



**BOARD OF INTERMEDIATE AND SECONDARY  
EDUCATION, MIRPURKHAS**

No.BISE/GEN-STORE/MPS/- 648

Dated: 04-02-2016

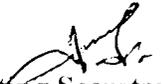
To

The Deputy Director (A&F)  
SPPRA, Sindh, Secretariat  
Karachi

**SUBJECT: TENDER NOTICE**

I am directed to refer to your communication No.(IR)/SPPRA/2015-16/195 dated: 29<sup>th</sup> January, 2016 on the captioned subject and to state that the following requisite information are herewith furnished for your kind perusal, as desired.

1. Notification of Procurement Committee. (Rule-7)
2. Annual Procurement Plan for the FY 2015 – 2016. (Rule-11)
3. Complete set of Bidding Documents including evaluation / eligibility criteria as provided in Rule 46(1) and specification of items to be procured. (Rule-21(4))
4. Notification of Complain Redressal Committee. (Rule-31)

  
Acting Secretary

Copy to:

1. The P.S to Chairman, BISE, Mirpurkhas.
2. In-charge (Receipt Section), Sind Public Procurement Regulation Authority, Government of Sindh, Karachi.



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,  
MIRPURKHAS, SINDH.**

No.BISE/STORE/MPS/- 646

Dated: 04-02-2016

**TENDER NOTICE**

The Sealed Tenders are invited from the well reputed firms, contractors, parties and those who hold printing presses and are registered with Income Tax and General Sales Tax Departments in accordance with SPPRA rules and fulfill the Eligibility criteria for Printing and Supply of Answer Scripts and Various types of Printing Materials / Office Stationary Articles and Machinery Equipment as per specifications / specimen mentioned in the bid document form.

Bid document should reach the undersigned by **26.02.2016** at **02:00 P.M** which shall be opened on the same day at **03:00 P.M** in the Committee Room, BISE Mirpurkhas in presence of Procurement Committee and parties who desire to be present.

The bid document along with terms and conditions can be had from the Assistant Secretary Stores, BISE Mirpurkhas by depositing fee of **Rs. 2,000/-** per bid document in the shape of DD/Pay Order/Bank Challan (Non-Refundable) upto **26.02.2016** at **12:00 Noon**.

The firms / presses should deposit bid security at 2.5% amount of the value of their offer, through DD/Pay Order in favour of the Secretary, BISE, Mirpurkhas.

This N.I.T can also be seen at the website of this Board / Government at:

[www.bisemirpurkhas.edu.pk](http://www.bisemirpurkhas.edu.pk)

[www.sindh.gov.pk](http://www.sindh.gov.pk)

[www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)

The procuring agency may reject any or all offers subject to the relevant provisions of SPPRA Rules.

  
**ACTING SECRETARY**  
**0233-9290372**

**Copy FWCS to:**

1. The Director Information (Advertisement) Govt. of Sindh, Block No. 95-96 Sindh Secretariat, Karachi, with a request that this Notice may please be got published in three leading/nation wide newspapers viz. English / Urdu and Sindhi in one insertion only on usual payment.
2. The Director SPPRA Sindh, Secretariat Karachi for favour of Information & Placement of N.I.T on website of the SPPRA.
3. The Audit Officer, BISE, Mirpurkhas.
4. The A.S (B&A) BISE, Mirpurkhas.
5. The P.A to Chairman, BISE Mirpurkhas.



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION,  
MIRPURKHAS

No.BISE/GEN-STORE/-02

Dated: January, 28<sup>th</sup> 2016

**NOTIFICATION**

Under the Guideline of SPPRA Rules No.07 a Procurement Committee has been constituted to examine and scrutinize the tender bids related documents for the year 2015 – 2016. The Procurement Committee will consist of following members.

