

## BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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Phone No: 995625246  
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### INVITATION FOR BIDS

**Subject: NOTICE INVITING TENDER FOR VARIOUS MISCELLANEOUS JOBS FOR SSC EXAMINATIONS (To be done in the premises of Board) ON ITEM RATE CONTRACT BASIS EFFECTIVE FROM SSC SUPPLEMENTARY EXAMINATIONS 2015 TO SSC ANNUAL EXAMINATIONS 2016**

Sealed bids are invited from eligible bidders for regarding Various Miscellaneous jobs as per description noted below:

**S.NO. NATURE OF JOBS (to be done in the premises of the Board)**

- 1 (a) Sorting, Counting, Packing and Sealing of Question Papers and Graph Sheets during conduct of Examinations
- 1 (b) Gathering of Question Papers including other items
- 2) Binding of Registers
- 3) Binding of Tabulation Registers (Kacha)
- 4) Re-Binding of Tabulation Registers
- 5) Affixing of Stamps (all kinds)
- 6) Receipt Numbering on Enrolment/Registration Forms, Numbering on Answer Books and Receipt Numbering on Examination Forms etc.
- 7) Cutting of Old Serial Numbers on Answer Copies
- 8) Affixing of Stamps Slips
- 9) Pakka Certificate Book (Classified)
- 10) Kacha Binding Book
- 11) Pakka Binding Book
- 12) Serializing of Award Lists
- 13) Batch Making of Award Lists
- 14) Counting of Answer Scripts
- 15) Counting and Packing of Centre Material
- 16) Pasting of Slips

#### ELIGIBILITY CRITERIA

- (i) 03 years experience in the related field.
- (ii) Turn-over of last three years of minimum Rs. 1,000,000/- per annum.
- (iii) Registration with Income Tax and Sales Tax Departments.
- (iv) An Affidavit on Stamp Paper (Rs. 100/-) that the firm has never been Blacklisted since last 03 years.

**PURPOSE AND SCOPE:** Various Miscellaneous jobs to be done in the premises of the Board for SSC Examinations during one year.

**ESTIMATED COST:** Rs. 2,500,000/- (Rupees Twenty-five Lac only)

**SCHEDULE AND AVAILABILITY OF BIDDING DOCUMENTS:** Bidding documents are available to the interested bidders from the first day of publication of this NIT up to 05-10-2015 at 12:00 Noon. Interested eligible bidders may obtain further information and inspect the bidding documents at the office of Assistant Secretary (P&P) Room No. 40, 1st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.

#### COMPLETION TIME:

Minimum time period for completion of given jobs will be at least two weeks which may be extended.

#### TYPE OF TENDER/ METHOD OF PROCUREMENT:

Open competitive bidding, Single Stage - One Envelope Procedure.

#### AMOUNT AND MANNER OF PAYMENT OF TENDER FEE:

A complete set of bidding documents may be purchased by interested bidders on the submission of a written application to the above and upon payment of a Non-Refundable Tender Fee of Rs. 2,000/- (Rupees Two Thousand only) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi. Bidding documents must be submitted in the office of the Secretary (Room No. 31) up to Monday 05-10-2015 01:00 P.M. and will be opened on Monday 05-10-2015 at 02:00 P.M. in the presence of bidders' representatives who choose to attend the Office.

**VALIDITY PERIOD OF THE BID:** 90 days from the date of opening of the Tender whereas the quoted rates shall remain valid from SSC Supplementary Examinations 2015 to SSC Annual Examinations 2016.

#### AMOUNT AND MANNER OF BID SECURITY AND BID SUBMISSION:

Sealed bids must be delivered to the above office on or before 05-10-2015 (Monday) 05-10-2015 and must be accompanied by a Bid Security amounting to 2% of the bid price which comes to Rs. 50,000/- (Rupees Fifty Thousand only) Rs. 50,000/- is the 2% amount of Rs. 2,500,000/- (calculated as per basis of the estimated cost), in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi, without which the Tender will automatically stand cancelled.

The Competent Authority reserves the right to accept or reject the Tenders subject to provisions of SPPRA Rules-2010.

This Tender is in accordance with SPPRA Rules-2010 which will strictly be followed, moreover Rule 19(7) of SPPRA Rules-2010 is applied in this Tender.

For information visit the following websites:

i. www.bseds.edu.pk

ii. www.sindh.gov.pk

iii. www.sppra.sindh.gov.pk

INF-KTY No: 154915

24-9-15  
EX-Tribune  
Deputy Secretary  
for Secretary

for Secretary

SAY NO TO CORRUPTION  
Tenderness is Religion