



Board of Intermediate Education
Bakhtiari Youth Center, North Nazimabad,
Karachi - 74700

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Bidding Document

Printing Of Examination Sensitive Material (Answer Books, Tabulation Registers, Examination, Registration, Enrolment Forms, Miscellaneous Forms, File Boards, File Covers Envelopes & Etc.)

(National Competitive Bidding)

(FINANCIAL PROPOSAL)

- Sample Forms/Formats.
- Price Schedule for Goods.

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M/s. _____
Tender Cost Rs.1,000/- (Non-Refundable/Non-Transferable), Tender Enquiry No. _____

Earnest Money: 3% of total bid value

Date of Tender Submission: 22.01.2018 till 2:30 PM
Date of Opening of Technical Proposal: 22.01.2018 on 3:00 PM

Bid Submission Sheet

Date: _____

ICB NO.: _____

Invitation for Bid No.: _____

Alternative No.: _____

The Deputy Secretary (Admin General)
Board of Intermediate Education,
North Nazimabad,
Karachi

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Document, including Addenda No.:
_____;

- (a) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the Goods and Related Services.
- (b) The total price of our Bid, excluding any discounts offered in item (d) below is:
Rs. _____ (Rupees _____);
- (c) The discounts offered and the methodology for their application are: _____

_____;
- (d) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our Bid is accepted, we commit to obtain a Performance Security @ 10% of the Contract Price for the due performance of the Contract;

- (f) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from these eligible countries; _____; _____; _____;
- (g) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (h) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract, has not been declared ineligible by the Government;
- (i) The following commissions, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

<u>Name of Receipt</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

- (j) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (k) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the security for and on behalf of _____

Date _____.

Price Schedule Format
(Financial Proposal)

Name of Bidder _____ IFB Number _____ Page _____ of _____

1	2	3	4	5	6
Package/ Item	Description	Country of Origin Make/Model	Quantity	Unit Price (in PKR)	Total Price (in PKR)
					(Col: 4 x 5)
Total Amount :-					

Name _____

In the capacity of _____

Signature _____

Duly authorized to sign the security for and on behalf of _____

Date: _____

Bid Security / Earnest Money Form

WHEREAS _____ hereinafter called the “*Bidder*” has submitted its bid, dated _____ for the supply of _____, hereinafter called the “*Bid*”.

KNOW ALL MEN by these presents that I/We _____ of _____ having our registered office (s) at _____ do hereby submit Earnest Money of Rs. _____ (Rupees _____) for the aforesaid Bid in the shape of Pay Order/Demand Draft No. _____ dated _____ issued by _____ Bank in favour of “Secretary Board of Intermediate Education Karachi”, hereinafter called “*Procuring Agency/Purchaser*”.

Name of Supplier (s)

Authorized Representative

Dated: _____.

Bid Security / Earnest Money Sheet

Tender No. _____ (Procurement of _____)

S.No.	Package No.	Estimated Cost (in PKR)	Bid Value (in PKR)	Earnest Money @ 3% of Offered Value		
				Amount	P.O / D.D	Name of Bank
1	2	3	4	5	6	7
Total Amount :-						

Signature of the Bidder _____

Name & Address _____

Firm's Stamp _____

Dated: _____.

Technical Proposal

Item No.	Description / Specifications	Make / Model

(Catalogue, brochure and other relevant literature should be provided)

Name _____

In the capacity of _____

Signature _____

Duly authorized to sign the security for and on behalf of _____

Date: _____

Agreement Form

Date: _____

Contract Name and No. : _____

**The Deputy Secretary (Admin General)
Board of Intermediate Education,
North Nazimabad,
Karachi**

WHEREAS _____ (hereinafter “the Supplier”) has undertaken, pursuant to Contract No. _____ dated _____, to supply _____ (hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security _____ issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned _____, legally domiciled in _____ (hereinafter “the Guarantor”), have agreed to give the Supplier a security.

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of Rupees _____ and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of _____ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the _____ day of _____, _____.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the security for and on behalf of _____

Date _____

Contract Form

THIS CONTRACT made on this _____ day of _____ 2018 between BIE Karachi herein after called the PURCHASER of the one part and _____ of _____ hereinafter called the SUPPLIER of the other part.

WHEREAS the Purchaser is desirous that _____ be provided and placed/installed by the Supplier, via _____ (hereinafter “_____”) and has accepted a Bid by the Supplier for the provision of and installation for those stores in the sum of _____ hereinafter “the Contract Price”.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract referred to.

- 2.1 The following Documents shall be deemed to form and be read and Construed as part of this Agreement, viz,
 - (a) The Bid Form and the Price Schedule submitted by the Bidder.
 - (b) The Schedule of Requirements.
 - (c) The Technical Specifications.
 - (d) The General Conditions of Contract.
 - (e) The Special Conditions of Contract. and
 - (f) The Purchase’s Notification of Award.

- 2.2 In consideration of the Payment to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services to remedy defects therein in conformity in all respects with the provisions of the Contract.

- 2.3 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and to remedy defects, the Contract Price of such other sum as may become Payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed & Delivered by the (for the **Purchaser**)

Signed, Sealed & Delivered by the (for the **Supplier**)

Performance Security

Date: _____

Contract Name and No. : _____

The Deputy Secretary (Admin General)
Board of Intermediate Education,
North Nazimabad,
Karachi

WHEREAS _____ (hereinafter “the Supplier”) has undertaken, pursuant to Contract No. _____ dated _____, to supply _____ in Sindh (hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security _____ issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned _____, legally domiciled in _____ (hereinafter “the Guarantor”), have agreed to give the Supplier a security.

