



**BOARD OF INTERMEDIATE EDUCATION,  
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,  
KARACHI-74700**

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**STANDARD BIDDING DOCUMENTS  
FOR  
NATIONAL COMPETITIVE BIDDING  
SINGLE STAGE – ONE ENVELOPE PROCEDURE  
  
TENDER FOR PRINTING & SUPPLY OF MISC.  
FORMS , ENVELOPES & ETC.**

**IN RESPECT OF THE  
BIE/AG/L&N/ 170 /2021**

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)



**BOARD OF INTERMEDIATE EDUCATION,**  
**BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,**  
**KARACHI-74700**

**INSTRUCTIONS TO BIDDERS & GENERAL**  
**CONDITIONS OF CONTRACT:**

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

**BID DATA SHEET**

<b>INTRODUCTION</b>		
<b>ITB 1.1</b>	Name of Contract	Printing & Supply of Misc. Forms , Envelopes & etc.
<b>ITB 4.1</b>	Name of Procuring Agency	<b>Board of Intermediate Education, Karachi</b>
<b>ITB 6.1</b>	Procuring Agency's Address, Telephone, Telex & Facsimile Numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 99260211 99260212 99260213 Fax: 99260203 & 99260208
<b>ITB 8.1</b>	Language of Bid	English or Urdu
<b>BID PRICE AND CURRENCY</b>		
<b>ITB 11.2</b>	The price shall be in Pakistani currency inclusive of all taxes, transportation, material and labour charges involved therein.	
<b>ITB 11.5</b>	During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.	



## **BOARD OF INTERMEDIATE EDUCATION,**

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### **PREPARATION AND SUBMISSION OF BIDS**

<b>ITB 13.3 (d)</b>	Qualification Requirements	<ul style="list-style-type: none"> <li>• 03 years experience in the relevant field</li> <li>• Turn-over of at least last three years having a sum of minimum <b>Rs. 5 Million</b>.</li> <li>• Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods.</li> <li>• Minimum 3 contracts of <b>Rs.2 Million</b> in last 3 years of similar goods / jobs</li> <li>• 03 years Bank Statement / Financial Statement duly verified by Chartered Accountant Firm.</li> <li>• An Affidavit on Stamp Paper that the firm has never been Blacklisted</li> </ul> <p><b><u>Note:-Submission of Samples along with bidding documents is mandatory. Bids submitted without samples shall be treated as "Non-Responsive".</u></b></p>
<b>ITB 15.1</b>	Amount of bid security (refundable)	3% (Three percent) of the bid price, which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
<b>ITB 16.1</b>	Bid Validity Period	90 days from the date of opening of Tender.
<b>ITB 18.2 (a)</b>	Address for bid submission	The office of the Administration General Section (Chairman's Secretariat) Ground Floor, Board of Intermediate Education, Karachi.
<b>ITB 18.2 (b)</b>	IFB title and number	Title: Printing & Supply of Misc. Forms, Envelopes & Etc. IFB No: BIE/AG/L&N/ 170 /2021 Dated: 25-10 -2021
<b>ITB 19.1</b>	Deadline for bid submission	<b><u>Tuesday 07<sup>th</sup> December, 2021 up to 2:30 p.m</u></b> Sealed bids duly filled-in, mentioning on top of the envelope " <i>Tender for Printing &amp; Supply of Misc. Forms, Envelopes &amp; etc.</i> "
<b>ITB 22.1</b>	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the <i>Administration General Section</i> (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on <b><u>07-12-2021</u></b> up to <b><u>2:30 P.M</u></b> and will be opened on the same day at <b><u>03:00 P.M</u></b> in the presence of bidders' representatives who wish to attend.
<b>ITB 25.4 (b)</b>	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least <b>90 days</b> after issuance of contract award which may be increased or decreased due to demand of time/situation as per SPPRA Rules.



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## **GENERAL CONDITIONS**

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Bids not submitted on Standard Bidding documents issued by the procuring agency shall be rejected or treated as Non Responsive.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.

Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.

The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.

## **SECTION-III**

### **SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

#### **1. DEFINITIONS (GCC CLAUSE 1)**

1)	<b>GCC 1.1 (g)</b>	The Procuring agency is:	Board of Intermediate Education, Karachi.
2)	<b>GCC 1.1 (h)</b>	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	<b>GCC 1.1 (j)</b>	The Project Site is:	Same as GCC 1.1(g) mentioned above.

#### **2. COUNTRY OF ORIGIN (GCC CLAUSE 3)**

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".



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### 3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	<b>GCC 7.1</b>	The amount of performance security, as a percentage of the Contract Price, shall be <b>Ten (10) percent</b> of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Intermediate Education Karachi.
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### 4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

### 5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	<b>GCC 29.1</b>	The Governing Language shall be:	English.
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### 6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

**Office of the Procurement Wing, Administration General Section, (Chairman's Secretariat Building), Ground Floor, Board of Intermediate Education, Karachi.**

### 7. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
  - i. rejection of the unsatisfactory Supplied material
  - ii. Blacklisting of the firm
  - iii. Liquidity damages shall be imposed as per SPPRA Rules.
  - iv. forfeiting of whole Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

### 8. SUBJECT TO RELEVANT SPPRA RULES, THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) accept or reject all or any bid.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.



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### **9. SPECIAL CLAUSE (TERMS & CONDITIONS)**

- 1) Under following conditions bid will be rejected:-
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
  - iii. Bids received after specified date and time
  - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 6) The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.
- 7) Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
- 8) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).
- 9) The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- 10) The Contract Award may be assigned at any time during the period of bid validity.
- 11) **Performance Security:**
  - GCC 3.1 The amount of **Performance security is 10%** of the Contract Price.
  - GCC 3.2 After delivery and acceptance of the Goods, the performance security shall be released as per SPPRA Rules.
- 12) The amount of Performance Security is in addition to the amount of Bid Security, which should be deposited by the successful bidder(s). Whereas, Performance Security shall be released after completion of contract subject to Satisfactory Certificate by the concerned.



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- 13) Placement of Contract Award will be subject to payment of Performance Security.
- 14) The material shall be delivered to Examination Store / General Store, through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Store Incharge while the third copy shall be returned to the supplier for his own record.
- 15) The items should be supplied strictly in accordance with the approved samples.
- 16) The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least 90 days after issuance of contract award which may be increased or decreased due to demand of time/situation.
- 17) The Payment shall be subject to deduction of Income / Sales Tax at source, Satisfactory report of concerned officer, completion certificate and production of delivery challans as being delivered the stores in full quantity & quality / as per provision of SPPRA rules.
- 18) SPPRA Rules-2010 (Amended) shall strictly be followed.

#### **10. EQUIVALENCY OF STANDARDS AND CODES**

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words "or at least equivalent."

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.

## **SECTION-IV**

# **SCHEDULE OF REQUIREMENTS**

#### **SCHEDULE OF REQUIREMENTS:**

The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least **90 DAYS** from the date of signing of contract agreement which may be increased or decreased due to demand of time/situation.





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**SECTION-V**  
**TECHNICAL SPECIFICATIONS**

