



STANDARD BIDDING DOCUMENTS

Tender # 8/2020-21

LAST DATE OF SUBMISSION OF DOCUMENTS:

13-04-2021

PROCUREMENT OF:

- Stationary & Miscellaneous Items
- Kora Latha P.C
- Sports Items

ATTACHED DOCUMENTS

- Instructions to Bidders.
- Technical Evaluation Criteria
- Technical Bid
- 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/-
(Per Category)

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 should 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 / (category in which Firm is participating) 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. 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.
12. On the occasion of opening of Technical Bid firm will provide sample of the Kora Latha, and sports items to be purchased, for technical bid evaluation / prior approval.
 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. 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.
 15. The Tender Documents will be received up to 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.
 16. 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.
 17. 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.
 18. 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.
 19. 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.
 20. 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.
 21. 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.
 22. 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. Furnish 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
 - c. Manufacturer/Distributor.
11. Pay order/CDR/Bank Draft No. _____ Amount _____ dated _____

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

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 # _____

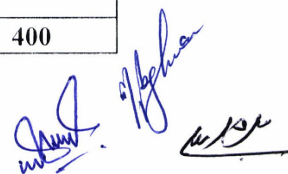
Cell # _____

E-mail: _____

Dated _____

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**DEMAND OF STATIONARY & MISCELLANEOUS ITEMS FOR THE YEAR 2020-21****TECHNICAL BID (Category-A)**

SR.#	NAME OF ITEMS	SPECIFICATION	Qty M.	DEMAND
1	Acid (Tezab)	Gandhak (Best Quality) 1 Ltre Per Bottle	Bottle	100
2	Air Freshner	Charley or equivalent 300 ml	Pcs	100
3	Anti-Grass Spray	1 liter Per Bottle	Bottle	10
4	Ballpoint (BLUE)	Piano Clicker or Equivalent (10 Piece per Dabbi)	Dabbi	250
5	Bursh For Jalla	Best Quality	Nos.	12
6	Computer Paper	Imported A-3 Size HP or Equivalent	Ream	15
7	Continues Sheet	15" x 11" 132 Column, Imported Paper (60gm) 1000 Sheet per Box (as per sample)	Box	130
8	Damper	Best quality	Pcs	100
9	Dust Bin (Plastic)	Medium 8.66"x10.23" Best Quality.	Nos.	50
10	Electrical Cattle	Best quality	Nos.	5
11	Eraser	Dux or Equivalent	Pcs	150
12	Fanail	Finis or Equivalent 2.25 Litre per bottle	Bottle	120
13	Fertilizer Sona urea	50 KG Per Bori	Bori	2
14	Fertilizer D.A.P	50 KG Per Bori	Bori	2
15	Fluid (Pen)	Dux or Equivalent	Pcs	50
16	Gel Ball Point (BLACK)	Signo or Equivalent 0.7	Dabbi	40
17	Gel Ball Point (BLUE)	Signo or Equivalent 0.7	Dabbi	25
18	Glass	Toyo Nasic or Equivalent	Pcs	204
19	Glue (1kg Packet)	Movilith or Equivalent	KG	200
20	Glue White German	Movilith 270 or Equivalent (Per Balti 20kg)	Balti	15
21	Gum (Goond)	1000 ml (Dollar) or Equivalent	Bottle	100
22	Gum Stick	20gm Dollar or Equivalent	Pcs	100
23	High Lighter Yellow	Dollar or Equivalent	Nos.	60
24	Insolution Tape	Nitto/Osaka or Equivalent 8milx18mmx10yds	Roll	50
25	Jharoo Bans	Best Quality	KG	25
26	Lock (Medium)	Tri Circle 50mm(2") Best Quality	Pcs	30
27	Marker (BLACK)	Tempo or Equivalent (10 Piece per Dabbi)	Dabbi	300
28	Marker (BLUE)	Tempo or equivalent (10 Piece per Dabbi)	Dabbi	300
29	Marker (BLUE) 90 No.	Dollar or equivalent (10 Piece per Dabbi)	Dabbi	100
30	Marker (GREEN)	Tempo or Equivalent (10 Piece per Dabbi)	Dabbi	100
31	Marker (RED)	Tempo or Equivalent (10 Piece per Dabbi)	Dabbi	100
32	Marker (RED) 90 No.	Dollar or Equivalent (10 Piece per Dabbi)	Dabbi	150
33	Duplicating / Noting Paper	70 gsm size 8.5x13	Ream	400



