

# BOARD OF INTERMEDIATE



---

**& SECONDARY EDUCATION SUKKUR**

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## TENDER DOCUMENT FOR THE YEAR 2014-15

**Tender Reference. No. BISE/STORE/SUK/- 116 Dated 18.11.2014**

*For purchase of*

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**Examination Material / Answer Scripts and Printed Stationery**

Tender issued to M/s \_\_\_\_\_

The deadline for submission is 30.12.2014 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**

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**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SUKKUR.**  
**NO.BISE/STORE/SUK/- 116** **10** November – 2014

**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 One Envelop Bidding Procedure as per rule No.47(1) of SPPRA 2010 (amended in 2013).

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 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 / Bank Challan upto 30.12.2014 at 11:00 a.m. The tender document(s) can also be downloaded from the SPPRA's website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).

3. The financial proposal must contain bid security / earnest money @ 2.5% of the quoted rates in the shape of P.O / D.D in favour of the undersigned. The Financial Proposal should be sealed properly and will be dropped in tender box to be kept in the office of the undersigned, upto 12:00 noon of 30.12.2014 where it 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. The Procurement Committee reserves the right to accept / reject any or all offers subject to SPPRA rules.

5. This notice can be traced at our website <http://www.bisesuksindh.edu.pk> as well as SPPRA website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)

6. For further details, please contact with Mr. Naseer Ahmed Laghari, Assistant Secretary (Stores), BISE, Sukkur Cell Nos. 0345-3892918, 0331-3075995 & 0300-3144985.

  
 (ABDUL RAZAK BHUTTO)  
 SECRETARY  
 071 – 9310622

**Copy fwcs 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 tender notice on the Board's website.

## 1.1 Introduction.

Board of Intermediate & Secondary Education Sukkur intends to purchase **Examination Material / Answer Scripts and Printed Stationery** for the financial Year 2014-2015 from eligible bidders through open tenders bidding process under SPPRA 2010 (Amended 2013) as provided in rule # 47 (1), a bid shall comprise a single envelop containing Financial proposal. It will be opened in the presence of Procurement / Tender Committee and the representatives of bidding firms.

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 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

## 1.2 Preparation of Proposal.

### 1.2.1 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 whatsoever 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 Draft / Bank Challan in favour of Secretary BISE, Sukkur 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 person.
- 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, Sukkur 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, BISE, Sukkur 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%); 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.

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

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 60 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 are agree that the final decision of BISE, Sukkur will be acceptable to us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

S. gnature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized

**Examination Material / Answer Script & Printed Stationery**

**Financial Proposal**

Date of submission of tender form upto .....

Opening of tenders .....

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 white paper 55 grams Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 20 pages – un-trimmed size 9"X11½". 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 Blue color and each bundle containing 250 copies (as per specimen).	15,00,000 Nos.		
2.	Answer Scripts for Practical containing 04 pages of 55 grams white printing paper (flying paper high finishing) which should not be ink smudged un-trimmed size 9" X 11 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.	Answer Scripts for Supplements containing 04 pages of 55 grams white printing paper (flying paper high finishing) which should not be ink smudged un-trimmed size 9" X 11 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 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 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.	80,000 Nos.		
3.	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.	5000 Nos.		
4.	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.	60,000 Nos.		
5.	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.	5000 Nos.		
6.	Examination forms Class XII 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.	70,000 Nos.		
7.	Examination forms Class XII 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.	5000 Nos.		
8.	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 box duly tied with plastic ribbon (as per color / specimen).	2,00,000 Nos.		
9.	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.		
10.	Enrolment Card sheet. One side printed size 8 ½ " X 13 ½ " 110 gram paper (as per sample) art card. Each box contains 1000 sheets duly tied with plastic ribbon.	20,000 sheets		
11.	Duplicating Papers size 8 ½ " X 13 ½ " , 55 gram off sheet paper, 480 paper per ream (subject to machine test)	10,000 Reams		

