



**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE
TWO ENVELOPES PROCEDURE

**TENDER FOR PRINTING &
SUPPLY OF ANSWER SCRIPTS
& OTHER PRINTED MATERIAL**

IN RESPECT OF THE
BIE/AG/L&N/658/2023 Dated: 20/01/2023

VOLUME-I

TECHNICAL PROPOSAL

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



**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.pprasindh.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

**SECTION - I
BID DATA SHEET**

| INTRODUCTION | | |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITB 1.1 | Name of Contract | Printing of Supply of Answer Scripts & other Printed Material |
| 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. | |
| PREPARATION AND SUBMISSION OF BIDS | | |
| ITB 13.3 (d) | Qualification Requirements | <ul style="list-style-type: none">• 03 years experience in the relevant field (Client List)• Turn-over of at least last three years having a sum of minimum Rs. 8 Million for one year in last 03 years (Copies of financial statements / Audit Report be attached.• Minimum 3 contracts of Rs. 3 Million in last 3 years of similar goods / jobs• Registration with Federal Board of Revenue (FBR), for Income Tax, Sales Tax and SRB in case of procurement of goods/services. |



| | | |
|---------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none">• <u>Submission of samples of paper along with bidding documents is mandatory bids submitted without samples shall be treated as "Non-Responsive".</u>• An affidavit on stamp paper that the firm has never been blacklisted• Press Declaration Certificate• PCSIR Laboratory test report of non-recycled paper must be attached. |
| ITB 15.1 | Amount of Bid Security (Refundable) | 5% (Five percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, 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 18.2 (a) | Address for Bid Submission | The office of the (Procurement Wing) , Administration General Section (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi. |
| ITB 18.2 (b) | IFB Title and Number | Title: Printing of Supply of Answer Scripts & other Printed Material. IFB No: BIE/AG/L&N/658/2023 DATED:20-01-2023 |
| ITB 19.1 | Deadline for Bid Submission | <u>Monday the 20-02-2023 up to 2:30 p.m</u> Sealed bids duly filled-in, mentioning on top of the envelope <u>"Printing & Supply of Answer Scripts & other Printed Material."</u> |
| ITB 22.1 | Time, Date and Place for Bid Opening | Bids duly stamped on each document must be submitted in the office of the (Procurement Wing) Administration General Section (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on <u>20-02-2023</u> up to <u>2:30 P.M</u> and will be opened on the same day at <u>03:00 P.M</u> 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 one month after issuance of contract award which may be increased or decreased due to demand of time/situation as per SPPRA Rules. |



SECTION - II **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 from the office of **Procurement Wing, Administration General Section (Ground Floor, Chairman's Secretariat)** 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 bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted / prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.

The quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc, and all Taxes, Transportation, Material and Labour charges involved therein i.e. complete in all respects.

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"

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 <u>Secretary, Board of Intermediate Education Karachi.</u> | |
|----|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

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. |
|----|-----------------|----------------------------------|----------|

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 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. deductions 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.

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 and original challan 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). 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 in accordance with SPPRA Rules.
- 13) Print Line must be given by the Printer on every Printed material.
- 14) Before start of final printing the Supplier should get the specimen and final proof approved by the Concerned Officer(s), within one week of acknowledgement of the Award of Contract.
- 15) Placement of Contract Award will be subject to payment of Performance Security.
- 16) The material shall be delivered to Examination 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 Storekeeper while the third copy shall be returned to the supplier for his own record.
- 17) 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 **NINETY (90) DAYS** one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
- 18) SPPRA Rules-2010 (Amended) shall strictly be followed.
- 19) The Payment shall be subject to deduction of Income / Sales Tax / SRB at source, satisfactory report of concerned officer, completion certificate and production of delivery challans as being delivered the items in full quantity & quality.

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.”



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 after issuance of contract award which may be increased or decreased due to demand of time/situation.

SECTION - V TECHNICAL SPECIFICATIONS

| S.NO. | NAME OF ARTICLE | TECHNICAL SPECIFICATIONS | QUANTITY |
|-------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1 | 'A' Answer Scripts (28 Pages) | Answer Scripts Printing & supply of Answer Scripts on white printing paper (Non-Recycled) 65 to 70 grams including Title Page which should consist readable QR code and Digital Serial Numbering with Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 28 pages – un-trimmed size 9"X11½". Trimmed size 8.6"X 10.7" which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched duly spine in any color and each bundle containing 200 copies (as per specimen). | 560,000 |
| 2 | 'A' Answer Scripts (20 Pages) | Answer Scripts Printing & supply of Answer Scripts on white printing paper (Non-Recycled) 65 to 70 grams including Title Page which should consist readable QR code and Digital Serial Numbering with Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 20 pages – un-trimmed size 9"X11½". Trimmed size 8.6"X 10.7" which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched duly spine in any color and each bundle containing 200 copies (as per specimen). | 265,000 |
| 3 | 'P' Answer Scripts (8 Pages) | Answer Scripts Printing of Answer scripts on white printing paper 55 grams Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 08 pages – un-trimmed size 9"X11½". Trimmed size 8.6" X 10.7" which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched 1 page of front with serial No. with automatic numbering machine, each bundle containing 200 copies (as per specimen). | 200,000 |

