

BOARD OF INTERMEDIATE & SECONDARY EDUCATION



HYDERABAD SINDH

BIDDING DOCUMENT

FOR THE YEAR 2017-2018

Tender Reference No. BISE/STORE/HYD/-04 dated: 09.01.2018

For Procurement of

OFFICE STATIONERY

Tender issued to M/s _____

**The deadline for submission is 29th January 2018 at 11:00 am
will be opened on the same day at 12:00 noon**

Salient Features / Terms & Conditions of the Tender

1.	Name of Work & Address	Office Stationery
2.	Date & Time of tender documents issuance	12.01.2018 to 29.01.2018 upto 11:00 am
3.	Place of tender issuance	Office of the Secretary, Board of Intermediate & Secondary Education, Hyderabad
4.	Method of Opening of Tender	It will be "Single Stage – Two Envelops" procedure as per Sindh Public Procurement Rules 2010 (Amended 2013)
5.	Date & time of Tender submission	29.01.2018 upto 11:00 AM
6.	Date & time of Tender Opening (Technical Proposals)	29.01.2018 at 12:00 Noon
7.	Date & time of Tender Opening (Financial Proposals)	It shall be informed in writing to the technically qualified bidders.
8.	Venue of submission & Opening of Tenders	Committee Room of the Board of Intermediate & Secondary Education, Hyderabad
9.	Validity of Tenders	As per SPPRA Rules 2010 (Amended 2013)
10.	Amount of Bid Security / Earnest Money	@ 5% of the Bid Price in shape of pay order of Bank Draft in favour of Secretary BISE, Hyderabad
11.	Time period allowed for providing of service	Within 15 days of the Contract Awarded
12.	Contract Agreement	The successful firm shall enter and execute a formal agreement as per the format annexed with such modifications as may be necessary by the Secretary BISE Hyderabad.
13.	Stamp duty requirement	0.30% of the Contract Value or as prescribed by the relevant Government Laws
14.	Terms of Payment to Firm	After completion of job, payment will be made to the supplier on submission of bill alongwith Delivery Challans, inspection report and clearance certificate issued by the Superintendent Stores assuring Quality / Quantity of purchased material by the internal relevant committee.

15.	Release of Bid Security	The bid security shall be released to the unsuccessful bidders as and when the work is awarded. To the successful bidder the Bid Security shall be released after acceptance of work order furnishing of Performance Security and signing of formal agreement
16.	Performance Security	Performance Security shall be furnished @ 5% of contract value in shape of two pay orders (2.5%). Which will be released as per item 17. (Bank Guarantee of equal amount from a scheduled bank in Pakistan will also be acceptable.
17.	Released of Performance Security	After completion of maintenance of Defect Liability period of 0 months as under: After satisfactory completion of maintenance period of (03) three months 2.5% and after satisfactory completion of maintenance period of (06) six months 2.5%
18.	Variation in Contract Prices	No variation in price shall be allowed on any grounds including currency fluctuation / various or whatsoever.
19.	Discrepancy	If there is any discrepancy between Salient Features of Tender / Bidding Documents and respective contents mentioned elsewhere. Salient Features / Terms & Conditions and Additional Terms & Conditions of Tender will be govern.
20.	Taxes	As per government rules and prevailing rates
21.	Liquidity Damages	If the successful bidder fails to provide the satisfactory services within the stipulated period, the liquidity damages shall be imposed as per SPPRA Rules 2010 (Amended 2013)

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BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH
Excellence-Equity-Empathy

No. BISE/GEN-STORE/- 04

DATED: 09.01.2018

NOTICE FOR RE-INVITATION OF TENDER

The sealed bids are invited from the firms registered with Tax Authorities for the supply of followings as per detailed specifications / specimen mentioned in the tender documents.

- i. **Examination Printing Material / Computer Papers (Printed / Non-Printed) etc.**
- ii. **Photocopiers, Printers, Scanners and Fax Machines**
- iii. **Office Stationery**

The bidding documents for each category can be collected from the office of the Secretary, Board of Intermediate & Secondary Education, Hyderabad from 12.01.2018 to 29-01-2018 during office hours on depositing fee of Rs. 2000/- (Non-Refunded) for each tender in shape of Bank Draft / Pay Order or can be downloaded from BISE, Hyderabad & SPPRA website.

