



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

Phones:

99260211
99260212
99260213

**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING
SINGLE STAGE – ONE ENVELOPE PROCEDURE**

***TENDER FOR PROCUREMENT OF
STATIONERY & CONSUMABLE ARTICLES
2020-2021***

**IN RESPECT OF THE
BIEK/AG/L&N/780/2020**

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



**BOARD OF INTERMEDIATE EDUCATION,
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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 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

INTRODUCTION		
ITB 1.1	Name of Contract	Procurement of Stationery & Consumable Articles 2020-2021
ITB 4.1	Name of Procuring Agency	Board of Intermediate Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 99260211 99260212 99260213 Fax: 99260203 & 99260208
ITB 8.1	Language of the bid	English or Urdu

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	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.



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PREPARATION AND SUBMISSION OF BIDS

ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none"> • 03 years experience in the relevant field • Turn-over of at least last three years having a sum of minimum Rupees 10 Million • Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods • Satisfactory Completion Certificates from 3 reputed clients of recent assignments /jobs of similar work. • Samples of the quoted items mandatory • An Affidavit on Stamp Paper that the firm has never been Blacklisted
ITB 15.1	Amount of bid security (refundable)	<ul style="list-style-type: none"> • 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.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 17.1	Number of copies	02 Copies of the Bid shall be submitted by the bidder. One original and one photocopy of the same.
ITB 18.2 (a)	Address for bid submission	The Procurement Wing, <i>Admin General Section</i> Ground Floor, Chairman's Secretariat, Board of Intermediate Education, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Procurement of Stationery & Consumable Articles 2020-2021 IFB No: BIE/AG/L&N/ 780 /2020 Dated: 17-12-2020
ITB 19.1	Deadline for bid submission	Thursday, 21st January, 2021 up to 2:30 p.m Sealed bids duly filled-in, mentioning on top of the envelope " <i>Tender for Procurement of Stationery & Consumable Articles 2020-2021</i> ".
ITB 22.1	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the <i>Admin General Section</i> (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on 21-01-2021 up to 2:30 P.M and will be opened on the same day at 03:00 P.M in the presence of bidders' representatives who wish to attend.
ITB 25.4 (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 30 DAYS after issuance of contract award which may be increased or decreased due to demand of time/situation.



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BID EVALUATION CRITERIA

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 of those bidders treated Non Responsive who fail to submit the samples of required items at the time of opening of bids.

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)	GCC 1.1 (g)	The Procuring agency is:	Board of Intermediate Education, Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	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)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent 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)	GCC 29.1	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 Admin General Section, (Chairman's Secretariat), 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.
- (d)



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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) The successful bidder will have to deposit **Performance Security @ 10%** of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
- 12) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.



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- 13) Placement of Contract Award will be subject to payment of Performance Security.
- 14) The material shall be delivered to Storekeeper, 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 Storekeeper 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 one month 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.
- 18) SPPRA Rules-2010 (Amended 2017) 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 **30 DAYS** after issuance of contract award which may be increased or decreased due to demand of time/situation.



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SECTION-V.
TECHNICAL SPECIFICATIONS &
FINANCIAL PROPOSAL

S.No.	SPECIFICATION	QTY	RATES INCLUDING ALL GOVT. TAXES	TOTAL
1	LED BULB 50 WATT (CHOORI WALA) PHILIPS OR EQUIVALENT	50 Pieces	Rs.----- Per Piece	
2	LED BULB 50 WATT (PIN WALA) PHILIPS OR EQUIVALENT	50 Pieces	Rs.----- Per Piece	
3	ENERGY SAVER 24 WATT (CHOORI WALA) PHILIPS OR EQUIVALENT	200 Pieces	Rs.----- Per Piece	
4	ENERGY SAVER 24 WATT (PIN WALA) PHILIPS OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
5	PENDULUM HOLDER 15AMP (CHOORI WALA)	100 Pieces	Rs.----- Per Piece	
6	PENDULUM HOLDER 15AMP (PIN WALA)	100 Pieces	Rs.----- Per Piece	
7	ELECTRIC WIRE 40/76 MILLION OR EQUIVALENT	06 Coil	Rs.----- Per Coil	
8	ELECTRIC WIRE 3/29 MILLION OR EQUIVALENT	09 Coil	Rs.----- Per Coil	
9	ELECTRIC WIRE 7/36 MILLION OR EQUIVALENT	07 Coil	Rs.----- Per Coil	
10	ELECTRIC WIRE 23/76 MILLION OR EQUIVALENT	02 Coil	Rs.----- Per Coil	
11	ELECTRIC WIRE FLEXIBLE 3 CORE HEAVY DUTY 110/76 MILLION OR EQUIVALENT	06 Coil	Rs.----- Per Coil	
12	STEEL NAIL 1INCH TAIWAN OR EQUIVALENT	05 KG	Rs.----- Per KG	

