low, Motor DC Clutch Electromagntic , PullyZ30	Nos.	4			

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



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of Firm / Bidder

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL
DEMAND OF CONSUMABLE ITEMS (I.T) FOR COLOR LASER PRINTERS FOR THE FISCAL YEAR
(GROUP B) FINANCIAL BID

SR#.	NAME OF ITEMS	SPECIFICATION	Type	DEMAND	Quotation		
					Rate Per Unit in Figure With Taxes	Rate Per Unit in Words With Taxes	Total Cost With Taxes
1	Ink for Printer Gestetner	DX3443 (CPI-7) (Original)	Botels	5			
2	Ink for Printer Machine	EZ221A-RISO (RISO-S-4251) F- Type (Original)	Botels	30			
4	Ink RISO	SF-5130 ink no Riso:s6975UA (Z. Type)	Botels	140			
5	Master Roll RISO	EZ-221A (RISO S-4248)	roll	16			
6	Master Roll Gestetner DX-3443	CP-MT.15 printer No DX3443	roll	5			
7	Master Roll RISO	Riso-EZ 371-A Printer No A-3	roll	8			
8	Master Roll RISO	SF-5130 Model No S-6930	roll	6			
	Tooner for office printer Hp 402 dn	HP M402dn/26-A	nos.	5			
9	Tooner for office printer Hp 404 dn	HP M404dn/76-A	nos.	5			

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

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of Firm / Bidder



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL
DEMAND OF CONSUMABLE ITEMS (I.T) FOR COLOR LASER PRINTERS FOR THE FISCAL YEAR 2020-21

(GROUP C) FINANCIAL BID

SR#.	NAME OF ITEMS	SPECIFICATION	Type	DEMAND	Quotation		
					Rate Per Unit in Figure With Taxes	Rate Per Unit in Words With Taxes	Total Cost With Taxes
1	Computer Set	HP, Dell or Equivalent Core i7 (8700) 8th Gen or higher (Brand New) Hard Disk. 500 GB RAM. 4 GB DDR-4 Key Board (For Typing) Mouse. LAN: Lan Adaptor, WiFi Card Anatine LED Display Screen 21"	Set	10			
2	Office Printer	HP Laser Jet OR Equivalent Print Quality(Black) : Fine lines(1200x1200 dpi Print Speed: 38 to 40 PPM onA4/ltr size paper Duplex Printing: Automatic (default) Duty Cycle (montly, A4): upto 80,000 pages Replacement of Cartridges: 3000 pages Aprox Connectivity Standard:1Hi-speed USB 2.0: 1host USB at rear side, Gigabit Ethernet 10/100/1000 Base-T net work Net Work Capabilty: Built-in 10/100/1000 Base-TX Ethernet,Gigabit;Auto-crossover Ethernet;Authentication via 802 .1X Net work protocol supported Compatiable operation systems(Windows 7, 8, 10) Energy Star* Certified Weight: 8-9 kG Power consumption: 495 watt on printing Standard Warranty with Parts and Service	Nos.	8			
3	Document Scanner	Scanner/Printer HP or equivalent Device Type: Document Scnaner Desktop Scan Element: CMOS/CIS Ilght Source: LED Scan Speed 20ppm(Mono & Color) Optical Resolution: 1200dpi x 1200dpi Duty Cycle: 1500 pages per Day Max Scanning Size: 216x3100mm Automatic Duplex: Yes Control Pannel Button: Scan, Duplex, Cancel Does Storage Capacity: 50 Sheets File Format: JPG, RAW(BMP), PNG, TIFF, PDF Warrenty: Standard warrenty with part and Replacement Service	Nos.	3			

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



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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL
DEMAND OF CONSUMABLE ITEMS (I.T) FOR COLOR LASER PRINTERS FOR THE FISCAL YEAR 2020-21
(GROUP D) FINANCIAL BID

SR#.	NAME OF ITEMS	SPECIFICATION	Type	DEMAND	Quotation		
					Rate Per Unit in Figure With Taxes	Rate Per Unit in Words With Taxes	Total Cost With Taxes
1	Computer Metro Vacuum	Model No. MDV-IBA	Nos.	1			
2	Hard Disk Smart External	Seagate Ultra Slim (Portable) 2TB	Nos.	3			
3	Hard Disk Internal 1TB	SATA (Best quality)	Nos.	5			
4	Hard Disk Internal 2TB	SATA (Best quality)	Nos.	4			
5	Hard Disk Internal	for System use only 4 TB	Nos.	4			
6	Hard Drive Protection Box (ORICO Aluminum & Silicone 2.5/3.5-inch i. BSC-3505 ii. PSC-L2 iii. PHS-35	i. 1 Nos. ii. 2 Nos. iii. 2 Nos.	Nos.	1			
				2			
				2			
7	Keyboard Clicker	Dell Bold key clicker ultra soft key with numaric key pad	Nos.	12			
8	Mouse	Dell or equivalent	Nos.	12			
9	USB (32 GB)	Kingston 3.0 or equivalent	Nos.	2			
10	USB (64 GB)	Kingston 3.0 or equivalent	Nos.	2			

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

Authorized Signature & Stamp
of Firm / Bidder