

BOARD OF INTERMEDIATE



& SECONDARY EDUCATION SUKKUR

TENDER DOCUMENT FOR THE YEAR 2013-14

Tender Reference. No. BISE/STORE/SUK/- 634 Dated 13.12.2013

For purchase of

Examination Material / Answer Scripts and Printed Stationery

Tender issued to M/s _____

The deadline for submission is 13th January - 2014 at 12:00 Noon,

Tender will be opened on same day at 01:00 p.m

BOARD OF INTERMEDIATE & SECONDARY EDUCATION SUKKUR.**TABLE OF CONTENTS**

1.	Tender Notice	Page No.	3
	1.1	Introduction	4
	1.2	Preparation of Proposal	6
	1.3	Bid Price / Payment	6
	1.4	Cost of Biding	6
	1.5	Language of Biding	6
	1.6	Confidentiality	7
	1.7	Bid Validity	7
	1.8	Amendment of Biding Document	7
	1.9	Clarification of Querries of Tender	7
	1.10	Contradictions, Obscurities and Omissions	8
	1.11	Inspection	8
	1.12	Installation and Demonstration	8
	1.13	Completion Certificate	8
	1.14	Breach of Contract	8
	1.15	Contractors default liability	8
	1.16	Partial shipments	9
	1.17	Extension of Time	9
	1.18	Delay in Delivery – Liquidity damages	10
	1.19	Post Deployment Support and Services or Warranty	10
	1.20	Training	10
	1.21	Signing of Contract	10
2.	Technical Proposal		11
	2.1	Covering Letter sample for submission of Technical Proposal	11
	2(a)	Eligibility Criteria	11
	2.3	Evaluation Criteria	11
		Bidding Firm Qualification Criteria	12
3.	Financial Proposal		13
	3.1	Technical cum Financial Evaluation methodology	13
	3.2	Method of Awarding of Contract	14
	3.3	Quantity of items for Financial proposal	14

TENDER NOTICE

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SUKKUR.
NO.BISE/STORE/SUK/- December - 2013

TENDER NOTICE

1. Sealed Tenders are invited from eligible firms / bidders / contractors / suppliers registered with income tax and sales tax departments as per details contained in the following three separate tenders, in single stage-two envelop procedure as per rule No.46(2) of SPPRA 2010 (amended upto date)

Sr. #	Required Material
1.	Examination Material / Answer Scripts and Printed Stationery
2.	General Stationery / General Items etc
3.	Computer, Computer Accessories

2. Full details of items and other terms and conditions including evaluation criteria are set forth in tender documents, which can be had from the office of the Assistant Secretary (Stores), BISE, Sukkur by depositing Rs.2000/- (non refundable) separately for each tender in shape of Bank Draft / Pay Order / Bank Challan upto 13.01.2014 at 11.00 a.m. The tender document(s) can also be downloaded from the SPPRA's website www.spprasindh.org.pk.

3. The technical and financial proposals should be sealed separately and placed in 3rd envelop - Tender should be dropped in tender box to be kept in the office of the undersigned, upto 12.00 noon of 13.01.2014 where technical proposals will be opened on the same date at 1.00 p.m in presence of parties who wish to be present. In case the opening date is declared as local / gazetted holiday, the bids shall be opened on the next working day.


4. Financial proposals must contain bid security / earnest money @ 2.5% of the quoted rates in the shape of Pay Order / Demand Draft / Bank Guarantee in favour of the undersigned and fulfillment of other prescribed formalities which shall be opened after the evaluation and approval of the technical proposals.

5. Financial proposals of the technically accepted bids shall be publicly opened for which date, time and venue shall be communicated to the bidders in advance.

6. The Procurement Committee reserves the right to accept / reject any or all offers subject to SPPRA rules.

7. This notice can be traced at our website <http://www.bisesuksindh.edu.pk> as well as SPPRA website www.spprasindh.org.pk

8. For further details, please contact with Mr. Naseer Ahmed Laghari, Assistant Secretary (Stores), BISE, Sukkur Cell Nos.0345-3892918 & 0331-3075995.


(ABDUL RAZAK BHUTTO)
SECRETARY
071 - 9310622

Copy f/wes to:-

1. The Director of Information (Advertisement) Govt. of Sindh, Karachi with a request to publish the above tender notice in 03 various leading Newspapers (English Dawn, Karachi, Sindhi Kawish Hyderabad & Urdu Jang Karachi.)
2. The Director, Sindh Public Procurement Regulatory Authority, Karachi with a request to display the above tender notice on website of SPPRA for wide publicity through Electronic media / web access.
3. The Computer Programmer, BISE, Sukkur. He is directed to display the above NIT on the Board's website.
4. The Relevant file.

1.1 Introduction.

Board of Intermediate & Secondary Education Sukkur intends to purchase **Examination Material / Answer Scripts and Printed Stationery** for the financial Year 2013-2014 from eligible bidders through open tenders bidding process under SPPRA 2010 as provided in rule # 46 (2) Single stage – two envelope procedure (a) bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal; (b) envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion; (c) both the proposals will be opened in the presence of Procurement / Tender Committee and the representatives of bidding firms.