13	STEEL NAIL 1.5 INCH TAIWAN OR EQUIVALENT	05 KG	Rs.----- Per KG	
14	STEEL NAIL 2 INCH TAIWAN OR EQUIVALENT	05 KG	Rs.----- Per KG	
15	STEEL NAIL 2.5 INCH TAIWAN OR EQUIVALENT	05 KG	Rs.----- Per KG	
16	BALL POINT ASSORTED COLOUR BLUE-400, BLACK-400, RED-250 AND GREEN-150 DOLLAR OR EQUIVALENT	1200 Packets	Rs.----- Per Packet	
17	POINTER ASSORTED COLOUR 0.5 BLUE-400, BLACK-300, RED-100 AND GREEN-100 DUX OR EQUIVALENT	900 Packets	Rs.----- Per Packet	
18	MARKER 70 ASSORTED COLOUR BLUE-100, BLACK-100, RED-50 AND GREEN-50 DOLLAR US 6 OR EQUIVALENT	300 Packets	Rs.----- Per Packet	
19	MARKER 90 BLUE-150, BLACK-150, RED-100 AND GREEN-100 DOLLAR US 7 OR EQUIVALENT	500 Packets	Rs.----- Per Packet	
20	CAPACITOR 55UF	01 Packet	Rs.----- Per Packet	
21	CAPACITOR 45UF	01 Packet	Rs.----- Per Packet	
22	UHU STICK 21 GRAM	300 Pieces	Rs.----- Per Piece	
23	FIXOL BIG SIZE 1000 GRAM	150 Pieces	Rs.----- Per Piece	
24	ERASER SW-60,30,50 STEADLER PELIKEN	05 Packets	Rs.----- Per Packet	
25	STEEL SCALE 12 INCH (FINE QUALITY)	100 Pieces	Rs.----- Per Piece	
26	PENCIL SHARPENER SMALL SIZE	100 Pieces	Rs.----- Per Piece	
27	SCOTCH TAPE 3 INCH X 70 METER	100 Pieces	Rs.----- Per Piece	
28	SCOTCH TAPE 1 INCH X 70 METER	100 Pieces	Rs.----- Per Piece	

29	RUBBER BAND 100 GRAM EACH PACKET	500 Packet	Rs.----- Per Packet	
30	STAPLER MACHINE NO.369 MAX JAPAN MADE BIG	250 Pieces	Rs.----- Per Piece	
31	STAPLER MACHINE NO.369 MAX JAPAN MADE SMALL	250 Pieces	Rs.----- Per Piece	
32	KNIFE 6 INCH	100 Pieces	Rs.----- Per Piece	
33	POLYTHENE BAG 12X12 FOR EXAM WORKS	1000 KG	Rs.----- Per KG	
34	DAMPER SPONGE PLASTIC BASE	200 Pieces	Rs.----- Per Piece	
35	CORRECTION PEN EAGLE – 127	300 Pieces	Rs.----- Per Piece	
36	CALCULATOR DESKTOP DJ-240 CASIO OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
37	FULL DOCK CLIP 2" X 1-5/8"	600 Pieces	Rs.----- Per Piece	
38	HIGHLIGHTER ASSORTED COLOURS 90 BRAND	200 Pieces	Rs.----- Per Piece	
39	SCISSOR SMALL STEEL FINE QUALITY 9 INCH FULL STEEL	100 Pieces	Rs.----- Per Piece	
40	GEM CLIP 36MM APEX OR EQUIVALENT	350 Packets	Rs.----- Per Packet	
41	STAPLER PIN REMOVER	100 Pieces	Rs.----- Per Piece	
42	ASSORTED COLOR PAPER PACKET A4 SIZE (100 SHEETS EACH PACKET)	800 Packets	Rs.----- Per Packet	
43	LOCK (CHINA) MEDIUM SIZE	200 Pieces	Rs.----- Per Piece	
44	PHENYL CANE 2.75 LTR. FINIS OR EQUIVALENT	600 Pieces	Rs.----- Per Piece	
45	INSECT KILLER LIQUID BOTTLE 425ML	500 Bottles	Rs.----- Per Bottle	