Note: Bidders are directed to see the specimen before bidding, as such Answer Scripts shall be required exactly as per specimen.



| Sr. No | Name of Article | Technical Specification | Quantity |
|--------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4 | E-46 | Processing Slip (17 x 27 / 4 of 40-45 gsm as per specimen) | 250,000 |
| 5 | OMR Sheets | Single Page Print (One Side) On A4 Size Paper of 80 gsm (Double A or Equivalent Paper) | 2,400,000 |
| 6 | Window Envelope | Size 4 ½" x 9 ½" Kraft Paper of 70 Grams (Window size as per specimen) Rates should cover English Composing/Urdu Calligraphy, Printing, and all other operations involved therein with cost of Kraft Paper (Brown Sulphite). | 50,000 |
| 7 | Envelope Small | Size 4 ½" x 9 ½" Kraft Paper of 70 Grams (as per specimen) Rates should cover English Composing/Urdu Calligraphy, Printing, and all other operations involved therein with cost of Kraft Paper (Brown Sulphite). | 50,000 |
| 8 | Envelope Large | Size 10" x 12" Kraft Paper of 70Grams (as per specimen) Rates should cover English Composing/Urdu Calligraphy, Printing, and all other operations involved therein with cost of Kraft Paper (Brown Sulphite). | 30,000 |
| 9 | File Cover | Printing of File Covers complete in all respects with first class printing effect and superb craftsmanship. File Covers of 9½" x 14" (Closed Sizes) or 18½" x 14" (open size) excluding 3½" wide folded and creased inner flap. Printing on durable cover Paper of at least 220 grams in an overall size of 14"x 22". The outer page of the File Cover be duly printed and the Flap creased. Two big size Eyelets (bigger than normally used) at the top of the File Cover be provided at an equal distance of 1" margin (vertically & horizontally) for easy insertion of thick Tags. The eyelets shall be re-informed with a piece of binding cloth in the size of 1½" x 3½" on the inner side of the File Cover to make the eyelet fixed and durable. Both eyelets should overlap each other for easy tagging of paper. This is a must to follow. | 25,000 |
| 10 | File Board | Printing of File Boards complete in all respects with first class printing effect and superb craftsmanship. File Board in 10" x 14" size of Rahwali Straw Board "Gatta" of 30 lbs. pasted with heavy brown sulphite Craft Paper (90 Grams) on both side. The Flap duly printed be in the size of 9" x 3½" having rexine cloth back. The size of the unbleached cotton tape "NIWAR" should not be less than ½" x 36" duly inserted and run through the File Board. | 25,000 |
| 11 | Permission Letter P – 6 | (Improvement of Grade) (100 Leave Each Pad as per specimen) size of 17 x 27 / 4 white Pakistani Glazed Paper Flying Brand of 55-56 gram | 200 Pads |



| Sr. No | Name of Article | Technical Specification | Quantity |
|--------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | Permission Letter P – 15 | (Gape Permission) (100 Leave Each Pad as per specimen) size of 17 x 27 / 4 white Pakistani Glazed Paper Flying Brand of 55-56 gram | 250 Pads |
| | Mark Sheets Books Part- I | (100 Leave in Each Book of Home Economics Group as per specimen) Printing & supply of Mark Sheets Books (Complete in all respect including, Title Printing size 20x30/4 of 100 gsm. 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. | 10 Books |
| | Mark Sheets Books Part- II | (100 Leave in Each Book of Home Economics Group as per specimen) Printing & supply of Mark Sheets Books (Complete in all respect including, Title Printing size 20x30/4 of 100 gsm. 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. | 10 Books |

Note: Rates should cover English Composing / Urdu Calligraphy, Numbering, Pad Making, printing, and all other operations involved therein.