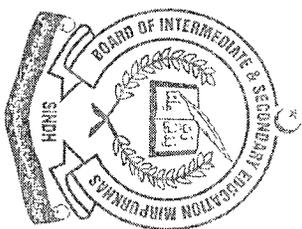
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|--|--------------------|
| 1. Prof: Hamid Siraj Ashrafi<br>Principal<br>Govt: Model College, Mirpurkhas | Convener           |
| 2. The Controller of Examinations<br>BISE, Mirpurkhas                        | Member             |
| 3. The Director Physical Education<br>BISE, Mirpurkhas                       | Member             |
| 4. The Deputy Controller of Examination (Secret)<br>BISE, Mirpurkhas         | Member             |
| 5. The Deputy Secretary (Accounts)<br>BISE, Mirpurkhas                       | Member / Secretary |

**TERMS OF REFERENCE (TORS)**

The following are the functions and responsibilities of Procurement Committee:

1. Prepare bidding documents;
2. Carry out technical as well as financial evaluation of the bids;
3. Prepare evaluation report as provided in Rule 45 of SPPRA
4. Make recommendations for the award of contracts(s) of the Competent Authority; and
5. Perform any other function ancillary and incidental to the above.

  
**ACTING SECRETARY**  
Board of Intermediate & Secondary  
Education, Mirpurkhas



# ANNUAL PROCUREMENT PLAN

*(Non-Development / Revenue Works)*

FOR THE FINANCIAL YEAR 2015 – 2016



## BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MIRPURKHAS

MINUTES OF THE MEETING OF THE "PROCUREMENT COMMITTEE" CONVENED BY PROF. HAMID SIRAJ ASHRAFI, PRINCIPLE, GOVT. MODEL COLLEGE, MIRPURKHAS HELD ON TUESDAY 02<sup>ND</sup> FEBRUARY, 2016 AT 3:00 P.M TO DISCUSSED AND FINALIZE THE ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT / REVENUE WORKS) FOR THE YEAR 2015 - 2016 AS PROVIDED UNDER RULE NO.11 OF SPP RULES 2010.

The following attended the meeting:

- |  |                    |
|--|--------------------|
| 1. Prof: Hamid Siraj Ashrafi<br>Principal, Govt: Model College, Mirpurkhas | Convener           |
| 2. Mr. Abdul Hafeez<br>Controller of Examinations,                         | Member             |
| 3. Mr. Muhammad Naeem Khan<br>Director Physical Education                  | Member             |
| 4. Engr. Anwer Aleem Khanzada<br>Deputy Controller of Examination (Secret) | Member             |
| 5. Mr. Ghulam Ahmed<br>Deputy Secretary (Accounts)                         | Member / Secretary |

The meeting started with the recitation from the Verses of the Holy Quran and the Convener of the committee welcomed to all the members of the "Procurement Committee". The Secretary of the committee informed the house that as per guidelines of Rule No.11 of SPP Rule 2010, an Annual Procurement Plan for the year 2015 - 2016 was required to be prepared and finalized by the Procurement Committee of this Board before going for tendering process, therefore the plan has been prepared within available resources in consultation with all the sectional heads and after verification of available stock position, the same is being placed before the committee members for discussion and approval.

The Committee members examined the intended quantity incorporated in each category and after detailed deliberation over the matter, approved the annual plan with following details, unanimously.



**BOARD OF INTERMEDIATE & SECONDARY EDUCATION,  
MIRPURKHAS**

**Annual Procurement Plan (Non-Development / Revenue Works) F/Y 2015 - 2016**

Sr. No.	Name of Works	Item to be Executed		Quantity	Funds Allocated	Proposed Procurement Method	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
		Item No.	Description							
1	Examination / Academic Material For Printing	1	Answer Book (Red Color 24 Pages)	200000 Nos	15,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)				After issue of Job Order material will be supplied within the period of 20/30 days
		2	Answer Book (Black Color 16 Pages)	500000 Nos						
		3	Answer Book (Red Color 16 Pages)	100000 Nos						
		4	Supplementary (Black Color 04 Pages)	400000 Nos						
		5	Supplementary (Red Color 04 Pages)	300000 Nos						
		6	Supplementary (Green Color 04 Pages)	400000 Nos						
		7	Marks Certificate SSC-I	40000 Nos						
		8	Marks Certificate SSC-II	100000 Nos						
		9	Pass Certificate SSC-II	25000 Nos						
		10	Marks Certificate HSC-I (Science)	30000 Nos						
		11	Marks Certificate HSC-I (Humanities)	5000 Nos						
		12	Marks Certificate HSC-II (Science)	75000 Nos						
		13	Marks Certificate HSC-II (Humanities)	10000 Nos						
		14	Pass Certificate HSC-II	10000 Nos						
		15	Pass Certificate HSC (Oriental Language)	5000 Nos						
		16	Marks Certificate SSC (Oriental Language)	15000 Nos						
		17	Pass Certificate SSC (Oriental Language)	15000 Nos						
		18	Eligibility Certificate	5000 Nos						
		19	Migration Certificate	5000 Nos						
		20	Signature Sheet Proforma	100000 Nos						
		21	Dispatch Slip	20000 Nos						
		22	Award List	100000 Nos						
		23	Invigilator Report Proforma	100000 Nos						
		24	Fess Statement Proforma SSC (Conduct)	5000 Nos						
		25	Application Proforma	5000 Nos						
		26	Envelope Tabulator (1)	5000 Nos						
		27	Envelope Tabulator (2)	5000 Nos						
		28	Envelope Tabulator (3)	5000 Nos						
		29	Envelope Tabulator (4)	5000 Nos						
		30	Pacca File Cover	5000 Nos						