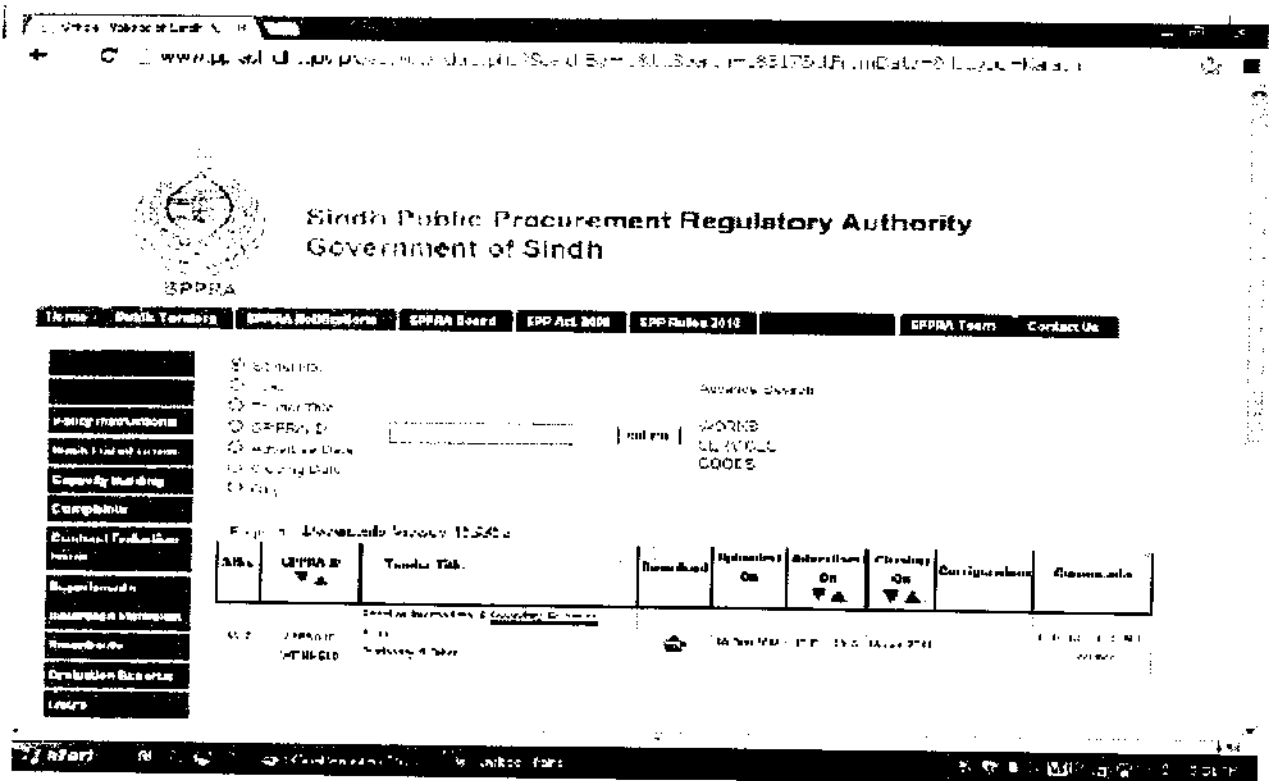
Tender will be awarded as per guidelines as mentioned in of SPPRA rule No.49 on the basis of Sum of “WEIGHT” of the Technically acquired weight + Financially acquired “WEIGHT” and The highest scoring firm will be considered as 1st Lowest further details are mentioned from page No. 12 to 14.

This tender is being issued to acquire **Examination Material / Answer Scripts and Printed Stationery** as per details/specifications of items given in Section 4.

Responding Organizations should quote for whole items in each category, bidding for few items in a category (i.e. not converting all items in a category) is strictly prohibited and bid will not be considered.

BISE reserves the right to award tender for one or more category after opening of financial proposals. Interested bidders are required to submit their bid proposal strictly as per SCOPE OF WORK (Section-4) and in the light of instructions as laid in this bid document.

The NIT was published in various daily newspapers, on SPPRA Website and also on the BISE website.



NEWSPAPER CUTTING

*Daily Business Recorder
26-12-2013*

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SUKKUR	
NO BISE/S/STORE/SUKK/631	13 December 2013
TENDER NOTICE	
<p>1. Sealed tenders are invited from eligible firms/bidders/contractors/suppliers registered with income tax and sales tax departments as per details contained in the following three separate tenders, in single stage-two envelope procedure as per rule No.46(2) of SPPRA 2010 (amended upto date)</p>	
Sr. #	Required Material
1.	Examination Material/Answer Scripts and Printed Stationery
2.	General Stationery/General Items etc.
3.	Computer/Computer Accessories
<p>2. Full details of items and other terms and conditions including evaluation criteria are set forth in tender documents, which can be had from the office of the Assistant Secretary (Stores), BISE, Sukkur by depositing Rs.2000/- (non refundable) separately for each tender in shape of Bank Draft/Pay Order/Bank Challan upto 13.01.2014 at 11.00 a.m. The tender documents can also be downloaded from the SPPRA's website www.sppraindh.org.pk.</p> <p>3. The technical and financial proposals should be sealed separately and placed in 3rd envelop. Tender should be dropped in tender box to be kept in the office of the undersigned, upto 12.00 noon of 13.01.2014 where technical proposals will be opened on the same date at 1.00 p.m. in presence of parties who wish to be present. In case the opening date is declared as local/gazetted holiday, the bids shall be opened on the next working day.</p> <p>4. Financial proposals must contain bid security/earnest money @ 2.5% of the quoted rates in the shape of Pay Order/Demand Draft/Bank Guarantee in favour of the undersigned and fulfillment of other prescribed formalities which shall be opened after the evaluation and approval of the technical proposals.</p> <p>5. Financial proposals of the technically accepted bids shall be publicly opened for which date, time and venue shall be communicated to the bidders in advance.</p> <p>6. The Procurement Committee reserves the right to accept/reject any or all offers subject to SPPRA rules.</p> <p>7. This notice can be traced at our website http://www.bisesuksindh.edu.pk as well as SPPRA website www.sppraindh.org.pk</p> <p>8. For further details, please contact with Mr. Naseer Ahmed Laghari, Assistant Secretary (Stores), BISE, Sukkur Cell Nos. 0345-3892918 & 0331-3075995.</p>	
<p>Sd/- SECRETARY 071-9310622</p>	
INF-KRY No. 310613	

*B. Laghari, R. Laghari
26-12-13*

1.2 Preparation of Proposal.

1.2.1 Technical Proposal:

- 1) While preparing Technical Proposal Bidding firm(s) are expected to examine the documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- 2) The Technical proposal should provide the information as mentioned in Section # 2.
- 3) To establish the conformity of the items required through this TENDER Document, the bidder shall furnish as part of its Technical Proposal, a detailed description of the Bidder's proposed items conforming in all material aspects with the Technical Requirements both overall as well as in regards to the performance of each proposed items.
- 4) Please note that the technical proposal shall not include any financial information.

