



**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE
ONE ENVELOPE PROCEDURE

**TENDER FOR HIRING OF
FURNITURE & OTHER
ACCESSORIES FOR HSC ANNUAL
EXAMINATIONS 2024**

IN RESPECT OF THE
BIE/AG/L&N/1092/2024 Dated: 22/04/2024

TECHNICAL & FINANCIAL PROPOSAL

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



SECTION-I
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:

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Tender for Hiring of Furniture & Other Accessories for HSC Annual Examinations-2024
ITB 4.1	Name of Procuring Agency	Board of Intermediate Education, Karachi.
ITB 6.1	Procuring Agency's Address, Telephone Numbers	Board of Intermediate Education, Bakhtiyari Youth Center, North Nazimabad, Karachi Tel: 99260211, 99260212, 99260213 Fax: 99260203 & 99260208
ITB 8.1	Language of the Bid	English

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all Taxes, alongwith Transportation, Material and Labour charges etc involved therein.
ITB 11.5	The price shall be fixed and the bidder will have to provide the services as per approved specification/description and quoted rates.

PREPARATION AND SUBMISSION OF BIDS			
ITB 13.3 (d)	<table border="1"><tr><td>Qualification Requirements</td><td><ul style="list-style-type: none">• 05 years experience in the relevant field.• Turn-over of at least last three years having a sum of minimum Rs. 50 Million.• 03 years Bank Statement or Financial Statement duly verified by Chartered Accountant Firm.• Registration with Federal Board of Revenue (FBR), for Income Tax & GST.(Mandatory)• Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services.• An Affidavit on Stamp Paper that the firm has never been blacklisted.</td></tr></table>	Qualification Requirements	<ul style="list-style-type: none">• 05 years experience in the relevant field.• Turn-over of at least last three years having a sum of minimum Rs. 50 Million.• 03 years Bank Statement or Financial Statement duly verified by Chartered Accountant Firm.• Registration with Federal Board of Revenue (FBR), for Income Tax & GST.(Mandatory)• Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services.• An Affidavit on Stamp Paper that the firm has never been blacklisted.
Qualification Requirements	<ul style="list-style-type: none">• 05 years experience in the relevant field.• Turn-over of at least last three years having a sum of minimum Rs. 50 Million.• 03 years Bank Statement or Financial Statement duly verified by Chartered Accountant Firm.• Registration with Federal Board of Revenue (FBR), for Income Tax & GST.(Mandatory)• Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services.• An Affidavit on Stamp Paper that the firm has never been blacklisted.		

Note: The contract shall be awarded on the basis report as mentioned in the Section-II (GCC) ITB-6&7



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ITB 15.1	Amount of Bid Security (Refundable)	3% (Three percent) of the bid price, which should be submitted in shape of Pay Order in the name of 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: Tender for Hiring of Furniture & Other Accessories for HSC Annual Examinations -2024 IFB No: BIE/AG/L&N/1092/2024 DATED:22-04-2024
ITB 19.1	Deadline for Bid Submission	<u>20-05-2024 up to 11:30 p.m</u> Sealed bids duly filled-in, mentioning on top of the envelope "Tender for Hiring of Furniture & Other Accessories for HSC Annual Examinations-2024"
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>20-05-2024</u> up to <u>11:30 P.M</u> and will be opened on the same day at <u>12:00 P.M</u> in the presence of bidders' representatives who wish to attend.



SECTION - II

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
2. Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
3. 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.
4. 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.
5. The offered furniture should be prime quality. Cheap products of low quality or substandard shall not be accepted.
6. **Before award of Contract, the Procurement Committee or nominated Committee of procuring agency shall visit the Godown(s)/Store(s) of bidder(s), for checking the quality and quantity of furniture available in the stock.**
7. **Award of Contract will be subject to quality of furniture which shall be confirmed from Visit Report of the Godown/Store of bidder(s).**
8. The area, town, district for award of job to the successful bidders shall be purely at discretion of the Board, however official addresses of Office/Godown will also remain in consideration at the time of decision of the same to save supplier/bidder from unnecessary botheration & time.
9. The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Contract subject to Visit Report of the Godown/Store of bidder(s).



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. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

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

4. 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.

5. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory works done by Contractor
 - ii. blacklisting of the firm
 - iii. Deductions / liquidity damages shall be applied as per SPPRA Rules
 - iv. Forfeiting of Performance Security deposited

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 furniture or work done by Contractor
- 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 in time or in the required criteria.



6. 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) Quantity Increase or decrease without any notice at any time/stage on the basis of requirement made by the institutions / Colleges.
- d) to re-cast and amend the contents/specification of the material at any stage shall not be allowed.

