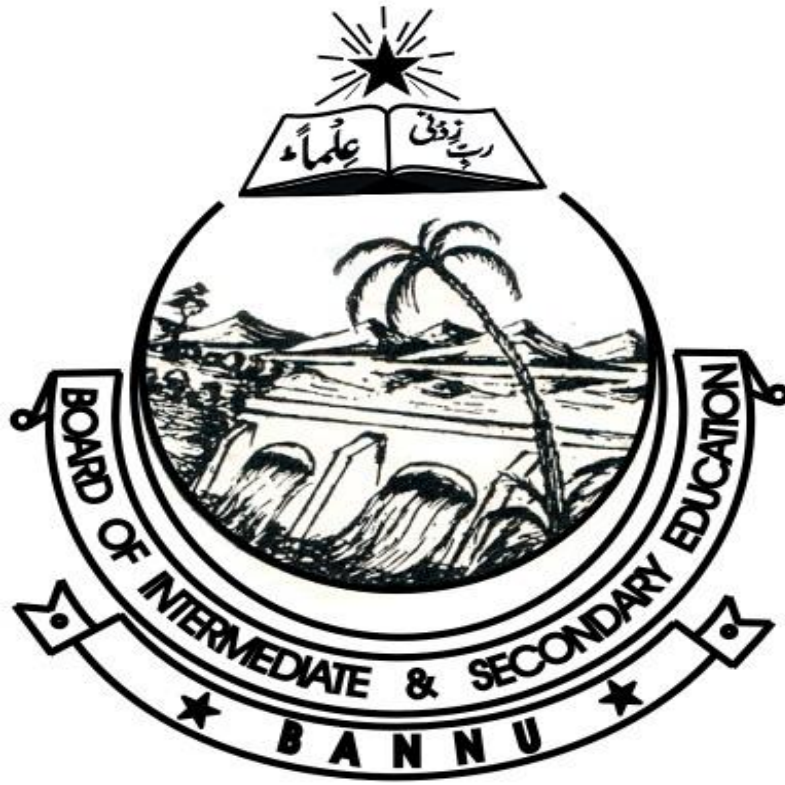


**BOARD OF INTERMEDIATE & SECONDARY EDUCATION**  
**BANNU**



Financial Year 2025-26

**BIDDING DOCUMENTS**

**FOR SUPPLY OF:**

- 1. Stationery
- 2. Printing Items
- 3. Computer Items
- 4. Administrative Items

Address: Kohat Road Bannu Township Bannu  
KPK, Pakistan Fax/Phone: # (0928)633170  
([www.biseb.edu.pk](http://www.biseb.edu.pk))

## 1. INTRODUCTION.

The Board of Intermediate and Secondary, Bannu Khyber Pakhtunkhwa Established under ACT 1990, is an Autonomous body, of Ministry of Education. It is empowered with administrative and financial Authority to organize, regulate, developed and control Intermediate and Secondary Education, and conduct examination in the Institutions affiliated with it. The BISE, Bannu intends to purchase Stationery, computer items, Printing items, administration items, Riso equipment during the current financial year 2025-26.

## 2. AWARD OF CONTRACT.

### *i. Acceptance of Bid and Award Criteria.*

The Bidder, whose bid is found to be must closely confirming to the evaluation criteria and having the lowest evaluated responsive bid. If not in conflict with any other law, rules, regulations or policy of the Govt. of Khyber Pakhtunkhwa, shall be awarded the contract, within the original or extended period bid validity.

### *ii. Procuring entity, right to vary quantities at the time of award.*

The procuring entity reserves the right at the time of award of contract to increase or decrease, the quantity of goods originally specified in the schedule of requirements without any change in unit price or other terms and condition.

### *iii. Notification of award.*

The notification of award shall constitute the formation of the contract between the procuring entity and the successful bidder.

## 3. DETAIL OF BID ITEMS.

- 1. Stationery ETC
- 2. Printing Items ETC
- 3. Computer Items ETC
- 4. Administrative Items ETC

## 4. RECEIPT AND OPENING OF BIDDS.

- i. The intending bidders shall apply through online Portal (E-PADs ([WWW.Kp.eprocure.gov.pk](http://WWW.Kp.eprocure.gov.pk) System BISEB at ([www.biseb.edu.pk](http://www.biseb.edu.pk)) up to 11-12-2025 (11-00 AM) and will be opened on the same day at 11-30 AM in the office of the Secretary/Committee Room of BISE,Bannu in the presence of the bidders or their authorized representatives. However, the CDR in original along with intending bidder attested CNIC copy furnished to the office of the Secretary with in specified date & time.
- ii. The bid shall comprise of the single stage one envelop marked as Bid for supply of Stationery, Printing, computer items, etc. under single stage-one envelop bidding procedure of the Khyber Pakhtunkhwa Public Procurement of goods, works and services rules, 2014.
- iii. Companies/firms having sales tax Registration and valid tax numbers who are on active taxpayer list (ATL) of FBR are eligible for submission of tender.
- iv. No bidding documents will be issued on the day of the opening of bids.
- v. For any clarification or further information if deemed, the bidder may contact with purchase committee of this office.
- vi. Bids are open to all bidders, however for printing tender, the firm must have valid Government press declaration and minimum 3 years' experience in supplies of similar items to Govt;/Semi Govt;/private companies/department.

