BOARD OF INTERMEDIATE & SECONDARY EDUCATION, MULTAN

TENDER NOTICE

The Board of Intermediate & Secondary Education, Multan, invites e-bids through the Punjab e-Procurement System (eP) from well-reputed and eligible firms/importers, registered with the relevant tax authorities, for the procurement of the following item:

Sr. No.	Name of Item	Quantity	Estimated Cost
01	Imported A-4 Size Paper (80 GSM)	12,000 Reams	Rs. 16,800,000/-

Terms & Conditions:

1. The offered paper must be imported, brand new, unused and conform strictly to the technical specifications provided in the bidding documents.
2. The bidder shall provide samples of the offered paper for evaluation and testing by PCSIR Laboratories, Lahore, as specified in the bidding documents. Only those firms whose paper samples are found to conform to the specifications laid down in the tender documents, as confirmed by PCSIR Laboratories, Lahore, shall be eligible for final evaluation.
3. Bid Security amounting to **5% of the estimated cost (Rs. 840,000/-)** shall be deposited digitally through the prescribed Punjab e-Pay System. Bids must be submitted electronically through https://eproc.punjab.gov.pk by **11:00 AM on 15.12.2026**. The bids shall be opened at **11:30 AM on the same date**, in accordance with the applicable rules and e-Procurement instructions.
4. Detailed specifications and other terms and conditions shall be available in the bidding documents.
5. The procurement process shall be governed by the Punjab Procurement Rules, 2014, under the **Single Stage One Envelope Procedure**.
6. The successful bidder shall be responsible for the safe transportation and delivery of the entire ordered quantity of paper at the designated premises of the Board, within the delivery period specified in the bidding documents.
7. The quoted rates shall be inclusive of all applicable taxes, duties, levies, transportation, loading, unloading and other related charges. No additional payment on account of taxes or any other charges shall be admissible.
8. The quoted rates shall remain valid for ninety (90) days from the date of bid opening.
9. The bidding documents may be downloaded free of cost from https://eproc.punjab.gov.pk, https://ppra.punjab.gov.pk and https://www.bisemultan.edu.pk. All required documents must be duly completed, signed and stamped wherever required. Incomplete, unreadable, corrupted or virus-infected electronic bids/documents may be rejected. Bids submitted by hand, post or courier shall not be accepted.
10. The prescribed response time shall commence from the date of publication/upload of the Tender Notice and Tender Documents on the official websites of the Punjab Procurement Regulatory Authority (PPRA) athttps://ppra.punjab.gov.pk and the Punjab e-Procurement System (eP) at eproc.punjab.gov.pk. For further information, please contact **061-9210032** during office hours.

SECRETARY

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BOARD OF INTERMEDIATE & SECONDARY EDUCATION, MULTAN.

No.106/P&IC Date:26 .11.2026

STANDARD BIDDING DOCUMENTS

FOR FINANCIAL YEAR 2026-2027.

PROCUREMENT OF:

PROCUREMENT OF IMPORTED PAPER A-4 SIZE 80GSM

NOTE:

Punjab e-Procurement System

Bids only through Punjab e-Procurement System (eP) will be entertained; no Bid other than Punjab e-Procurement System will be accepted.

(Opening Date: - 15.12.2026)

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TERMS & CONDITIONS

INVITATION OF BID:

1. Firms/Companies registered under Sales Tax Act / Income Tax and active tax payer having good reputation are eligible to participate in the Tender. All Tenders should be in the name of Secretary Board of Intermediate & Secondary Education, Multan. Procuring agency reserves the right to reject all tenders/bids within the provisions of Rule 35 (1) of PPR-2014. **The tender procedure shall be "Single Stage – Single Envelope" as per Rule 38(1) (a) of the Punjab Procurement Rules, 2014.**
2. **Bids shall be submitted through the Punjab e-Procurement System (eP) at** https://punjab.eprocure.gov.pk. **No bid submitted through any other means will be accepted.** Bid security 5% of Estimated Price will be submitted before closing of tender through Punjab e-PS electronically/digitally in the manner prescribed by the Punjab Government (PPRA Punjab) Bidder will also upload the complete scanned copy of their bid on (eP).
3. Bidding documents, containing detailed terms and conditions can be downloaded from the websites of PPRA (https://punjab.eprocure.gov.pk) or BISE Multan. (www.bisemultan.edu.pk). In case of any query, guidance can be sought from in the office of Deputy Secretary (Store), Board of Intermediate and Secondary Education, Multan, (Tel: 061-9210032) during office hours.