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**DEMAND OF STATIONARY & MISCELLANEOUS ITEMS FOR THE YEAR 2020-21****TECHNICAL BID (Category-A)**

SR.#	NAME OF ITEMS	SPECIFICATION	Qty M.	DEMAND
34	Paper cutter	Best Quality	Nos.	60
35	Phool Jharoo	Naryal Best Quality	Nos.	20
36	Pointer (BLACK)	Doller or Equivalent (10 Piece per dabbi)	Dabbi	95
37	Pointer (BLUE)	Doller or Equivalent (10 Piece per dabbi)	Dabbi	160
38	Pointer (orange)	Doller or Equivalent (10 Piece per dabbi)	Dabbi	25
39	Pointer (Pink)	Doller or Equivalent (10 Piece per dabbi)	Dabbi	25
40	Pointer (Ferozi)	Doller or Equivalent (10 Piece per dabbi)	Dabbi	25
41	Polythin Bag Black Color	22" x 14-1/2" (As per sample) given by ocp	KG	1100
42	Polythin Bag White Color	12"x17" (As per sample)	KG	1500
43	Register lakeer Dar	200 pages 68gm	Nos.	50
44	Scissor (Steel) 10"	Singer or Equivalent	Nos.	10
45	Scotch Tape	3" Inch (Deer or Equivalent)	Roll	700
46	Soap	150gm Lux / Capri or Equivalent	Nos.	100
47	Solution	Elephant Brand	KG	5
48	Sootri (Sayba)	Best Quality	KG	50
49	Stamp Pad Ink (BLUE)	Dollar or equivalent	Dabbi	50
50	Stapler Big Size 200 pages	Dux or Equivalent	Nos.	3
51	Table set	Marbal Best Quality	Nos.	7
52	Table Tray for office use	8" x 15" (Plastic)	Nos.	50
53	Tag	For File Cover	Guchi	500
54	Takki + Toliya	Not Smaller Than 3-1/2 ft x 2 ft	KG	40
55	Tea Plastic Tray (Large)	Best Quality	Nos.	10
56	Tea Set (Cup + Pirch)	China 6+6 piece Per Set Best Quality	Set	18
57	Tharmous (Flask)	1-litre China Best Quality	Pes	5
58	Thread (Gola)	Sili Bundle (Best Quality)	Dozen	130
59	Thread (Narha) Gotta	Best Quality	Dozen	12
60	Tissue Paper	Rose Patel/Tux or Equivalent 170x200mm 2ply 100Piece Per Box	Nos.	210
61	Towel	28x54" White Color Best Quality	Nos.	30
62	Wiper	Best Quality	Nos.	24
63	Water Cooler	Plastic Body 20 litre	Nos.	17
64	Water Plastic Pipe Flexible	1-inch Radius (Tarbela or Equivalent) Best Quality	Feet	400

Authorized Signature & Stamp
of Firm / Bidder

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

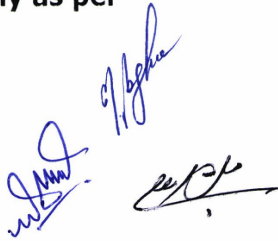
DEMAND OF KORA LATHA FOR YEAR 2020-21

TECHNICAL BID (Category-B)

Sr. #	Name of item	Specification	Demand
1	Kora Latha (P.C)	60" width (As per sample)	9000 Meter
2	Bag Cloth made	Size: 5x3-1/2 Feet Cloth PC	500

Note: Please attach sample of cloth and Bag, the Firm will bound to supply as per approved sample.