Sr. No	Name of Article	Technical Specification	Quantity
01	<b>PRINTING OF FORMS</b>		
	Rates should cover English Composing / Urdu Calligraphy, Numbering, Pad Making and printing plus cost of white Glazed Pakistani Paper of not less than 45-55 Grams (Flying Brand).		
(A)	<b>PRINTING OF MISC. FORMS (One Side Printing)</b>		<b>Quantity</b>
i)	<b>E-3</b> Allotment Chart for Fixation of Centers	10 x 14 <sup>1/2</sup>	8000
ii)	<b>E-6</b> (Acceptance Letter from Paper)	17 x 27 /8	8000
lii)	<b>E-7</b> (Assignment of Copy Right for the Question Paper)	17 x 27 /8	10000
iv)	<b>E-84</b> (Remuneration Bill for Practical)	17 x 27 /4	10000
v)	<b>E-73(a)</b> Attendance Sheet of Candidates in Practical Exams	17 x 27 /4	35000
vi)	<b>E-74 (S)</b> Scrutiny Answer Slip	17 x 27 /4 with perforation	15000
vii)	<b>E-46</b> Processing Slip	17 x 27 /4	100000
(B)	<b>PRINTING OF MISC. FORMS (Both Side Printing Forms)</b>		<b>Quantity</b>
i)	<b>E-32</b> Daily Return	8 <sup>1/2</sup> x 14	150000
ii)	<b>E-81(P)</b> Statement of "P" Copy	8 <sup>1/2</sup> x 14	15000
<b>PRINTING OF ENVELOPES</b>			
02	<b>Printing of Envelopes (Different Sizes).</b> Rates should cover English Composing/Urdu Calligraphy, Printing, and all other operations involved therein with cost of Kraft Paper (Brown Sulphite).		
i)	Without Cloth Lined Kraft Paper of 70 Grams	Size 4 <sup>1/2</sup> " x 10"	100000
ii)	<b>Window Envelope</b> Kraft Paper of 70Grams Window size as per specimen	Size 4 <sup>1/2</sup> " x 9 <sup>1/2</sup> "	25000
03	<b>PRINTING &amp; SUPPLY OF STATEMENT OF MARKS ON COMPUTER FORMAT PART-I</b> Printing & supply of Statement of Marks in the size of 8"x11" on Offset Paper of 100 grams in continues form with printed serial number & offset printing in reverse order for ground printing & matter in black colour.		
i)	Printing & supply of Statement of Marks in the A4 size on 100 gram imported offset paper (one side)	size of 8"x11"	250000
ii)	Printing & supply of Mark Sheets Books (Complete in all Respect including, Title Printing size 20x30/4 Rate Should cover composing, Printing, Gathering, Perforation, Automatic machine numbering (Book Number & Serial Number), strong thread binding and all other operation involved therein Including designing Block & Film Making charges Printing of title on suitable Cartridge Paper on Rahwali Gatta of suitable Grammage.	20x30/4	10 Books 100 Leave in Each Book (Home Economics)





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## FINANCIAL BID

### Printing & Supply of Misc. Forms & Envelopes, Etc. 2021-2022

Sr. No	Name of Article	Size	Qty	Rate (With all Taxes)	Amount
01	<b>PRINTING OF FORMS</b>				
(A)	<b>Printing of Misc. Forms (One Side Printing)</b>				
i)	<b>E-3</b> Allotment Chart for Fixation of Centers	10 x 14 <sup>1/2</sup>	8000	Per 100 Form	
ii)	<b>E-6</b> (Acceptance letter from paper)	17 x 27 /8	8000	Per 100 Form	
lii)	<b>E-7</b> (Assignment of Copy right for the Question Paper)	17 x 27 /8	10000	Per 100 Form	
iv)	<b>E-84</b> (Remuneration Bill for Practical)	17 x 27 /4	10000	Per 100 Form	
v)	<b>E-73(a)</b> Attendance sheet of Candidates in Practical Examinations	17 x 27 /4	35000	Per 100 Form	
vi)	<b>E-74 (S)</b> Scrutiny Answer Slip	17 x 27 /4 with perforation	15000	Per 100 Form	
vii)	<b>E-46</b> Processing Slip	17 x 27 /4	100000	Per 100 Form	
(B)	<b>Printing of Misc. Forms (Both Side Printing)</b>				
i)	<b>E-32</b> Daily Return	8 <sup>1/2</sup> x 14	150000	Per 100 Form	
ii)	<b>E-81(P)</b> Statement of "P" Copy	8 <sup>1/2</sup> x 14	15000	Per 100 Form	
02	<b>PRINTING OF ENVELOPE</b> Without Cloth Lined Kraft paper 70 Grams				
i)	Without Cloth Lined Kraft paper of 70 Grams	Size 4 <sup>1/2</sup> " x 10	100000	Per Envelope	
ii)	<b>Window Envelope</b> Kraft Paper of 70Grams Window size as per specimen	Size 4 <sup>1/2</sup> " x 9 <sup>1/2</sup> "	25000	Per Envelope	
03	<b>PRINTING &amp; SUPPLY OF STATEMENT OF MARKS ON COMPUTER FORMAT PART-I.</b> Printing & supply of Statement of Marks in the size of 8"x11" on 100 gram imported offset paper (one side) in continues form with printed serial number & offset printing in reverse order for ground printing & matter in black colour.	8"x11"	250000	Per 1000 sheets	
<b>GRAND TOTAL:</b>					