The completed bid documents shall be submitted on 29-01-2018 till 11:00 a.m.(sharp) along-with the bid security, equal to 5% of the bid price in shape of Pay Order (attached with the financial proposal) in favour of the Secretary Board of Intermediate & Secondary Education, Hyderabad. The financial proposal shall be opened after the evaluation and approval of the technical proposal.

The technical proposal will be opened on the same day at 12:00 noon by the Procurement Committee in the presence of bidders or their authorized representatives who wish to be present there. Any conditional bid and bid without security shall not be considered.

The Bid Security shall be forfeited by the Board, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract if the bid is accepted.

The Procuring Agency may reject all or any Bid at any time prior to the acceptance of the Bid, subject to the relevant provisions of SPPRA Rules, 2010 (Amended 2013).

For further details please contact Mr. Uzair Ahmed, Assistant Secretary Establishment, BISE, Hyderabad (Mobile Phone # 0345-3577204)

SECRETARY
(ACTING)

1.1 INTRODUCTION

Board of Intermediate & Secondary Education Hyderabad intends to purchase & supply Office Stationery for the financial year 2017-18 from eligible bidders through open tenders bidding process under SPPRA 2010 (Amended in 2013) as provided in rule # 46 (2) Single stage – two envelopes shall comprise a single package containing two separate envelopes (a) Each envelope shall contain separately the financial proposal and the technical proposal; (b) Envelops shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion; (c) Initially, only the envelope marked “TECHNICAL PROPOSAL” will be opened; (d) Envelope marked as “FINANCIAL PROPOSAL” will be retained in the custody of BISE Hyderabad without being opened and it will be opened in presence of bidders who stand qualified in the Technical evaluation, for which date, time and venue will be communicated to the bidders in advance

BISE Hyderabad requires to complete the work within 15 days from the date of signing of award contract, the bidding firm who may have capacity to complete the job within specified time frame may apply.

The complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rs. 2000/- (Rupees Two Thousand only). Bidders may acquire the Bidding Documents from office of the Secretary Board of Intermediate & Secondary Education Hyderabad during office working hours till 29th January 2018 by 11:00 AM

All bids must be accompanied by a Bid Security equal to 5% of their quoted amount in the form of (pay order / demand draft) and must be delivered to the office of Secretary BISE Hyderabad at or before 11:00 hours, 29th January 2018 Bids will be opened at 12:00 noon on the same day in the presence of bidders, representative who choose to attend, in the Committee Room of BISE Hyderabad.

Details/specifications of items given in Section 4. Responding Organizations should quote for whole/partial items, depending upon nature of goods in each category subject to meet requirement of procurement agency (BISE, Hyderabad) will be considered.

BISE Hyderabad reserves the right of awarding of 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, also on SPPRA Website under Sr. No. 22032

1.2 Preparation of Proposal

1.2.1 Technical Proposal

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

1.2.2 Financial Proposal

1. While preparing the financial proposal, bidders(s) are expected to take into account the requirement and conditions of the invitation documents. The Financial proposal should follow instructions as mentioned in section 3. It should provide lump sum costs associated with the assignment and all other out of pocket expenses.
2. The Data sheet shows validity of bid up to 45 days. The BISE will make its best effort to complete technical clarification (if needed) within this period. Proposal validity may be extended with mutual consent.
3. Rates should be inclusive of all government taxes/levies such as Income Tax, GST, FED, Stamp Duty Excise or what so ever may be in practice, and will be borne by the bidders in all aspect.

1.3 Bid Price / Payment

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

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

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

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

1.7 Bid Validity:

- 1) Bid shall remain valid and open for acceptance for a period of 45 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 Hyderabad.

1.8 Amendment of Bidding Documents:

- 1) At any time prior to the deadline for submission of Bids, BISE Hyderabad 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 latter by courier of shall be made available on the BISE's website www.biseh.edu.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 specification 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, Hyderabad.
- 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 Hyderabad. Telephone enquiries may not be entertained.

1.10 Contradictions, Obscurities and Omissions:

The Bidder should likewise notify to the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the Bid. Such enquires must reach to the Secretary not later than January ____/2018.