46	DUSTER CLOTH COTTON 24X24 INCH	5000 Pieces	Rs.----- Per Piece	
47	BROOM FLOWER 400 GRAM (36 INCH)	200 Pieces	Rs.----- Per Piece	
48	BROOM FLOWER 700 GRAM (48 INCH)	200 Pieces	Rs.----- Per Piece	
49	SOAP NYLON 101	200 Pieces	Rs.----- Per Piece	
50	SURF 100 GRAMS SURF EXCEL OR EQUIVALENT	1000 Pieces	Rs.----- Per Piece	
51	DISH WASHING SOAP MAX OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
52	AIR FRESHENER SPRAY 400ML ADMIRE OR EQUIVALENT	300 Pieces	Rs.----- Per Piece	
53	ACID BOTTLE 1 LTR.	400 Pieces	Rs.----- Per Piece	
54	INSECT KILLER SPRAY 400ML MORTIEN OR EQUIVALENT	400 Pieces	Rs.----- Per Piece	
55	TOWEL MEDIUM SIZE 27/54	100 Pieces	Rs.----- Per Piece	
56	GLASS TUMBLER TOYONASIC OR EQUIVALENT	500 Pieces	Rs.----- Per Piece	
57	JUG PLASTIC WITH COVER BIG SIZE	100 Pieces	Rs.----- Per Piece	
58	SUTLI GOLA WHITE FINE QUALITY 4PLY (EACH GOLA 1-KG)	2000 KG	Rs.----- Per KG	
59	THREAD BALL 4/10	3000 Gola	Rs.----- Per Gola	
60	BALTI PLASTIC BIG SIZE	100 Pieces	Rs.----- Per Piece	
61	DISH WASHING POWDER VIM OR EQUIVALENT	1500 Pieces	Rs.----- Per Piece	
62	BATH SOAP LUX OR EQUIVALENT	1000 Pieces	Rs.----- Per Piece	

63	TOILET TISSUE ROLL (ROSE PETAL)	800 Pieces	Rs.----- Per Piece	
64	SCOTCH BRITE	300 Pieces	Rs.----- Per Piece	
65	DUST BIN 1FEET	300 Pieces	Rs.----- Per Piece	
66	JUNNA STEEL	100 Pieces	Rs.----- Per Piece	
67	DUSTER YELLOW 18X24 INCH SUPERI OR QUALITY	2500 Pieces	Rs.----- Per Piece	
68	DIMMER DIAMOND OR EQUIVALENT	300 Pieces	Rs.----- Per Piece	
69	MOP 18 X 3 INCH WITH HANDLE	300 Pieces	Rs.----- Per Piece	
70	EXTENSION WIRE LEAD FULL SIZE	100 Pieces	Rs.----- Per Piece	
71	CIRCUIT BREAKER 3 PIN 20AMP BUSCH OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
72	REGISTER 300 PAGES WHITE RULED HAMDAM OR EQUIVALENT	200 Pieces	Rs.----- Per Piece	
73	REGISTER 400 PAGES WHITE RULED HAMDAM OR EQUIVALENT	300 Pieces	Rs.----- Per Piece	
74	CARBON PAPER	400 Packets	Rs.----- Per Packet	
75	STAMP PAD BLACK	100 Pieces	Rs.----- Per Piece	
76	STAMP PAD BLUE	100 Pieces	Rs.----- Per Piece	
77	STAMP PAD RED	75 Pieces	Rs.----- Per Piece	
78	STAMP PAD GREEN	75 Pieces	Rs.----- Per Piece	
79	PAPER WEIGHT	300 Pieces	Rs.----- Per Piece	