7. 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. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall be deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.
3. Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
4. Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
5. 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.
6. 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.
7. The offered furniture should be prime quality. Cheap products of low quality or substandard shall not be accepted.
8. Supply of Tables & Chairs is the major part of job therefore the bidder to whom major part of job has been awarded shall be liable to accept the lowest rates (lowest evaluated cost) or (best evaluated cost) of the minor part of job i.e. Tent, Qanat, Jug, Water Tanki/Cooler, Fan and Tumbler (Glass) etc.
9. Change in the awarded order of supply/supplies which not included in the approval/job order will be decided subject to provide approval/endorsement by the concerned quarter, however, the same to be under intimation of Administration General prior to close of examination otherwise the same not to be entertained.



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10. **Release of payment against the Bill(s) is subject to submission of Form No. E-37 duly verified and sealed by the concerned Head of Institution/Centre Superintendent and bills along with E-37 shall endorsed / verified / counter signed by the Controller of Examinations or his authorized officer.**
11. The list of Centers showing the requirement of furniture and other articles shall be forwarded to the successful bidder(s) by the Board well before commencement of Examinations and the successful bidder(s) shall have to supply required furniture and other articles to all the Centers as mentioned in the order of the list of Examination Centers at least one day before the commencement of Examinations.
12. Successful bidder(s) will have to provide their Services for Supply of Rental Furniture & other Accessories for HSC Annual Examinations-2024 or any other Examinations if conducted by the Board during the year.
13. The supply of furniture/articles to respective Centers shall start well before the commencement of Examinations. In addition to the actual number of Examination days for which furniture shall be required and utilized at the Centers, the supplier shall be paid one day's extra hiring charges for advance supplies. (In case of emergency arising out of any unforeseen situation the supplier shall make their best efforts to meet the situation).
14. Increase in the required quantity is predicted which shall be supplied by the bidder.
15. In case of emergency, the supplier shall have to supply the required furniture/articles at the Examination Centers before/during the conduct of examinations time to time on telephonic call by the Officers deputed for the job in addition to the list of Centers for requirement of furniture already forwarded to successful bidder(s).
16. The furniture/articles shall be lifted by the supplier from the center as soon as they deem to be required according to the information provided by the Board or directly from the Centre Superintendent. The Board shall not be responsible at all for rent or other eventualities at any center beyond the indicated dates.
17. Neither transportation nor wages of any type to be borne by the Board.
18. If any Examination Centre requires only Table(s) or Chair(s) (instead of pair of Table & Chair), in that case the successful bidder(s) is/are liable to supply the same and bill may be claimed as half of the rate of pair of Table & Chair.
19. The supplier shall not be entitled to prefer any claim on the Board for any normal breakage of material supplied for the conduct of Examinations but shall be compensated for shortage and abnormal breakage which may be caused due to disturbances at the Centers or any other major reason.
20. The delivery will have to be made at the Examination Centers within stipulated time.
21. All applicable Taxes including SRB @ and other as announced by the Govt. will be deducted from the Bill(s).



22. *The Board shall pay the rent of only the actual/utilized examination days for which furniture was required at the Examination Centers as per Date Sheet (Program/Schedule of Examinations) issued by the Board. (The term "actual/utilized examination days" means the particular days at which the Examinations are conducted).*
23. *The Board shall not pay the rent/charges of furniture for Sundays, Holidays or Gap between two Papers and cancelled paper.*
24. In addition to the actual/utilized Examination days as per Date Sheet (Program/Schedule of Examinations), the Board shall pay the rent/charges of the following day(s) only:-
- if any paper may be cancelled after the issuance of Date Sheet (Program/Schedule of Examinations) by the Board
 - due to law & order situation
 - any unforeseen happened on that day
25. The Contract Award may be assigned at any time during the period of bid validity.
26. The successful bidder will have to deposit **Performance Security @ 10%** of the value of Contract Award which is refundable after the satisfactory completion of supplies / work.
27. 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.
28. **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.
29. Placement of Contract Award will be subject to payment of Performance Security in accordance with SPPRA rules.
30. SPPRA Rules-2010 Amended rule time to time shall strictly be followed.

SECTION – IV

SCHEDULE OF REQUIREMENTS

The supply of furniture to respective Examination Centers shall be completed at least one day before commencement of examinations.



SECTION - V
TECHNICAL SPECIFICATIONS
HIRING OF FURNITURE & OTHER ACCESSORIES FOR ANNUAL
EXAMINATIONS 2024
1ST PHASE & 2ND PHASE

S.#	Specification	Approximate Quantity	Any Remarks / suggestion
1	Table & Chair	25,000 Pairs of Table & Chair	
2	Pedestal Fan	900	
3	Water Tanki	100	
4	Jug	100	
5	Tumbler (Glass)	100	
6	Qanat	30	
7	Tent	20	

Note: Actual quantity & days may be increased or decreased.