Authorized Signature & Stamp
of Firm / Bidder



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

DEMAND OF SPORTS ITEMS FOR THE YEAR 2020-21

TECHNICAL BID (Category-C)

SR. #	NAME OF ITEMS	SPECIFICATION	Qty. Measure	Demand
1	Badminton Shuttle	China or Equivalent	Dozen	10
2	Trophy	1st - 2nd -3rd (As per sample) 1st: 19 inch ,1000 grm(Bross) 2nd: 17 inch 900 grm(Bross) 3rd: 15 inch 800 grms(Bross) (As per sample)	Set	70
3	Madels	40 Gold, 40 Browns, 40 Silver (Bross) 1st ,2nd and 3rd with Ribbon (100 grms) Embossed (As per sample)	Pcs	120

Authorized Signature & Stamp
of Firm / Bidder



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**DEMAND OF STATIONARY & MISCELLANEOUS ITEMS FOR THE YEAR 2020-21****FINANCIAL BID (Category-A)**

SR. NO.	NAME OF ITEMS	SPECIFICATION	Qty M.	DEMAND	Quotation		
					Rate per unit in figure with Taxes	Rate per unit in words with Taxes	Total Cost With Taxes
1	Acid (Tezab)	Gandhak (Best Quality) 1 Ltr Per Bottle	Bottle	100			
2	Air Freshner	Charley or equivalent 300 ml	Pes	100			
3	Anti-Grass Spray	1 liter Per Bottle	Bottle	10			
4	Ballpoint (BLUE)	Piano Clicker or Equivalent (10 Piece per Dabbi)	Dabbi	250			
5	Bursh For Jalla	Best Quality	Nos.	12			
6	Computer Paper	Imported A-3 Size HP or Equivalent	Ream	15			
7	Continues Sheet	15" x 11" 132 Column. Imported Paper (60gm) 1000 Sheet per Box (as per sample)	Box	130			
8	Damper	Best quality	Pes	100			
9	Dust Bin (Plastic)	Medium 8.66"x10.23" Best Quality.	Nos.	50			
10	Electrical Cattle	Best quality	Nos.	5			
11	Eraser	Dux or Equivalent	Pes	150			
12	Fanail	Finis or Equivalent 2.25 Litre per bottle	Bottle	120			
13	Fertilizer Sona urea	50 KG Per Bori	Bori	2			
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15	Fluid (Pen)	Dux or Equivalent	Pes	50			
16	Gel Ball Point (BLACK)	Signo or Equivalent 0.7	Dabbi	40			
17	Gel Ball Point (BLUE)	Signo or Equivalent 0.7	Dabbi	25			
18	Glass	Toyo Nasic or Equivalent	Pes	204			
19	Glue (1kg Packet)	Movolith or Equivalent	KG	200			
20	Glue White German	Movolith 270 or Equivalent (Per Balti 20kg)	Balti	15			
21	Gum (Goond)	1000 ml (Dollar) or Equivalent	Bottle	100			
22	Gum Stick	20gm Dollar or Equivalent	Pes	100			
23	High Lighter Yellow	Dollar or Equivalent	Nos.	60			
24	Insolution Tape	Nitto/Osaka or Equivalent 8milx18mmx10yds	Roll	50			
25	Jharoo Bans	Best Quality	KG	25			
26	Lock (Medium)	Tri Circle 50mm(2") Best Quality	Pes	30			

