



# BOARD OF SECONDARY EDUCATION, KARACHI

## NAZIMABAD KARACHI-75990

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No. BSE/P&amp;P/ 415 /2017

Dated 06 -09-2017

### Notice Inviting Tender

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

| <u>S. No.</u> | <u>NATURE OF JOBS</u><br><u>(To be done in the premises of the Board)</u>   | <u>Quantity</u> | <u>Bid Security</u>   | <u>Tender Fee</u>   | <u>Completion Time</u>   |
|---------------|---|-----------------|---|---|--|
| 1.            | Sorting, Counting, Packing, Gathering, Sealing, Binding, Re-Binding, Numbering, Affixing of Stamps, Serializing, Batch Making, Pasting of Slips etc. (to be done in the premises of Board) for the financial year 2016-2017 | —               | 2% (two percent) of the bid price (Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi | Rs.500/- (Rupees Five Hundred only) (Non-Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi | Minimum time period for completion of jobs will be at least two weeks which may be increased or decreased due to demand of time/ situation |

Note:-

(Complete detail of above jobs are mentioned in bidding documents)

#### 2. ELIGIBILITY CRITERIA

- 03 years experience in the relevant field
- Turn-over of at least last three years having a sum of minimum Rs.1,000,000/-
- Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
- Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services
- An Affidavit on Stamp Paper that the firm has never been Blacklisted

#### 3. Method of Procurement: (Single Stage One Envelope Procedure)

#### 4. Bidding/Tender Documents:

- Issuance:** Bid Documents will be issued from the first date of publication/hoisting to Tuesday 10-10-2017 up to 12:00 Noon.
- Submission:** Last date will be Tuesday 10-10-2017 up to 01:00 p.m.
- Opening:** will be opened on Tuesday 10-10-2017 up to 02:00 p.m.
- Un-responded Tenders:** will be again issued/submitted opened on following dates:-

Attempt:  
2<sup>nd</sup>

(a) Issue Date:  
Wednesday 11-10-2017

(b) Submission & opening Date:  
Monday 30-10-2017



# **BOARD OF SECONDARY EDUCATION, KARACHI**

## **NAZIMABAD KARACHI-75990**

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### **5. Terms & Conditions:**

a) Under following conditions bid will be rejected:-

- i. Conditional and telegraphic bids/tenders
- ii. Bids not accompanied by Bid Security of required amount and form
- iii. Bids received after specified date and time
- iv. Bids of Blacklisted firms

*(Detailed Terms & Conditions are mentioned in bidding documents)*

b) **Bid Validity Period:** 90 days from the date of opening of Tender.

c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2017).

d) **Purpose and Scope:** Various Miscellaneous Jobs to be executed in the premises of the Board for SSC Examinations during one year.

6. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

**(ACTING SECRETARY)**  
**BOARD OF SECONDARY EDUCATION KARACHI**  
**NAZIMABAD KARACHI-75990**

# BOARD OF SECONDARY EDUCATION, KARACHI

## KARACHI - 75990

No. BSE/P&amp;P/ 108 /2017

Dated 20 -07-2017

### NOTIFICATION

**Subject: RE-CONSTITUTION OF PROCUREMENT COMMITTEE**

It is hereby notified that the Chairman has been pleased to re-constitute the Procurement Committee under Rule-7 of SPPRA Rules-2010 (Amended 2017). The Procurement Committee shall now comprise of the following Officers:-

- |   |                                       |
|---|---------------------------------------|
| 1) Secretary,<br>Board of Secondary Education Karachi                                       | Convener                              |
| 2) Mr. Naveed Ahmed Hashmi,<br>Principal, Govt. College for Men,<br>Nazimabad No.2 Karachi. | Member other than<br>Procuring Agency |
| 3) Audit Officer<br>Board of Secondary Education Karachi                                    | Member                                |
| 4) Controller of Examinations<br>Board of Secondary Education Karachi                       | Co-opted Member                       |
| 5) Deputy Secretary-I,<br>Board of Secondary Education Karachi                              | Co-opted Member                       |

Copy to: -

- 1) P.S to Chairman
- 2) P.A to Secretary
- 3) Assistant Secretary (P&P) to continue as supported staff of the Procurement Committee

Copy also to:-

- 1) Members of Procurement Committee

(SYED MUHAMMAD ALI SHAIQ)  
Acting Secretary/Inspector of  
Institutions

*[Handwritten Signature]*

# BOARD OF SECONDARY EDUCATION, KARACHI

## KARACHI - 75990

No. BSE/P&P/ 788 /2016.