INSTRUCTION TO BIDDERS:

1. The Board Invites Bids from firms/suppliers/contractors and distributors for supply as per technical specifications given in the tender document.
2. All firms/suppliers/contractors and distributors having three year experience and who fulfill the criteria as per given in advertisement will stand eligible for the Bidding.
3. The Bidder should not have been blacklisted by any government, semi government or autonomous bodies etc.
4. The Bidding Documents should be read in conjunction with any Addenda issued in accordance with the terms and conditions given below.
5. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addenda.
6. The Technical & Financial offers will be upload separately on Punjab e-Procurement System (eP).
7. Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding document directly/indirectly 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 at its discretion, 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 on prescribed Performa given by Board in Tender documents.** Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid. Unless otherwise indicated in the Bidding Documents (BDs), alternative Bids shall not be considered.
11. **Bid Security** A Bid Security @ 5% of the total price/cost (estimated price/cost mentioned in the demand list) should be submitted online through Punjab e-PS electronically/digitally in the manner prescribed by the Punjab Government (PPRA Punjab). Failure to furnish the prescribed Bid Security shall result in the rejection of the bid.
12. The successful bidder will furnish the @10 performance security (returnable) within 07 days of the receipt of notification of award from the purchaser
13. The Bid security @5% of the successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security @ 10% of the total cost before the signing of contract/agreement that will be made on stamp paper value of 0.25% of contract value.
14. Bids shall remain valid for the period of specified in the BDs after the Bid submission deadline date i.e. 90 days from the opening of Technical Bid. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
15. The Bid shall be signed by the bidder or by a person duly authorized to sign on behalf of the Bidder.
16. The bid prepared in accordance with the instructions contained in the bidding documents must be submitted on Punjab e-Procurement System (eP) by 15-12-2026 till 11:00AM. The Bids will be opened on the same day at 11:30AM in the presence of Bidders or their representative who make them available on that date and time in the meeting room of BISE, Multan.

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17. Technical bids information relating to the examination, evaluation, comparison, and post qualification of Bids will be communicated accordingly, however, 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. 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.
19. 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.
20. The Procuring Agency reserves the rights under PPRA Rules 35 may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
21. The purchaser shall award the Contract to Bidder whose offer has been determined to be technically sound and financially lowest evaluated and is substantially responsive to the Bidding documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
22. The Procuring Agency reserves the right to increase or decrease the quantity of items to be purchased as per PPRA rules originally specified in tender. Schedule of requirement, without any change in the unit prices or other terms and conditions of the Bid. (not more than 15%)
23. 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.
24. Instructions, Terms & Conditions and Specifications are devised for strict compliance and enforcement. No escalation of cost, except arising from increase in quantity by the Bidder(s) on the demand after approval of the Procuring Agency / the Office, will be permitted throughout the period of the contract / Work/Supply Order.
25. The successful Bidder(s) will be responsible for all the deliveries and deliverables to the Procuring Agency / Board of Intermediate and Secondary Education, Multan within stipulated time or otherwise locations described as per provision regarding delivery time or execution schedule of the Tender Documents.
26. Bidder(s) are required to state clearly, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the Bidder(s)'s authorized representative through whom all communications shall be directed until the process has been completed or terminated.
27. Supply should be completed within 30 days of receipt of Supply/Work Order.
28. Supply must be in accordance with the office specifications / approved sample, otherwise supply will be rejected. In such event the Board may forfeit Bid Security/Performance Guarantee and take any punitive action as deemed appropriate.
29. All Government Taxes (Federal /Provincial) including Income Tax / Sales Tax, S.E. Duty and Professional Tax, PRA Tax / PST etc. will have to be paid by the firm(s) under the prevailing procedure / law.
30. In case of abnormal quoted rates, the Firm(s)/Bidder(s) shall be responsible.
31. Rates must be quoted in Pakistani Currency including all Taxes.
32. For examination of samples or obtaining any other information regarding tenders, Store Branch can be visited during office hours on any working day. Bidder(s) shall communicate all queries via Store Branch.