SR. NO.	NAME OF ITEMS	SPECIFICATION	Qty M.	DEMAND	Quotation		
					Rate per unit in figure with Taxes	Rate per unit in words with Taxes	Total Cost With Taxes
27	Marker (BLACK)	Tempo or Equivalent (10 Piece per Dabbi)	Dabbi	300			
28	Marker (BLUE)	Tempo or equivalent (10 Piece per Dabbi)	Dabbi	300			
29	Marker (BLUE) 90 No.	Dollar or equivalent (10 Piece per Dabbi)	Dabbi	100			
30	Marker (GREEN)	Tempo or Equivalent (10 Piece per Dabbi)	Dabbi	100			
31	Marker (RED)	Tempo or Equivalent (10 Piece per Dabbi)	Dabbi	100			
32	Marker (RED) 90 No.	Dollar or Equivalent (10 Piece per Dabbi)	Dabbi	150			
33	Duplicating / Noting Paper	70 gsm size 8.5x13	Ream	400			
34	Paper cutter	Best Quality	Nos.	60			
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36	Pointer (BLACK)	Doller or Equivalent (10 Piece per dabbi)	Dabbi	95			
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43	Register lakeer Dar	200 pages 68gm	Nos.	50			
44	Scissor (Steel) 10"	Singer or Equivalent	Nos.	10			
45	Scotch Tape	3" Inch (Deer or Equivalent)	Roll	700			
46	Soap	150gm Lux / Capri or Equivalent	Nos.	100			
47	Solution	Elephant Brand	KG	5			
48	Sootri (Sayba)	Best Quality	KG	50			
49	Stamp Pad Ink (BLUE)	Dollar or equivalent	Dabbi	50			
50	Stapler Big Size 200 pages	Dux or Equivalent	Nos.	3			
51	Table set	Marbal Best Quality	Nos.	7			

SR. NO.	NAME OF ITEMS	SPECIFICATION	Qty M.	DEMAND	Quotation		
					Rate per unit in figure with Taxes	Rate per unit in words with Taxes	Total Cost With Taxes
52	Table Tray for office use	8" x 15" (Plastic)	Nos.	50			
53	Tag	For File Cover	Guchi	500			
54	Takki + Toliya	Not Smaller Than 3-1/2 ft x 2 ft	KG	40			
55	Tea Plastic Tray (Large)	Best Quality	Nos.	10			
56	Tea Set (Cup + Pirch)	China 6+6 piece Per Set Best Quality	Set	18			
57	Tharmous (Flask)	1-litre China Best Quality	Pcs	5			
58	Thread (Gola)	Sili Bundle (Best Quality)	Dozen	130			
59	Thread (Narha) Gotta	Best Quality	Dozen	12			
60	Tissue Paper	Rose Patel/Tux or Equivalent 170x200mm 2ply 100Piece Per Box	Nos.	210			
61	Towel	28x54" White Color Best Quality	Nos.	30			
62	Wiper	Best Quality	Nos.	24			
63	Water Cooler	Plastic Body 20 litre	Nos.	17			
64	Water Plastic Pipe Flexible	1-inch Radius (Tarbela or Equivalent) Best Quality	Feet	400			

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

Authorized Signature & Stamp
of Firm / Bidder

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,
SAHIWAL

DEMAND OF KORA LATHA FOR YEAR 2020-21

FINANICAL BID **(Category-B)**

Sr. No	Name of item	Specification	Demand	Quotation		
				Rate per meter/ bag in figure with Taxes	Rate per meter/ bag in words with Taxes	Total Cost with Taxes
1	Kora Latha (P.C)	60" width (As per sample)	9000 Meter			
	Bag Cloth made	Size: 5x3-1/2 Feet Cloth PC	500			

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

Authorized Signature & Stamp
of Firm / Bidder

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

DEMAND OF SPORTS ITEMS FOR THE YEAR 2020-21

FINANICAL BID (Category-C)

SR. NO.	NAME OF ITEMS	SPECIFICATION	Qty. Measure	Demand	Quotation		
					Rate Per unit in Figure With Taxes	Rate per unit in word With Taxes	Total Cost With Taxes
1	Badminton Shuttle	China or Equivalent	Dozen	10			
2	Trophy	1st - 2nd -3rd (As per sample) 1st: 19 inch ,1000 gram(Bross) 2nd: 17 inch 900 gram(Bross) 3rd: 15 inch 800 grms(Bross)	Set	70			
3	Madels	40 Gold, 40 Browns, 40 Silver (Bross) 1st ,2nd and 3rd with Ribbon (100 grms) Embossed	Pcs	120			

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

Authorized Signature & Stamp
of Firm / Bidder