12.	Application form for Migration Certificate. Both sides printed size 8½"X13½" white flying paper 55 grams in pad form containing 100 forms in each pad with serial number (as per sample).	4000 Nos.		
13.	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).	20,000 Nos.		
14.	Remuneration Bill Proforma. Both sides printed, high furnished paper 68 grams, in pad form containing 100 leaves in each pad (as per sample).	50,000 Nos.		
15.	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)	1,00,000 Nos.		
16.	Kacha File (as per color and sample)	4000 Nos.		
17.	Polythen Bags (Inner cover) in black color thickness 60 microns size 18"X12" for Top Secret section (as per sample) (Back ground objective)	40,000 Bags		
18.	Polythen Bags (Outer cover) in green color thickness 65 microns size 20" X 13" for Top Secret section (as per sample)	15,000 Nos.		
19.	Polythen Bags (Outer cover) in Camel color thickness 65 microns size 20" X 13" for Top Secret section (as per sample)	15,000 Bags		
20.	Invigilator Report Proforma. One side printed, size 6½"X 8" 68 gram paper, in pad form containing 100 leaves in each pad duly numbered with hand machine (as per sample)	3,00,000 Nos.		
21.	Computerized Award List size A4 90 grams paper in four color (as per sample) duly packed in box containing 2000 leaves each box duly tied with plastic ribbon.	80,000 Nos.		
22.	Ink Tube CPI7 NRG group (Genuine)	250 Tubes		
23.	Master Roll CPMT15 (Genuine)	80 Rolls		
24.	Flop File (as per sample)	500 Nos.		
25.	Pakka File (as per sample)	3000 Nos.		
26.	Out ward Register (as per sample) Each register comprises on 400 pages	10 Registers		
27.	Pakka Files for form binding (as per sample)	15,000 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 white size 11" X 15" (as per sample). Each box contains 500 envelops.	50,000 Nos.		
2.	Envelop Khaki Craft Paper 70 gram size 11"X15" (as per sample). Each box contains 500 envelops.	60,000 Nos.		
3.	Envelop white size 11"X5" 80 gram (Indonesia) (as per sample). Each box contains 250 envelops.	30,000 Nos.		
4.	Envelop white size 9"X4" 80 grams (Indonesia) (as per sample). Each box contains 250 envelops.	20,000 Nos.		
5.	Envelop Khaki Craft Paper for Signature sheet, 70 gram size 11" X 5 (as per sample) Each box contains 250 envelops.	10,000 Nos.		
6.	Envelop white Craft Paper size 11"X5" (Press Copy) as per sample. Each box contains 250 envelops.	5,000 Nos.		
7.	Envelop white Craft Paper size 11"X5" (Office Copy) as per sample.	5,000 Nos.		

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

2.5% Earnest Money Rs. \_\_\_\_\_ vide D.D / Challan No. \_\_\_\_\_  
dated \_\_\_\_\_ drawn at \_\_\_\_\_

( \_\_\_\_\_ )

Signature of Dealer / Supplier with stamp

# BOARD OF INTERMEDIATE



**& SECONDARY EDUCATION SUKKUR**

## TENDER DOCUMENT FOR THE YEAR 2014-15

Tender Reference. No. BISE/STORE/SUK/- 116 Dated 18.11.2014

*For purchase of*

General Stationery / General Items etc.

Tender issued to M/s \_\_\_\_\_

The deadline for submission is 30.12.2014 at 12:00 Noon,

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



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**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SUKKUR.**  
**NO.BISE/STORE/SUK/- 116** **10** November – 2014

**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 One Envelop Bidding Procedure as per rule No.47(1) of SPPRA 2010 (amended in 2013).

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

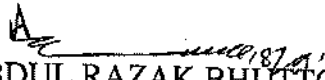
2. Full details of items are set forth in tender documents, which can be had from the office of the Assistant Secretary (Stores), BISE, Sukkur by depositing Rs.2000/- (non refundable) separately for each tender in shape of Bank Draft / Bank Challan upto 30.12.2014 at 11:00 a.m. The tender document(s) can also be downloaded from the SPPRA's website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).

3. The financial proposal must contain bid security / earnest money @ 2.5% of the quoted rates in the shape of P.O / D.D in favour of the undersigned. The Financial Proposal should be sealed properly and will be dropped in tender box to be kept in the office of the undersigned, upto 12:00 noon of 30.12.2014 where it 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. The Procurement Committee reserves the right to accept / reject any or all offers subject to SPPRA rules.

5. This notice can be traced at our website <http://www.bisesuksindh.edu.pk> as well as SPPRA website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)

6. For further details, please contact with Mr. Naseer Ahmed Laghari, Assistant Secretary (Stores), BISE, Sukkur Cell Nos. 0345-3892918, 0331-3075995 & 0300-3144985.

  
 (ABDUL RAZAK BHUTTO)  
 SECRETARY  
 071 – 9310622

**Copy fwcs 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.)
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3. The Computer Programmer, BISE, Sukkur. He is directed to display the above tender notice on the Board's website.

## 1.1 Introduction.

Board of Intermediate & Secondary Education Sukkur intends to purchase **General Stationery / General items etc** for the financial Year 2014-2015 from eligible bidders through open tenders bidding process under SPPRA 2010 (Amended 2013) as provided in rule # 47 (1), a bid shall comprise a single envelop containing Financial proposal. It will be opened in the presence of Procurement / Tender Committee and the representatives of bidding firms.

This tender is being issued to acquire **General Stationery / General items etc** as per details / specifications of items given in Section 4.

Responding Organizations should quote for 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.

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NEWSPAPER CUTTING

## **1.2 Preparation of Proposal.**

### **1.2.1 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 whatsoever 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 Draft / Bank Challan in favour of Secretary BISE, Sukkur 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 person.
- 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, Sukkur 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.
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### 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, BISE, Sukkur 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

- c) 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%); 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.

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

Signature & Stamp of Bidder

FORM OF TENDER

To be printed on the letter head of firm

Tender Reference No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Contract:- **General Stationery / General items etc.**

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 60 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

**General Stationery / General items etc**

**Financial Proposal**

Date of submission of tender form upto .....

Opening of tenders .....