    The Bid security may be forfeited:

    a) If a Bidder withdraws its Bid during the period of Bid validity specified in bidding documents.

    b) If the successful Bidder fails to: -

    i. Sign to the contract in accordance with the above said terms and conditions.

    ii. Furnish a performance guarantee/security @ 10% of the total cost of Bid.

    iii. Provide to be indulged in corrupt practices.

    iv. Provide stamp paper for agreement.
33. 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 his decision shall not be challenged in any court of law.

    The Tender will be lot wise. A Separate Bid Security for each lot will have to be submitted.

34 The paper samples submitted by the firm shall be tested by PCSIR Laboratories, Lahore. The successful firm shall be declared subject to the test report being found in conformity with the specifications laid down in the tender documents.

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

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REJECTION/ACCEPTANCE OF THE BID

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any Bidder(s), the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of invoking discretion provided under sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Bidder(s). However, prospective Bidder(s) shall be informed in due course about the rejection of the bids if any (As per Rule 35 of Punjab Procurement Rules, 2014).

TENDER COST

The Bidder(s) shall bear costs/expenses with regard to preparation and submission of the Tender(s) and the Procuring Agency shall not responsible/liable for those costs/ expenses.

AMENDMENT OF THE TENDER DOCUMENT

The Procuring Agency may, at any time prior to the deadline for submission of the Tender, at its own initiative vested with exclusive discretion or in response to a clarification requested by the Bidder(s), amend the Tender Document, on account of any reason. Where after all such amendment(s) shall be considered part of the Tender Document and binding on the Bidder(s) as per Punjab Procurement Rules, 2014 Rule 25(4).

BID SECURITY (EARNEST MONEY)

a. The Bidder(s) shall furnish the Bid Security (Earnest Money) as under:

i. A bid security equivalent to **5% of the estimated price** shall be submitted/ processed digitally through the **E-Pay system**. The amount shall be transferred through **1-Link from any scheduled bank in Pakistan** in favor of the **Secretary, Board of Intermediate and Secondary Education, Multan.**

ii. Denominated in Pak Rupees.

iii. Have a minimum validity period of One Hundred & Eighty days (180 days) from the last date for submission of the Tender.

b. The Bid Security (Earnest Money) shall be forfeited by the Procuring Agency, on the occurrence of any or all of the following conditions:

i. if the Bidder(s) withdraws the Tender during the period of the Tender validity specified by the Bidder(s) on the Tender Form or

ii. if the Bidder(s) does not accept the corrections of his Total Tender Price;

iii. if the Bidder(s), having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, in accordance with the Tender Document.

iv. If the bidder fails to provide stamp paper for agreement.

CORRECTION OF ERRORS/AMENDMENT OF TENDER

a. The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

i. if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern;

ii. if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected;

iii. if there is a discrepancy in the actual sum of the itemized total prices and the total Tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern;

b. The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder(s).

c. Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

d. No credit shall be given for offering delivery period earlier than the specified period.

e. PPRA Section 33(2) "The procuring Agency may, if necessary, after the opening of the bids, seek and accept such clarifications of the bid as do not change the substance of the bid" shall be applied.

Acceptance Letter/Purchase Order

The Procuring Agency shall issue the Acceptance Letter/Purchase Order to the successful Bidder(s), within reasonable time of announcement of bid evaluation report (Rule-55 of PPRA Rules, 2014) and prior to the expiry of the original bid validity period or extended bid validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

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Terms & Conditions of Contract Form

Terms & condition laid down in contract document/form are part & parcel of the Bid documents and shall be applied to the successful bidder under the Tender.