80	GEM CLIP 50MM	600 Packets	Rs.----- Per Packet	
81	TISSUE PAPER BOX SUPREME QUALITY	500 Box	Rs.----- Per Piece	
82	KRAFT PAPER 36 X 48 INCH (500 SHEET IN EACH REAMS)	300 Reams	Rs.----- Per Ream	
83	STAPLER WIRE 24/06	3000 Box	Rs.----- Per Box	
84	HOLE PUNCH (DOUBLE)	50 Pieces	Rs.----- Per Piece	
85	TABLE SHARPENER	30 Pieces	Rs.----- Per Piece	
86	WHITE GLUE (GERMANY) 5KG	10 Bottle	Rs.----- Per Bottle	
87	PAPER CUTTER FINE QUALITY	100 Pieces	Rs.----- Per Piece	
88	MATCH BOX	20 Packets	Rs.----- Per Packet	
89	BULB 100 WATT	25 Pieces	Rs.----- Per Piece	
90	DOOR BELL	100 Pieces	Rs.----- Per Piece	
91	STAPLER MACHINE FULL SIZE KW TRIO OR EQUIVALENT	25 Pieces	Rs.----- Per Piece	
92	WIPER BIG SIZE	100 Pieces	Rs.----- Per Piece	
93	POLYTHENE BAG WITH HANDLE 16X12 INCH	15000 KG	Rs.----- Per KG	
94	TWO PIN PLUG	100 Pieces	Rs.----- Per Piece	
95	ELECTRIC TAPE	100 Pieces	Rs.----- Per Piece	
96	WD 40 SPRAY(ORIGINAL)	05 Pieces	Rs.----- Per Piece	

97	JACKY SPRAY	05 Pieces	Rs.----- Per Piece	
98	PENCIL CELL (AA)	20 Box	Rs.----- Per Box	
99	PENCIL CELL (AAA)	20 Box	Rs.----- Per Box	
100	DUSTBIN SHOPPER	2000 Pieces	Rs.----- Per Piece	
101	TUBE LIGHT 36 WATT PHILIPS OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
102	NAIL'S WASHER 1 INCH	06 Packet	Rs.----- Per Packet	
103	NAIL'S WASHER 1.5INCH	06 Packet	Rs.----- Per Packet	
104	NAIL'S WASHER 2 INCH	06 Packet	Rs.----- Per Packet	
105	NAIL'S WASHER 2.5 INCH	06 Packet	Rs.----- Per Packet	
106	BINDING TAPE 2 INCH (300)	300 Pieces	Rs.----- Per Piece	
107	BINDING TAPE 3 INCH (100)	100 Pieces	Rs.----- Per Piece	
108	STAPLER WIRE 23/06	05 Packet	Rs.----- Per Packet	
109	STAPLER WIRE 23/10	05 Packet	Rs.----- Per Packet	
110	STAPLER WIRE 23/15	05 Packet	Rs.----- Per Packet	
111	STAPLER WIRE 23/17	05 Packet	Rs.----- Per Packet	
112	RAGZEEN (AMERICAN)	50 Meter	Rs.----- Per Meter	
113	NIDDLE 3 INCH	5 Packets	Rs.----- Per Packet	

114	NIDDLE 3.5 INCH	5 Packets	Rs.----- Per Packet	
115	SCISSOR BIG SIZE 10NO.	05 Pieces	Rs.----- Per Piece	
116	KNIFE (CHAKOO) FOR BINDER USE	05 Pieces	Rs.----- Per Piece	
117	BAT KEEL	10 Pieces	Rs.----- Per Piece	
118	MALMAL CLOTH	60 Meter	Rs.----- Per Meter	
119	R-22 GAS HONEY WILL OR EQUIVALENT	12 Cylinder	Rs.----- Per Cylinder	
120	R-410 GAS HONEY WILL OR EQUIVALENT	12 Cylinder	Rs.----- Per Cylinder	
121	COOPER PIPE ½	01 Coil	Rs.----- Per Coil	
122	COOPER PIPE ¼,	01 Coil	Rs.----- Per Coil	
123	COOPER PIPE 1/38	01 Coil	Rs.----- Per Coil	
124	COOPER PIPE 1/58	01 Coil	Rs.----- Per Coil	
125	COOPER ROOD (1 RACKET)	02 Packets	Rs.----- Per Piece	
GRAND TOTAL S.NO. 1 TO 125				