## Annual Procurement Plan (Non-Development / Revenue Works) F/Y 2015 - 2016

Sr. No.	Name of Works	Item No.	Item to be Executed Description	Quantity	Funds Allocated	Proposed Procurement Method	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
1	Examination / Academic Material For Printing	31	Kaccha File	5000 Nos	15,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)				After issue of Job Order material will be supplied within the period of 20/30 days
		32	Patha	5000 Nos						
		33	Allotment Proforma	5000 Nos						
		34	Entry Book	5000 Nos						
		35	Migration Proforma	5000 Nos						
		36	Eligibility Proforma	5000 Nos						
		37	E.C Letter Book	2000 Nos						
		38	E.C Submission Note Book	2000 Nos						
		39	T.C Letter Proforma	1000 Nos						
		40	T.C Letter Permission Proforma	1000 Nos						
		41	Verification Proforma	1000 Nos						
		42	Bill of Laboratory Staff	1000 Nos						
		43	Payment of Chemical Charges & Lab Staff Bills	1000 Nos						
		44	Payment of Remuneration & TA/DA of Vigilance Team	1000 Nos						
		45	Vigilance Certificate	1000 Nos						
		46	Affiliation For SSC Level	500 Nos						
		47	Affiliation For HSC Level	500 Nos						
		48	Verification of Migration Proforma	1500 Nos						
		49	Inward Proforma	5000 Nos						
		50	Outward Proforma	5000 Nos						
		51	TA/DA Register	1000 Nos						
		52	GP / CP Fund Register	1000 Nos						
		53	Stationary Article Proforma for Practice SSC/HSC	1000 Nos						
		54	Fee Statement HSC (Conduct)	5000 Nos						
		55	Result Declaration HSC (Conduct)	10000 Nos						
		56	Discrepancies Proforma HSC (Conduct)	6000 Nos						
		57	Improvement of Grade Final HSC (Conduct)	4000 Nos						
		58	Additional Qualification Permission Order HSC (C)	2500 Nos						
		59	Additional Qualification Permission Final HSC (C)	10000 Nos						
		60	Correction Proforma Final HSC (Conduct)	5000 Nos						
		61	Challan Income Register	2000 Nos						
		62	Result Declaration Proforma SSC (Conduct)	15000 Nos						
		63	Discrepancies Proforma SSC (Conduct)	5000 Nos						
		64	Improvement of Grade (Final)	10000 Nos						