Dated 04-11-2016


### NOTIFICATION

**Subject: CONSTITUTION OF COMPLAINT REDRESSAL COMMITTEE (CRC)**

It is hereby notified that the Complaint Redressal Committee (CRC) of the Board of Secondary Education Karachi has been constituted under Rule-31 of SPPRA Rules-2010 (Amended 2013) comprising following Officers:-

- |   |          |
|---|----------|
| 1) Chairman<br>Board of Secondary Education<br>Karachi      | Convener |
| 2) Representative of the<br>Accountant General, Sindh       | Member   |
| 3) Secretary,<br>Board of Intermediate Education<br>Karachi | Member   |

This issues with approval of the Authority.

  
(SYED MUHAMMAD ALI SHAIQ)  
Acting Secretary/Inspector of  
Institutions

Copy to: -

- 1) P.S to Chairman
- 2) P.A to Secretary
- 3) P.A to C.E

*Mehrez*  
*08/11/16*  
*Sik*  
*08/11/16*



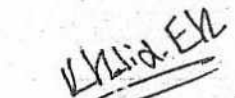
# BOARD OF SECONDARY EDUCATION, KARACHI


## PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2017-2018

1) SPPRA COPY  
2) OFFICE COPY

| Sr. No. | Description of Procurement   | Quantity (where applicable) | Estimated Unit Cost (where applicable) | Estimated Total Cost (In Million Rs.) | Funds Allocated (In Million Rs.) | Source of Funds (ADP/Non ADP) | Proposed Procurement Method                                      | Timing of Procurement 2016-2017 |    |    |    | Timing of Procurement 2017-2018 |    |    |    |  |
|---------|--|-----------------------------|--|---------------------------------------|----------------------------------|-------------------------------|--|---------------------------------|----|----|----|---------------------------------|----|----|----|--|
|         |  |                             |  |                                       |                                  |                               |  | Q1                              | Q2 | Q3 | Q4 | Q1                              | Q2 | Q3 | Q4 |  |
| 6       | Procurement of Liveries (Uniforms) and Shoes for Class-IV employees  |                             |  | 0.62 approx.                          | 0.62 approx.                     | Non ADP                       | National Competitive Bidding Single Stage One Envelope Procedure |                                 | ✓  |    |    |                                 | ✓  |    |    |  |
| 7       | Procurement of Machinery & I.T related Items   |                             |  | 6.0 approx.                           | 6.0 approx.                      | Non ADP                       | -- do --   |                                 |    |    | ✓  |                                 | ✓  |    |    |  |
| 8       | Procurement of Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.) |                             |  | 3.0 approx.                           | 3.2 approx.                      | Non ADP                       | -- do --   |                                 | ✓  |    |    | ✓                               |    |    |    |  |

  
(MAXY PAUL D' MELLO)  
Deputy Secretary/Co-opted Member

  
(KHALID EHSAN)  
Acting Controller of Examinations/Co-opted Member

  
(NAVEED AHMED HASHMI)  
Principal, Govt. College for Men, Nazimabad No.2 Karachi/Member other than Procuring Agency

  
(KARIM BUX)  
Acting Audit Officer/Member

  
(SYED MUHAMMAD ALI SHAIQ)  
Acting Secretary/Inspector of Institutions/Convener



# **BOARD OF SECONDARY EDUCATION, KARACHI**

**NAZIMABAD KARACHI-75990**

**PRICE: RS.500/-  
(NON-REFUNDABLE)**

Bidding Document # \_\_\_\_\_

M/S \_\_\_\_\_

## **STANDARD BIDDING DOCUMENTS FOR OPEN COMPETITIVE BIDDING**

### **SINGLE STAGE – ONE ENVELOPE PROCEDURE**

TENDER FOR PROCUREMENT OF SERVICES FOR  
EXECUTING VARIOUS MISCELLANEOUS JOBS  
(SORTING, COUNTING, GATHERING, PACKING,  
BINDING ETC.)

