



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

**STANDARD BIDDING DOCUMENTS**

**FOR FINANCIAL YEAR 2018-19.**

**PROCUREMENT OF:**

Paper, Cloth Bags and General Press Items,

(Opening Date:- 08 .11.2018)

**Price Rs.1500/-**

# SECTION 1- INSTRUCTIONS TO BIDDERS

## **A GENERAL**

- 1 **Method of Purchase** 1.1 Purchase will be made as per PPRA Rules 2014, single stage one Envelope and single stage two envelopes Procedure PPRA Rule 38(1) and (2a).
- Scope of Bid 1.2 The Board invites bids from Firms, suppliers, distributors for supply as per technical specifications given in the Tender Documents.
- 2 **Eligible Bidders** 2.1 All firms/suppliers/contractors and distributors having minimum 3 years experience and who fulfill the criteria as per the Technical Bid will stand eligible for the bidding.
- 2.2 The bidder should not have been blacklisted by any government, semi government organization.

## **B – CONTENTS OF BIDDING DOCUMENTS**

- 3 **Sections of Bidding Document** 3.1 The Bidding Documents consist of Page -1 to 13 which includes all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB Clause 5.
  - PART 1 BIDDING PROCEDURES**
    - Section 1, Instructions to Bidders (ITB)
    - Section 11 Bid Data Sheet (BDS)
    - Section III . Technical Evaluation & Qualification Criteria
    - Section IV. Bidding Forms including Financial Bid Proforma.
  - PART 2 SUPPLY REQUIRMENTS**
    - Section V . Schedule of Requirements.
  - PART 3. CONTRACT**
    - Section VI. General conditions of contract.
    - Section VIII Contract Forms
- 3.2 The Invitation for Bids issued by the Purchaser "Board of Intermediate and Secondary Education, Multan is not part of the Contract Agreement.
- 3.3 The Board is not responsible for the completeness of the Bidding Documents and their addenda, if they were not purchased directly from the Board on payment of Rs.1500/- (non refundable)
- 3.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
- 4 **Clarification of Bidding Documents** A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the purchaser's address indicated in the BDS. The purchaser will respond in writing to any request for clarification, provided that such request is received not later than seven (7) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the bidding documents directly from it, including a description of the inquiry but without identifying its source. If the purchaser deem it necessary to amend the

- 5 Amendment of Bidding Documents
  - 5.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addenda.
  - 5.2 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
  - 5.3 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.

### C. PREPARATION OF BIDS

- 6 Cost of Bidding
  - 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.
- 7 Documents Comprising the Bid.
  - The bid shall comprise the following
    - (a) Bid submission sheet and the Financial Bid.
    - (b) Bid Security
    - (c) Technical Bid along with its attachment.
- 8 Bid submission Sheet and Price Schedules
  - 8.1 The Bidder shall submit the Bid Submission Sheet using the form furnished in Section IV , Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
  - 8.2 The Bidder shall submit the technical Bid and Financial Bid for supply of items according to specifications
- 9 Alternative Bids
  - Unless otherwise indicated in the BDS, alternative bids shall not be considered.
- 10 Documents establishing the Qualifications of the Bidder
  - To establish its qualifications to perform the Contract the Bidder shall submit the evidence indicated in Section III, Technical Evaluation and Qualification.
- 11 Period of Validity of Bids.
  - Bids shall remain valid for the period specified in the BDS after the bid submission deadline date i.e. 90 days from the opening of Financial Bid. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
- 12 Bid Security
  - 12.1 Bid Security @ 5% of total estimated value 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 Technical Bid.
  - 12.2 Any bid not accompanied by a substantially responsive Bid Security may be rejected by the Purchaser as non responsive or bidder shall be directed to provide the same.
  - 12.3 The Bid security may be forfeited:
    - a) if a bidder withdraws its bid during the period of bid validity specified in BDS.
    - b) If the successful Bidder fails to:-
      - i. sign the contract
      - ii. Furnish a performance Security

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- 12.4 The Bid Security of sole proprietor /company/JV/Consortium/AOP/Group must be in the name of sole proprietor, company & as group leader or one or more than one of its member of the JV/Consortium/AOP/Group has not been legally constituted at the time of bidding, the Bid Security may be on behalf of names of one or more than one or all future partners a named in the letter of intent or deed of JV/consortium/AOP/group.
- 13 **Format and Signing of Bid**
  - 13.1 The Bidder shall prepare the documents comprising the bid as described in tender documents.
  - 13.2 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.
  - 13.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