SECTION - VI
FINANCIAL PROPOSAL FOR 1ST PHASE
HIRING OF FURNITURE & OTHER ACCESSORIES FOR HSC ANNUAL
EXAMINATIONS 2024

Note: Actual quantity & days may be increased or decreased.

Sr.#	Description	Approx. Quantity	Approx. Days	Rate Per Unit for One Day	Total Amount of 25 Days
1	Table & Chair	25,000 Pairs of Table & Chair	21		
2	Pedestal Fan	900			
3	Water Tanki	100			
4	Jug	100			
5	Tumbler (Glass)	100			
6	Qanat	30			
7	Tent	20			
TOTAL IN FIGURE FOR 1ST PHASE					

FINANCIAL PROPOSAL FOR 2ND PHASE

Sr.#	Description	Approx. Quantity	Approx. Days	Rate Per Unit for One Day	Total Amount of 25 Days
1	Table & Chair	25,000 Pairs of Table & Chair	19		
2	Pedestal Fan	900			
3	Water Tanki	100			
4	Jug	100			
5	Tumbler (Glass)	100			
6	Qanat	30			
7	Tent	20			
TOTAL IN FIGURE FOR 2ND PHASE					

GRAND TOTAL 1ST & 2ND PHASE IN FIGURE _____

In words _____



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1. The items should be delivered at specified consignees at risk and cost of contracting firm.
2. **Release of payment against the Bill(s) is subject to submission of Form No. E-37 duly verified and sealed by the concerned Head of Institution/Centre Superintendent and bills along with E-37 shall endorsed / verified / counter signed by the Controller of Examinations or his authorized officer.**
3. 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.
4. In case of discrepancy between unit price and total, the unit price shall prevail.

Dated: _____

Signature: _____

Name: _____

Address: _____

CNIC # _____





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



Tender No. BIE/L&N/1092/2024 dated:22-04-2024

BILL OF QUANTITY

HIRING OF FURNITURE & OTHER ACCESSORIES FOR HSC ANNUAL EXAMINATIONS 2024

M/S. _____

1ST PHASE

Sr.#	Description	Approx. Quantity	Approx. Days	Rate Per Unit for One Day	Total Amount of 25 Days
1	Table & Chair	25,000 Pairs of Table & Chair	21		
2	Pedestal Fan	900			
3	Water Tanki	100			
4	Jug	100			
5	Tumbler (Glass)	100			
6	Qanat	30			
7	Tent	20			
TOTAL IN FIGURE FOR FIRST PHASE					

2ND PHASE

Sr.#	Description	Approx. Quantity	Approx. Days	Rate Per Unit for One Day	Total Amount of 25 Days
1	Table & Chair	25,000 Pairs of Table & Chair	19		
2	Pedestal Fan	900			
3	Water Tanki	100			
4	Jug	100			
5	Tumbler (Glass)	100			
6	Qanat	30			
7	Tent	20			
TOTAL IN FIGURE FOR 2ND PHASE					



CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ of _____ 2024, between **Board of Intermediate Education, Karachi, Bakhtiari Youth Center, North Nazimabad Karachi** (hereinafter called “the Purchaser” of the one part.

AND

M/s. _____, Pakistan (hereinafter called “the Supplier”) of the other part.

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz: supply of _____ for Board of Intermediate Education, Karachi, has accepted a bid by the Supplier for the Supply of those goods in the sum of Rs. _____/- (Rupees _____) only (hereinafter called “Contract Price”).

NOW THIS AGREEMENT WITNESS 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. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) the Bid Form and 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;
 - f) the Purchaser’s Notification of Award.



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3. In consideration of the payments to be made by the BIEK to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the BIEK to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The BIEK hereby covenants to pay the Service Provider in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of 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.

“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 company / firm/ agency for Security Services;

M/s _____, the Security Services 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 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 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) The company / firms / 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 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, company/firm/agency 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 company/firm/agency/service provider 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



CERTIFICATE

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

SIGNATURE WITH DATE:

NAME OF FIRM:

ADDRESS OF FIRM:

FULL NAME OF CONCERNED PERSON:

CNIC NUMBER:

POSITION HELD IN:

PHONE NUMBER(S):

MOBILE NUMBER(S):

FAX NUMBER(S):

NATIONAL TAX NUMBER:

GENERAL SALES TAX NUMBER:

STAMP OF THE FIRM:

PAY ORDER NUMBER:

BANK & BRANCH NAME:

DATED:

FOR RUPEES:

DRAWN:

as Bid Security is enclosed herewith.