*IN RESPECT OF THE  
IFB No.BSE/P&P/415/2017 dated 06-09-2017*



#### **PART ONE (FIXED)**

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

Issued by:

-----  
Assistant Secretary (P&P)  
Board of Secondary Education  
Karachi



# BOARD OF SECONDARY EDUCATION, KARACHI

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| 1.            | Sorting, Counting, Packing, Gathering, Sealing, Binding, Re-Binding, Numbering, Affixing of Stamps, Serializing, Batch Making, Pasting of Slips etc. (to be done in the premises of Board) for the financial year 2016-2017 | —               | 2% (two percent) of the bid price (Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi | Rs.500/- (Rupees Five Hundred only) (Non-Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi | Minimum time period for completion of jobs will be at least two weeks which may be increased or decreased due to demand of time/ situation |

Note:-

(Complete detail of above jobs are mentioned in bidding documents)

#### 2. ELIGIBILITY CRITERIA

- 03 years experience in the relevant field
- Turn-over of at least last three years having a sum of minimum Rs.1,000,000/-
- Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
- Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services
- An Affidavit on Stamp Paper that the firm has never been Blacklisted

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### **5. Terms & Conditions:**

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*(Detailed Terms & Conditions are mentioned in bidding documents)*

b) **Bid Validity Period:** 90 days from the date of opening of Tender.

c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2017).

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**(ACTING SECRETARY)**  
**BOARD OF SECONDARY EDUCATION KARACHI**  
**NAZIMABAD KARACHI-75990**





# BOARD OF SECONDARY EDUCATION, KARACHI

## NAZIMABAD KARACHI-75990

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### **INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:**

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per draft Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

## **BID DATA SHEET**

| <b>INTRODUCTION</b> |   |   |
|---------------------|---|---|
| ITB 1.1             | Name of Contract  | Tender for Procurement of Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.) |
| ITB 4.1             | Name of Procuring Agency  | Board of Secondary Education Karachi  |
| ITB 6.1             | Procuring agency's address, telephone, telex, and facsimile numbers | Board of Secondary Education Nazimabad, Karachi-75990<br>Tel: 99260252-6<br>Tel: 99260268<br>Fax: 99260262                        |
| ITB 8.1             | Language of the bid   | English, Urdu or Sindhi   |

| <b>BID PRICE AND CURRENCY</b> |   |
|-------------------------------|---|
| ITB 11.2                      | The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.  |
| ITB 11.5                      | During the entire period of bid validity, the price shall be fixed and the bidder will have to provide the services as per approved specification/description and quoted rates. |

| <b>PREPARATION AND SUBMISSION OF BIDS</b> |  |                            |  |
|---|--|----------------------------|--|
| ITB 13.3 (d)                              | <table border="1"> <tr> <td>Qualification Requirements</td> <td> <ul style="list-style-type: none"> <li>• 03 years experience in the relevant field</li> <li>• Turn-over of at least last three years having a sum of minimum Rs.1,000,000/-</li> <li>• Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods</li> <li>• Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services</li> <li>• An Affidavit on Stamp Paper that the firm has never been Blacklisted</li> </ul> </td> </tr> </table> | Qualification Requirements | <ul style="list-style-type: none"> <li>• 03 years experience in the relevant field</li> <li>• Turn-over of at least last three years having a sum of minimum Rs.1,000,000/-</li> <li>• Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods</li> <li>• Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services</li> <li>• An Affidavit on Stamp Paper that the firm has never been Blacklisted</li> </ul> |
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## NAZIMABAD KARACHI-75990

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| <b>PREPARATION AND SUBMISSION OF BIDS</b> |                                       |  |
|---|---------------------------------------|--|
| ITB 15.1                                  | Amount of bid security (refundable)   | <ul style="list-style-type: none"> <li>2% (two percent) of the bid price, which should be submitted in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.</li> </ul>  |
| ITB 16.1                                  | Bid Validity Period                   | 90 days from the date of opening of Tender.  |
| ITB 17.1                                  | Number of copies                      | 02 Copies of the Bid shall be submitted by the bidder.<br>One original and one photocopy of the same.  |
| ITB 18.2 (a)                              | Address for bid submission            | The office of the <i>Secretary</i> (Room No. 33), 1 <sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.   |
| ITB 18.2 (b)                              | IFB title and number                  | Title: Tender for Procurement of Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.)<br><br>IFB No: <i>BSE/P&amp;P/415/2017</i><br><i>dated 06-09-2017</i>   |
| ITB 19.1                                  | Deadline for bid submission           | <u>Tuesday 10-10-2017 up to 01:00 p.m</u><br>Sealed bids duly filled-in, mentioning on top of the envelope " <i>Tender for Procurement of Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.)</i> "  |
| ITB 22.1                                  | Time, date, and place for bid opening | Bids duly stamped on each document must be submitted in the office of the <i>Secretary</i> (Room No. 33), 1 <sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi, in a sealed cover up to <u>01:00 P.M</u> and will be opened on the same day at <u>02:00 P.M</u> in the presence of bidders' representatives who choose to attend at <u>02:00 P.M</u> on <u>Tuesday 10-10-2017</u> . |



# BOARD OF SECONDARY EDUCATION, KARACHI

## NAZIMABAD KARACHI-75990

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### BID EVALUATION CRITERIA

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.