## 5. Rates.

- Bidders should quote their rates in Pak Rupees inclusive of Government Taxes earnest (Where applicable).
- Sales Tax may be shown separately.
- Rates would be valid for the current financial year 2025-26.
- No cutting/amendment in the rates will be accepted.

## 6. EARNEST MONEY.

Bid may also be accompanied by a call deposit of 2% of total bid value as earnest money in favor of the Secretary BISE, Bannu.

## 7. RIGHT RESERVED.

- i. The competent Authority reserves the right to accept/reject any or all the bids assigning due reason in accordance with rule-47 of KPPRA rules, 2014.
- ii. Besides cancellation of contract, money will be forfeited if the quality is not maintained according to the spirit of tender.
- iii. The competent Authority reserves the right to increase, decrease the quantity of all the items and also drop any of item.

## 8. DISQUALIFICATION.

Offers are liable to be rejected if there is any deviation found from any of the instructions as depicted in the bid documents i.e.

- i. Bid submitted without earnest money (Call deposit)
- ii. Offers received after specification date and time.
- iii. Offers received without income tax certificate duly endorsed with current NTN and copy of sale Tax Registration.

## 9. EVALUATION.

All the bids will be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be assessed from bidder's experience, reputation, and compliance to specifications commitment and comprehensive statement of expenditure for current year based on quantities mentioned in bids documents.

## 10. PERFORMANCE GUARANTEE.

The successful bidder will have to deposit 08% (from firm/Company account) of the whole procurement as performance guarantee in the form of bank guarantee / CDR / pay order and will be retained till the expiry of warranty period of the supplied items.

## 11. SUPPLY.

- a. Supply will have to be made within (10) days after the issuance of supply order at BISE, Bannu. However emergent demands if any will be fulfilled within a day or next day positively.
- b. No extra charges will be paid for the transportation/dispatch of items supplied. Any other charges whatsoever incurred in the delivery of the items will be paid by the vender.
- c. The earnest money shall be forfeited in case of the supplier fails to deliver the items within given time.
- d. All defective/substandard items will be replaced immediately at suppliers' risk and cost.
- e. If supplier fails to deliver the goods within the prescribed period, according to the specifications, quantities and other terms and conditions given in the Purchase Order/Contract agreement: - Recover from the supplier as stipulated in the relevant purchase order/contract agreement, as deem appropriate of the total value of contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond maximum of 10% of the total contract value. Purchase from any other source, at the risk and cost of the supplier, the goods not delivered or other goods of equivalent specifications, without canceling the Purchase Order/contract agreement; Cancel the Purchase Order/contract agreement at supplier's risk and cost. In such case, procuring entity reserves the right to take any action against supplier which it may deem fit under the circumstances including the blacklisting of the supplier; or recover any consequential losses/damages incurred by procuring entity by withholding any or all amounts otherwise due to the supplier against this or any other Purchase Order/ Contract.

## 12. TERMS OF PAYMENT.

- a. The payment will be made in full through cross cheque after satisfactory delivery and inspection of items against invoices/demands.
- b. Income tax and all other taxes will be deducted as per existing rules/orders issued from time to time by the Govt. of Pakistan.

## 13. GENERAL INFORMATION TO BE PROVIDED.

- a. Company & proprietor name and address.
- b. Year of Establishment (experience).
- c. List of Departments/firms to whom supply of items have been made during the last financial year and current financial year, experienced firms will be encouraged.
- d. Contact Numbers i.e telephone or office/mobile of proprietor etc.
- e. Certificate of Income tax and, Sales Tax Registration.
- f. Certificate or undertaking/affidavit of not being black listed.
- g. The firms/vendors shall submit their quotations/bids through E-Pads.
- h. Local supplier will also be encouraged.
- i. After receiving work/supply order the supplier shall provide surety certificate on company letter head that items will be supplied of company/manufacture of which rate is quoted.
- j. Press declaration certificate for Printing items.
- k. For financial position of the bidders attested/verified Bank statement of Rs.30,000,000/- for the last three year.
- l. Copy of registration and renewal of Pakistan Engineering Council for the current year

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**(SECRETARY)**  
BISE,Bannu