1.11 Inspection

- a) The **inspection** will be carried on the material by representatives of the BISE Hyderabad (Inspection Committee) upon arrival of material at BISE Stores are Hyderabad. It is Bidders responsibility to ensure quality, quantity, correctness and adherence to the Specifications etc. any deviation will be rejected and the supplying firm will be solely responsible for it.
- b) The **inspection report**, which, inter-alia, should indicate the condition, Quality as approved in inspection, quantity etc. for the items received at stores, shall be signed by the inspection committee.
- c) **Taking Over:** Upon receipt of the material in the stores of BISE Hyderabad and after inspection, the Superintendent Examination Store of BISE Hyderabad 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 Hyderabad. For this purpose, the Contractor shall coordinate with the Secretary BISE Hyderabad, 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 Hyderabad 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 Hyderabad 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 Hyderabad 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 Hyderabad, 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 Hyderabad, the Contractor fails to comply with any of the other provisions of the Contract.
- b) In the event the BISE Hyderabad terminates the Contracts, in whole or in part, as provided in above, the BISE Hyderabad 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 Hyderabad 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 be 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 Hyderabad under any of the following cases in the manner and as directed by the BISE Hyderabad.
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 Hyderabad will **pay to the Contractor** the Contract Price for the completed Stores delivered to and accepted by the BISE Hyderabad and also for the manufacturing materials delivered and accepted.
- e) In the event the BISE Hyderabad 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 Hyderabad 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, by observing other terms and condition laid down in the contract 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 Hyderabad shall have the right to reject or require, in writing rectification of the Stores. In the latter 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 Hyderabad 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 Hyderabad plus (15%) fifteen percent; or
 - ii) Acquire the said Stores at a reduced price considered equitable under the circumstances; or
 - iii) **Terminate the Contract.**

1.17 Extension of Time

If the completion of the Contract is delayed due to reason beyond the control of the Contractor, the Contractor shall without delay request the BISE Hyderabad, in writing, of his **claim** for an extension of time. The BISE Hyderabad 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 Hyderabad and the Contractor, the BISE Hyderabad 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 Hyderabad 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 deduction 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 Development Support & Services or Warranty

Bidder is required to provide support service till 30 days from the date of supply, in this regard an under-lacking 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 @ 0.3% of contract value as per stamp act. For sample of agreement refer to page No. 16.

2. TECHNICAL PROPOSAL

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

2.2 Eligibility Criteria

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

2.3 Evaluation Criteria

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

There will be three stages of Evaluation

- a) Bidding Firm’s Evaluation
- b) Evaluation of specifications goods offered by the bidder.
- c) Evaluation Price offered by the bidding firm.
- d) Weightage Score (from a to c) high scores taker will be ranked as best evaluated cost.
- e) The evaluation will be carried out under the weighted formula of least cost.
- f) all bids will be weighted and their results will be announced on website, under intimation to the concerned bidder.

BIDDER'S ELIGIBILITY CRITERIA FOR EXAMINING OFFICE STATIONERY

Sr. #	Parameters	Details		Remarks	
1.	Firm's Evaluation	Company Profile (as per attached proforma)			
		Sr. No.	Certificate		Yes/No
		1.	Registration with FBR for Income Tax & Sales Tax		
		2.	Active Tax Payer Status on FBR		
		3.	Affidavit that the Firm is not Blacklisted.		
		<u>Financial Position</u>			
		1. The turnover for the last (03) three years should be at least (03) three Million (2014-2015, 2015-2016 & 2016-2017) (Certificate issued by any scheduled financial institutions of Pakistan). 2. Monthly Sales Tax Returns (for last 12 months i.e. January to December 2017) 3. Provide original Bank Statement of the year 2017 (January to December 2017). 4. Income Tax Returns duly e-filled with FBR for the year (2014-2015, 2015-2016 & 2016-2017)			
2.	Evaluation of specifications of goods offered by the bidder	Bidders should provide detailed specifications of their material being quoted / offered against BOQ			
		Sr. #	Requirements		Yes / No
		1.	Brand of material / model & specification (as the case may be)		
		2.	Estimated delivery time		
		3.	Provide (03) three purchase orders of similar nature along with completion certificates for the works completed in the last (02) two years.		