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

Tender No. BIE/AG/L&N/ 780 /2020 dated:17-12-2020

BILL OF QUANTITY
PROCUREMENT OF STATIONERY &
CONSUMABLE ARTICLES 2020 – 2021

S.No.	SPECIFICATION	QTY	RATES INCLUDING ALL GOVT. TAXES	TOTAL
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11	ELECTRIC WIRE FLEXIBLE 3 CORE HEAVY DUTY 110/76 MILLION OR EQUIVALENT	06 Coil	Rs.----- Per Coil	
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16	BALL POINT ASSORTED COLOUR BLUE-400, BLACK-400, RED-250 AND GREEN-150 DOLLAR OR EQUIVALENT	1200 Packets	Rs.----- Per Packet	
17	POINTER ASSORTED COLOUR 0.5 BLUE-400, BLACK-300, RED-100 AND GREEN-100 DUX OR EQUIVALENT	900 Packets	Rs.----- Per Packet	
18	MARKER 70 ASSORTED COLOUR BLUE-100, BLACK-100, RED-50 AND GREEN-50 DOLLAR US 6 OR EQUIVALENT	300 Packets	Rs.----- Per Packet	
19	MARKER 90 BLUE-150, BLACK-150, RED-100 AND GREEN-100 DOLLAR US 7 OR EQUIVALENT	500 Packets	Rs.----- Per Packet	
20	CAPACITOR 55UF	01 Packet	Rs.----- Per Packet	
21	CAPACITOR 45UF	01 Packet	Rs.----- Per Packet	
22	UHU STICK 21 GRAM	300 Pieces	Rs.----- Per Piece	
23	FIXOL BIG SIZE 1000 GRAM	150 Pieces	Rs.----- Per Piece	
24	ERASER SW-60,30,50 STEADLER PELIKEN	05 Packets	Rs.----- Per Packet	
25	STEEL SCALE 12 INCH (FINE QUALITY)	100 Pieces	Rs.----- Per Piece	
26	PENCIL SHARPENER SMALL SIZE	100 Pieces	Rs.----- Per Piece	
27	SCOTCH TAPE 3 INCH X 70 METER	100 Pieces	Rs.----- Per Piece	
28	SCOTCH TAPE 1 INCH X 70 METER	100 Pieces	Rs.----- Per Piece	

29	RUBBER BAND 100 GRAM EACH PACKET	500 Packet	Rs.----- Per Packet	
30	STAPLER MACHINE NO.369 MAX JAPAN MADE BIG	250 Pieces	Rs.----- Per Piece	
31	STAPLER MACHINE NO.369 MAX JAPAN MADE SMALL	250 Pieces	Rs.----- Per Piece	
32	KNIFE 6 INCH	100 Pieces	Rs.----- Per Piece	
33	POLYTHENE BAG 12X12 FOR EXAM WORKS	1000 KG	Rs.----- Per KG	
34	DAMPER SPONGE PLASTIC BASE	200 Pieces	Rs.----- Per Piece	
35	CORRECTION PEN EAGLE – 127	300 Pieces	Rs.----- Per Piece	
36	CALCULATOR DESKTOP DJ-240 CASIO OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
37	FULL DOCK CLIP 2" X 1-5/8"	600 Pieces	Rs.----- Per Piece	
38	HIGHLIGHTER ASSORTED COLOURS 90 BRAND	200 Pieces	Rs.----- Per Piece	
39	SCISSOR SMALL STEEL FINE QUALITY 9 INCH FULL STEEL	100 Pieces	Rs.----- Per Piece	
40	GEM CLIP 36MM APEX OR EQUIVALENT	350 Packets	Rs.----- Per Packet	
41	STAPLER PIN REMOVER	100 Pieces	Rs.----- Per Piece	
42	ASSORTED COLOR PAPER PACKET A4 SIZE (100 SHEETS EACH PACKET)	800 Packets	Rs.----- Per Packet	
43	LOCK (CHINA) MEDIUM SIZE	200 Pieces	Rs.----- Per Piece	
44	PHENYL CANE 2.75 LTR. FINIS OR EQUIVALENT	600 Pieces	Rs.----- Per Piece	
45	INSECT KILLER LIQUID BOTTLE 425ML	500 Bottles	Rs.----- Per Bottle	