1.2.2 Financial Proposal:

- 1) While preparing the financial proposal, bidders(s) are expected to take into account the requirement and conditions of the invitation documents. The Financial proposal should follow instructions as mentioned in section 3. It should provide lump sum costs associated with the assignment and all other out of pocket expenses.
- 2) The Data sheet shows validity of bid up to 90 days. The BISE will make its best effort to complete technical clarification (if needed) within this period. Proposal validity may be extended with mutual consent.
- 3) Rates should be inclusive of all government taxes/levies such as Income Tax, GST, FED, Stamp Duty Excise or what so ever may be in practice.

1.3 Bid Price / Payment.

- 1) This Document showing itemized list along-with specifications, quantity and detailed terms and conditions for bidding is available on provision of Rs.2000/- Bank D.D/P.O/Bank Challan in favour of Secretary BISE, on any working day during office hours.
- 2) All payments will be made in Pak Rupees.
- 3) The prices charged by the successful bidder for the required items along with accessories and associated services shall not vary from the prices as quoted in the financial proposal.
- 4) Payment will be made after deliveries of material at consignee end, Installation, completion and inspection certificate for Quality / Quantity issued by the Inspection Committee of BISE Sukkur.

1.4 Cost of Bidding.

The bidder shall bear all costs associated with the preparation and submission of bid and BISE will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

1.5 Language of Bidding.

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

1.6 Confidentiality.

- 1) Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of Contract is notified to the successful firm(s).
- 2) Information related to the examination evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other persons.
- 3) Any attempt by a Bidder to influence BISE in the examination, evaluation, comparison, and post – qualification of the Proposals or Contract award decisions will result in the rejection of its proposals.
- 4) The bidder must provide an undertaking on judicial paper stating to maintain confidentiality and binding that the documents provided under this bid are correct and can be verified from concerned authorities.

1.6.1 Use of Documents and Information by external & internal Audit.

The Bidder shall permit BISE Sukkur to inspect their accounts and records relating to the performance of the supplier and to have them audited by auditors appointed by the BISE, if so required by the BISE can directly contact the references given in the technical requirement as a part of TENDER DOCUMENT to verify bidder's technical reasons supporting compliance.

1.7 Bid Validity:

- 1) Bid shall remain valid and open for acceptance for a period of 90 days from the specified date of tender opening.
- 2) In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of BISE Sukkur.

1.8 Amendment of Bidding Documents:

- 1) At any time prior to the deadline for submission of Bids, BISE Sukkur may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder can modify the Bidding Documents by making essential amendment.
- 2) The amendment shall be the part of the Bidding Documents, and will be notified in writing through fax or letter by courier or shall be made available on the BISE's website <http://www.bisesuksindh.edu.com.pk> to all prospective bidders who have received the Bidding Documents.

1.9 Clarification (S) / Queries of Tender:

- 1) The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from the Secretary BISE Sukkur.
- 2) Requests for all clarifications in regard to the given specifications or other information contained in Tender Documents should come either through E-mail/Fax or Courier to the Secretary BISE Sukkur. Telephone enquiries may not be entertained.

1.10 Contradictions, Obscurities and Omissions:

The Bidder should likewise notify to the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the Bid. Such enquires must reach to the Secretary not later than _____.

1.11 Inspection

- a) The **pre-shipment inspection** (before dispatch of store articles to BISE Sukkur) the inspection will be carried on the material provided as sample, or Evaluation Committee can visit the Stores at Bidders premises, if desired by the Contractor, shall be arranged by the Contractor at his / her own cost. The responsibility for the quality, quantity, correctness and adherence to the Specifications etc. of the Stores shall lie solely and squarely on the Contractor.
- b) **On-arrival Inspection:** There shall be inspection of the Stores by the representatives of the BISE Sukkur after arrival at the stores. The **inspection report**, which, inter-alia, should indicate the condition, Quality as approved in pre-shipment inspection, quantity etc for the items received at stores, shall be signed by the inspection committee.
- c) **Taking Over:** Upon receipt of the equipment in the stores of BISE Sukkur and after inspection, the Assistant Secretary (Stores) of BISE Sukkur will issue a **taking-over certificate** in respect of those items of Stores which are received in acceptable condition.

1.12. Installation and Demonstration

- a) **Installation**
 - i) After inspection and taking over of the Stores, as stated above, the **Contractor shall install** those items of Stores which are to be permanently positioned in place in the sections of the BISE Sukkur. For this purpose, the Contractor shall co-ordinate with the Secretary BISE Sukkur, for making arrangements for proper installation.

1.13. Completion Certificate

After completion of the installation and demonstration, as stated above, a certificate is to be obtained by the Contractor from the Secretary BISE Sukkur stating that the Stores (item-wise) have been satisfactorily installed and demonstrated by the Contractor.

1.14 Breach of Contract

In case of breach of warranty / guarantee or Contract, the **damages** suffered by the BISE Sukkur shall be **recovered from the Contractor** out of any payment due to the Contractor and / or in accordance with the terms and conditions of the Contract Security / Performance Bond, without notice to the Contractor.

1.15 Contractor's Default Liability

- a) The BISE Sukkur may upon written notice of default to the Contractor **terminate the Contract** in the circumstances detailed hereunder:-
 - i) If in the judgment of the BISE Sukkur, the Contractor fails to make delivery of the stores within the time specified in the Contract Agreement or within the period for which extension has been granted by the BISE; and
 - ii) If, in the judgment of the BISE Sukkur, the Contractor fails to comply with any of the other provisions of the Contract.