**Annual Procurement Plan (Non-Development / Revenue Works) F/Y 2015 - 2016**

Sr. No.	Name of Works	Item to be Executed	Quantity	Funds Allocated	Proposed Procurement Method	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
1	Examination / Academic Material For Printing	65 Additional Qualification Order SSC (Conduct) 66 Additional Qualification Final SSC (Conduct) 67 Correction Order SSC (Conduct) 68 Major Correction Order SSC (Conduct) 69 Major Correction Final SSC (Conduct) 70 Working Sheet of Major Correction SSC (Conduct) 71 Seating arrangement Proforma SSC (Conduct) 72 Requirement of Documents Proforma SSC (C) 73 Verification of Enrollment Proforma SSC (C) 74 Fee Statement SSC-I Enrollment 75 Enrollment Form Class IX (Science) 76 Enrollment Form Class IX (General Regular) 77 Enrollment Form Class IX (General Private) 78 Enrollment Form Class XI (Pre-Medical) 79 Enrollment Form Class XI (Pre-Engineering) 80 Enrollment Form Oriental (Molvi Arabic) 81 Enrollment Form Oriental (Molvi Arabic Alim) 82 Examination Form Class IX (Science) 83 Examination Form Class IX (General Regular) 84 Examination Form Class IX (General Private) 85 Examination Form Class IX (Computer Science) 86 Examination Form Class X (Science) 87 Examination Form Class X (General Regular) 88 Examination Form Class X (General Private) 89 Examination Form Class XI (Pre-Medical) 90 Examination Form Class XI (Pre-Engineering) 91 Examination Form Class XI (General Science) 92 Examination Form Class XI (Commerce) 93 Examination Form Class XI (Humanities Regular) 94 Examination Form Class XI (Humanities Private) 95 Examination Form Class XII (Pre-Medical) 96 Examination Form Class XII (Pre-Engineering) 97 Examination Form Class XII (General Science) 98 Examination Form Class XII (Commerce)	4000 Nos 10000 Nos 3000 Nos 15000 Nos 3000 Nos 2000 Nos 1000 Nos 1000 Nos 500 Nos 2500 Nos 40000 Nos 2000 Nos 3000 Nos 20000 Nos 15000 Nos 2000 Nos 2000 Nos 40000 Nos 2000 Nos 3000 Nos 40000 Nos 3000 Nos 5000 Nos 1000 Nos 3000 Nos 5000 Nos 5000 Nos 25000 Nos 18000 Nos 2000 Nos 2000 Nos 5000 Nos 5000 Nos 25000 Nos 15000 Nos 2000 Nos 2000 Nos	15,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)			After issue of Job Order material will be supplied within the period of 20/30 days	

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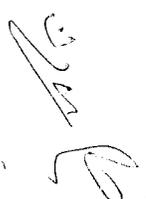
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**Annual Procurement Plan (Non-Development / Revenue Works) F/Y 2015 - 2016**

Sr. No.	Name of Works	Item to be Executed		Quantity	Funds Allocated	Proposed Procurement Method	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
		Item No.	Description							
1	Examination / Academic Material For Printing	99	Examination Form Class XII (Humanities Regular)	5000 Nos	5,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)				After issue of Job Order material will be supplied within the period of 20/30 days
		100	Examination Form Class XII (Humanities Private)	5000 Nos						
		101	Examination Form Oriental (Molvi Arabic)	1000 Nos						
		102	Examination Form Oriental (Molvi Arabic Alim)	1000 Nos						
		103	Examination Form Oriental (Molvi Arabic Fazil)	1000 Nos						
		104	Enrolment Card (Printed) IX	50000 Nos						
		105	Enrolment Card (Printed) XI	30000 Nos						
		106	Examination Slip (Printed) IX	30000 Nos						
		107	Examination Slip (Printed) X	30000 Nos						
		108	Examination Slip (Printed) XI	20000 Nos						
		109	Examination Slip (Printed) XII	20000 Nos						
		110	Inner Cover Black	25000 Nos						
		111	Outer Cover Green	15000 Nos						
		112	Ball Pen Plano (Crystal Black) Or Equivalent	200 Pkt						
		113	Ball Pen Plano (Crystal Blue) Or Equivalent	400 Pkt						
		114	Ball Pen Plano (Crystal Red) Or Equivalent	200 Pkt						
		115	Blank Register 300 Pages	200 Nos						
		116	Calculator Casio 12 Digits	100 Nos						
		117	Carbon Paper (Pelican) Germany 100/22x33cm	20 Pkt						
118	Cloth Bags Ready (Bafra) Size 21" x 27"	10000 Nos								
119	Computer Ledger Paper Rims A-1, A3 / 500 Pages	100 Nos								
120	Computer Paper Rims Legal Size 80gm / 500 Pages	1000 Rim								
121	Correction Pen (White)	20 Pkt								
122	Dhaga (Thread Ball)	20 Doz								
123	Dhaga (Tiger No.21)	10 Doz								
124	Dust Bin (Plain)	50 Nos								
125	Envelopes Khakhi Paper 90gm Size 12" x 15"	30000 Nos								
126	Foot Scale (Steel) 12 Inch	10 Pkt								
127	Gum Bottle	30 Nos								
128	Gum Stick	200 Nos								
129	Gunny Bags	600 Nos								
130	Whole Punch Machine (Big)	25 Nos								
131	Whole Punch Machine (Medium)	50 Nos								
132	Knife Cutter	250 Nos								
2	Purchase of Stationary & General Articles									