**D. SUBMISSION AND OPENING OF BIDS**

- 14 **Sealing and Marking of Bids**
  - 14.1 Bidders may submit their bids by hand and by post.
    - a) The Bidder shall enclose the Technical & Financial Bid along with all relevant attachments in separate sealed envelopes, duly marking the envelopes as "TECHNICAL BID" and " FINANCIAL BID." These envelopes shall then be enclosed in one single envelope.
  - 14.2 The inner and outer envelopes shall;
    - a) Bear the name and address of the Bidder
    - b) Be addressed to the Purchaser.
  - 14.3 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- 15 **Deadline for Submission of Bids**
  - 15 Bids must be received by the Purchaser , at the address and not later than the date and time indicted in the BDS
- 16 **Late Bids**
  - 16 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
- 17 **Bid opening (Technical Bid)**
  - 17.1 The Tender Documents will be received upto 08.11.2018 till 11.00 AM in the office of the Secretary, BISE, Multan. Technical Bid shall be opened on the same day at 11.30 AM in the presence of bidders or their representative who make them available on that date and time in the committee room of the Board.
- (Financial Bid)**
  - 17.2 The Financial Bid of those bidders who qualify in the technical bids shall be opened on 20-11-2018 at 11:00AM by the Purchase Committee in the presence of bidders or their representative who make them available on that date and time.

**E. EVALUATION AND COMPARISON OF BIDS**

- 18 **Confidentiality** 18.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all bidders.
  - 18.2 Any effort by a Bidder to influence the purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.
  - 18.3 Notwithstanding ITB from the time of bid opening to the time of Contract award, if any bidder wishes to contact the purchaser on any matter related to the bidding process, it should do so in writing.
- 19 **Clarification of Bids** To assist in the examination, evaluation, comparison and post qualification of the bids, the purchaser may at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the purchaser in the evaluation of the bids.
- 20 **Examination of Terms and Conditions, Technical Evaluation.**
  - 20.1 The purchaser shall examine the bid to confirm that all terms and conditions specified in tender documents have been accepted by the Bidder without any material deviation or reservation.
  - 20.2 The purchaser shall evaluate the technical aspects of the bidder.
  - 20.3 If, after the technical evaluation, the purchaser determines that the bid is not substantially responsive it shall reject the bid.
  - 20.4 A substantially responsive bid is one that confirms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission.
- 21 **Purchaser's Right to Accept Any Bid, and to Reject any or all bids.** The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with PPRA rule 35.

**F. AWARD OF CONTRACT**

- 22 **Award Criteria** The Purchaser shall award the Contract to Bidder whose offer has been determined to be technically 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.
- 23 **Notification of Award** 23.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing

- 24 **Signing of Contract** successful bidder and shall discharge its bid security. The successful bidders, within one week of issuance of Notification of Award, shall sign a Contract Agreement with the Board on stamp paper of the requisite value which shall be paid by the bidder.
- 25 **Performance Security**
- 25.1 Within seven (7) days of the receipt of notification of award from the purchaser, the successful bidder shall furnish the performance security.
- 25.2 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.
- 25.3 The minimum 10% of the total value will be retained as performance security till the expiry of Manufacturer warranty period. (Where deemed necessary by the office)

### BID DATA SHEET

The following specific data for the supply of items / goods as mentioned in the tender shall complement, supplement, or amend the provisions in the instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in (ITB).

<b>General</b>	
1.	The number of the invitation for Bid is:
2.	The Purchaser is : Board of Intermediate & Secondary Education, Multan
3.	The name of Project: Annual Purchase.
<b>Contents of Bidding Document</b>	
4.	For <b>clarification of bids purposes</b> only, the purchaser's address is: Attention: Secretary Address: Board of Intermediate & Secondary Education, Multan. City: Multan Country: Pakistan. Telephone No. 061-9210016
<b>Preparation of Bids</b>	
5.	The Bidder shall submit with its bid the following additional documents: i) Copy of NIC ii) Copy of NTN iii) Copy of Bank statement iv)
6.	Alternative bids shall not be considered.
7.	"Final destination/ site": Multan Pakistan. The bidder shall quote the price inclusive of the inland transportation and other local services required to deliver the supplies at Warehouse(S) in Multan and all such taxes levied by the Government in this regard.
8.	The bid validity period shall be: 90 days from the opening of Financial Bid.
9.	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 Technical Bid.
10.	Bids should be submitted in original.