Submitted by M/s \_\_\_\_\_

**CATEGORY – 1**

**General Stationery**

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
1.	Gurn Bottle (Dollar) 142 grams each bottle	50 Nos.		
2.	Gern Clips	50 Units		
3.	Tag (small size)	2000 Nos.		
4.	Black Marker (Dollar)	100 Units		
5.	White paper AA legal size 80 gram 500 papers per ream	300 Reams		

**CATEGORY – 2**

**General items etc**

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
1.	Suti (Bangladesh) (superior quality)	200 Kilograms		
2.	Vibr Powder (Lemon Max) 450 grams each	300 Bottles		

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

2.5% Earnest Money Rs. \_\_\_\_\_ vide D.D / Challan No. \_\_\_\_\_  
dated \_\_\_\_\_ drawn at \_\_\_\_\_

\_\_\_\_\_ )

Signature of Dealer / Supplier with stamp

# BOARD OF INTERMEDIATE



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**& SECONDARY EDUCATION SUKKUR**

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## **TENDER DOCUMENT FOR THE YEAR 2014-15**

**Tender Reference. No. BISE/STORE/SUK/- 116 Dated 18.11.2014**

*For purchase of*

---

**Computer, Computer Accessories**

Tender issued to M/s \_\_\_\_\_

The deadline for submission is 30.12.2014 at 12:00 Noon,

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

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

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TENDER NOTICE

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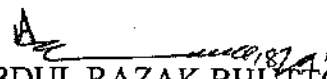
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NEWSPAPER CUTTING

1917  
1918



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## 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%); 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.

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

Signature & Stamp of Bidder

FORM OF TENDER

Tender Reference No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Contract:- **General Stationery / General items etc.**

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 60 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 are 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

## Computer, Computer Accessories

### Financial Proposal

Date of submission of tender form upto .....

Opening of tenders .....

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.	Copy Printer Machine DX-3443 (Ricoh)	02 Nos.		
2.	Feeding Pad Copy Printer DX - 3443 (Genuine / Original)	24 Nos.		
3.	Tetra Screen Copy Printer DX-3440 (Genuine / Original)	02 Nos.		
4.	Drum Gear Copy Printer DX - 3443 (Genuine / Original)	02 Nos.		
5.	Dry Battery	01 No.		
6.	Cleaning Blade (Part # D009-2351)(Genuine / Original) Ricoh	04 Nos.		
7.	Roller Charge Apply (Part # AD02-7012) (Genuine / Original) Ricoh	02 Nos.		
8.	OPC Drum (Part # D009-9510) (Genuine/Original) Ricoh	02 Nos.		
9.	Brush Cleaner charge (Part # G790-2329) (Genuine / Original) Ricoh	04 Nos.		
10.	Developer (Part # 296-9640) (Genuine / Original)	04 Nos.		
11.	Transfer Belt (Part # A232-3880) (Genuine / Original)	02 Nos.		
12.	Cleaning Transfer Blade (Part # AD04-1135) (Genuine / Original)	04 Nos.		
13.	Stripper Pawls (Part # AE04-4099) (Genuine / Original)	04 Sets		
14.	Thermister (Part # D009-4177) (Genuine / Original)	03 Nos.		
15.	Hot Roller (Part # AE01-0099) (Genuine / Original)	04 Nos.		
16.	Pressure Roller (Part # AE02-0199) (Genuine / Original)	04 Nos.		
17.	Cleaning Web (Part # AE04-5099) (Genuine / Original)	02 Nos.		
18.	Roller Pick Up (Part # AF03-0090) (Genuine / Original)	02 Nos.		
19.	Roller Feed (Part # AF03-1090) (Genuine / Original)	02 Nos.		
20.	Roller Separate (Part # AF03-2090) (Genuine / Original)	02 Nos.		
21.	Roller Manual (Part # AF03-1046) (Genuine / Original)	04 Nos.		
22.	Pick Up Roller (Part # AF03-0049) (Genuine / Original)	04 Nos.		
23.	Separation Roller (Part # AF03-2046) (Genuine / Original)	04 Nos.		
24.	Gear (Part # Z28-B223-2689) (Genuine / Original)	02 Nos.		

SR. #	NAME OF THE ARTICLE AND DESCRIPTION	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
25.	Gear (Part # 25Z B223-2683) (Genuine / Original)	02 Nos.		
26.	Mouse Laser (HP)	16 Nos.		
27.	Key Board (HP)	14 Nos.		
28.	Toner for photocopier 1312 (Genuine / Original)	11 Nos.		
29.	Toner for Ricoh Printer SP8200e (Genuine / Original)	12 Bottles		
30.	Toner Cartridge for Laser Jet Printer 4350N (42A) (Genuine / Original)	04 Cartridges		
31.	Toner Cartridge for Laser Jet Printer 2015 (53A) (Genuine / Original)	07 Cartridges		

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

2.5% Earnest Money Rs. \_\_\_\_\_ vide D.D / Challan No. \_\_\_\_\_  
dated \_\_\_\_\_ drawn at \_\_\_\_\_

(\_\_\_\_\_)

Signature of Dealer / Supplier with stamp