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**BOARD OF INTERMEDIATE & SECONDARY EDUCATION PESHAWAR (Procurement Cell)**

## BIDDING DOCUMENTS

## FOR

##  Supply of Theory/Practical Answer Books and Continuation Sheets

**[All Pages of this document are Mandatory to be signed and stamped by the Bidder and submitted alongwith the Bid, failing which the Bid may be rejected]**

These documents comprise following Parts:

1. Part-I: Conditions of Contract
2. Part-II: Specification of the Product
3. Part-III: Schedule of Price
4. Part-IV: Schedule of Supply

**PART –I: CONDITIONS OF CONTRACT:**

1. Any addition, deletion or modification of any clause of these conditions is not acceptable and may lead to rejection of the bid. By submitting the bid, the bidder/vendor declares to abide by and bound by the conditions laid down in the advertisement together with those mentioned hereunder:
2. The firm / bidder shall clearly provide the proof of Registration for GST / NTN on their printed letterheads.
3. Tender number/title and date/time of its opening shall be clearly marked at the face of Envelope.
4. Bid for each tender shall be submitted in separate sealed envelope.
5. Tender received after the closing date / time will not be entertained.
6. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
7. Certificate, on stamp paper of Rs 500/- attested by notary public, must be attached showing that the firm has not be blacklisted or debarred by any Government Department,.
8. The product specifications of the items to be supplied is attached **as Part-II**.
9. The material must be according to specifications.
10. The Bids/Offers shall remain valid for 90 days from the date of opening. The bidders shall quote their prices inclusive of all duties / Taxes / Packing / Petrol / Transportation / Installation / Demonstration etc and all other expenses on delivery to consignee at Procurement Cell/Store, Board of intermediate & Secondary Education Peshawar, Jamrud Road, Peshawar.
11. Advance payment is not allowed and shall not be asked for. Payment shall be made subject to the completion of supply as mentioned in the schedule of supply.
12. The sealed bids complete in all respect must reach the office of the Secretary, Board of intermediate & Secondary Peshawar alongwith earnest money of 2% in shape of CDR to be attached with the proposal. **No bid will be accepted without earnest money and tender fee.**
13. Payment shall be released after quality test of the answer books by PCSIR/Govt Laboratory, as decided by the competent authority. The answer books shall be randomly tested through the PCSIR/Govt. Laboratory for quality.

**Signature and Stamp of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The firm shall be tax payer for the last three years as per record of FBR.
2. The sealed tenders, complete in all respects, must reach the undersigned at the time and date notified in the advertisement. Late receipts shall not be entertained, whatsoever the reason may be.
3. The tenders shall be opened in accordance with the schedule given in the advertisement. The bidders or their representatives can be present if they so desire.
4. Only those tenders will be entertained which are absolutely clear/unambiguous, unconditional and legible. Any unavoidable cutting/overwriting must be signed and stamped.
5. The Board reserves the rights to inspect the working facilities and equipment/machinery of the supplier at any stage.
6. The items shall be delivered to the Procurement Cell/Store, Board of intermediate & secondary Education Peshawar according to the supply schedule.
7. A penalty of 0.5% of the total cost of order can be imposed per day upto 10 days for delay on the part of the bidder. A penalty of 1.0% of the total cost of order will be imposed for delay beyond 10 days.
8. In case of failure in the supply, the Board Purchase Committee will have the right to cancel the supply order and forfeit the earnest money and black list the firm.
9. The Board has the right to increase or decrease the quantum of work according to its requirement/available budget. No additional cost will be paid for such increase or decrease.
10. Payment will be made under Board rules after receipt of the supply and satisfactory inspection and Laboratory report.
11. 10% of the total billed amount shall be retained by the Board from the successful bidders as Security for a period of not less than 3 Months. The security amount will be released after 3 months of supply subject to non-receipt of complaint for supplied items
12. The following documents must be attached with the bid:
	1. Valid NTN and STRN Certificates.
	2. Duly signed and stamped copy of Bid Documents including conditions, product specification, price schedule and supply schedule issued by the Board office.
	3. Declaration on stamp paper of Rs 500/- that the firm has never been black listed or debarred by any Government Department, duly attested by notary public.
13. The successful bidder shall have to sign a prescribed agreement on the Stamp Paper of Rs. 500/- duly attested from notary public.
14. The Purchase Committee of Board may reject, in part or as a whole, any one or all the bids in accordance with the rules in vogue.
15. The Sealed bids, complete in all respects can also be submitted **By Hand** in the Diary Section, Board of Intermediate & Secondary Education Peshawar as per schedule given in the advertisement.
16. The bidders must bring or attach with Bid, sample of plain paper to be used in both printing tenders. The sample should be signed and stamped by the bidder.