<b>Submission and opening of Bids.</b>																																									
11	<p>The inner envelope shall bear the following additional identification marks: (1) Technical Bid (2) Financial Bid.</p> <p>(1) <b>Technical Bid</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Particulars of documents attached</th> <th>Yes/No</th> </tr> </thead> <tbody> <tr><td>1</td><td>Bid Submission Sheet (BSS)</td><td></td></tr> <tr><td>2</td><td>Bid Data Sheet (BDS)</td><td></td></tr> <tr><td>3</td><td>Technical Bid Proforma (TBP)</td><td></td></tr> <tr><td>4.</td><td>Bidder Information Sheet (BIS)</td><td></td></tr> <tr><td>5</td><td>JV/Consortium/AOP/Group information sheet (if applicable)</td><td></td></tr> <tr><td>6</td><td>General conditions of contract (GCC)</td><td></td></tr> <tr><td>7</td><td>Special condition of contract (SCC)</td><td></td></tr> <tr><td>8</td><td>Bid security in shape of pay Order/ Bank Draft/CDR.</td><td></td></tr> <tr><td>9</td><td>Copy of NIC &amp; latest Income Tax Return/ NTN</td><td></td></tr> <tr><td>10</td><td>Original receipt of purchase of Bid Document from BISE, Multan</td><td></td></tr> <tr><td></td><td>Bank Statements.</td><td></td></tr> <tr><td>11</td><td></td><td></td></tr> </tbody> </table>		S.No.	Particulars of documents attached	Yes/No	1	Bid Submission Sheet (BSS)		2	Bid Data Sheet (BDS)		3	Technical Bid Proforma (TBP)		4.	Bidder Information Sheet (BIS)		5	JV/Consortium/AOP/Group information sheet (if applicable)		6	General conditions of contract (GCC)		7	Special condition of contract (SCC)		8	Bid security in shape of pay Order/ Bank Draft/CDR.		9	Copy of NIC & latest Income Tax Return/ NTN		10	Original receipt of purchase of Bid Document from BISE, Multan			Bank Statements.		11		
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13	<p>The technical Bid opening shall take place at:            Address: Board of Intermediate &amp; Secondary Education, Multan            Floor /Room number: Committee Room            City: Multan            Country: Pakistan            Date: 08-11-2018            Time: 11-30 A.M.</p>																																								
<b>Evaluation and comparison of bids</b>																																									
14	<p>The currency that should be used for bid evaluation and comparison purposes is : Pak Rupees.</p>																																								
15	<p>An evaluation methodology to determine the lowest evaluated bid for supply of goods shall be specified in Technical evaluation criteria.</p>																																								

### Technical Evaluation Criteria

1	Income Tax certificate	5
2	Sales Tax certificate	5
3	Professional Tax certificate	10
4	5% Original CDR of Estimated Price	10
5	Attachment of 10 samples of Paper	10
6	Correct Report of PCSIR Laboratory Lahore	30
7	Experience of Firm (Not less than 3 years) regarding supply of imported/ Local Paper (Photocopies of work orders) to Government/Semi Government /Autonomous Body / Board /Universities (Public Sector) Less than 3 year = 0	10
8	Attachment of affidavit/Certificate regarding Non Blacklisting by any Government /Semi Government /Autonomous Body /Board / Universities (Public Sector) on stamp paper of Rs. 100/- duly signed and stamped by the bidder.	10
9	Financial Position : Annual Turnover 10 million Certificate from relevant Scheduled bank	10
	<b>Total</b>	

- Note:** 1- The Bidder with qualification 70% or above marks with no zero in any category will be deemed responsive.  
 2- The responsive contractor with lowest financial bid will be considered successful.  
 3- The financial bid will not be opened in case of being technically non qualified/ un-satisfactory report received from the laboratory.



Name of Firm \_\_\_\_\_

Signature and Stamp \_\_\_\_\_



## LOWEST EVALUATED BID CRITERIA

### a) Technically Qualified

Technical evaluation shall be carried out by the Board authorized person/s to evaluate the bidders as per detail given by them in their Technical Bid.

### b) Evaluated Capacity

The bidders who secure minimum 70 points as Per Technical evaluation report shall be deemed qualified.