## SECTION III. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1. DEFINITIONS (GCC CLAUSE 1)

|    |                    |                                    |                                       |
|----|--------------------|------------------------------------|---------------------------------------|
| 1) | <b>GCC 1.1 (g)</b> | The Procuring agency is:           | Board of Secondary Education Karachi. |
| 2) | <b>GCC 1.1 (h)</b> | The Procuring agency's country is: | Islamic Republic of Pakistan.         |
| 3) | <b>GCC 1.1 (j)</b> | The Project Site is:               | Same as GCC 1.1(g) mentioned above.   |

### 2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

### 3. PERFORMANCE SECURITY (GCC CLAUSE 7)

|    |                |  |  |
|----|----------------|--|--|
| 1) | <b>GCC 7.1</b> | The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi. |  |
|----|----------------|--|--|



# BOARD OF SECONDARY EDUCATION, KARACHI

## NAZIMABAD KARACHI-75990

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#### 4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

#### 5. GOVERNING LANGUAGE (GCC CLAUSE 29)

|    |                 |                                  |          |
|----|-----------------|----------------------------------|----------|
| 1) | <b>GCC 29.1</b> | The Governing Language shall be: | English. |
|----|-----------------|----------------------------------|----------|

#### 6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Assistant Secretary (P&P) Room No. 40, 1<sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.

#### 18. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
  - i. rejection of the unsatisfactory works done by Contractor
  - ii. Blacklisting of the firm
  - iii. deduction of amount from 5% to 10% of the total value of the bill
  - iv. forfeited whole Security amount

Anyone or more from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the works done by Contractor
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material in time or in the required criteria.

#### 19. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation
- (b) accept or reject all or any bid
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.
- (d) to recast and amend the contents/specification of the material at any stage



# **BOARD OF SECONDARY EDUCATION, KARACHI**

## **NAZIMABAD KARACHI-75990**

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### **9. SPECIAL CLAUSE (TERMS & CONDITIONS)**

- 1) Under following conditions bid will be rejected:-
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
  - iii. Bids received after specified date and time
  - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 6) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.
- 7) The Contract Award may be assigned at any time during the period of bid validity.
- 8) The successful bidder will have to deposit Performance Security @ 10% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
- 9) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
- 10) Placement of Contract Award will be subject to payment of Performance Security.
- 11) After receipt of Contract Award, the successful bidder will provide its Services of Various Miscellaneous Jobs (*to be done in the premises of the Board*) with effect from SSC Supplementary Examinations 2016 to 30-06-2017 i.e all the jobs pertaining to SSC Supplementary Examinations-2016 including SSC Annual Examinations-2017 upto 30-06-2017 will be executed of different Sections of the Board i.e Accounts, Computer Cell, Examination Store, Confidential Section etc. (*The work pertaining to SSC Supplementary Examinations-2016 and SSC Annual Examinations-2017 means all the operations like detachment of Awards with binding till binding of Tabulation Registers of the concerned year Examinations*).
- 12) Successful bidder shall permitted to claim part payment after completion/execution of the jobs of different Sections of the Board, in respect of Contract Award.



# **BOARD OF SECONDARY EDUCATION, KARACHI**

## **NAZIMABAD KARACHI-75990**

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- 13) All the jobs shall be executed within the premises of the Board.
- 14) The quoted rates shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges etc. involved therein.
- 15) Successful bidder should be liable to execute the Various Miscellaneous Jobs (*to be done in the premises of the Board*) according to the Contract Award and submit their bill(s) duly verified by the respective/concerned Officer(s) for payment.
- 16) SPPRA Rules-2010 (Amended 2017) shall strictly be followed.

### **10. EQUIVALENCY OF STANDARDS AND CODES**

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words "or at least equivalent."

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.