- b). In the event the BISE Sukkur terminates the Contract, in whole or in part, as provided in above, the BISE Sukkur reserves the right to **purchase**, on such terms and the conditions as it may deem appropriate, Stores similar to the one terminated, and the Contractor will be liable to the BISE Sukkur for any additional costs for such **similar Stores**, and / or for liquidated damages for delay, as defined in Clause 1.18 (c) of the Conditions of Contract until such reasonable time as may required for the final supply of the Stores.
- c). If the Contract is terminated, as provided in above, the BISE, in addition to any other rights provided in this Clause, may require the Contractor to **transfer title** and deliver to the BISE Sukkur under any of the following cases in the manner and as directed by the BISE Sukkur.
Any **completed Stores**; and
- Such **partially completed Stores**, drawings, information and contract right (hereinafter called manufacturing material) as the Contractor has specifically produced or acquired for the performance of such parts of the Contract as has been terminated.
- d). The BISE Sukkur will **pay to the Contractor** the Contract Price for the completed Stores delivered to and accepted by the BISE Sukkur and also for the manufacturing materials delivered and accepted.
- e) In the event the BISE Sukkur does not terminate the Contract, as provided above, the Contractor shall continue with the performance of his / her Contract, in which case the Contractor shall be liable to the BISE Sukkur for **liquidated damages for delay** as set out in Clause 1.18 (c) until the Stores are accepted.

1.16. Partial Shipments

- a) The BISE accepts partial shipments and also allows partial payments subject to pre-information and agreement.
- b) In the event any portion of the Stores supplied by the Contractor is found **defective in material or workmanship**, or otherwise not in conformity with the requirements of the Contractor, the BISE Sukkur shall have the right to reject or require, in writing, rectification of the Stores. In the later case, the Contractor shall with utmost diligence, and at his own expense, make good the defects so specified or replace the defective Stores. If the Contractor fails to rectify or replace the rejected Stores, the BISE Sukkur may adopt any of the following options:
- i) **Replace or Rectify**, at its option, such defective Stores and charge to the Contractor the excess cost occasioned to the BISE Sukkur plus (15%) fifteen percent; or
 - ii) acquire the said Stores **at a reduced price** considered equitable under the circumstances; or
 - iii) **Terminate the Contract**.

1.17. Extension of Time

If the completion of the Contract is delayed due to reason beyond the control of the Contractor, the Contractor shall without delay request the BISE Sukkur, in writing, of his **claim** for an extension of time. The BISE Sukkur on receipt of such request may agree to **extend the completion date** as may be reasonable in the circumstances of the case but without prejudice to other terms and conditions of the Contract.

1.18 Delay in Delivery – Liquidated Damages

- a) **Delivery plan:** The Responding Organization shall provide a detailed delivery, installation and configuration plan. Bidder should provide the life line, which should describe exactly what and how material will be delivered, installed and configured. Delivery plan should not be in generic terms but should be specific to this assignment, Activities, schedule should be in tabular form mentioning names of tasks, sub tasks, start date, finish date resources and milestones will also be appreciated
- b) Should the **progress** of the Contract at any time be lagging behind the program agreed between the BISE Sukkur and the Contractor, the BISE Sukkur will notify the Contractor in writing and the Contractor shall there upon take such steps as he / she may deem fit to **expedite the progress** of the Contract. Non-issuance of this notice by the BISE Sukkur shall not in any way absolve the Contractor of the liquidated damages as stated in below section (1.18(b))
- c) If the Contractor **fails to complete the Contract**, in full or part, within the time laid down in the Contract Agreement or any extension thereof, there shall be deducted from the Contract Price, as **liquidated damages**, a sum of one half of one percent (**0.5%**) of the **Contract price** of each unit of the delayed Stores for each calendar week of delay subject to the maximum of five percent (5%) of the Contract Price of the unit or units so delayed, and such deduction shall be in full satisfaction of the Contractor's liability for the said failure.

1.19 Post Deployment Support & Services or Warranty

Bidder is required to provide support services till 90 days from the date of supply, in this regard an under-tacking on company letter head is required to be submitted along with the technical proposal.

1.20 Training

The bidder should provide a comprehensive training plan which should be flexible to cater to the current requirements. It should encompass all ranges of users i.e. functional, operational and managerial etc. Training Documents such as schedules, training material must be provided with the technical proposal.

1.21 Signing of Contract.

Within (10) working days after notification to the successful bidder regarding acceptance of his bid and submission of 10% Contract Security in shape of DD/Pay order or Bank Guarantee, the contract incorporating all agreements between the parties will be signed. The Contract agreement will be affixed with revenue stamps @ 0.35% of contract value as per stamp act. For sample of agreement refer to page No. 15

2 Technical Proposal:

2.1 Covering Letter sample for submission of Technical Proposal attached at end.

a. Eligibility Criteria

1. This set of bid documents has been prepared under guidelines as laid down in SPPRA Rules 2010 (amended in 2013) and provide a clear basis upon which tenderers will be evaluated, following an objective process based on fair and transparent criteria. However the tenderer's should submit relevant information clearly and follow instructions to submit their relevant documentary proofs in proper order as defined herein and should not defer, so that it should not impose an excessive burden of preparation or paperwork.
2. Firms would be denied who do not meet the specified criteria. Thus, those who prepare documentation for this bid are responsible for ensuring that the criteria are drawn in accordance with the appropriate needs of the tender and that the criteria are sufficiently stringent to assure that only properly qualified firms are included in the final list.
3. The BISE Sukkur will not accept "blacklisted" contractors or suppliers. In principle, the tenderers should submit an affidavit on judicial paper stating that their firm is not black-listed or is not involved in any of litigation with any government, semi government or private institutions.
4. The Tendering process invites maximum number of firms to participate and meet the pre-requisite requirements laid down in this bid document.
5. Bidding is open to the contractors, suppliers and joint ventures from within the country or abroad who full fill the requirement of this tender.
6. Where a firm, its affiliates or parent company, in addition to consulting also has the capability to fulfill the requirement as laid by BISE, can also apply.
7. Only those firms may apply who have 5 years business experience. Firms having experience less than 5 years do not apply.