46	DUSTER CLOTH COTTON 24X24 INCH	5000 Pieces	Rs.----- Per Piece	
47	BROOM FLOWER 400 GRAM (36 INCH)	200 Pieces	Rs.----- Per Piece	
48	BROOM FLOWER 700 GRAM (48 INCH)	200 Pieces	Rs.----- Per Piece	
49	SOAP NYLON 101	200 Pieces	Rs.----- Per Piece	
50	SURF 100 GRAMS SURF EXCEL OR EQUIVALENT	1000 Pieces	Rs.----- Per Piece	
51	DISH WASHING SOAP MAX OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
52	AIR FRESHENER SPRAY 400ML ADMIRE OR EQUIVALENT	300 Pieces	Rs.----- Per Piece	
53	ACID BOTTLE 1 LTR.	400 Pieces	Rs.----- Per Piece	
54	INSECT KILLER SPRAY 400ML MORTIEN OR EQUIVALENT	400 Pieces	Rs.----- Per Piece	
55	TOWEL MEDIUM SIZE 27/54	100 Pieces	Rs.----- Per Piece	
56	GLASS TUMBLER TOYONASIC OR EQUIVALENT	500 Pieces	Rs.----- Per Piece	
57	JUG PLASTIC WITH COVER BIG SIZE	100 Pieces	Rs.----- Per Piece	
58	SUTLI GOLA WHITE FINE QUALITY 4PLY (EACH GOLA 1-KG)	2000 KG	Rs.----- Per KG	
59	THREAD BALL 4/10	3000 Gola	Rs.----- Per Gola	
60	BALTI PLASTIC BIG SIZE	100 Pieces	Rs.----- Per Piece	
61	DISH WASHING POWDER VIM OR EQUIVALENT	1500 Pieces	Rs.----- Per Piece	
62	BATH SOAP LUX OR EQUIVALENT	1000 Pieces	Rs.----- Per Piece	

63	TOILET TISSUE ROLL (ROSE PETAL)	800 Pieces	Rs.----- Per Piece	
64	SCOTCH BRITE	300 Pieces	Rs.----- Per Piece	
65	DUST BIN 1FEET	300 Pieces	Rs.----- Per Piece	
66	JUNNA STEEL	100 Pieces	Rs.----- Per Piece	
67	DUSTER YELLOW 18X24 INCH SUPERI OR QUALITY	2500 Pieces	Rs.----- Per Piece	
68	DIMMER DIAMOND OR EQUIVALENT	300 Pieces	Rs.----- Per Piece	
69	MOP 18 X 3 INCH WITH HANDLE	300 Pieces	Rs.----- Per Piece	
70	EXTENSION WIRE LEAD FULL SIZE	100 Pieces	Rs.----- Per Piece	
71	CIRCUIT BREAKER 3 PIN 20AMP BUSCH OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
72	REGISTER 300 PAGES WHITE RULED HAMDAM OR EQUIVALENT	200 Pieces	Rs.----- Per Piece	
73	REGISTER 400 PAGES WHITE RULED HAMDAM OR EQUIVALENT	300 Pieces	Rs.----- Per Piece	
74	CARBON PAPER	400 Packets	Rs.----- Per Packet	
75	STAMP PAD BLACK	100 Pieces	Rs.----- Per Piece	
76	STAMP PAD BLUE	100 Pieces	Rs.----- Per Piece	
77	STAMP PAD RED	75 Pieces	Rs.----- Per Piece	
78	STAMP PAD GREEN	75 Pieces	Rs.----- Per Piece	
79	PAPER WEIGHT	300 Pieces	Rs.----- Per Piece	