 Secretary

BISE, Peshawar

**Signature and Stamp of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART-II: PRODUCT SPECIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender No** | **Title of Job** | **Quantity and Pages** | **Detailed Specification** |
| Printing 01/2019-20 | Answer Books | Qty: 2,600,000Pages: 24Col: Light Blue  | **Paper Quality (Non Absorbing):**

|  |  |
| --- | --- |
| **Option - 1** | **Option - 2** |
| Imported 70 GSM | Local 70 GSM |

**Paper Size:**First & Last Page Size: 33.5 cm x 22 cm Inside Pages Size: 28 cm x 22 cmRuled sheets with ruling at 1 cm interval having margin ruling of 2 cm on right and left side**Title Page:** Two Colors printing with **Machine Numbering****Binding:** Machine Over lock binding with three needles[**Packing**: To be packed in plastic bags of 1000 Answer Books having 5 packets of 200 Answer Books in each packet. |
| Practical Answer Books | Qty: 700,000Pages: 8Color Maroon |
| Continuation Sheet | Qty: 900,000Pages: 4Color White | **Paper Size, Quality and Packing** shall be the same as mentioned above. **Short Title (** on top of 1st page (single color) with machine numbering. Binding: Folded |
| Printing02/2019-20 | Detail Marks Certificate (DMC) | Qty: 250,000 | Size: A4 8.27" X 11.69"Quality: 80gm Manager Paper ImportedPrinting: Three Colors with Security / Water Marks and Machine Numbering**AS PER SAMPLE** |

**Note for Bidders:**

* 1. Users may quote both option as mentioned above
	2. The Successful bidders would provide One Year Complete Warranty of the Product and shall replace the product in case of any defect.



 Secretary

 BISE, Peshawar

**Signature and Stamp of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### PART-III: PRICE SCHEDULE

Name of Bidder:

(All prices in Pak Rupees)

Date of Incorporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office Tel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income Tax No & CNIC: (Attach Copy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales Tax Reg No/Professional Tax: (Attach Copy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account No. & Bank Name with code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (1) | (2) | (3) | (4) | (5) = (3) + (4) | (6) | (7) = (5) x (6) |
| S.No. | Particular\* | Unit Price | GST/ | Unit Price | No. of | Cost |
|  |  | without GST | Unit | with GST | Units |  |
| 1 | Answer Books  |  |  |  | 26,00,000 |  |
| Practical Answer Books  |  |  |  | 700,000 |  |
| Continuation Sheet |  |  |  | 900,000 |  |
| 2 | Detail Marks Certificate (DMC) |  |  |  | 250,000 |  |
| 3 | Total Cost Bid Security(2% of Total Cost) |  |  |  |  |  |

\* As per specification given in Part-II

Note: In case of discrepancy between unit price and total price, the unit price shall prevail.

#### PART-IV: SUPPLY SCHEDULE

|  |  |  |
| --- | --- | --- |
| **Tender No** | **Printing Items** | **Supply Schedule** |
| Printing 01/2019-20 | Answer Books | The items shall be supplied within three months after receiving the work order such that in each month one third (1/3) of the total quantity ( as mentioned in the work order ) shall be supplied. |
| Practical Answer Books |
| Continuation Sheet |
| Printing02/2019-20 | Detail Marks Certificate (DMC) | C:\Users\rose\Desktop\Sign Secretary Bashir Sb.jpgThe items shall be supplied within two weeks (15 days including Saturday/Sunday/Holidays) after receiving the work order. |

 Secretary

BISE, Peshawar

**Signature and Stamp of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**BOARD OF INTERMEDIATE & SECONDARY EDUCATION**

**PESHAWAR**

**Invitation to Bid**

1. Sealed bids on prescribed Tender Forms for financial year 2019-2020 are invited from well reputed Firms/Dealers registered with Federal Board of Revenue for Income Tax and Sales Tax purposes for supply the following items:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tender No** | **Description** | **Qty** | **Tender Fee** | **Tender Submission date** | **Tender Opening date** | **Supply Period** |
| Printing 01/2019-20 | Answer Books  | 2,600,000 | Rs.2000 | 28-06-2019 upto 10:00 AM | 28-06-2019 at 10:30 AM | As per Work Order / Agreement |
| Practical Answer Books  | 700,000 |
| Continuation Sheets  | 900,000 |
| Printing 02/2019-20 | Detail Mark Certificate | 250,000 | Rs.1000 | 28-06-2019 upto 10:00 AM | 28-06-2019 at 10:30 AM | As per Work Order / Agreement |

1. Bid is open to all bidders having valid Government Press Declaration and minimum three years experience in supplies of similar items to Govt. / Semi Govt. / Private Companies / Departments.
2. The procurement shall be made according to the Govt. / KPPRA rules.
3. The bidding documents including Contract Conditions and Item Specification can be obtained from Procurement Cell, Board of Intermediate & Secondary Education Peshawar during office hours (9:00 AM to 5:00PM) on any working day (Monday-Friday) by submitting Deposit Slip / Challan of the required tender fees.
4. The bidders shall clearly and boldly mark the Tender number, its description and date / time of opening at the face of sealed bid/envelope.
5. The Sealed bids, complete in all respects, must reach the office of Secretary, Board of Intermediate & Secondary Education Peshawar as per above mentioned schedule through registered Dak or Courier Services.
6. The bid shall invariably be accompanied with separate Call Deposit Receipts (CDRs) of prescribed Tender Fee (Non-Refundable) and Earnest Money @ 2% of total bid cost (Refundable), both drawn in the name of The Secretary, Board of intermediate & Secondary Education Peshawar.
7. Bids submitted without prescribed Tender fee or Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee and Earnest money shall be submitted separately alongwith each Tender.
8. All the taxes shall be deducted as per Govt. rules and regulations.
9. Copy of Income Tax, Sales Tax and Professional Tax Registration Certificates shall be attached with the bid.
10. Tenders shall be opened in the Committee Room of Board of Intermediate & Secondary Education Peshawar in the presence of the bidders and procurement committee members.
11. The firms/dealers shall deliver and load / unload the requisite items to BISE Peshawar on their own cost.
12. The Board of Peshawar reserves the right to reject any or all bids in accordance with rules in vogue.

  (Mr. Bashir Khan Yousafzai) Secretary

 BISE, Peshawar