

بورڈ آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن ساہیوال

نمبر 163 اسٹور

مورخہ: 26-10-2021

ٹینڈر نوٹس برائے مالی سال 2021-22ء

دفتر ہذا کو اچھی شہرت کی حامل سیلز ٹیکس (رجسٹرڈ) اکٹم ٹیکس گزار، پروفیشنل ٹیکس رجسٹرڈ فرموں سے جوابی کاپی برائے امتحان میٹرک / انٹر میڈیٹ (تھیوری)، کورٹیس اور اپورٹنڈ پیپر رمرز برائے مالی سال 2021-22ء کی خرید کے لیے بمطابق PPRA رولز 2014 ٹینڈر مطلوب ہیں۔

نمبر شمار	نام آئٹم	مالیاتی تخمینہ (Estimated Price)	کیٹگری
1	جوابی کاپی برائے امتحان میٹرک / انٹر میڈیٹ (تھیوری)	90,00,000/- روپے	"A"
2	کورٹیس برائے میٹرک / انٹر میڈیٹ	55,00,000/- روپے	"B"
3	اپورٹنڈ پیپر رمرز	60,00,000/- روپے	"C"

سربراہ ٹینڈر بنام سیکرٹری بورڈ آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن، ساہیوال کو بذریعہ رجسٹرڈ اک / رجسٹرڈ میل سروس مورخہ 23-11-2021 کو بوقت 01:30PM تک دفتر میں پہنچ جانی چاہیے۔ جو اسی روز بوقت 02:00PM ٹینڈر دہندگان / بااختیار نمائندگان جنہیں وہ تحریری اختیار دیں گے کی موجودگی میں کھولے جائیں گے۔ دستی یا تار کے ذریعے یا مقررہ تاریخ اور وقت ختم ہونے کے بعد موصول ہونے والا کوئی بھی ٹینڈر قابل قبول نہ ہوگا۔

شرائط:

- 1۔ ٹینڈر / ٹیکنیکل بڈ کے ساتھ پانچ فیصد 5% (Bid-Security) بطور کال ڈیپازٹ، مالیاتی تخمینہ (Estimated Price) کے مطابق شیڈولڈ بینک کی کسی بھی شاخ میں بنام سیکرٹری بورڈ آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن ساہیوال جمع کروا کر منسلک کریں مطلوبہ Bid Security (بحساب پانچ فیصد) منسلک نہ ہونے کی صورت میں ایسے ٹینڈر قابل قبول نہ ہوں گے۔
- 2۔ رئیس دفتر کی جانب سے جاری کردہ 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 کنٹریکٹ اماؤنٹ کا 10% پرو فارمٹس گارنٹی معاہدہ پر دستخط کرنے سے قبل جمع کروائے گا۔
- 3۔ ٹینڈر دہندہ اپنے نرخوں پر 90 دن تک پابند رہے گا۔
- 5۔ فرم کو ادائیگی PCSIR لیبارٹری کی رپورٹ آنے پر کی جائے گی جس کے تمام اخراجات بذمہ فرم ہوں گے۔
- 6۔ فرم کے نمائندگان ٹیکنیکل بڈز کے اوپننگ کے وقت کاغذ کے نمونہ جات ہمراہ لائیں گے یا ٹیکنیکل بڈز کے ساتھ منسلک کریں گے تاکہ نمونہ جات کی منظوری لی جاسکے بغیر 1 منظوری کے فنانشل بڈز نہ کھولی جائے گی۔
- 6۔ مذکورہ بالا آئٹم کا ٹینڈر فارم و تصدیقات اور شرائط ٹینڈر کی کاپی مبلغ 1,100/- روپے فی کیٹگری (ناقابل واپسی) بطور ٹینڈر فیس بذریعہ بینک چالان حبیب بینک لمیٹڈ (کوٹ خادم علی روڈ) ساہیوال برانچ کوڈ نمبر 0686 کاؤنٹ نمبر 7900361601 میں جمع کروا کر ٹینڈر تاریخ اشاعت کے دن سے شعبہ سنور سے حاصل کر سکتے ہیں۔
- 8۔ ٹیکنیکل (Technical) اور فنانشل (Financial) آفرز پنجاب پروکیورمنٹ رولز (a)(2) 38 کے مطابق علیحدہ علیحدہ بند کرنے کے بعد ایک ہی لفافہ میں بند کر کے جمع کروائیں تمام Assesment اور Procedure پیپر رولز 2014ء کے مطابق ہوگا۔
- 9۔ منظور شدہ ریٹ میں کسی قسم کی تبدیلی ناقابل قبول ہوگی۔
- 10۔ مشروط / نامکمل ٹینڈر جو کہ PPRA رولز 2014 کے مطابق نہیں ہوں گے وہ ناقابل قبول ہوں گے۔
- 11۔ حکومت کی طرف سے عائد کردہ تمام ٹیکسز بذمہ فرم ہوں گے۔
- 12۔ بورڈ ہذا کو پنجاب پروکیورمنٹ قوانین 2014 کی شق نمبر 35 کے تحت اختیار حاصل ہوگا کہ وہ تمام ٹینڈر مسترد کر دیں۔
- 13۔ ٹینڈر بورڈ کی ویب سائٹ www.bisesahiwal.edu.pk اور PPRA کی ویب سائٹ www.ppra.punjab.gov.pk پر ملاحظہ / ڈاؤن لوڈ کیا جاسکتا ہے۔

