

*BOARD OF INTERMEDIATE &
SECONDARY EDUCATION,
MULTAN*

STANDARD BIDDING DOCUMENTS

FOR FINANCIAL YEAR 2016-17.

SERVICES OF COURIER/ MAIL

Price. Rs.2000/-

INSTRUCTIONS TO BIDDERS

- 1 Services will be purchased/hired as per PPRA Rules 2014, single Stage one envelope procedure.
- 2 The Board invites bids for services of courier/mail as per requirements given in the Tender Documents.
- 3 The bidder should not have been blacklisted by any government, semi government organization.
- 4 The Invitation for Bids issued by the Purchaser "Board of Intermediate and Secondary Education, Multan" is not part of the Contract Agreement.
- 5 The Bidder is expected to examine all instructions, forms, terms, and conditions in the Bidding Documents. Failure to furnish all informations or documentation required in the Bidding Documents may result in the rejection of the bid.
- 6 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addenda.
- 7 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Purchaser.
- 8 To give prospective Bidder reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may extend the deadline for the submission of bids.
- 9 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- 10 The Bidder shall submit the Financial Bid according to terms and conditions.
- 11 Unless otherwise indicated in the B.D. alternative bids shall not be considered.
- 12 Bid shall remain valid for the period of 90 days from the opening of Bid. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
- 13 Bid Security @ 5% of total estimated value Rs.35,00000/- of bid in favour of Secretary, BISE, Multan in the shape of Pay Order / Bank Draft or CDR issued by any scheduled bank should be attached with the Bid.
- 14 Any bid not accompanied with required documents, will be rejected by the Purchaser as non responsive.
- 15 The Bid security may be forfeited:
 - a) If a bidder withdraws its bid during the period of bid validity.
 - b) If the successful Bidder fails to:-
 - i. Sign the contract
 - ii. Furnish a performance security in accordance
- 16 The bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the bidder.
- 17 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.
- 18 Bidders may submit their bids by hand and by post and the bidder shall enclose all the relevant attachments with the bid.

- 19 If envelope is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid. Bids must be received by the Purchaser, at the address and not later than the date and time indicated in the bidding documents.
- 20 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned.
- 21 The Bids will be received upto 10.01.2016 till 11.00 AM in the office of the Secretary, BISE, Multan and Shall be opened on the same day at 11.30 AM in the presence of bidders or their representatives who make them available on that date and time in the committee room of the Board.
- 22 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- 23 The purchaser shall award the contract to bidder whose offer has been determined to be sound and financial lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 24 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing that its bid has been accepted.
- 25 Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract.
- 26 The successful bidder's furnishing of the performance security, the purchaser shall promptly notify the successful.
- 27 The successful bidders, within one week of issuance of Notification of Award, shall sign a Contract Agreement with the Board on stamp paper which shall be provided by the bidder.

- 28 Within seven (7) days of the receipt of notification of award from the purchaser, the successful bidder shall furnish the performance security.
- 29 Failure of the successful Bidder to submit the above mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the purchaser may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by the purchaser to be qualified to perform the contract satisfactorily.
- 30 The minimum 10% of the total value will be retained as performance security till the expiry of contract agreement.
- 31 Firm will be responsible for adequate packing for safe and sound delivery.
- 32 The record of mails will be kept intact by the firm for 3 years and the firm will provide the hard copy of the record.

The following specific data as mentioned in the tender shall complement, supplement, or amend the provisions in the instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in tender documents.

1	The Purchaser is : Board of Intermediate & Secondary Education, Multan
2	For clarification of bids purposes only, the purchaser's address is: Attention: Secretary Address: Board of Intermediate & Secondary Education, Multan. City: Multan Country: Pakistan. Telephone No. 061-9210016
Preparation of Bids	
3	The Bidder shall submit with its bid the following additional documents: i) Copy of NIC ii) Copy of NTN iii) Copy of Bank statement
4	Alternative bids shall not be considered.
5	"Final destination/ site": Multan Pakistan. The bidder shall quote the price inclusive of the inland transportation and all such taxes levied by the Government in this regard.
6	The bid validity period shall be: 90 days from the opening of Financial Bid.
7	The bidder shall attach Pay Order /Bank Draft/ CDR in favour of "Secretary, Board of Intermediate & Secondary Education, Multan"@ 5% of the estimated bid value (in Pak Rupees) as Bid security with Bid.
8	Bids should be submitted in <u>original</u> .
9	For bid submission purposes only, the Purchaser's address is: Attention: Secretary Address: Board of Intermediate & Secondary Education, Multan. City: Multan Country: Pakistan Telephone No. 061-9210016 The deadline for the submission of bids is: Date: 10-01-2016. Time: 11.00 A.M.
10	The Bid opening shall take place at; Address: Board of Intermediate & Secondary Education, Multan Floor /Room number: Office chamber of the Secretary. City: Multan Country: Pakistan Date: 10-01-2016 Time: 11-30 A.M.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.

Financial Bid.

SERVICES OF COURIER/ MAIL

Sr.No	Job	Rate with PST	Bid Security (5%)
1-			

- **Estimated value: 35, 00000/-**
- No claim what so ever will be accepted regarding any variation in estimated value.

Name of Firm _____

Signature and Stamp _____