

ٹانوی و اعلیٰ ٹانوی تعلیمی بورڈ، ملتان۔

ٹینڈر نوٹس

ملتان بورڈ کو ملکہ سیکورٹس حکومت پاکستان سے رجسٹرڈ فرموں سے آفسٹ پیپراپورٹڈ لاکل خرید کے لیے سر بہر ٹینڈرز مطلوب ہیں جو کہ مورخہ 09. 13. 2023 کو بوقت 11:00 بجے تک معہ 5% بنک گارنٹی اکال ڈیپازٹ برطابق تخمینہ لاگت بنام سیکرٹری ٹانوی و اعلیٰ ٹانوی تعلیمی بورڈ ملتان پہنچ جانے چاہیں۔ جن کی ٹیکنیکل بڈز اسی روز بوقت 11:30 بجے ٹینڈر روہندگان یا ان کے نمائندگان کی موجودگی میں کمیٹی روم میں کھولی جائیں گی۔

نمبر شمار	نام آئیٹم	Nature of Bidding
01	آفسٹ پیپراپورٹڈ لاکل وزن 70 اور 80 گرام سائز "8-1/2"x13" (لیگل)	Single stage two Envelopes
02	آفسٹ پیپراپورٹڈ لاکل وزن 80 گرام سائز "8.3"x11.7" (A-4)	Single stage two Envelopes

ٹینڈر فارم، درج بالا آئیٹمز کی تصریحات (Specifications)، تعداد اور دیگر تفصیلات ٹینڈر بک میں موجود ہیں جو کہ سنور برانچ سے مبلغ 50000 روپے کا بنک چالان مہیا کر کے حاصل کی جاسکتی ہے۔ ریش بشمول ٹیکسز (سیلز ٹیکس + آئی ٹیکس وغیرہ) ہوں گے۔ ٹینڈر ڈاکومنٹس کے تمام صفحات پر فرم کے نمائندے کے دستخط اور مہر ثبت ہونی چاہیے بصورت دیگر ٹینڈر مسترد کیا جاسکتا ہے۔ ٹینڈر کا انداز اکل تخمینہ لاگت مبلغ 4,40,00,000/- روپے ہے ٹینڈر میں دیئے گئے نرخ 90 یوم کے لیے تصور ہوں گے۔ تمام فرمیں اپنی فریش بنک گارنٹی اکال ڈیپازٹ ارسال کریں۔
(برائے معلومات 061-9210019)

سیکرٹری



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

STANDARD BIDDING DOCUMENTS

FOR FINANCIAL YEAR 2023-24.

PROCUREMENT OF:

Paper, (8-1/2"x13") and (8.3" x 11.7")

(Opening Date: - 13 .09.2023)

Price Rs.5000/-

11

CHECK LIST (mandatory) ATTACHMENTS

Sr.No	Description	Attachment (Yes/No)	Page No.
1	Copy of CNIC Owner of the Firm		
2	Complete address where business is being run		
3	Address of the firms/bidder must be mentioned as per FBR record/ address		
4	Copy of CNIC of the Authorized Persons (if any)		
5	Power of attorney / Authority letter (In case of any person has been authorized)		
6	Registration Certificate of Company / Firms/ Corporation/Supplier etc. under the law of Pakistan. (Licenses)		
7	Valid Income Tax registration and active tax payer/return filer/certificate		
8	Valid general sales tax registration (status=Active with FBR) and active return filer.		
9	Copy of Income Tax and GST Returns submitted to the FBR for the last fiscal year.		
10	Documents pertaining to the experience regarding the relevant field such as copies of work orders/ contract, bills etc.		
11	Financial position / Bank statement of last fiscal year.		
12	All required samples have been submitted in the name of procuring agency.		
13	Submission of required under taking on stamp paper that the firm is not blacklisted or involved in any litigation of any Govt department, Agency, Organization or autonomous body of private sector Organization anywhere in Pakistan.		
14	Bid Security @5% of estimated cost / price must be attached with Technical Proposal / Bid		
15	Certificate to the effect that the rates are not abnormal(on company / firm Letter Head)		

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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 2 (a) 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 Bidders shall not be under a declaration of blacklisting by any Government department /other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA).

The Purchaser 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)
- 4

The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information's or documentation required by the Bidding Documents may result in the rejection of the bid.
- 5

At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addenda.
- 6

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
- 7

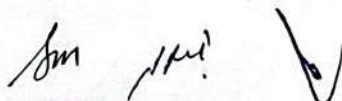
To give prospective Bidder reasonable time in which to take an addendum into account in preparing their bids, the Purchaser, may extend the deadline for the submission of bids.
- 8

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.
- 9

The Bidder shall submit the Bids for supply of items according to specifications.
- 10

Alternative bids shall not be considered.
- 11

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.
- 12



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 by the Bidder on the Bid Form.
- (b) In the case of successful Bidder, if the Bidder:
 - i) Fails to sign the contract
 - ii) Fails to furnish Performance Guarantee
 - iii) If the blacklisting proceedings under Rule-21 of PPRA-2014 are initiated and the bidder is declared blacklisted after due process of law.

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 The Bidder shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid.

18 The inner and outer envelopes shall be addressed to the Secretary BISE Multan. For identification the envelopes shall indicated the name and address of the Bidder.

19 Bidders may submit their bids by hand or by post.

20 If the envelope not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

21 Bids must be received by the Purchaser, at the address and not later than the date and time indicated in the tender documents.

22 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 unopened.

23 The Bids will be received up to 13.09.2023 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.

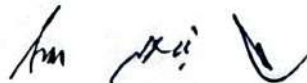
24 Any effort by a Bidder to influence the purchaser may result in the rejection of its bid.