Redressal of Grievances by the Procuring Agency

a. The Procuring Agency may constitute a committee comprising of odd number of persons / members, with proper powers and authorizations, to address the complaints of Bidder(s) that may occur prior to enforcement of the Procurement Contract.

b. Any Bidder(s) feeling aggrieved by any act of the Purchaser after the submission of bid may lodge a written complaint concerning grievances within five days of announcement of technical evaluation report and ten days after issuance of final evaluation report.

c. The Committee may investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Instruction For Preparation of Power of Attorney /Letter of Authority

a) To be executed by an authorized representative of the Bidder(s) on Firm/ company letterhead enclosing attested Copy of National Identity Card.

b) The mode of execution of the Power of Attorney/Letter of Authority should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

c) Also, wherever required, the Bidder(s) should submit for verification the extract of the charter documents such as a resolution/ power of attorney etc.

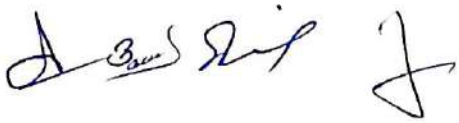
d) In favor of the person executing the Power of Attorney/Letter of Authority for the delegation of power hereunder on behalf of the Bidder(s).

e) In case the Tender Documents are signed by an authorized Director/ Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney/Letter of Authority.

FORM OF BID

Forms, Specifications of Items/Goods and Detail of Standards of Tender/Items are attached.

Authorized Signature & Stamp
of Firm / Bidder



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ELIGIBILITY & REQUIRED DOCUMENTS

The participating firms must submit the following documents along with their bids:

1. Valid NTN Certificate.
2. Sales Tax Registration Certificate, where applicable.
3. Firm/Company Registration Certificate.
4. An undertaking (as per attached format) must be provided on 100 Rupees Judicial Stamp paper that the participating firm/ company is not black listed in Board of Intermediate and Secondary Education Multan and PPRA Punjab. Through this Supplier/Vendor shall also certify that they have no case/litigation pending in any court of law in Pakistan.
5. The bidder shall submit copies of at least two work orders for similar work/jobs

FORMATE OF AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

FOR THE PROCURMENT OF IMPORTED PAPER A-4 SIZE 80 GSM

1.	We have examined the Tender/Bid Document and we undertake to meet the requirements. Regarding supply of Items as required and is prescribed in the Tender Document.
2.	It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3.	We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to
4.	We agree to unconditionally accept all the terms and conditions set out in the Tender/Biding Document
5.	We undertake that, if our Bid is accepted, we shall provide imported paper in accordance with the terms and conditions of the bidding documents.
6.	We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7.	We agree that the Procuring Agency is not bound to accept the lowest or any of the bids received. We also agree that the Procuring Agency reserves the right in absolute sense to reject all the products/services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8.	We declare that our Firm/Company is not blacklisted by Board of Intermediate and Secondary Education, Multan and PPRA Punjab. We also declare that our firm/Company is not involved in any case or litigation pending in any court of law in Pakistan.

Name and Signature
of authorized Person along with stamp



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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.
FINANCIAL BID
PROCUREMENT OF IMPORTED PAPER A-4 SIZE 80 GSM 2026-2027

Sr.No.	Name of Item	Specification	Quantity	Estimated Price (Rs.)	Rate Per Ream With Taxes	Total Value
01	IMPORTED PAPER A-4 Size 80 8.26" X 11.69"	• High Finish • Grammage : 80 GSM 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 • Original Mill Pack and Box Pack	12,000 Reams	1,400/- Per Ream		

Specific Instructions for imported paper

i. The firms are required to submit 02 reams as samples, along with 20 duly signed and stamped sheets, which will be sent to PCSIR Laboratories, Lahore, for testing. Final evaluation shall be carried out after obtaining a satisfactory test report from PCSIR Laboratories, Lahore, confirming that the samples provided by the firms meet the specifications mentioned in the Tender Documents. The testing fee shall be borne by the respective firm.

ii. Payment will be made after obtaining satisfactory report as per specifications of the office from the PCSIR Laboratories Lahore. In this regard testing fee will be paid by the firm.

ESTIMATED PRICE: Rs.16,800,000/-
Amount of Bid Security @ 5% of Above Mentioned Estimated Price Rs.840,000/-

Name of Firm_____ Signature and Stamp_____

Cell #:_____

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