### Bidder Information Sheet

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

1. Bidder's Legal Name
2. Bidder's Address
3. Bidder's Authorized Representative Information Name: Address Telephone / Fax number: Email Address
4. Attached are copies of original documents of: <ul style="list-style-type: none"><li>Income tax return previous year.</li><li>In case of JV. Letter of intent to form JV/JV Agreement.</li><li>In case of Govt. owned entity from the purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law.</li></ul>



**Technical Bid**

لسٹ برائے پیپر 17x27 68 گرام مالی سال 2018-19

Supply Schedule	Firm/supplier Specificatin	تعداد	تقریحات	نام اشیاء	نمبر شمار
		21000	High Finish Grammage = 68GSM Size = 17x27" Burst Factor = 12% min Brightness = 80% min Opacity = 85% min Glazeness = Both sides glazed Sheets per ream = 500 sheets Having no ink penetration/spread Supply free of damage sheets	White Writing and Printing Paper	1

**Estimated Price: 2,20,00,000/-**

دستخط و نام

فرم کا نام

*sm*

ثانوی و اعلیٰ ثانوی تعلیمی بورڈ ملتان۔

**Financial Bid**

لسٹ برائے پیپر 68 گرام مالی سال 2018-19 17x27"

5% CDR	کل رقم	Rate with GST	تعداد	تصريحات	نام اشیاء	نمبر شمار
			21000	High Finish Grammage = 68GSM Size = 17x27" Burst Factor = 12% min Brightness = 80% min Opacity = 85% min Glazeness = Both sides glazed Sheets per ream = 500 sheets Having no ink penetration/spread Supply free of damage sheets	White Writing and Printing Paper	1

**Estimated Price: 2,20,00,000/-**

دستخط

فرم کا نام

Sms ✓

ثانوی واعلیٰ ثانوی تعلیمی بورڈ ملتان۔

**Technical Bid**

لسٹ برائے آفسٹ پیپر امپورٹڈ 80 گرام مالی سال 2018-19

Supply Schedule	Firm/Supplier Specification	تعداد	تقریحات	نام اشیاء	نمبر شمار
		15000 رم	Grammage = 80 GSM Size Legal = 8-1/2 X 13" Brightness = 92% min sheets per ream = 500 sheets	آفسٹ پیپر امپورٹڈ اعلیٰ کوالٹی اور بجٹل مل پیک	1

**Estimated Price: 1,15,00,000/-**

دستخط و مہر

فرم کا نام

*Sm*

ثانوی و اعلیٰ ثانوی تعلیمی بورڈ ملتان۔

**Financial Bid**

لسٹ برائے آفسٹ پیپر ایمپورٹڈ 80 گرام مالی سال 2018-19

5% CDR	کل رقم	Rate with GST	تعداد	تصریحات	نام اشیاء	نمبر شمار
			15000 رم	Grammage = 80 GSM Size Legal = 8-1/2" X 13" Brightness = 92% min sheets per ream = 500 sheets	آفسٹ پیپر ایمپورٹڈ اعلیٰ کوالٹی اور ریجنل مل پیک	1

**Estimated Price: 1,15,00,000/-**

دستخط و مهر

فرم کا نام

*Signature*

## ثانوی و اعلیٰ ثانوی تعلیمی بورڈ ملتان۔

### Financial Bid

لسٹ برائے سفید کاغذ 27x34، جنرل پریس، جنرل آٹھن مالی سال 2018-19

5% CDR	کل رقم	Rate with GST	Estimated price	تعداد	تقریحات	نام اشیاء	نمبر شمار
			Rs. 3,00,000/-	40 رم	سائز 27X34 وزن 80 گرام 500 شیٹس فی رم	سفید رائٹنگ پیپر اعلیٰ کوالٹی سیاہی پھیلتی ہو ااپورٹڈ یا مسادہ برطابق دفتر نمونہ	01
			Rs. 50,000/-	200 عدد	پیتل والی	براس پن رولنگ مشین	02
			"	05 کلو	رولنگ مشین	سرخ دانہ	03
			"	06 لینہ	برطابق دفتر نمونہ	فلکس ڈوئلر	04
			Rs. 2,50,000/-	200 عدد	سائز 45x58 بمعہ نیفہ ڈوری سیریل نمبرز اور بورڈ کا نام	تھینے بڑے ترپال والے برطابق دفتر نمونہ	05

دستخط و مہم

فرم کا نام