## **SECTION-IV.**

# **SCHEDULE OF REQUIREMENTS**

### **SCHEDULE OF REQUIREMENTS:**

Minimum time period for completion of jobs will be at least two weeks which may be increased or decreased due to demand of time/ situation



# BOARD OF SECONDARY EDUCATION, KARACHI

## NAZIMABAD KARACHI-75990

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### TECHNICAL SPECIFICATIONS

| <u>S. NO.</u> | <u>NATURE OF JOBS (To be done in the premises of the Board)</u>   | <u>RATES INCLUDING ALL TAXES</u> |
|---------------|---|----------------------------------|
| 1 (a)         | Sorting, Counting, Packing and Sealing of Question Papers and Graph Sheets during conduct of Examinations                             | Rs. _____<br>Per 1000            |
| 1 (b)         | Gathering of Question Papers including other items  | Rs. _____<br>Per 1000            |
| 2)            | Binding of Registers  | Rs. _____<br>Per Register        |
| 3)            | Binding of Tabulation Registers (Kacha)   | Rs. _____<br>Per Register        |
| 4)            | Binding of Tabulation Registers (Pakka)   | Rs. _____<br>Per Register        |
| 5)            | Re-Binding of Tabulation Registers  | Rs. _____<br>Per Register        |
| 6)            | Affixing of Stamps (all kinds)  | Rs. _____<br>Per 1000            |
| 7)            | Receipt Numbering on Enrolment/Registration/Examination Forms, Numbering on Answer Books and Roll Numbering on Examination Forms etc. | Rs. _____<br>Per 1000            |
| 8)            | Cutting of Old Serial Numbers on Answer Copies  | Rs. _____<br>Per 1000            |
| 9)            | Affixing of Stamps Slips  | Rs. _____<br>Per 1000            |
| 10)           | Pakka Certificate Book (Classified)   | Rs. _____<br>Per Book            |
| 11)           | Kacha Binding Book  | Rs. _____<br>Per Book            |
| 12)           | Pakka Binding Book  | Rs. _____<br>Per Book            |
| 13)           | Serializing of Award Lists  | Rs. _____<br>Per 1000            |
| 14)           | Batch Making of Award Lists   | Rs. _____<br>Per Batch           |



# BOARD OF SECONDARY EDUCATION, KARACHI

## NAZIMABAD KARACHI-75990

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| <u>S. NO.</u> | <u>NATURE OF JOBS (To be done in the premises of the Board)</u> | <u>RATES INCLUDING ALL TAXES</u> |
|---------------|---|----------------------------------|
| 15)           | Counting of Answer Scripts                                      | Rs. _____<br>Per 1000            |
| 16)           | Counting and Packing of Centre Material                         | Rs. _____<br>Per 1000            |
| 17)           | Pasting of Slips  | Rs. _____<br>Per 1000            |
| 18)           | Pasting of Spine  | Rs. _____<br>Per 1000            |

|   | <i>Rupees In Figures</i> | <i>Rupees In Words</i> |
|---|--------------------------|------------------------|
| Total cost of the Bid:<br>(as offered by the Bidder)                                |                          |                        |
| 2% (two percent) amount of the Bid Price<br>Bid Security (Refundable)               |                          |                        |
| 10% (ten percent) amount of the Contract Price<br>Performance Security (Refundable) |                          |                        |

| <b>SUMMARY OF TURN-OVER OF LAST THREE YEARS</b> |                  |                  |
|---|------------------|------------------|
| <b>YEAR-2014</b>                                | <b>YEAR-2015</b> | <b>YEAR-2016</b> |
|   |                  |                  |
| <b>TOTAL:</b>                                   |                  |                  |





# BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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## CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Secondary Education, Karachi.

SIGNATURE WITH DATE:

\_\_\_\_\_

NAME OF FIRM:

\_\_\_\_\_

ADDRESS OF FIRM:

\_\_\_\_\_

\_\_\_\_\_

FULL NAME OF CONCERNED PERSON:

\_\_\_\_\_

CNIC NUMBER:

\_\_\_\_\_

POSITION HELD IN:

\_\_\_\_\_

PHONE NUMBER(S):

\_\_\_\_\_

MOBILE NUMBER(S):

\_\_\_\_\_

FAX NUMBER(S):

\_\_\_\_\_

NATIONAL TAX NUMBER:

\_\_\_\_\_

GENERAL SALES TAX NUMBER:

\_\_\_\_\_

STAMP OF THE FIRM:

\_\_\_\_\_

PAY ORDER NUMBER:

\_\_\_\_\_

BANK & BRANCH NAME:

\_\_\_\_\_

DATED:

\_\_\_\_\_

FOR RUPEES:

\_\_\_\_\_

DRAWN:

\_\_\_\_\_

as Bid Security is enclosed herewith.