80	GEM CLIP 50MM	600 Packets	Rs.----- Per Packet	
81	TISSUE PAPER BOX SUPREME QUALITY	500 Box	Rs.----- Per Piece	
82	KRAFT PAPER 36 X 48 INCH (500 SHEET IN EACH REAMS)	300 Reams	Rs.----- Per Ream	
83	STAPLER WIRE 24/06	3000 Box	Rs.----- Per Box	
84	HOLE PUNCH (DOUBLE)	50 Pieces	Rs.----- Per Piece	
85	TABLE SHARPENER	30 Pieces	Rs.----- Per Piece	
86	WHITE GLUE (GERMANY) 5KG	10 Bottle	Rs.----- Per Bottle	
87	PAPER CUTTER FINE QUALITY	100 Pieces	Rs.----- Per Piece	
88	MATCH BOX	20 Packets	Rs.----- Per Packet	
89	BULB 100 WATT	25 Pieces	Rs.----- Per Piece	
90	DOOR BELL	100 Pieces	Rs.----- Per Piece	
91	STAPLER MACHINE FULL SIZE KW TRIO OR EQUIVALENT	25 Pieces	Rs.----- Per Piece	
92	WIPER BIG SIZE	100 Pieces	Rs.----- Per Piece	
93	POLYTHENE BAG WITH HANDLE 16X12 INCH	15000 KG	Rs.----- Per KG	
94	TWO PIN PLUG	100 Pieces	Rs.----- Per Piece	
95	ELECTRIC TAPE	100 Pieces	Rs.----- Per Piece	
96	WD 40 SPRAY(ORIGINAL)	05 Pieces	Rs.----- Per Piece	

97	JACKY SPRAY	05 Pieces	Rs.----- Per Piece	
98	PENCIL CELL (AA)	20 Box	Rs.----- Per Box	
99	PENCIL CELL (AAA)	20 Box	Rs.----- Per Box	
100	DUSTBIN SHOPPER	2000 Pieces	Rs.----- Per Piece	
101	TUBE LIGHT 36 WATT PHILIPS OR EQUIVALENT	100 Pieces	Rs.----- Per Piece	
102	NAIL'S WASHER 1 INCH	06 Packet	Rs.----- Per Packet	
103	NAIL'S WASHER 1.5INCH	06 Packet	Rs.----- Per Packet	
104	NAIL'S WASHER 2 INCH	06 Packet	Rs.----- Per Packet	
105	NAIL'S WASHER 2.5 INCH	06 Packet	Rs.----- Per Packet	
106	BINDING TAPE 2 INCH (300)	300 Pieces	Rs.----- Per Piece	
107	BINDING TAPE 3 INCH (100)	100 Pieces	Rs.----- Per Piece	
108	STAPLER WIRE 23/06	05 Packet	Rs.----- Per Packet	
109	STAPLER WIRE 23/10	05 Packet	Rs.----- Per Packet	
110	STAPLER WIRE 23/15	05 Packet	Rs.----- Per Packet	
111	STAPLER WIRE 23/17	05 Packet	Rs.----- Per Packet	
112	RAGZEEN (AMERICAN)	50 Meter	Rs.----- Per Meter	
113	NIDDLE 3 INCH	5 Packets	Rs.----- Per Packet	

114	NIDDLE 3.5 INCH	5 Packets	Rs.----- Per Packet	
115	SCISSOR BIG SIZE 10NO.	05 Pieces	Rs.----- Per Piece	
116	KNIFE (CHAKOO) FOR BINDER USE	05 Pieces	Rs.----- Per Piece	
117	BAT KEEL	10 Pieces	Rs.----- Per Piece	
118	MALMAL CLOTH	60 Meter	Rs.----- Per Meter	
119	R-22 GAS HONEY WILL OR EQUIVALENT	12 Cylinder	Rs.----- Per Cylinder	
120	R-410 GAS HONEY WILL OR EQUIVALENT	12 Cylinder	Rs.----- Per Cylinder	
121	COOPER PIPE ½	01 Coil	Rs.----- Per Coil	
122	COOPER PIPE ¼,	01 Coil	Rs.----- Per Coil	
123	COOPER PIPE 1/38	01 Coil	Rs.----- Per Coil	
124	COOPER PIPE 1/58	01 Coil	Rs.----- Per Coil	
125	COOPER ROOD (1 RACKET)	02 Packets	Rs.----- Per Piece	
GRAND TOTAL S.NO. 1 TO 125				



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

Integrity Pact

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

M/s _____, the supplier 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.

Stamp & Signature



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

CONTRACT AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day _____, 2020

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 _____, hereinafter referred to as "THE SUPPLIER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor _____, holding CNIC No. _____ on the SECOND PART.

WHEREAS "BIEK" intends to obtain Stationery & Consumable Items. "THE SUPPLIER" has offered to provide said goods as per Technical Specification mentioned in bidding documents and handing over the goods to the "BIEK" having accepted the offer. "BIEK" hereby offer to appoint "THE SUPPLIER" as their official supplier for the supply of Stationery & Consumable Items in respect with the Terms & Conditions of the Bidding documents. "THE SUPPLIER" hereby agrees to the offer of the "BIEK" in acceptance of the terms & conditions here in below forth.