## **BOARD OF INTERMEDIATE EDUCATION,**

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**Tender No. BIE/AG/L&N/ 170 /2021 dated:25-10-2021**

# **BILL OF QUANTITY**

**Printing & Supply of Misc. Forms & Envelopes, Etc. 2021-2022**

Sr. No	Name of Article	Size	Qty	Rate (With all Taxes)	Amount
01	<b><u>PRINTING OF FORMS</u></b>				
(A)	<b>Printing of Misc. Forms (One Side Printing)</b>				
i)	<b>E-3</b> Allotment Chart for Fixation of Centers	10 x 14 <sup>1/2</sup>	8000	Per 100 Form	
ii)	<b>E-6</b> (Acceptance Letter from Paper)	17 x 27 /8	8000	Per 100 Form	
lii)	<b>E-7</b> (Assignment of Copyright for the Question Paper)	17 x 27 /8	10000	Per 100 Form	
iv)	<b>E-84</b> (Remuneration Bill for Practical)	17 x 27 /4	10000	Per 100 Form	
v)	<b>E-73(a)</b> Attendance Sheet of Candidates in Practical Exams	17 x 27 /4	35000	Per 100 Form	
vi)	<b>E-74 (S)</b> Scrutiny Answer Slip	17 x 27 /4 with perforation	15000	Per 100 Form	
vii)	<b>E-46</b> Processing Slip	17 x 27 /4	100000	Per 100 Form	
(B)	<b>Printing of Misc. Forms (Both Side Printing)</b>				
i)	<b>E-32</b> Daily Return	8 <sup>1/2</sup> x 14	150000	Per 100 Form	
ii)	<b>E-81(P)</b> Statement of "P" Copy	8 <sup>1/2</sup> x 14	15000	Per 100 Form	
02	<b><u>PRINTING OF ENVELOPE</u></b> <b>Without Cloth Lined Kraft paper 70 Grams</b>				
i)	Without Cloth Lined Kraft paper of 70 Grams	Size 4 ½" x 10	100000	Per Envelope	
ii)	<b>Window Envelope</b> Kraft Paper of 70Grams Window size as per specimen	Size 4 ½" x 9 ½"	25000	Per Envelope	
03	<b>PRINTING &amp; SUPPLY OF STATEMENT OF MARKS ON COMPUTER FORMAT PART-I.</b> Printing & supply of Statement of Marks in the size of 8"x11" on 100 gram imported offset paper (one side)in continues form with printed serial number & offset printing in reverse order for ground printing & matter in black colour.				
		8"x11"	250000	Per 1000 sheets	
<b>GRAND TOTAL:</b>					



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	<i>Rupees In Words</i>	<i>Rupees In Figures</i>
Total cost of the Bid: (as offered by the Bidder)		
3% (Three percent) amount of the Bid Price Bid Security (Refundable)		
10% (ten percent) amount of the Contract Price Performance Security (Refundable)		



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**Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s \_\_\_\_\_, the printer hereby declares that:

(a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the Board of Intermediate Education Karachi or any administrative or financial offices thereof or any other department under the control of the Board of Intermediate Education Karachi through any corrupt practice(s).