نوٹ: مزید معلومات دفتری اوقات میں زیر دستخطی / شعبہ سنور کے ٹیلی فون نمبر 040-4272159 پر رابطہ کر کے حاصل کی جاسکتی ہیں۔

(ڈاکٹر راجندر سنگھ)

سیکرٹری



No. 163/Store

Date: 26.10.2021

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

Standard Bidding Documents

LAST DATE OF SUBMISSION OF DOCUMENTS:

23/11/2021

PROCUREMENT OF:

Imported Paper Reams

Financial Year 2021-22

Category "C"

ATTACHED DOCUMENTS

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

NOTE:

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.

Price. Rs.1100/-

Note: Tender Document Fee can be Paid through online but original challan/Deposit slip should be reached to this office two day before closing date if deposit receipt not arrive in time, bids of that firm can be cancelled.

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 **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 Performance 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 sample of the Imported Paper Reams 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 **23-11-2021** till **01:30 PM** in the One Window Cell, B.I.S.E, Sahiwal through courier. 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.
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. Income Tax No. _____
5. Sales Tax Registration (If applicable) _____
6. Date of Establishment of Business _____
7. **Financial information:**
 - a. Income Tax paid/deducted for previous one year 2020-21.
(attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2020 to June, 2021)
8. **Ability to supply items.**
According to Specifications.
 - a. 3 Year Experience
 - b. No Defaulter/Blacklist certificate
 - c. Manufacturer/Distributor.
9. 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 (2021-22)			
3	Bank Statement (July 2020 to June 2021)			
4	Experience Certificate / Work Order			
5	No Defaulter / Blacklist Certificate			
6	Pay Order/CDR/Bank Draft			

Name of Owner/Representative _____

Name of Firm/Bidder _____

CNIC # _____

Cell # _____

E-mail: _____

Dated _____

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

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

No. 163/Store

Dated: 26.10.2021

TECHNICAL BID
IMPORTED PAPER REAMS
CATEGORY "C"

Sr. No	Name of item	Specification	Demand
1	Computer Paper (Imported) 8.5x13.5"	IK or Equivalent Size: 8½" X 13½" (216x343mm) Weight: (80 GSM) Moisture Content: 1.6-6.5 Thickness: 106 ±4 Brightness: 95% ±3 Opacity: 90% ±3 Free of Damage Sheets Packing: 500 sheets per Ream Original Mill Pack, Dust Free Paper	7000 Reams
2	Computer Paper (Imported) 8.5x13"	IK or Equivalent Size: 8½" X 13" (216x330 mm) Weight: (80 GSM) Moisture Content: 1.6-6.5 Thickness: 106 ±4 Brightness: 95% ±3 Opacity: 90% ±3 Free of Damage Sheets Packing: 500 sheets per Ream Original Mill Pack, Dust Free Paper	1000 Reams

INSTRUCTIONS:

On the occasion of opening of Technical Bid, representative of the firm must bring signed and stamped one ream of imported paper for prior approval.

ESTIMATED PRICE: 60,00,000/-

Authorized Signature & Stamp
of Firm / Bidder



No. 163/Store

Date: 26-10-2021

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

Standard Bidding Documents

LAST DATE OF SUBMISSION OF DOCUMENTS:

23/11/2021

PROCUREMENT OF:

- Printed Cover Sheets (SSC/HSSC)
Financial Year 2021-22

Category "B"

ATTACHED DOCUMENTS

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

NOTE:

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.

Price. Rs.1100/-

Note: Tender Document Fee can be Paid through online but original challan/Deposit slip should be received to this office one day before closing date if deposit receipt not received in time, bids of that firm can be cancelled.

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 **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, 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 03-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 60 to 90 days 50% of which shall be provided within one month and remaining within 90 days 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 Cover Sheet to be purchased, 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 **23-11-2021** till **01:30 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 2021-22 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. Income Tax No. _____
- 5. Sales Tax Registration (If applicable) _____
- 6. Date of Establishment of Business _____
- 7. **Financial information:**
 - a. Income Tax paid/deducted for previous one year 2020-21.
(attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2020 to June, 2021)
- 8. **Ability to supply items.**
According to Specifications.
 - a. 3 Year Experience
 - b. No Defaulter/Blacklist certificate
 - c. Manufacturer/Distributor.
- 9. 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 (2021-22)			
3	Bank Statement (July 2020 to June 2021)			
4	Experience Certificate / Work Order			
5	No Defaulter / Blacklist Certificate			
6	Pay Order/CDR/Bank Draft			

Name of Owner/Representative _____
Name of Firm/Bidder _____
CNIC # _____
Cell # _____
E-mail: _____
Dated _____

**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 (2020-21)	20	
	TOTAL	100	

SIGNED BY EVALUATION COMMITTEE:

BOARD OF INTERMEDIATE& SECONDARY EDUCATION, SAHIWAL

No. 163/Store

Dated: 26.10.2021

TECHNICAL BID **PRINTINED COVER SHEETS FOR SSC & HSSC EXAMINATIONS** **CATEGORY "B"**

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. Two 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	800000 (Eight Lac)

INSTRUCTIONS:

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

NOTE:

Firms having secure printing facility / site with 01 Lac per day printing capacity, minimum 03 years' 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.