2.3 Evaluation Criteria

The clear statement/Criteria for the eligibility requirements are given in following table. Applicants who wish to apply for participating in this tendering process may prepare their profile exactly in-accordance of the criteria set herein.

There will be three stages of Evaluation

- a) Bidding Firm's Evaluation
- b) Evaluation of specifications offered by the bidder.
- c) Evaluation Price offered by the bidding firm.
- d) Weightage Scores (from a to c) high scores taker will be ranked as 1st subsequently all bids will be weighted and their results will be announced on website.

BIDDERS SHOULD PROVIDE FOLLOWING DOCUMENTS IN THEIR TECHNICAL PROPOSAL.

BIDDING FIRM QUALIFICATION CRITERIA.

NO.	DESCRIPTION	Marks
1	<p>Bidding Firm will be disqualified in case of failure to provide Mandatory Requirement as below.</p> <ol style="list-style-type: none"> 1) Bidders "Tax Facilitation Portal profile" (As ANNEX-A). Attach NTN, GST, SRB Certificate & ACTIVE Tax payer status from FBR. (3 marks for each document total 15 marks) 2) Litigation History Report, printed on Judicial Paper attested by Notary Public. (2.5 marks) 3) Certificate for not being Black Listed. This is required on Judicial Paper attested by Oath commissioner. (2.5 Marks) 	20
	<p>Financial Position:</p>	
2	<ol style="list-style-type: none"> 1) As per the guide lines of SPPRA Rules 2010 the Annual Turnover should be twice than the estimated cost of Tender. (5 Marks) 2) Therefore, Bidding Firm should provide Last 5 years Annual Income Tax Returns (2008 to 2012) showing that the firm's annual "average" Income Tax declared amount is greater than 50 Million (1 mark per 10 M total 5 marks) 3) Bidder should Provide Audited Financial Statements for last five years (1 mark for each year total 5Marks) 4) Provide Bank Statement for Last Year (July 2012 to 30th June 2013). No marks if any other document is provided at place of Bank Statement. (5 Marks) 5) Bidding firm should provide Sales Tax Summaries for Last Year (July 2012 to 30th June 2013). No marks will be given if any other document(s) such as "Acknowledgements, Sales Tax Returns, Sales Tax Payment Challans" etc is provided instead of Sales Tax Summaries. (1 mark per month total 12 marks) 6) Previous Year's Annual Wealth Statement (as submitted to FBR) along with Assets List (3 Marks) <p>Company profile, comprising of following details:-</p>	30
3	<ol style="list-style-type: none"> 1) Certificate showing Bidder's Business Nature e.g. Proprietorship, Partnership, Pvt Limited etc. Provide Partnership Deed or Memorandum of Articles. 2) Provide copies of CNICs of Proprietor, Partners, Directors. 3) Staff Names and their Qualification (C.Vs) mentioning working Experience in Bidder's firm and Overall along with projects completed by them. 4) Business Experience Provide Client List with contact details, Completion Certificates, Purchase Orders of similar Nature. Bidder should Provide minimum two Supply Orders and their completion Certificates during the period of previous year. <p>Five marks for each serial number above.</p>	20
4	<p>Bidders should provide Detailed Specifications of their material being quoted /offered against the BOQ, Example: 3.3 marks for each</p> <ol style="list-style-type: none"> 1) Brand of Paper, Material, Equipment etc. 2) Gramage / Model / Specifications etc (attach Brochures or sample) 3) Estimated delivery time. 	10
5	<p>BISE will check & verify Bidder's Market Reputation especially for the projects completed by the bidder for similar nature (Minimum 2 Certificates are required) 10 marks per certificate</p>	20
	TOTAL MARKS	100

80% weighted will be given to Technically Sound Parties, using Weighted Average Formula, as under:-

$$= (100 - ((Highest Point - Points Secured) / Highest Points x 100)) x 0.8$$

3. Financial Proposal:

Financial Proposals of only the technically qualified bidders would be opened and, evaluated / compared on the following basis:-

- 1) The financial proposals shall first be checked for any error of computation and arithmetic errors will be corrected.
- 2) If a bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.
- 3) Items and Services that are required but have been left out or are necessary to correct minor deviations of the proposal will be added to the total proposal price using cost taken from the highest prices from other responsive proposals for the same item and Services, or in the absence of such information the cost will be estimated at prevailing list prices.
- 4) For the purpose of evaluation / comparison of bids, total lump sum cost will be considered of each category.
- 5) Total evaluated financial cost of each responsive bidder shall be the basis of merit ranking of the Financial Proposal of the bid.
- 6)

EVALUATION OF FINANCIAL PROPOSALS OFFERED BY THE BIDDING FIRM

- 20% weighted will be given to lowest quoting firms, using Weighted Average Formula, as under:-

$$= (100 - (\text{Quoted Bid} - \text{Lowest Bid}) \div \text{Lowest Bid} * 100) * 0.2$$

METHOD OF AWARDING OF CONTRACT

Under SPPRA Rule No. 49 The bidder with the lowest evaluated cost, but not necessarily the lowest submitted price, shall be awarded the procurement contract, however following weighting Formulas will be applied to get the weighted Scores of Bidding firms.