(b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the Board of Intermediate Education Karachi directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the Board of Intermediate Education Karachi, except that which has been expressly declared pursuant hereto.

(c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the Board of Intermediate Education Karachi under any law, contract, or other instrument, be stand void at the discretion of the Board of Intermediate Education Karachi.

(d) Notwithstanding any right and remedies exercised by the Board of Intermediate Education Karachi in this regard, company/firm/agency agrees to indemnify the Board of Intermediate Education Karachi for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the Board of Intermediate Education Karachi in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the Board of Intermediate Education Karachi.

**Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature



**BOARD OF INTERMEDIATE EDUCATION,**  
**BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,**  
**KARACHI-74700**

**CONTRACT AGREEMENT**

THIS AGREEMENT is executed at KARACHI, on this day \_\_\_\_\_, 2021

**BETWEEN**

M/s. Board of Intermediate Education, Karachi through its Secretary, at Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad, Karachi, hereinafter called and referred to as "BIEK" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

**AND**

M/s. \_\_\_\_\_, having its office at \_\_\_\_\_, Karachi, hereinafter referred to as "THE PRINTERS" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor Mr. \_\_\_\_\_, holding CNIC No. \_\_\_\_\_ on the SECOND PART.

WHEREAS "BIEK" intends to obtain printing services of BIEK Priced / Non Priced Forms Envelopes Etc, as per conceptual specimen (BIEK requirement) "THE PRINTERS" have offered to render all kind of printing services (including but not limited to the "Printing Work" of the proposed printing work up to the satisfaction & handing over the material(s) to the "BIEK" having accepted the offer in finished form complete in all respect.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

**WITNESSETH**

"BIEK" hereby offer to appoint " THE PRINTERS" as their official Printers for the specific purpose of "Printing & Supply of Misc. Forms , Envelopes & etc" work of printing discussions in respect of the same with "BIEK" before the determination of Scope of Work & Preliminary Layout, Formatting, Layout, Dummy making, Preparing Printing material to illustrate the schematic design to suitable scale with any / all other relevant details for presentation to "BIEK" for printing. "THE PRINTERS" hereby agree to the offer of the "BIEK" in acceptance of the terms & conditions here in below forth.

**Article-I**

**DUTIES & SCOPE OF WORK & AGREEMENT**

1.1 This Agreement includes, the "Printing & Supply of Misc. Forms , Envelopes & etc" discussions with "BIEK" before the determination of scope of work & preliminary layout, Formatting, Layout, Dummy making, Preparing material to illustrate the schematic design to suitable scale with any / all other relevant details for presentation to "BIEK".

1.2 "THE PRINTERS" agrees to provide any / all kind of printing services to "BIEK" whenever and wherever form is required as per the terms & conditions of this Agreement.

- 1.3 "THE PRINTERS" will coordinate their work with Superintendent Procurement Wing Administration General Section of the "BIEK" who will assist "THE PRINTERS" in supervision of proposed printing work.
- 1.4 "THE PRINTER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/ price / charges/ amount inclusive of all taxes and levies.
- 1.5 All logistic charges will be borne by "THE PRINTER".

**Article-II**  
**SCOPE OF PROFESSIONAL SERVICES:**

- 2.1 "THE PRINTERS" will discuss with "BIEK" before the determination of scope of work & preliminary layout. Further provide the services of Printing, Formatting layout, Dummy making, Preparing Printing material to illustrate the schematic design & idea to suitable scale with any / all other relevant details for presentation to "BIEK".
- 2.2 "THE PRINTERS" hereby agree and acknowledge for the periodic supervision of the work and to check the execution of printing work in accordance with the Description & Specification.
- 2.3 "THE PRINTERS" hereby agree and acknowledge the acceptance of attending the meetings with the Superintendent Procurement Wing Administration General Section "BIEK" as & when required.
- 2.4 "THE PRINTER" hereby agrees to accept variation, if occurred in scope professional services and works with mutual consent on acceptable cost/price/charges/ amount inclusive of all taxes and levies.
- 2.5 Minimum 10 (Ten) days after Final Proof Read will be required to deliver the material at the Printer's expense.