Estimated Price: 55,00,000/-

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



No. 163/Store

Date: 26.10.2021

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

Standard Bidding Documents

LAST DATE OF SUBMISSION OF DOCUMENTS:

23/11/2021

PROCUREMENT OF:

- Answer Books for SSC & HSSC Examinations
Financial Year 2021-22

Category "A"

ATTACHED DOCUMENTS

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

NOTE:

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

Price. Rs.1100/-

Note: Tender Document Fee can be Paid through online but original challan/Deposit slip should be received to this office one day before closing date if deposit receipt not received in time, bids of that firm can be cancelled

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 **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, 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 "B.I.S.E, Sahiwal" is not part of the Contract Agreement.
2. The 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 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 Performance 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 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 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/Bank Guarantee within 07 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/Bank Guarantee @ 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. Only those owners of Printing Press are eligible for printing materials who have printing press duly approved by Government.
13. 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.

14. **On the occasion of opening of Technical Bid representative of the firm must bring sample of the Answer Book Paper to be purchased, for prior approval.**
15. 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.
16. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
17. 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.
18. The Tender Documents will be received up to **23-11-2021** till **01:30 PM** in the One Window Cell, B.I.S.E, Sahiwal through courier. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. The purchaser shall have awarded 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.
24. 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.
25. 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 BDS.
 - 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/Bank Guarantee @ 10% of the total cost of Bid.
26. Successful bidders will have to provide professional tax certificate for the financial year 2021-22 before awarding work order, otherwise same will be deducted at source.

**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. Income Tax No. _____
- 5. Sales Tax Registration No. _____
- 6. Date of Establishment of Business _____
- 7. **Financial information:**
 - a. Income Tax paid/deducted for previous one year 2020-21.
(attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2020 to June,2021)
- 8. **Ability to supply items.**
According to Specifications.
 - a. 3 Year Experience
 - b. No Defaulter/Blacklist certificate
 - c. Manufacturer/Distributor.
- 9. CDR/Bank Draft No _____ Amount Rs. _____ dated _____

Name of Bank _____ Branch _____

(ATTACH ORIGINAL 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 (2021-22)			
3	Bank Statement (July 2020 to June 2021)			
4	Experience Certificate / Work Order			
5	No Defaulter / Blacklist Certificate			
6	Pay Order/CDR/Bank Draft			

Name of Owner/Representative _____

Name of Firm/Bidder _____

CNIC # _____

Cell # _____

E-mail: _____

Dated _____

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

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

No. 163/Store

Dated: 26.10.2021

TECHNICAL BID
ANSWER BOOKS FOR SSC & HSSC EXAMINATIONS
CATEGORY "A"

Sr. No	Name of Items	Specifications	Demand
1	ANSWER BOOKS FOR SSC - EXAMINATIONS (24-PAGES)	White Paper High Finished Best Quality or Equivalent Virgin Pulp, Paper 68 gm, No ink spread, Size: 8½" x 13", Rulling on both side Printing of Title Page Black Colour, (With Embossing)	7,00,000 (Seven Lac)
2	ANSWER BOOKS FOR HSSC - EXAMINATIONS (32-PAGES)	White Paper High Finished / Best Quality or Equivalent Virgin Pulp, Paper 68 gm, No ink spread, Size: 8½" x 13", Rulling on both side Printing of Title Page Brilliant Blue Colour (Shad No. 3320) (With Embossing)	1,00,000 (One Lac)

ESTIMATED PRICE: 90,00,000/-

INSTRUCTIONS:

On the occasion of opening of Technical Bid, representative of the firm must bring atleast Ten (10) samples of the Answer Book sheets signed and stemped for prior approval.

NOTE:

- i. The Board will provide the bubble sheets to the succesfull bidder and the bidder will stitch the bubble sheet with each answer book, accordingly befor supply.
- ii. Monogram Block will be provided by the Board for embossing the Answer Books to be punched.
- iii. The contractor will have to take all necessary measures for security and secrecy of the Answer Books.
- iv. The Answer Books will be provided in cloth Bags.
- v. The bags will be properly closed and should bear the Serial Numbers of enclosed Answer Books
- vi. The packing will be:
 - a. 100 Answer Books per bag for SSC-Examination
 - b. 100 Answer Books per bag for HSSC-Examination

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