NOTE

The bidder is required to provide clear and legible/separate copies of all above required certificates/documents by strictly following the given sequence for each category of Tender.

3. FINANCIAL PROPOSAL

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

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

Evaluation of Financial Proposals Offered by the Bidding Firm

After qualifying first stage of technical bid proposals of the bidders, the financial proposal of the same qualified bidders will be opened in the presence of evaluation committee as well as concerned bidders (if participates), however the financial proposal of the disqualifying bidders will be returned duly untouched through courier.

METHOND OF AWARDING OF CONTRACT

Under SPPRA Rule No. 49 the bidders who qualify technically with the lowest evaluated cost but not necessarily the lowest submitted price shall be awarded the procurement contract.

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

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

1.2 Preparation of Results for successful Bidders:

1. After technically qualified bidding firms having lowest evaluated cost will be treated as successful and first lowest bidder.
2. The decision of BISE, Hyderabad will be binding on all concerned and will in no case be challengeable at any forum.

Signature & Stamp of Bidder

FORM OF TENDER
To be printed on the letter head of firm

Tender Reference No. _____ Dated: _____

Name of Contract: **Office Stationery**

The Secretary,
Board of Intermediate & Secondary Education,
Hyderabad

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 in 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, and valid for a period of 30 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 15 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 persons making a Tender for the above-named contract.
9. We understand and agree that the final decision of BISE will be acceptable to us

A

Dated this _____ day of _____ 20_____

Signature _____ in the capacity of _____ duly authorized.

ARTICLES OF AGREEMENT

This agreement is made on this _____ day of _____ 2018, by and between the Board of Intermediate & Secondary Education Hyderabad, Sindh, including his successors in office and Assignees/ Agents, acting through the Secretary, hereinafter called the “**BISE**” of the one part.

AND M/s _____, located at _____, hereinafter called the “**Contractor**” which expression shall include their successors, legal representatives of the second part.

Whereas the **BISE** requires supply of _____ and whereas the Contractor has agreed to supply, install, put into operation and demonstrate the working of the said Equipment valued at Rs. _____ and words _____ in the period of 03 months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the Contractor.

Now this agreement witness as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by _____ on behalf of the Contractor, and by the Secretary on behalf of the BISE, all of (name and designation of the authorized person) _____ Which shall be deemed to form and be read and construed as a part of this Agreement viz.?
 - a) Articles of Agreement;
 - b) Instructions to Tenderers;
 - c) Conditions of Contract;
 - d) Contractor's Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
 - e) The specifications of the equipment; and
 - f) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Contractor, the Contractor hereby covenants with the BISE to supply, deliver, install, put into operation and demonstrate the working of the Equipment in conformity in all respects of the Contract & the order No. _____
4. The BISE hereby covenants to pay the Contractor in consideration of the supply, delivery installation, putting into operation and demonstration of the working of the Equipment the contract price in the manner prescribed by the Contract and approved by the BISE.

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

WITNESSES

BISE _____

Witness No. 1

Signature _____

Name: _____

Designation _____

Witness No. 2

Signature _____

Name: _____

Designation _____

Contractor _____

Witness No. 1

Signature _____

Name: _____

Designation _____

Witness No. 2

Signature _____

Name: _____

Designation _____

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORK IN
CONTRACTS WORTH RS: 10.00 MILLION OR MORE**

Contract No. _____ Dated: _____

Contract Value: _____

Contract Title: _____

_____ (Name of Contractor) hereby declares that it has not obtained or induced the procurement of any contracts, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generally of the foregoing, (Name of Contractor) represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

(Name of Contractor) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

(Name of Contractor) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, (name of Contractor) agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by (name of Contractor) as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procurement Agency: _____ Name of Contractor: _____

Signature: _____

Signature: _____

(Seal)

(Seal)

COMPANY PROFILE

Legal Information	
Legally Registered Company Name	
Office Physical Address at Present:	
Office Address as declared to FBR	
Telephone / Fax Numbers (landline)	
Email Address & URL	
Name of Owner / Director with mobile Phone Number	
Name of Contact Person for BISE Hyderabad with Mobile NO.	