**Annual Procurement Plan (Non-Development / Revenue Works) F/Y 2015 - 2016**

Sr. No.	Name of Works	Item No.	Item to be Executed Description	Quantity	Funds Allocated	Proposed Procurement Method	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
2	Purchase of Stationary & General Articles	133	Lock Tri Circle	100 Nos	4,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)				After issue of Job Order material will be supplied within the period of 20/30 days
		134	Marker Dollar 90 Black (Big)	200 Pkt						
		135	Marker Dollar 90 Black (Small)	100 Pkt						
		136	Pencil Dear	200 Pkt						
		137	Pin Puller	200 Nos						
		138	Plastic Clip File	100 Nos						
		139	Pointer Pen Black	100 Pkt						
		140	Pointer Pen Blue	50 Pkt						
		141	Sealing Machine	3 Nos						
		142	Sealing Wax	5 Cart						
		143	Sharpener	50 Doz						
		144	Stamp Pad Blue	100 Nos						
		145	Stamp Pad Red	50 Nos						
		146	Stapler Machine	300 Nos						
		147	Stapler Pins	200 Box						
		148	Suthli (China)	100 Kg						
		149	Tissue Paper	200 Pkt						
		150	Table Basket	30 Nos						
		151	Water Cooler 25 Litter	20 Nos						
		152	Water Cooler Big	10 Nos						
		153	Water Glass	15 Doz						
		154	Water Jag (Plastic)	6 Nos						
		155	Water Jag (Steel)	6 Nos						
		156	Water Pad	10 Doz						
		157	High Lighter (Yellow)	20 Pkt						
		158	High Lighter (Pink)	15 Pkt						
		159	High Lighter (Green)	15 Pkt						
		160	Red Pencil	20 Pkt						
		161	Room Spray	50 Nos						
		162	Mosquito Spray	50 Nos						
		163	Hummer	6 Nos						
		164	Scissor	6 Nos						
		165	Knife Big	6 Nos						
		166	Plass	6 Nos						

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## Annual Procurement Plan (Non-Development / Revenue Works) F/Y 2015 - 2016

Sr. No.	Name of Works	Item to be Executed		Quantity	Funds Allocated	Proposed Procurement Method	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
		Item No.	Description							
2	Equipment / Computer and Accessories	167	Glue	6 Nos	5,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)				
		168	Needle Large	6 Pkt						
		169	Sua Big	12 Nos						
		170	Numbering Machine Max	6 Nos						
		171	Numbering Machine Tube Max	6 Nos						
		172	New Laser Printer A3 Size Model No.M706n	2 Nos						
		173	New Toner A3 Size Model No.M706n	10 Nos						
		174	New Printer HP - Series PRO-400 (M4401)	20 Nos						
		175	New Toners HP - Series PRO-400 (M4401)	30 Nos						
		176	New Scanner KODAK Model 12400/12600	4 Nos						
3	Equipment / Computer and Accessories	177	Master Roll (Riso Graph machine)	25 Nos	5,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)				After issue of Job Order material will be supplied within the period of 20/30 days
		178	Copy Printer Ink (Riso Graph Machine)	25 Nos						
		179	Digital UPS (Backup System)	30 Nos						
		180	Computer Accessories Set	20 Nos						
		181	New Computer Set Core-17	5 Nos						
		182	New Computer Set Core-15	10 Nos						
		183	New Computer Set Core-13	15 Nos						
		184	Toner Photostat Machine E-Studio 2006	10 Nos						

It was further decided that the Competent Authority of the Board will reserve the right to increase or decrease the quantity of any item subject to budget provision or on extreme necessity of the item with reference to the examination work for the year 2015 - 2016.

Meeting ended with a vote of thanks to and form the Chair.

  
Mr. Ghulam Ahmed  
Deputy Secretary (Establishment)  
Secretary of the Committee

  
Engr. Anwer Aleem Khanzada  
Deputy Controller of Examination (Secret)  
Member of the Committee

  
Mr. Muhammad Naeem Khan  
Director Physical Education  
Member of the Committee

  
Mr. Abdul Hafeez  
Controller of Examination  
Member of the Committee

  
Prol. Hamid Siraj Ashrafi  
Principle, Govt. Model Colleges, Mirpurkhas  
Convener of the Committee