



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

# STANDARD BIDDING DOCUMENTS

FOR FINANCIAL YEAR 2018-19.

Preparation of Answer Books and Envelopes.

Opening Date:- (15 .12.2018)

Price Rs.1500/-

## INSTRUCTIONS TO BIDDERS

- 1 Purchase /Working Contract will be made as per PPRA Rules 2014, as amended to date single stage One envelope Procedure PPRA Rule 38 (1).The procuring agency /Board invites bids from Firms, suppliers, distributors as per specifications/ nature of work given in the Tender Documents.
- 2 All firms/ contractors and distributors having minimum 3 years experience and who fulfill the requirements will be eligible for the bidding.
- 3 The bidder should not have been blacklisted by any government, semi government organization.
- 4 The Invitation for Bids issued by the procuring agency/ Board of Intermediate and Secondary Education, Multan is not part of the Contract Agreement.
- 5 The Board / procuring agency 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)
- 6 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.
- 7 At any time prior to the deadline for submission of bids, the procuring agency/ Board may amend the Bidding Documents by issuing addenda.
- 8 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 procuring agency/ Board.
- 9 To give prospective Bidder reasonable time in which to take an addendum into account in preparing their bids, the procuring agency/ Board, may extend the deadline for the submission of bids.





10 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring agency /Board shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

11 The Bidder shall submit the Financial Bid according to specifications/ nature of work.

12 Unless otherwise indicated in the BDS, alternative bids shall not be considered.

13 Bids shall remain valid for the period specified in the tender documents after the bid submission deadline date i.e. 120 days from the opening of Bid.

14 Bid Security @ 3% of estimated price 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.

15 The Bid Security may be forfeited:  
(c) If a bidder withdraws its bid during the period of bid validity specified in tender documents.  
(d) If the successful Bidder fails to:-  
(j) Sign the contract 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 post, courier service or urgent mail service. The Bidder shall enclose the Bid along with all relevant attachments in sealed envelope. The envelope shall; Bear the name and address of the Bidder, Be addressed to the procuring agency/ Board.

19 The envelope not sealed and marked as required, the Procuring agency /Board will assume no responsibility for the misplacement or premature opening of the bid.

Handwritten signatures and initials at the bottom of the page, including a large signature on the left and a checkmark with initials on the right.

20 Bids must be received by the procuring agency /Board, at the address and not later than the date and time indicated in the tender documents.

21 The procuring agency /Board shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Board after the deadline for submission of bids shall be declared late, rejected, and returned.

22 The Bids will be received upto 15.12.2018 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.

23 Any effort by a Bidder to influence the procuring agency /Board may result in the rejection of its bid.

24 Notwithstanding ITB from the time of bid opening to the time of Contract award, if any bidder wishes to contact the procuring agency /Board on any matter related to the bidding process, it should do so in writing.

25 The procuring agency /Board 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 Board shall not be considered. The Board'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 procuring agency /Board .

26 The procuring agency /Board shall examine the tender/Bid to confirm that all terms and conditions specified in the tender documents have been accepted by the Bidder without any material deviation or reservation.

27 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.

Handwritten signatures in black ink, appearing to be initials or names, located at the bottom of the page.



- 28 The procuring agency/ Board may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with PPRA rule 35.
- 29 The procuring agency /Board shall award the Contract to Bidder whose offer has been determined to be financial lowest.
- 30 Prior to the expiration of the period of bid validity, the procuring agency /Board shall notify the successful Bidder, in writing that its bid has been accepted.
- 31 Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract.
- 32 The successful bidder's within one week shall sign a Contract Agreement with the procuring agency /Board on stamp paper of the requisite value which shall be paid by the bidder.
- 33 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 procuring agency /Board may award the contract to the next lowest bidder.

A handwritten signature in dark ink, appearing to be a cursive name, possibly "M. V. K.", written in the lower right quadrant of the page.