**Article-III**  
**REMUNERATION**

- 3.1 The cost offered by "THE PRINTER" is Rs. \_\_\_\_\_ (inclusive of all Govt. taxes) Printing & Supply of Misc. Forms & Envelopes etc. but limited to in tender vide # **BIE/AG/L&N/ 170 /2021** variation may occurred. The cost is inclusive of labour/transportation/supplies/etc. Details of items are appended below;

Sr. No	Name of Article	Qty	Rate	All Taxes	Amount
1.					
	<b>Total =</b>				

- 3.2 A Liquidity damages shall be imposed as per SPPRA Rules.

3.3 Payment will be made after delivery and submission of invoice.

3.4 Performance Security 10% of total amount of Work Order will be provided by the party.

3.5 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by "THE PRINTER". This paid Stamp Duty challan would be submitted along with the Bill / Invoice.

3.6 Tax(es) /Challan(s)/Levy(ies), if any or additional will be paid / borne by PRINTER as per SRO / Notification.

**Article-IV**  
**ARBITRATION**

4.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Chairman BIEK and CEO of the company / firm / agency for arbitration / settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Article-V**  
**TERMINATION**

5.1 "BIEK" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.

**Article-VI**  
**INDEMNITY**

6.1 "THE PRINTERS" in its individual capacity shall indemnify and keep "BIEK" and any person claiming through BIEK fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE PRINTERS", as a result of any defect in the title of BIEK or any fault, neglect or omission by the "THE PRINTERS" which disturbs or damage the reputation, quality or the standard of service provided by the "BIEK" and any person claiming through the BIEK.

**Article-VII**  
**NOTICE**

7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

**Article-VIII**  
**MISCELLANEOUS**

8.1 Any addition & alteration(s) made in the contents as required by the contractor on proof reading or in course of the work in progress which entail extra time & labour and material on part of the printing, shall not be charged separately / extra on 'Quantum Merit' basis before & on final material handed over to the "BIEK". After PROOF READING if any alteration(s), arise charges will be paid on mutually agreed upon.



8.2 Material(s) will be handed over by the “BIEK” or vet the cost with authentic stamp and signature.

8.3 Copyright of each item shall be reserved with the “BIEK”.

8.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit and to be correct and abide by the same.

8.5 The validity of the contract will be effective from the date of issue of Work Order.

**IN WITNESS WHEREOF** both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

“Board of Intermediate Education, Karachi”

M/s. \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

CNIC# \_\_\_\_\_

CNIC # \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**WITNESS: 1**

**WITNESS: 2**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

CNIC# \_\_\_\_\_

CNIC # \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



**BOARD OF INTERMEDIATE EDUCATION,**  
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,  
KARACHI-74700

<b>SUMMARY OF TURN-OVER OF LAST THREE YEARS</b>		
<b>YEAR-2018</b>	<b>YEAR-2019</b>	<b>YEAR-2020</b>
<b>TOTAL:</b>		

## **CERTIFICATE**

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

SIGNATURE WITH DATE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

FULL NAME OF CONCERNED PERSON: \_\_\_\_\_

CNIC NUMBER: \_\_\_\_\_

POSITION HELD IN: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

MOBILE NUMBER(S): \_\_\_\_\_

FAX NUMBER(S): \_\_\_\_\_

NATIONAL TAX NUMBER: \_\_\_\_\_

GENERAL SALES TAX NUMBER: \_\_\_\_\_

STAMP OF THE FIRM: \_\_\_\_\_

PAY ORDER NUMBER: \_\_\_\_\_

BANK & BRANCH NAME: \_\_\_\_\_

DATED: \_\_\_\_\_

FOR RUPEES: \_\_\_\_\_

DRAWN: \_\_\_\_\_

as Bid Security is enclosed herewith.