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FOR
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE
TWO ENVELOPES PROCEDURE

**TENDER FOR PRINTING &
SUPPLY OF ANSWER SCRIPTS
& OTHER PRINTED MATERIAL**

IN RESPECT OF THE
BIE/AG/L&N/658/2023 Dated: 20/01/2023

VOLUME-II

FINANCIAL PROPOSAL



BID SUBMISSION SHEET

Date: _____

ICB NO.: _____

Invitation for Bid No.: _____

Alternative No.: _____

**The Deputy Secretary (Administration 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:



**BOARD OF INTERMEDIATE EDUCATION,
KARACHI**

web: www.biek.edu.pk

Ph: 99260205

99260214-19

| <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 _____

(l) In the capacity of _____

(m) Signed _____

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

Date _____.



FINANCIAL PROPOSAL PRICE SCHEDULE

| S.NO. | NAME OF ARTICLE | TECHNICAL SPECIFICATIONS | QTY | UNIT PRICE | TOTAL PRICE |
|-------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-------------|
| 1 | 'A' Answer Scripts (28 Pages) | Answer Scripts Printing & supply of Answer Scripts on white printing paper (Non-Recycled) 65 to 70 grams including Title Page which should consist readable QR code and Digital Serial Numbering with Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 28 pages – un-trimmed size 9”X11½”. Trimmed size 8.6”X 10.7” which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched duly spine in any color and each bundle containing 200 copies (as per specimen). | 560,000 | | |
| 2 | 'A' Answer Scripts (20 Pages) | Answer Scripts Printing & supply of Answer Scripts on white printing paper (Non-Recycled) 65 to 70 grams including Title Page which should consist readable QR code and Digital Serial Numbering with Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 20 pages – un-trimmed size 9”X11½”. Trimmed size 8.6”X 10.7” which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched duly spine in any color and each bundle containing 200 copies (as per specimen). | 265,000 | | |
| 3 | 'P' Answer Scripts (8 Pages) | Answer Scripts Printing of Answer scripts on white printing paper 55 grams Brightness 70% Burst Factor 10, Tear factor (CD-35 MD-40) containing 08 pages – un-trimmed size 9”X11½”. Trimmed size 8.6” X 10.7” which should not be ink smudged. The monogram (as per specimen) will appear on each page in back ground. Printing and rolling in black color & over-locked stitched 1 page of front with serial No. with automatic numbering machine, each bundle containing 200 copies (as per specimen). | 200,000 | | |
| 4 | E-46 | Processing Slip (17 x 27 /4 of 40-45 Grams as per specimen) | 250,000 | | |
| 5 | OMR Sheets | Single Page Print (One Side) On A4 Size Paper of 80 gsm (Double A or Equivalent Paper) | 2,400,000 | | |
| 6 | Window Envelope | Size 4 ½” x 9 ½” Kraft Paper of 70 Grams (Window size as per specimen) Rates should cover English Composing/Urdu Calligraphy, Printing, and all other operations involved therein with cost of Kraft Paper (Brown Sulphite). | 50,000 | | |
| 7 | Envelope Small | Size 4 ½” x 9 ½” Kraft Paper of 70 Grams (as per specimen) Rates should cover English Composing/Urdu Calligraphy, Printing, and all other operations involved therein with cost of Kraft Paper (Brown Sulphite). | 50,000 | | |



| S.NO. | NAME OF ARTICLE | TECHNICAL SPECIFICATIONS | QTY | UNIT PRICE | TOTAL PRICE |
|-------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-------------|
| 8 | Envelope Large | Size 10" x 12" Kraft Paper of 70Grams (as per specimen) Rates should cover English Composing/Urdu Calligraphy, Printing, and all other operations involved therein with cost of Kraft Paper (Brown Sulphite). | 30,000 | | |
| 9 | File Cover | Printing of File Covers complete in all respects with first class printing effect and superb craftsmanship. File Covers of 9½" x 14" (Closed Sizes) or 18½" x 14" (open size) excluding 3½ wide folded and creased inner flap. Printing on durable cover Paper of at least 220 grams in an overall size of 14"x 22". The outer page of the File Cover be duly printed and the Flap creased. Two big size Eyelets (bigger than normally used) at the top of the File Cover be provided at an equal distance of 1" margin (vertically & horizontally) for easy insertion of thick Tags. The eyelets shall be re-informed with a piece of binding cloth in the size of 1½" x 3½" on the inner side of the File Cover to make the eyelet fixed and durable. Both eyelets should overlap each other for easy tagging of paper. This is a must to follow. | 25,000 | | |
| 10 | File Board | Printing of File Boards complete in all respects with first class printing effect and superb craftsmanship. File Board in 10" x 14" size of Rahwali Straw Board "Gatta" of 30 lbs. pasted with heavy brown sulphate Craft Paper (90 Grams) on both side. The Flap duly printed be in the size of 9" x 3½" having rexine cloth back. The size of the unbleached Cotton tape "NIWAR" should not be less than ½" x 36" duly inserted and run through the File Board. | 25,000 | | |
| 11 | Permission Letter P – 6 | (Improvement of Grade) (100 Leave Each Pad as per specimen) size of 17 x 27 / 4 white Pakistani Glazed Paper Flying Brand of 55-56 gram | 200 Pads | | |
| 12 | Permission Letter P – 15 | (Gape Permission) (100 Leave Each Pad as per specimen) size of 17 x 27 / 4 white Pakistani Glazed Paper Flying Brand of 55-56 gram | 250 Pads | | |
| 13 | Mark Sheets Books Part- I | (100 Leave in Each Book of Home Economics Group as per specimen) Printing & supply of Mark Sheets Books (Complete in all respect including, Title Printing size 20x30/4 of 100 gsm. 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. | 10 Books | | |