- 25 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.
- 26 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.
- 27 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.
- 28 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.
- 29 The Financial proposal of the Bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint.
- 30 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.
- 31 The Purchaser shall award the Contract to Bidder whose offer has been determined to be financial lowest.
- 32 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.
- 33 Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract.
- 34 The successful bidders within one week shall sign a Contract Agreement with the Board on stamp paper of the requisite value which shall be paid by the bidder.
- 35 Failure of the successful Bidder to submit the performance security 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.
- 36 The Bid security of successful bidder's will be discharged upon the bidder signing the contract, and furnishing the 10% performance security of the total value of contract.



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- 37 As per Rule 36A of Punjab Procurement Rules 2014, Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
- 38 Financial bid of those firms who will qualify technically will be opened after evaluation of technical bids. The firms will be informed for the opening date of financial bids accordingly.
- 39 The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- 40 The Bidder shall authorize person/persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder, Authority letter must be part of Bid. However, in case of any issue bidder shall be responsible for all consequences.
- 41 The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
- 42 The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods without any change in unit price or other terms and conditions (not more than 15%)
- 43 Prices indicated on the Price Schedule shall be item wise.
- 44 Prices shall be quoted in Pak Rupees.
- 45 Any dispute or difference between the firm/ contractor and Secretary BISE Multan shall be settled by the Chairman BISE Multan as sole arbitrator will be considered as binding and shall not be challenged in any court of law.



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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 Copy. _____
- 6 Date of Establishment of Business. _____

7	Financial Position /Annual Turnover, Copy of financial statement. (20 Points)
8	Ability to supply of items. 100% according to Specifications, Report of PCSIR Laboratories Lahore and Report of Officer Confidential Press B.I.S.E Multan. (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 (Technical Committee) 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 Firm/ Contractor with lowest financial bid will be considered successful

Note: The selection is subject to the decision of the Purchase Committee /Authority and cannot be challenged in any court of law.

Bidder Information Sheet

1. Bidder's Legal Name
2. Bidder's Address
3. Bidder's Authorized Representative Information Name: Address Telephone / Fax number: Email Address

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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.

TECHNICAL BID

IMPORTED PAPER 2023-2024

Sr. No	Name of Item	Specification	Quantity	Firm Specifications
01	WHITE OFFSET PAPER (IMPORTED/ LOCAL) Legal Size 8-1/2x 13"	<ul style="list-style-type: none">• High Finish• Grammage : 80gram min• Brightness: 95% min• Opacity 90% min• Burst Factor 16 min• Free of damage sheets• Packing: 500 Sheets per Ream• Error Free Packing• Texture White• Laser Cutting• Box Pack	2000 Reams	
02	WHITE OFFSET PAPER (IMPORTED/ LOCAL) Legal Size 8-1/2x 13"	<ul style="list-style-type: none">• High Finish• Grammage : 70gram min• Brightness: 95% min• Opacity 90% min• Burst Factor 16 min• Free of damage sheets• Packing: 500 Sheets per Ream• Error Free Packing• Texture White• Laser Cutting• Box Pack	14000 Reams	
03	WHITE OFFSET PAPER (IMPORTED/ LOCAL) A-4 Size 8.3"X 11.7"	<ul style="list-style-type: none">• High Finish• Grammage : 80gram min• Brightness: 95% min• Opacity 90% min• Burst Factor 16 min• Free of damage sheets• Packing: 500 Sheets per Ream• Error Free Packing• Texture White• Laser Cutting• Box Pack	4000 Reams	

Specific Instructions for offset paper

The firms are required to provide two reams of each size and weight sample along with 20+20+20 Sheets duly signed and stamped which will be sent to PCSIR Laboratories Lahore. Work order will be issued after obtaining satisfactory report as per specifications of the board from the PCSIR Laboratories Lahore. In this regard testing fee will be paid by the firm.

Estimated price:Rs.4, 40, 00,000/-

Name of Firm _____

Signature and Stamp _____

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.

FINANCIAL BID.

LIST OF IMPORTED PAPER 2023-2024

Sr. No	Name of Item	Specification	Quantity	Rate per ream with GST	Total Value
01	WHITE OFFSET PAPER (IMPORTED/ LOCAL) Legal Size 8-1/2x 13"	<ul style="list-style-type: none"> • High Finish • Grammage : 80gram min • Brightness: 95% min • Opacity 90% min • Burst Factor 16 min • Free of damage sheets • Packing: 500 Sheets per Ream • Error Free Packing • Texture White • Laser Cutting • Box Pack 	2000 Reams		
02	WHITE OFFSET PAPER (IMPORTED/ LOCAL) Legal Size 8-1/2x 13"	<ul style="list-style-type: none"> • High Finish • Grammage : 70gram min • Brightness: 95% min • Opacity 90% min • Burst Factor 16 min • Free of damage sheets • Packing: 500 Sheets per Ream • Error Free Packing • Texture White • Laser Cutting • Box Pack 	14000 Reams		
03	WHITE OFFSET PAPER (IMPORTED/ LOCAL) A-4 Size 8.3 X 11.7"	<ul style="list-style-type: none"> • High Finish • Grammage : 80gram min • Brightness: 95% min • Opacity 90% min • Burst Factor 16 min • Free of damage sheets • Packing: 500 Sheets per Ream • Error Free Packing • Texture White • Laser Cutting • Box Pack 	4000 Reams		

Specific Instructions for offset paper

Work order will be issued after obtaining satisfactory report as per specifications of the board from the PCSIR Laboratories Lahore. In this regard testing fee will be paid by the firm.

Estimated price:Rs.4, 40, 00,000/-

Name of Firm _____

Signature and Stamp _____

(Handwritten signatures and marks)