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, upto a total of _____ and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of _____ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the _____ day of _____, _____.

Name _____

in the capacity of _____

Signed _____

Duly authorized to sign the security for and on behalf of _____

Date _____

Receipt Certificate Form

(To be completed by the Consignee)

1. Certified that the stores as accepted on the reverse and in the _____ Continuation sheets attached have been received in good condition and are as per Contract specification subject to the remarks at, 3 below _____.

2. The stores have been brought to account under Receipt Voucher No. _____ and posted in Ledger No. _____ Pages.

3. Details of recoveries proposed by the consignee in respect of deficiency breakage and/or freight etc., which should be made from the contractor under the terms of the contract.

Item	Reason	Amount	Item	Reason	Amount
------	--------	--------	------	--------	--------

Station _____ Date _____ Signature _____

Circle of Area _____ Designation _____

Manufacturer's Authorization

Date: _____

ICB NO.: _____

Invitation for Bid No.: _____

Alternative No.: _____

**The Deputy Secretary (Admin General)
Board of Intermediate Education,
North Nazimabad,
Karachi**

WHEREAS _____ who are official manufacturers of _____ having factories at _____
_____ to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us _____ and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 13 of the General Conditions of Contract, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the security for and on behalf of _____

Date _____

CERTIFICATE

We guarantee to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.

Signature of Bidder

Name & Designation.....

Address.....

Amount of Call Deposit _____

Name of Bank with Full Address_____

Pay Order No_____

Full Name & Address of Firm_____

CNIC# of Authorized Person_____

Signature of Authorized Person_____

Price Schedule

Item #	Name of Article	Quantity	Unit Price (in PKR)	Total Price (in PKR)
		(Qty)	(Rs)	(Rs)
01	Answer Scripts (28 pages)	900,000		
02	Answer Scripts (20 pages)	600,000		
03	Answer Scripts 'P' (08 pages)	300,000		
04	Tabulation Sheet Outline	35,000		
B)	Composing and printing of TEXT (ENTRIES)	25,000		
C)	Spoilage Minimum i) Printing of Tabulation Sheets (Outline) 35,000 Nos. ii) Printing of Text (Entries) 25,000 Nos.	%		
D)	Binding Charges	250 Nos.		
05	Printing of Computerized Registration Forms	60,000 Nos.		
06	Printing of Computerized Enrolment Forms	125,000 Nos.		
07	Printing of Examination Forms (Regular Candidate)	134,000 Nos.		
08	Printing of Graph Sheet in 18x23/4 Size	50,000 Nos.		
09	Printing of File Boards	30,000 Nos.		
10	Printing of File Covers	30,000 Nos.		
11	Printing & Supply of Miscellaneous Forms in the Size of 17x27/2 both/one side printing & Slip in 17x27/8 both/one side printing	90,000 Nos.		
12	Printing & Supply of Miscellaneous Forms in the Size of 18x23/4 both/one side printing	180,000 Nos.		
13 A)	Printing of Forms (One Side Printing) i) Form of 17x27/4 per 1000 Forms	30,000 Nos.		
	ii) Form of 20x30/4 per 1000 Forms	200,000 Nos.		
B)	Both Side Printing i) Form of 17x27/8 per 1000 Forms	10,000 Nos.		
14	Printing of Cash Books Size 10" x 15" Containing 200 Pages	20 Books		

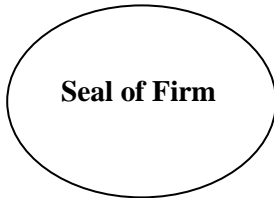
Item #	Name of Article	Quantity	Unit Price (in PKR)	Total Price (in PKR)
		(Qty)	(Rs)	(Rs)
15	Printing of Pay Roll Register Size 20" x 30" Containing 200 Pages	20 Books		
16 A)	Printing of Envelope without Cloth Lined (Kraft Paper 70 Grams) i) 10" x 12"	10,000 Nos.		
	ii) 12" x 15"	10,000 Nos.		
B)	With Cloth Lined (Thick Mulmul Lining) (Offset Paper 70 Grams) i) 8" x 12"	10,000 Nos.		
17 A)	Rates for Miscellaneous Operations Pad Making (per 100 sheets)	1000 Pads		
B)	Roll Numbering on Examination Forms	2,000,000 Nos.		
C)	Counting of Written 'A' Examination Answer Books	2,000,000 Nos.		
	Grand Total :-			

Grand Total

.....

1. The rates and discounts quoted for the items mentioned above shall be valid for 90 days from the date of opening of tender.
2. The items should be delivered at specified consignees at risk and cost of contracting firm.
3. The payment shall be subject to deduction of Income/Sales Tax at source, inspection and production of delivery challans as being delivered the stores in full quantity & quality.
4. The rates quoted in this schedule are inclusive of all the applicable taxes and written against each item with fountain pen in figures and words without any cutting/error.
5. In case of discrepancy between unit price and total, the unit price shall prevail.

Dated: _____



Signature: _____

Name: _____

Address: _____

CNIC # _____