Example:

BIDDING FIRM	Technical Weight	Financial Weight	Total Score	Rank / Position
M/s John & Co.	54.3 Obtained Highest Technical Score	14.9 Price offered by this firm was high, so it obtained lower score	69.2	Since this firm obtained highest Total of Score than others, so it is being declared as 1 st lowest Evaluated Firm. This firm will be awarded Contract.
M/s Kobra corp	44	18	62	Third Position.
M/s William Traders	48	20 Price offered by this firm was lowest, so it obtained highest score in Price weight	68	Although the prices offered by this firm were lowest than other bidders but, since its technical score of weaker, however total sum of score is lesser than M/s John & Co, so its being declared as 2 nd lowest Evaluated Firm.

- a. The Evaluation / Procurement committee of BISE Sukkur on the parameters given in the tender appendixes will make technical evaluation. Rating for the technical evaluation will be as per format given as above. The evaluation shall be on the basis of bidder's responsiveness to the Terms of Reference. The BISE Sukkur will apply an evaluation criteria and point of system to evaluating the bids technically. A proposal shall be rejected at this stage if it does not respond to the important aspects of the Terms of Reference.
- b. The BISE will notify the bidding firm of rejection of their technical proposal indicating reasons that their financial proposal if any will be returned unopened after completing the selection process.
- c. The BISE Sukkur will notify in writing to the firm(s) qualifying for technical score, and indicate the date, time and address for opening of financial proposal. Same will also be published on BISE website.
- d. On opening the financial proposal i.e. in the presence of the bidding firm(s) representative who wish to attend, the BISE Sukkur will announce the names of firms their technical scores and the amounts of their financial proposals.

The decision of the Procurement Committee of BISE Sukkur will be binding on all Bidders

3.2 Preparation of Results for successful Bidders:

1. Sum of figure of the Technically acquired weight + figure of Financially acquired weight will be accumulated.
2. The highest scoring firm will be considered as 1st Lowest and so on.
The decision of BISE Sukkur will be binding on all concerned and will in no case be challengeable at any forum.

1.1 Quantity of Items for Financial proposal: Refer to page No. 22 -25

Signature & Stamp of Bidder

FORM OF TENDER

To be printed on the letter head of firm

Tender Reference No. _____ Dated _____

Name of Contract:- **Examination Material / Answer scripts and Printed Stationery**

To

The Secretary,
Board of Intermediate & Secondary Education,
Sukkur.

Dear Sir,

1. Having examined the Tender Documents including Instructions to Tenderers, Conditions of Contract, Specifications, Drawings, Schedule of Prices and Addenda Nos. _____ for the execution of the above named Contract, we, the undersigned, being a company doing business under the name & address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Contract and remedy and defects therein conformity with the said Documents including Addenda thereto for the Total Tender Price of Rs. _____ (in figures and words) or such other sum as may be ascertained in accordance with said Documents.
2. We understand that all the Schedules attached hereto form part of this Tender.
3. As security for due performance of the undertakings and obligations of this Tender, we submit herewith a Bid Bond of Rs. _____ (in figures and words) drawn in favour of or made payable to BISE, Sukkur and valid for a period of 90 days beyond the period of validity of this Tender.
4. We undertake, if our Tender is accepted, to complete the whole of the work comprised in the above named Contract within _____ days.
5. We agree to abide by this Tender for the period of 90 days beyond the date of opening of the Tender and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
6. Unless and until a formal Contract Agreement is signed, this Tender, together with your acceptance thereof, shall constitute a binding contract between us.
7. We understand that you are not bound to accept the lowest or any Tender you may receive.
8. We do hereby declare that this Tender is made without any collusion, comparison of figures or arrangement with any other person or persons making a Tender for the above named contract.
9. We understand and agree that the final decision of BISE, Sukkur will be acceptable to us.

Dated this _____ day of _____ 2014.

Signature _____ in the capacity of _____ duly authorized

ARTICLES OF AGREEMENT

This agreement made on this _____ day of _____ 2014 by and between the Board of Intermediate & Secondary Education, Sukkur, Sindh including his successors in office and Assignees / Agents acting through the Secretary, hereinafter called the "**BISE, Sukkur**" of the one part.

And M/s _____ located at _____ hereinafter called the "**Contractor**" which expression shall include there successors, legal representatives of the second part.

Whereas the BISE, Sukkur requires supply of _____ and whereas the Contractor has agreed to supply, install, put into operation and demonstrate the working of the said equipment valued at Rs. _____ (in words _____) in the period of 12 months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Contractor**.

Now this Agreement witness as follows:

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the **Conditions of Contract** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by _____ on behalf of the **Contractor**, and by the Secretary on behalf of the **BISE, Sukkur** all of (name and designation of the authorized person).

Which shall be deemed to form and be read and construed as a part of this **Agreement** viz

- (a) Articles of Agreement
 - (b) Instructions of Tenderers
 - (c) Conditions of Contract
 - (d) Contractor's offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in
 - (e) The specifications of the equipment and
 - (f) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Contractor, the Contractor hereby covenants with the BISE, to supply deliver, install, put into operation and demonstrate the working of the Equipment in conformity in all respects of the Contract & the order No. _____.
 4. The **BISE, Sukkur** hereby **covenants to pay** the Contractor in consideration of the supply, delivery installation, putting into operation and demonstration of the working of the Equipment the contract price in the manner prescribed by the Contract and approved by the BISE, Sukkur.

In witness thereof the parties have hereinto set their respective hands and seals, the day, month and year first above written.

