



STANDARD BIDDING DOCUMENTS

LAST DATE OF SUBMISSION OF DOCUMENTS:

18-09-2019

PROCUREMENT OF:

- Imported Paper Reams

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/-

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

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 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.

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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 18-09-2019 till 01:00PM 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.
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 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 @ 10% of the total cost of Bid.

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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 2018-19.
(attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2018 to June, 2019)
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 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 2018 to June 2019)			
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 _____

(4)



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5/9/19

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL

DEMAND OF IMPORTED PAPER REAMS FOR YEAR 2019-20

TECHNICAL BID

Sr. No	Name of item	Specification	Demand
1	Computer Paper (Imported)	IK or Equivalent (80 gm) 8"½ X 13"½ (Dust & Moisture Free)	10000 Ream (500 Sheet Per Ream)
2	Computer Paper (Imported)	IK or Equivalent (80 gm) 8"½ X 13" (Dust & Moisture Free)	600 Ream (500 Sheet Per Ream)

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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,
SAHIWAL
DEMAND OF IMPORTED PAPER REAMS FOR YEAR 2019-20
FINANCIAL BID

Sr. No	Name of item	Specification	Demand	QUOTATION		
				Rate per unit in figure (including Tax)	Rate per unit in words (including Tax)	Total Cost (including Tax)
1	Computer Paper (Imported)	IK or Equivalent (80 gm) 8"½ X 13"½ (Dust & Moisture Free)	10000 Ream (500 Sheet Per Ream)			
2	Computer Paper (Imported)	IK or Equivalent (80 gm) 8"½ X 13" (Dust & Moisture Free)	600 Ream (500 Sheet Per Ream)			

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5/19

2019