



*BOARD OF INTERMEDIATE &
SECONDARY EDUCATION,
MULTAN.*

STANDARD BIDDING DOCUMENTS

FOR FINANCIAL YEAR 2022-23.

PROCUREMENT OF:

Cover Sheets,

(Opening Date: - 05.01.2023)

Price Rs.5000/-

INSTRUCTIONS TO BIDDERS

- 1 Purchase will be made as per PPRA Rules 2014, as amended to date single stage two envelopes Procedure PPRA Rule 38 (1). The Board invites bids from Firms, suppliers and distributors for supply as per specifications given in the Tender Documents.
- 2 All firms/suppliers/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 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.5000/- (non refundable)
- 5 The bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all informations or documentation required by 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 Bids for supply of item according to specifications.
- 11 Alternative bids shall not be considered.
- 12 Bids shall remain valid for the period specified in the tender documents 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.
- 13 Bid Security @ 5% of estimated price of bid in favour of Secretary, BISE, Multan in the shape of Bank guarantee / CDR issued by any scheduled bank should be attached with the Bid.



- 14 The bid security may be forfeited:
 - (a) If a bidder withdraws its bid during the period of bid validity specified in tender documents.
 - (b) If the successful Bidder fails to:-
 - (i) Sign the contract in accordance.
- 15 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.
- 16 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.
- 17 Bidders may submit their bids by hand and by post. 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 Purchaser.
- 18 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 where required." These envelopes shall then be enclosed in one single envelope.
- 19 If the envelope not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- 20 Bids must be received by the Purchaser, at the address and not later than the date and time indicated in the tender documents.
- 21 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.
- 22 The bids will be received upto 05. 01 .2023 till 11.00 AM in the office of the Secretary, BISE, Multan and bids 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 purchaser 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 purchaser on any matter related to the bidding process, it should do so in writing.

 

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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.

26

The purchaser 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.

28

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.

29

The Purchaser 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 Purchaser 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 within one week shall sign a Contract Agreement with the Board on stamp paper of the requisite value i.e 0.25% of the contract value/ supply order which shall be provided by the bidder.

33

Failure of the successful bidder to submit the above mentioned Bank guarantee/CDR 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 bidder.

34

An amount of 10% performance security of total value of supply order will be retained/ withheld from the bill of successful bidder till the satisfaction of the office.

35

Financial bid of those firms, who will qualify technically, will be opened after evaluation of technical bid. The firms will be informed for the opening date of financial bid accordingly.



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TECHNICAL BID PROFORMA

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.

TECHNICAL EVALUATION CRITERIA

Please attach all relevant documents for Evaluation purposes.

- 1 Name of Bidder/Lead Bidder _____
- 2 Status of Firm/Company/JV/Group _____
- 3 Address _____
- 4 NTN _____
- 5 Sales Tax Registration No. _____
- 6 Date of Establishment of Business. _____

| | | |
|---|--|-------------|
| 7 | Financial Position /Annual Turnover, Copy of financial statement. | (20 Points) |
| 8 | Ability to supply / Printing of items. 100% according to Specifications. Work plan, printing methodology, Printing Equipments, & Per day Production Capacity | (50 Points) |
| 9 | General Experience and experience in similar work (Attach Copies of work orders) | (20 Points) |

10. Bank guarantee/CDR No. _____ dated _____ (10 Points)

Name of Bank _____ Branch _____.

(attach original Bank guarantee/CDR)

Signature and Stamp _____

Name of Firm/Bidder _____

Name of Owner/Representative _____

CNIC. _____

Dated _____

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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 Bids.

b) Evaluated Capacity

- 1- The Bidder with qualification 70% or above points with no zero in any category will be deemed responsive.
- 2- The responsive contractor with lowest financial bid will be considered successful

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">▪ Income tax return previous year.▪ In case of JV. Letter of intent to form JV/JV Agreement.▪ In case of Govt. owned entity from the purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law. |

[Handwritten signature] *[Handwritten mark]*

(16)

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.
TECHNICAL BID
LIST OF COVER SHEETS 2022-2023

| Sr. No | Name of Item | Specification | Quantity | Firm Specifications |
|--------|--|---|----------|---------------------|
| 1- | <p>Coversheets / MCQ Award & Roll No. part with following features.</p> <p>1. Printed on 100 grams imported offset paper of A3 size made from virgin pulp with 95% plus brightness.</p> <p>2. Single colour black digital printing along with Barcode & QR code in one step and perforation at selected points.</p> <p>3. Encrypted Barcode 128 (font) printing having 16 digits with Board code I.D as per Sample.</p> <p>4. Each Coversheet will bear unique number that will be the part of encrypted Bar code & QR code.</p> | <p>Texture = white</p> <p>Grammage = 100 min</p> <p>Burst Factor = 20 min</p> <p>Brightness = 96% min</p> <p>Opacity = 90% min</p> <p>Thickness = 106 min</p> | 2100000 | |

Note:- Firms having secure printing facility / site with 01 Lac per day printing capacity, minimum 03 year experience of digital printing in Bulk quantity for Government/ semi Govt. institutions / Autonomous bodies are eligible to participate in the Tender. The procuring agency may reject all the tenders with provision of Rule 35 of PPRA.

Estimated price :2,83,50,000/-

Name of Firm _____

Signature and Stamp _____

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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.

FINANCIAL BID

LIST OF COVER SHEETS 2022-2023

| Sr. No | Name of Item | Specification | Quantity | Rate per cover sheets with GST | Total Value |
|--------|---|--|----------|--------------------------------|-------------|
| I- | Coversheets / MCQ Award & Roll No. part with following features. 1. Printed on 100 grams imported offset paper of A3 size made from virgin pulp with 95% plus brightness. 2. Single colour black digital printing along with Barcode & QR code in one step and perforation at selected points. 3. Encrypted Barcode 128 (font) printing having 16 digits with Board code I.D as per Sample. 4. Each Coversheet will bear unique number that will be the part of encrypted Bar code & QR code. | Texture = white Grammage = 100 min Burst Factor = 20 min Brightness = 96% min Opacity = 90% min Thickness = 106 min | 2100000 | | |

Note:- Firms having secure printing facility / site with 01 Lac per day printing capacity, minimum 03 year experience of digital printing in Bulk quantity for Government/ semi Govt. institutions / Autonomous bodies are eligible to participate in the Tender. The procuring agency may reject all the tenders with provision of Rule 35 of PPRA.

Estimated price :2,83,50,000/-

Name of Firm _____

Signature and Stamp _____