WITNESSES

BISE _____	Contractor _____
Witness N. 1 _____	Witness No. 1 _____
Signature _____	Signature _____
Name _____	Name _____
Designation _____	Designation _____
Witness N. 2 _____	Witness N. 2 _____
Signature _____	Signature _____
Name _____	Name _____
Designation _____	Designation _____

Examination Material / Answer Script & Printed Stationery

Technical Proposal

Date of submission of tender form upto

Opening of tenders

Submitted by M/s _____

CATEGORY - 1

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	BIDDING FIRM AGREES TO SPECIFICATION AND MENTION QUOTED BRAND, MODEL	BROCHURES ATTESTED YES / NO
1.	Answer scripts Flying paper or equivalent high finishing 55 grams Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 16 pages - un-trimmed size 9" X 11 1/2". Trimmed size 8.6" X 10.7" which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched 1 page of front with serial No. with automatic numbering machine duly spanned in red color and each bundle containing 250 copies duly tied with plastic ribbon and all other involved therein complete in all respects (as per specimen).		
2.	Answer Scripts for Practical containing 04 pages of 55 grams white printing paper (flying paper or equivalent high finishing) which should not be ink smudged un-trimmed size 9"X11 1/2". Trimmed size 8.6" X 10.7" with rolling in black color on first page. The monogram (as per specimen) will appear on each page in practical script back ground. The script should contained with serial No. with automatic numbering machine on first page folding gathering duly packed in bundle form containing 1000 answer scripts for practical duly tied with plastic ribbon and all other involved therein complete in all respects with following description. Brightness 70% Burst Factor 10, TA facto (CD-35 MD-40).		
3.	Supplements containing 04 pages of 55 grams white printing paper (flying paper or equivalent high finishing) which should not be ink smudged un-trimmed size 9" X 11 1/2". Trimmed size 8.6"X10.7" with rolling in black color on first page. The monogram (as per specimen) will appear on each page in supplement back ground. The supplement should contained with serial No. with automatic numbering machine on first page folding gathering duly packed in bundle form containing 1000 supplements duly tied with plastic ribbon and all other involved therein complete in all respects with following description. Brightness 70% Burst Factor 10, TA facto (CD-35 MD-40).		

CATEGORY – 2

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	BIDDING FIRM AGREES TO SPECIFICATION AND MENTION QUOTED BRAND, MODEL	BROCHURES ATTESTED YES / NO
1.	Examination forms for Class IX Regular. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.		
2.	Examination forms for Class IX Private. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.		
3.	Examination forms Class X Regular. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.		
4.	Examination forms Class X Private. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.		
5.	Examination forms Class XI Regular. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.		
6.	Examination forms Class XI Private. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.		
7.	Examination slips. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 " duly numbered with hand machine in series on back side of slip. The Board's monogram will appear on each slip and 2000 number of slips in each sealed packet / pocket as per color / specimen.		
8.	Enrolment Forms Proforma. One side printed size 8 ½ " X 13 ½ " white flying paper 68 grams in pad form containing 100 forms each pad with serial number (as per sample).		
9.	Enrolment Card sheets one side printed size 8.5" X 13.5" 110 gram paper (as per sample) art card.		
10.	Application form for Duplicate Pakka Certificate. Both sides printed size 8 ½ " X 13 ½ " white flying paper 68 grams in pad form containing 100 forms in each pad with serial number (as per sample).		

11.	Cancellation of Improvement Order. One side printed size 8½" X 13½" white flying paper 68 grams in pad form containing 100 forms in each pad with serial number (as per sample).		
12.	Fees statement Proforma SSC side. One side Printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad duly numbered with hand machine (as per sample).		
13.	Improvement Permission Order. One side printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad (as per sample).		
14.	Signature sheet Proforma. Both sides printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad (as per sample)		
15.	Consumption Report Proforma. Both sides printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad (as per sample)		
16.	T.A / D.A Bill Proforma Both sides printed size 8½"X13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad duly numbered with hand machine (as per sample).		
17.	Flop File (as per sample)		
18.	Pakka File (as per sample)		
19.	Invigilator Report Proforma. One side printed, size 6 ½ " X 8" , 68 gram paper, in pad form containing 100 leaves in each pad duly numbered with hand machine (as per sample)		
20.	Pakka Files for form binding (as per sample)		
21.	Computerized Award List size A4 90 grams paper four color (as per sample)		

CATEGORY – 3

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	BIDDING FIRM AGREES TO SPECIFICATION AND MENTION QUOTED BRAND, MODEL	BROCHURES ATTESTED YES / NO
1.	Envelop Cloth Bond Khaki size 11" X 15" (as per sample)		
2.	Envelop Khaki Craft Paper 70 gram size 11"X15" (as per sample)		
3.	Envelop white size 11" X 5", 80 gram (Indonesia) (as per sample)		
4.	Envelop white size 9" X 4" small 80 grams (Indonesia) (as per sample.)		
5.	Envelop Khaki Craft Paper for Signature sheet, 70 gram size 11" X 5 (as per sample)		
6.	Envelop Khaki Craft Paper size 11" X 5" (Press Copy) as per sample		
7.	Envelop Khaki Craft Paper size 11" X 5" (Inner Cover-I) as per sample		
8.	Envelop Khaki Craft Paper size 11" X 5" (Inner Cover-II) as per sample		
9.	Envelop Khaki Craft Paper size 11" X 5" (Inner Cover-III) as per sample		
10.	Envelops green cloth Bond size 12" X 6" (as per sample)		
11.	Polythen Bags (Inner cover) in black color thickness 60 microns size 18" X 12 for Top Secret section (as per sample)		

Tender Form fee paid Rs. _____ vide D.D / Challan No. _____ Dated _____

(_____)