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

ARTICLE –I
DUTIES & SCOPE OF SUPPLIES & AGREEMENT

1.1 Requirement mentioned in Tender BOQ.

Article No.	Name of Article	Quantity	Rate per Unit (Rs)	Total Amount (Rs)
	GRAND TOTAL			

1.2 "THE SUPPLIER" agrees to provide item to "BIEK" whenever and wherever form is required as per the terms & conditions of this Agreement.

1.3 "THE SUPPLIER" will coordinate with Assistant Secretary, Procurement Wing, Administration General Section of the "BIEK" who will assist "SUPPLIER" in Supervision of proposed work / supply.

- 1.4 "THE SUPPLIER" 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 SUPPLIER"

ARTICLE –II
SCOPE OF PROFESSIONAL SERVICES:

- 2.1 "THE SUPPLIER" hereby agrees and acknowledges for the periodic supervision of the work and to check the execution of work in accordance with the Description & Specification.
- 2.2 "THE SUPPLIER" hereby agrees and acknowledges the acceptance of attending the meetings with the Assistant Secretary, Admin General Section "BIEK" as & when required.
- 2.3 "THE SUPPLIER" hereby agrees to deliver goods within **THIRTY (30) DAYS** after issuance of purchase order.

ARTICLE –III
REMUNERATION

- 3.1 The cost offered by the Supplier is **Rs. _____ /- (Rupees _____)** (inclusive of all taxes) in connection with supply of Stationery & Consumable Articles vide tender # **BIEK/AG/L&N/780/2020** variation may occurred. The cost is inclusive of labour/transportation/supplies/etc.
- 3.2 Liquidity damages will 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 should be submitted in shape of Pay Order / Bank Guarantee before signing of Contract Agreement.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Tax(es) Challan(s) / Levy(ies), If any, on additional will be paid / borne by the SUPPLIER 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 any time after issuing a 15 day’s notice.

**ARTICLE –VI
INDEMNITY**

- 6.1 “THE SUPPLIER” 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 SUPPLIER”, as a result of any defect in the title of BIEK or any fault, neglect or omission by the “THE SUPPLIER” 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
INTEGRITY PACT**

- 8.1 The intention not to obtain the procurement / work of any Contract, right, interest, privilege, or other obligation or benefit from the BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK through any corrupt practice(s).
- 8.2 Without limiting the generality of the forgoing the **M/s. _____, Karachi** 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 anyone within the BIEK 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 BIEK, except that which has been expressly declared pursuant hereto.
- 8.3 **M/s. _____, Karachi** 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 BIEK under any law, contract, or other instrument, be stand void at the discretion of the BIEK.

8.4 Notwithstanding any right and remedies exercised by the BIEK in this regard, **M/s. _____, Karachi** agrees to indemnify BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the **M/s. _____, Karachi** as aforesaid for the purpose of obtaining or inducing procurement / work / service or other obligation or benefit in whatsoever from the BIEK.

**ARTICLE –IX
MISCELLANEOUS**

- 9.1 Any addition & alteration (s) made for item(s) as required by BIEK on the basis of sample or in course of the work in progress which entail extra time & labor and material on part of the supply, shall not be charged separately / extra on 'Quantum Merit' basis before & on final material handed over to the "BIEK". After FINALIZATION OF SAMPLE, if any alteration(s), arise charges will be paid on mutually agreed upon.
- 9.2 The terms & conditions of this AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 9.3 The validity of the contract will be effective from the date of issue of Purchase Order.
- 9.4 All terms and conditions of tender vide # BIE/AG/L&N/780/2020 will be the integral part of this agreement and can't be revoked.

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

"BIEK"
NAME:
CNIC# _____
Address: _____

M/s. _____
NAME: _____
CNIC# _____
Address: _____

WTNESS:

1. _____

2. _____

CNIC#
Address:

CNIC#
Address:



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

	<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)		



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

SUMMARY OF TURN-OVER OF LAST THREE YEARS		
YEAR-2018	YEAR-2019	YEAR-2020
TOTAL:		

C E R T I F I C A T E

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.