General Information	
Year of Establishment:	Legal Structure: _____ <i>(E.g. Proprietorship, Partnership, Pvt. Ltd. Etc.)</i>
No. of Employees	
If Proprietorship company then give the Name of Owner/Proprietor with CNIC Number.	
If Partnership Firm then give the Names of Partners & their CNIC #s and Percentage of Shares	
If Private Limited company then give the Name of Directors & their CNIC# shareholders received dividend and it is optional.	
Do you have Branches	<i>Give addresses</i>
No. of Staff in Branches	
Is your Office Owned	
Is your Office Rented	
What is the nature of your Primary Business	
What is the nature of your Secondary Business	

Financial Information			
Turnover in Last three years.	2014-2015	2015-2016	2016-2017
Bank Account Details which is declared in FBR	(Note: Provide Account Number, Title of Account, Bank Name, Branch & attach Bank Certificate)		
If Proprietorship then give the Name of Owner/Proprietor with CNIC Number.	(Note: Provide Name of Owner/Proprietor/ CNIC #, TOTAL CAPITAL/INVESTMENT AMOUNT.)		

Employees Information					
S.#	Name of Employee	Designation	CNIC #	Mobile Number	Responsibility
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Logistic Information			
Sr. #	Facility	Number of Facilities	Address / Registration Number / Owned Or Rented.
1	Machinery Installed in your Workshop / or Premises		Give details of Machines, their purpose and production
2	Do you have Ware house		

Note: All above mentioned information shall be provided on company letter head and dully signed by the authorized person.



BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH
Excellence-Equity-Empathy

OFFICE STATIONERY

Financial Proposal / B.O.Q

Date of submission of tender form up to 29th January 2018 at 11:00 am
Opening of tenders on same day at 12:00 noon

Submitted by M/s _____

SR. #	NAME OF THE ARTICLES AND DESCRIPTION	QTY	RATE INCLUDING TAX	TOTAL AMOUNT INCLUDING TAXES
1.	Ball Pen Black Signature (Crystal) or equivalent	400 Pkt.		
2.	Ball Pen Blue Signature (Crystal) or equivalent	300 Pkt.		
3.	Ball Pen Red Signature (Crystal) or equivalent	600 Pkt.		
4.	Blank Register 400 Pages Size 17x27/2 on Imported Ledger Paper	100 Nos.		
5.	Calculator Casio 12 digit original (or equivalent)	45 Nos.		
6.	Computer Paper Rim (Double A) 80gm A-4 size 500 Pages (or equivalent)	65 Nos.		
7.	Computer Paper Rim (Double A) 80gm Legal size 500 Pages (or equivalent)	250 Nos.		
8.	Duplicating Paper Rim 60 grams containing 400 sheets (White). The material supplied as per sample/specimen approved by the authority.	10000 Nos.		
9.	Cloth Bags Ready Bafta Super Quality Cloth Size 21"x27"	5000 Nos.		
10.	Envelops Imported offset paper 75 grams size 11"x5"	6500 Nos.		
11.	Envelops Imported offset paper 75 grams size 9"x4"	8500 Nos.		
12.	Ink Dollar for Stamp Pad (Or Equivalent)	100 Nos.		
13.	Marker Dollar 90 Blue (or equivalent)	100 Pkt.		
14.	Marker Dollar 90 Black (or equivalent)	100 Pkt.		
15.	Stapler Machine Dux (Best Quality) (or equivalent)	108 Nos.		
16.	Gunny Bags New Size 3.85"x2.8	500 Nos.		

SR. #	NAME OF THE ARTICLES AND DESCRIPTION	QTY	RATE INCLUDING TAX	TOTAL AMOUNT INCLUDING TAXES
17.	Sealing Wax Umbrella Brand 12 Stick (Or Equivalent)	1000 Pkt.		
18.	Sutli China (Or Equivalent)	180 Kg		
19.	Room Spray (Best Quality)	150 Nos.		
20.	Phenyl Best Quality 500ml (Finis) or Equivalent	200 Nos.		
21.	Original Toner Hp Laser jet 90 A (Total delivery shall be required in 3 phases within the Financial year)	25 Nos.		
22.	Original Ink Bottle for Copy Printer (Model SF-5130) Riso (Or Equivalent)	200 Nos.		
23.	Original Master Roll for Copy Printer (Model SF-5130) Riso (Or Equivalent)	60 Nos.		