Signature of Dealer / Supplier with stamp

Examination Material / Answer Script & Printed Stationery

Financial Proposal

Date of submission of tender form upto

Opening of tenders Date will be communicated later on

Submitted by M/s _____

CATEGORY - 1

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
1.	Answer scripts Flying paper or equivalent high finishing 55 grams Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 16 pages – un-trimmed size 9" X 11 ½". Trimmed size 8.6" X 10.7" which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched 1 page of front with serial No. with automatic numbering machine duly spanned in red color and each bundle containing 250 copies duly tied with plastic ribbon and all other involved therein complete in all respects (as per specimen).	15,00,000 Nos.		
2.	Answer Scripts for Practical containing 04 pages of 55 grams white printing paper (flying paper or equivalent high finishing) which should not be ink smudged un-trimmed size 9"X11 ½". Trimmed size 8.6" X 10.7" with rolling in black color on first page. The monogram (as per specimen) will appear on each page in practical script back ground. The script should contained with serial No. with automatic numbering machine on first page folding gathering duly packed in bundle form containing 1000 answer scripts for practical duly tied with plastic ribbon and all other involved therein complete in all respects with following description. Brightness 70% Burst Factor 10, TA facto (CD-35 MD-40).	5,00,000 Nos.		
3.	Supplements containing 04 pages of 55 grams white printing paper (flying paper or equivalent high finishing) which should not be ink smudged un-trimmed size 9" X 11 ½". Trimmed size 8.6"X10.7" with rolling in black color on first page. The monogram (as per specimen) will appear on each page in supplement back ground. The supplement should contained with serial No. with automatic numbering machine on first page folding gathering duly packed in bundle form containing 1000 supplements duly tied with plastic ribbon and all other involved therein complete in all respects with following description. Brightness 70% Burst Factor 10, TA facto (CD-35 MD-40).	5,00,000 Nos.		

CATEGORY - 2

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
1.	Examination forms for Class IX Regular. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.	80,000 Nos.		
2.	Examination forms for Class IX Private. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ " X 13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.	5,000 Nos.		
3.	Examination forms Class X Regular. Both sides printed 90 gram imported paper (Indonesia) size 8 ½ "X13 ½ " duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.	70,000 Nos.		
4.	Examination forms Class X Private. Both sides printed 90 gram imported paper (Indonesia) size 8½"X13½" duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.	7,000 Nos.		
5.	Examination forms Class XI Regular. Both sides printed 90 gram imported paper (Indonesia) size 8½"X13½" duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.	50,000 Nos.		
6.	Examination forms Class XI Private. Both sides printed 90 gram imported paper (Indonesia) size 8½"X13½" duly numbered with hand machine in series binding in pad form, each pad containing 100 forms as per color / specimen.	10,000 Nos.		
7.	Examination slips. Both sides printed 90 gram imported paper (Indonesia) size 8½" X13" duly numbered with hand machine in series on back side of slip. The Board's monogram will appear on each slip and 2000 number of slips in each sealed packet / pocket as per color / specimen.	3,00,000 Nos.		
8.	Enrolment Forms Proforma. One side printed size 8 ½ " X 13 ½ " white flying paper 68 grams in pad form containing 100 forms each pad with serial number (as per sample).	1,50,000 Nos.		
9.	Enrolment Card sheets one side printed size 8.5"X13.5" 110 gram paper (as per sample) art card.	15,000 sheets		
10.	Application form for Duplicate Pakka Certificate. Both sides printed size 8 ½ " X 13 ½ " white flying paper 68 grams in pad form containing 100 forms in each pad with serial number (as per sample).	60 Pads		
11.	Cancellation of Improvement Order. One side printed size 8½" X 13½" white flying paper 68 grams in pad form containing 100 forms in each pad with serial number (as per sample).	50 Pads		

12.	Fees statement Proforma SSC side. One side Printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad duly numbered with hand machine (as per sample).	120 Pads		
13.	Improvement Permission Order. One side printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad (as per sample).	26 Pads		
14.	Signature sheet Proforma. Both sides printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad (as per sample)	1000 Pads		
15.	Consumption Report Proforma. Both sides printed size 8½" X 13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad (as per sample)	60 Pads		
16.	T.A / D.A Bill Proforma Both sides printed size 8½"X13½" high furnished paper 68 grams, in pad form containing 100 leaves in each pad duly numbered with hand machine (as per sample).	100 Pads		
17.	Flop File (as per sample)	800 Files		
18.	Pakka File (as per sample)	4,000 Nos.		
19.	Invigilator Report Proforma. One side printed, size 6 ½ " X 8" , 68 gram paper, in pad form containing 100 leaves in each pad duly numbered with hand machine (as per sample)	2,000 Pads		
20.	Pakka Files for form binding (as per sample)	10,000 Files		
21.	Computerized Award List size A4 90 grams paper four color (as per sample)	80,000 Nos.		

CATEGORY - 3

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
1.	Envelop Cloth Bond Khaki size 11" X 15" (as per sample)	14,000 Nos.		
2.	Envelop Khaki Craft Paper 70 gram size 11"X15" (as per sample)	80,000 Nos.		
3.	Envelop white size 11" X 5", 80 gram (Indonesia) (as per sample)	24,000 Nos.		
4.	Envelop white size 9" X 4" small 80 grams (Indonesia) (as per sample)	33,000 Nos.		
5.	Envelop Khaki Craft Paper for Signature sheet, 70 gram size 11" X 5 (as per sample)	14,000 Nos.		
6.	Envelop Khaki Craft Paper size 11" X 5" (Press Copy) (as per sample)	3,000 Nos.		
7.	Envelop Khaki Craft Paper size 11" X 5" (Inner Cover-I) (as per sample)	3,000 Nos.		
8.	Envelop Khaki Craft Paper size 11" X 5" (Inner Cover-II) (as per sample)	1,500 Nos.		
9.	Envelop Khaki Craft Paper size 11" X 5" (Inner Cover-III) (as per sample)	2,000 Nos.		
10.	Envelops green cloth Bond size 12" X 6" (as per sample)	1,500 Nos.		
11.	Polythen Bags (Inner cover) in black color thickness 60 microns size 18" X 12 for Top Secret section (as per sample)	5,000 Bags		

Note: 1. All Govt. Taxes will be deducted at source, as per rules in practice.

GST summary along with Sales Tax Invoice & Sales Register will be required.

2.5% Earnest Money Rs. _____ vide D.D / Challan No. _____

Dated _____ Drawn at.

(_____)

Signature of Dealer / Supplier with stamp