# ثانوی واعلیٰ ثانوی تعلیمی بورڈ ملتان۔

## شرائط برائے تیاری جوابی کاپیاں اور لفافہ جات

- (1) تمام فرموں اسپلاز کیلئے ضروری ہے کہ منسلک ٹینڈر فارم پر نرخ درج کریں فرم کے لیٹر پیڈ پر دیئے گئے نرخ ہرگز قابل قبول نہ ہوں گے۔
- (2) تیار شدہ جوابی کاپی اور لفافہ جات میں کسی قسم کا نقص پائے جانے یا تصریحات کے مطابق (بناوٹ) نہ ہونے کی صورت یا تصریحات میں کمی و بیشی ہوئی تو معائنہ کمیٹی کی سفارشات کے مطابق کٹوتی کی جائے گی اور اس بارے میں فرم کا کوئی عذر قابل قبول نہ ہوگا۔
- (3) فرم اٹھیکیدار گورنمنٹ کے مروجہ قوانین کے مطابق تحریری معاہدہ مابین فرم و سیکرٹری بورڈ کیلئے اسٹامپ پیپر ورک آرڈر کی کل مالیت کے مطابق بشرح 0.25% فراہم کرنے کا پابند ہوگا۔ جس پر اٹھنے والے تمام اخراجات بذمہ فرم ہوں گے۔
- (4) ناکام فرم کی زر ضمانت ایک ہفتہ بعد اسکی تحریری درخواست پر واپس کی جائے گی۔ جبکہ دوسری اور تیسری کم نرخ دہندہ فرموں کی زر ضمانت ورک آرڈر جاری کرنے کے بعد انکی درخواست پر واپس ہوگی۔
- (5) کاغذ میٹرنری جگہ اور دیگر میٹرنری دفتر فراہم کرے گا۔
- (6) ادائیگی بذریعہ کراس چیک ہوگی۔
- (7) فرم مقررہ تاریخ تک کامیابی سے کام مکمل نہ کر سکی تو جمع شدہ سیکورٹی زر ضمانت ضبط کی جاسکتی ہے۔ دفتر کو یہ اختیار ہوگا کہ وہ فرم کو اطلاع دے بغیر کسی اور سے جوابی کاپی اور لفافہ تیار کروا کر اپنا نقصان سیکورٹی سے پورا کرے۔ ضبط شدہ سیکورٹی کسی صورت میں بحال نہ ہو سکتی گی۔
- (8) PPR Rule 35 کے تحت تمام پیشکشیں منظوری سے قبل مسترد کی جاسکتی ہیں۔ پیشکش دہندہ دہندہ کو عندالطلب پیشکش کے مسترد ہونے کی وجہ بتائی جاسکتی ہے تاہم زبردستی اس کی وضاحت دینے کا پابند نہ ہوگا۔
- (9) فرم معاہدہ کے تحت تیاری جوابی کاپی اور لفافہ جات کا کام کسی دوسری فرم کو آگے ٹھیکہ پر نہیں دے گی۔
- (10) نرخ دینے سے پہلے دفتر ضرور تشریف لائیں اور کاموں کی تمام تفصیلات / معلومات ضرور حاصل کریں۔ بعد میں کوئی عذر قابل قبول نہ ہوگا۔
- (11) مزید معلومات دفتری اوقات کار میں شعبہ سٹور کے فون نمبر 061-9210032 پر رابطہ کر کے حاصل کی جاسکتی ہیں۔



(6)

## ثانوی و اعلیٰ ثانوی تعلیمی بورڈ ملتان۔

### Financial Bid

لسٹ برائے جوابی کاپیاں اور لفافہ جات مالی سال 2018-19

نمبر شمار	نام اشیاء	تقریحات / کام کی نوعیت	تعداد	Rate with GST/PST	کل رقم	3% CDR
1	جوابی کاپی میٹرک	جوابی کاپی میٹرک (تھیوری) پرنٹائیل پیج لگانا اور سلائی معہ بند لنگ کرنا 40 ہزار یومیہ کاپی تیار کرنا ہوگی۔ 24 صفحات پر مشتمل بمطابق دفتری نمونہ	22 لاکھ جوابی کاپیاں			
2	جوابی کاپی انٹر	جوابی کاپی انٹر (تھیوری) پرنٹائیل پیج لگانا اور سلائی معہ بند لنگ کرنا 25 ہزار یومیہ کاپی تیار کرنا ہوگی جو کہ 32 صفحات پر مشتمل ہوگی بمطابق دفتری نمونہ	10 لاکھ جوابی کاپیاں			
3	لفافہ بڑا ملل والا	لفافہ بڑا ملل والا معہ سلائی بمطابق دفتری نمونہ	32 ہزار لفافے			

Estimated Price: 37,00,000/-

دستخط و مہر

فرم کا نام