

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, SAHIWAL

TENDER NOTICE FOR THE PURCHASE OF PRINTED COVER SHEETS

Board of intermediate & Secondary Education, Sahiwal invites sealed Tenders from the firms registered under Sales & Income Tax Act, active Taxpayer for purchase of printed Coversheets to be stitched on the Answer books for scanning purpose for all the Examinations to be held in the BISE, Sahiwal during the year 2021.

Sr. No.	Name of Material to be Purchased	Name Procuring Agency	Required Quantity	Specifications of Cover Sheets
1.	Cover Sheets/MCQ Award Part& Roll Part. (As per Sample)	BISE, Sahiwal	10,00,000 sheets	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/Specification. 4. Each Cover sheet will bear unique number.
Bidding Document Fee	RS. 1000/- (Non - Refund able)	Bidding document purchasing time, date, place& procedure	Immediately available after publishing in Newspaper/uploading of Tender on PPRA website from Stores branch of BISE, Sahiwal during office hours till one day before closing date on production of Challan form/ on line deposited slip of Rs.1000/- in HBL account No. 0686-7900361601 of BISE, Sahiwal	
Response Closing Time/date.	1:30 PM on 12-11-2020	Opening time/date	2:00 PM on 12-11-2020	
Bid Security	5% of estimated price	Procedure of bidding to be adopted	Single Stage two envelops (Rule 38(2)(a) of Punjab Procurement Rules,2014)	
Performance Guarantee	10% of contract amount			
Estimated Price: RS. 66,50,000/-				

Note: Firms having secure printing facility/site with 03-04 lac per day printing capacity, minimum 03 years experience of digital printing in Bulk quantity for Government/Sami Govt. institutions/Autonomous bodies are eligible to participate in the Tender. This Tender Notice will also be available on PPRA website as well as website of BISE, Sahiwal i.e. www.bisesahiwal.edu.pk. The procuring agency may reject all the Tenders within provision of Rule 35 of PPRA.


(DR. RABIA AKHTAR)
 Secretary, BISE, Sahiwal



STANDARD BIDDING DOCUMENTS

Tender # 4/2020-21

LAST DATE OF SUBMISSION OF DOCUMENTS:

12/11/2020

PROCUREMENT OF:

- Cover Sheets/MCQs Award Part & Roll No Part to be stitched on Answer books.

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.1000/-

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 suppliers, distributors for supply as per technical specifications given in the tender document.
2. All 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 organization, 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 @ 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 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. After expiry of delivery period given in supply order Rs.5000/- per day fine shall be charged. 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.
 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. 120 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 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.
 22. 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.
 23. The Tender Documents will be received up to 12-11-2020 till 01:30 PM in the office of Secretary BISE, Sahiwal. The same will be opened on the same day at 02:00 PM in the

BISE, Sahiwal (Store Branch)

- presence of Bidders or their representative who make them available on that date and time in the office of Secretary BISE, Sahiwal.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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. Provide/deposit a performance security @ 10% of the total cost of Bid.
30. Successful bidders will have to provide professional tax certificate for the financial year 2020-21 before awarding work order, otherwise same will be deducted at source.
31. Any other information regarding Tender can be obtained from the Store Branch during office hours (Ph. 040-4272159)



NAME OF FIRMS (ADDRESS & STAMP)

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. 3 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 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 & 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	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(2019-20)	20	
	TOTAL	100	

SIGNED BY EVALUATION COMMITTEE:



BOARD OF INTERMEDIATE& SECONDARY EDUCATION, SAHIWAL

TECHNICAL PROPOSAL FOR PRINTINED COVER SHEETS

Date & Time: November12,2020 till 1:30 PM

Sr. No	Detail/ Specification of Items/Material	Detail/Make/ Samples Specification offered by bidder	Remarks of Evaluation Committee
1.	100grams imported offset paper of A3 size made from virgin pulp with 95% plus brightness of paper		
2.	Methodology of two color digital printing as per approved design/ Script		
3.	Encrypted Barcode 128(font) printing having 16 digits with Board Code I.D as per present Format/ sample/Specification. Each Cover sheet will bear unique number.		
4.	List of Printing equipment with detailed specification.		
5.	Specification of machines to meet the daily production		
6.	List of Clients and supply orders/agreements		
7.	Per day printing and delivery capacity.		

CDR No. _____ Dated _____ Bank _____ Amount 5% _____

Name and Address of Firm _____

Sale Tax Registration No _____ Income Tax No. _____

Phone No _____ Mobile _____ E-mail _____

Signature _____ Stamp _____



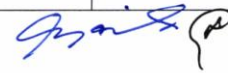
BOARD OF INTERMEDIATE& SECONDARY EDUCATION, SAHIWAL

FINANCIAL PROPOSAL FOR PRINTED COVER SHEETS

Date & Time: November 12, 2020 till 1:30 PM

Sr. No	Detail/ Specification of Items/Material to be purchased	Quantity	Rate per Sheet Exclusive Taxes in Figure	Rate per Sheet Exclusive Taxes in Words	Total Value including Taxes
1.	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. (Sample attached)	1000000			

Note: All Columns must be filled.



CDR No. _____ Dated _____ Bank _____ Amount 5% _____

Name and Address of Firm _____

Sale Tax Registration No _____ Income Tax No. _____

Phone No _____ Mobile _____ E-mail _____

Signature _____ Stamp _____