**BOARD OF INTERMEDIATE EDUCATION,
KARACHI**

web: www.biek.edu.pk

Ph: 99260205

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| S.NO. | NAME OF ARTICLE | TECHNICAL SPECIFICATIONS | QTY | UNIT PRICE | TOTAL PRICE |
|-------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-------------|
| 14 | Mark Sheets Books Part- II | (100 Leave in Each Book of Home Economics Group as per specimen) Printing & supply of Mark Sheets Books (Complete in all respect including, Title Printing size 20x30/4 of 100 gsm. 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. | 10 Books | | |

GRAND TOTAL IN WORDS: _____.

1. The rates must be quoted inclusive of all government taxes.
2. The rates quoted for the items mentioned above shall be valid for 90 days from the date of opening of tender.
3. The items should be delivered at specified consignees at risk and cost of contracting firm.
4. The payment shall be subject to deduction of Income/Sales Tax/SRB at source, inspection and production of delivery challans as being delivered the stores in full quantity & quality.
5. 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.
6. In case of discrepancy between unit price and total, the unit price shall prevail.

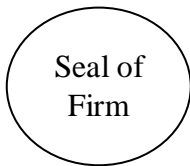
Dated: _____

Signature: _____

Name: _____

Address: _____

CNIC # _____





| | Rupees In Words | Rupees In Figures |
|-------------------------------------------------------------------------------------------|------------------------|--------------------------|
| Total cost of the Bid: <i>(as offered by the Bidder)</i> | | |
| 5% (Five percent) amount of the Bid Price Bid Security (Refundable) | | |
| 10% (ten percent) amount of the Contract Price Performance Security (Refundable) | | |



Manufacturer's Authorization

Date: _____

ICB NO.: _____

Invitation for Bid No.: _____

Alternative No.: _____

**The Deputy Secretary (Administration 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 _____



- 1.3 "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.
- 1.4 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 Superintendent, Procurement Wing, Administration General Section "BIEK" as & when required.
- 2.3 Delivery period will be 90 days after issuance of work order.

ARTICLE-III

REMUNERATION

- 3.1 The cost offered by the Supplier is Rs. _____/= (Rupees _____ Only) (inclusive of all taxes) supply of Answer Scripts & other Printed Material vide tender # BIEK/AG/L&N/658/2023 variation may occurred. The cost is inclusive of labour/transportation/supplies/etc.
- 3.2 Liquidity damages as per SPPRA Rules.
- 3.3 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.
- 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 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 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 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 Chairman, BIEK whose decision will be binding on the parties and cannot be challenged in the court of law.



**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
NOTICE**

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

**ARTICLE –VII
INDEMNITY**

- 7.1 “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 SUPPLIER” which disturbs or damage the reputation, quality or the standard of services provided by “THE BIEK” and any person claiming through the BIEK.

**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. _____, 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. _____ 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. _____, 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. _____, 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 issuance of Work Order.
- 9.4 All terms and conditions of tender vide # BIE/AG/ L&N/658/2023 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.

“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: _____



INTEGRITY PACT

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the contractor;
M/s _____, the contract 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 BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the contractor 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 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.
- (c) He contractor 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.
- (d) Notwithstanding any right and remedies exercised by the BIEK in this regard, contractor agrees to indemnify the BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor as aforesaid for the purpose of obtaining or inducing procurement/ work/ service or other obligation or benefit in whatsoever from the BIEK.

Note:

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

Stamp & Signature



| SUMMARY OF TURN-OVER OF LAST THREE YEARS | | |
|-------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <i>YEAR</i> <i>2019-2020</i> | <i>YEAR</i> <i>2020-2021</i> | <i>YEAR</i> <i>2021-2022</i> |
| | | |
| TOTAL: | | |



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:
