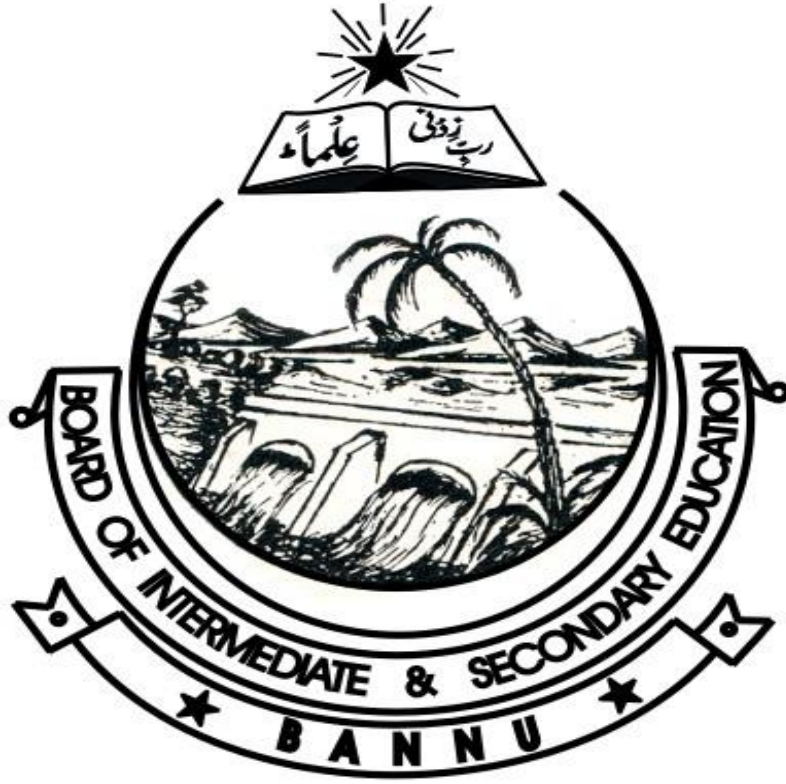


# BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU



## **Financial Year 2021-22** **Bidding Documents** **For Supply of:**

- |  |         |
|--|---------|
| ➤ 1. Stationery                                    | Annex-A |
| ➤ 2. Printing Items                                | Annex-B |
| ➤ 3. Computer / Riso/ Equipments / Furniture Items | Annex-C |
| ➤ 4. Sports.                                       | Annex-D |

Address: Kohat Road Bannu Township Bannu  
KPK, Pakistan 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 / Riso equipment / Printing items / Sports & Furniture items during the current financial year 2021-2022

## **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                                    | Annex-A |
| 2. Printing Items                                | Annex-B |
| 3. Computer / Riso/ Equipments / Furniture Items | Annex-C |
| 4. Sports.                                       | Annex-D |

## **4. RECEIPT AND OPENING OF BIDDS.**

- i. Sealed bids should reach this office on 07-03-2022 by 11-00 AM in the Secretary Office and will be opened on the same day at 12-00 PM in the presence of the bidders or their authorized representatives.

- ii. The bid shall comprise of the single sealed cover /envelop marked as Bid for supply of Stationery, Printing, Computer / Riso/equipment Sports / Furniture Items etc under single stage-one envelop bidding procedure of the Khyber Pakhtunkhwa public procurement of goods, works and services rules.
- 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 items, the firm must have valid printing press and Government press declaration Certificate 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 2021-22.
- 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 favour of the Secretary BISE, Bannu.

7. **RIGHT RESERVED.**

- i. The competent Authority reserves the right to accept/reject any or all the bids after assigning due reason.
- ii. Besides cancellation of contract, money will be forfeited if the quality is not maintained according to the spirit of tender.

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 bidders 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% of the whole procurement as performance guarantee in the form of Bank guarantee /Bank Draft/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 (15) days after the issuance of supply order at BISE, Bannu. However emergent demands / items 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.

**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 (update) 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 on the letter heads. No cutting/amendment in the rates will be accepted.
- 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.

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Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Owner of Firm CNIC No. \_\_\_\_\_ (attach photocopy)

Phone

No. \_\_\_\_\_

Cell No. \_\_\_\_\_

NTN No. \_\_\_\_\_

GST Registration No. \_\_\_\_\_

Amounts (Earnest money) Rs. \_\_\_\_\_

CDR/Bank Draft No. \_\_\_\_\_ (attach original)

Name of Bank /Code \_\_\_\_\_

**Note:** The firm must be on active tax payer list of the FBR. The quantities mentioned against each items are approximate.

(Annexure-  
A)

### **TENDER FORM 2021-22**

| <b>QUOTATION FOR STATIONARY ITEMS</b>  |  | <b>(Please Fill in the Form Correctly)</b> |                                       |  |
|--|--|--|---------------------------------------|--|
| <b>Items Particulars/Specification</b> |  | <b>Quantity</b>                            | <b>Per Unit Rates Inclusive Taxes</b> |  |
| 1.                                     | Calulator Medium size 12 Digit (Best Quality)  | 05 Nos                                     | Per No                                |  |
| 2.                                     | D.O Paper Reams 100gms (Drawing Sheets) Size B4 Jis 10X15 100Gm (500 sheet in each packet) | 20 reams                                   | Per ream                              |  |
| 3.                                     | D.O. Paper reams (A4 size) 80gm (500 sheet in each ream)                                   | 370 Reams                                  | Per ream                              |  |
| 4.                                     | D.O. Paper Reams (Legal) 80gm (500 sheet in each ream)                                     | 430 Reams                                  | Per ream                              |  |
| 5.                                     | File Board size 9.6x14.6 (cloth & Dhaga)   | 2000 Nos                                   | Per No                                |  |
| 6.                                     | Paper Punch Machine (Best Quality)   | 05 Nos                                     | Per No                                |  |
| 7.                                     | Gatas Sheets 3 X 4 Feet (for Result Sheet) (Best Quality)                                  | 60 Nos                                     | Per No                                |  |
| 8.                                     | Kaghazi Tape (Best Quality)  | 60 Nos                                     | Per No                                |  |
| 9.                                     | Marker (Larg) Size Packets Dollar 12 in each (Red.Blue.Black)                              | 100 Packets                                | Per pkt                               |  |
| 10.                                    | Marker (Small) Size Tempo Packets 10 in each Dollar (Red.Blue.Black)                       | 400 Packets                                | Per pkt                               |  |
| 11.                                    | Paragon size 10CmX5m (zink oxide adhesive Plaster (BSN) (As per specimen)                  | 150 Nos                                    | Per No                                |  |
| 12.                                    | Pencil (Dozen) (Best Quality)  | 10 Packets                                 | Per pkt                               |  |
| 13.                                    | Plastic Begs Black Large Size (As per specimen)  | 200 KG                                     | Per KG                                |  |
| 14.                                    | Stamp pad Best Quality   | 15 Nos                                     | Per No                                |  |
| 15.                                    | Staple Machine (Small Size 369 (MAX Japan HD 50/50R)                                       | 50 Nos                                     | Per No                                |  |
| 16.                                    | Staple Pin (Small Size) (24/6) Packets (Best Quality)                                      | 84 Large                                   | Per pkt                               |  |

|     |   | Packets     |           |  |
|-----|---|-------------|-----------|--|
| 17. | Sticker Blank size (210X197mm) A-4 size (100 Sheet in ach packet) (as per Specimen) | 300 Packets | Per pkt   |  |
| 18. | Still Ruler Best Quality  | 20 Nos      | Per No    |  |
| 19. | Sutly Dhaga (Best Quality)  | 110 KG      | per kg    |  |
| 20. | Tags Small (Gocha) Best Quality   | 50 gocha    | Per gocha |  |
| 21. | Torch Lamp chargeable (Store) (Best Quality)  | 02 Nos      | Per No    |  |
| 22. | A-3 size paper imported 90gm (500 sheet in each ream)                               | 40 reams    | Per ream  |  |

**TENDER FORM 2021-22**

| QUOTATION FOR PRINTING ITEMS |  |            | (Please Fill in the Form Correctly) |  |
|------------------------------|--|------------|-------------------------------------|--|
| S.No                         | Items Particulars/Specification  | Quantity   | Per Unit Rates Inclusive Taxes      |  |
| 1                            | Answer Books (Bar coded) (24-Pages) as per Specimen  | 400000 Nos | Per Thousand                        |  |
| 2                            | Detailed Marks Certificate (DMC) A4 size 90gm Imported   | 130000 Nos | Per Thousand                        |  |
| 3                            | Duplicating Papers Legal Size Reams (500 sheet in each) As per Specimen and Riso graph machine result  | 7000 Nos   | Per ream                            |  |
| 4                            | Envelops Medium Size Khakki size 11X4.5 with 1"lap with one side printing  | 10000 Nos  | Per Thousand                        |  |
| 5                            | Envelops for Question Paper plastic with printing as per Specimen  | 30000 Nos  | Per Thousand                        |  |
| 6                            | Envelops for Practical (white color blank uncomposed) as per Sample  | 15000 Nos  | Per Thousand                        |  |
| 7                            | Envelops Window Medium Size 11x4.5 with 1" lap with one side Printing  | 5000 Nos   | Per Thousand                        |  |
| 8                            | Migration Certificates copy As per specimen  | 30000 Nos  | Per Thousand                        |  |
| 9                            | Register Printed 300 Pages paper best quality for record of Regular Candidate (As per specimen)  | 20 Nos     | Per No                              |  |
| 10                           | Printed TA/DA Bills (As per specimen)  | 3000 Nos   | Per Thousand                        |  |
| 11                           | Sealing Sticker (As per Sample)  | 20000 Nos  | Per Thousand                        |  |
| 12                           | Dispatch Register 150 pages (printed) paper best quality   | 15 Nos     | Per No                              |  |
| 13                           | File Cover printed Fine cord / iron hole for tag / inter cloth (Best Quality)  | 10000 Nos  | Per No                              |  |
| 14                           | Bubble sheet of 06 digits standard roll No.A4 size 80gm imported with proper serials No 01 to 250000, packing 500 bubble sheets in each packet | 250000 Nos | Per No                              |  |

The firm must have valid printing press and Government press declaration Certificate and minimum 3 years' experience in supplies of similar items to Govt;/Semi Govt;/private companies/department.

**TENDER FORM 2021-22**

| Quotation For Computer / Riso Equipments / Furniture |  |           | (Please Fill in the Form Correctly) |  |
|--|--|-----------|-------------------------------------|--|
| S.No   | Items Particulars/Specification                              | Quantity  | Per Unit Rates Inclusive Taxes      |  |
| 1  | Computer Chair Best quality as per sample                    | 10 chairs | Per No                              |  |
| 2  | Key Board as per sample                                      | 08 Nos    | Per No                              |  |
| 3  | Master Roll EZ 220 (authorized dealers)                      | 05        | Per No                              |  |
| 4  | Mouse as per sample  | 08        | Per No                              |  |
| 5  | Printer Heavy Duty   | 02        | Per No                              |  |
| 6  | HP Laser jet Pro MFP M4 28 dw wireless Printer               | 01        | Per No                              |  |
| 7  | Riso Ink (authorized dealers)                                | 50        | Per No                              |  |
| 8  | Toner (25X) HP LaserJet Pro M806N Printer                    | 02        | Per No                              |  |
| 9  | Toner (81-A) HP LaserJet Enterprise M604 HP Printer          | 06        | Per No                              |  |
| 10   | Toner for Aficio SP8300 DN                                   | 01        | Per No                              |  |
| 11   | Toner HP LaserJet (17A) Original                             | 03        | Per No                              |  |
| 12   | Toner HP LaserJet 80A Original                               | 02        | Per No                              |  |
| 13   | Toner NPG 51 Japan   | 10        | Per No                              |  |
| 14   | Tonner HP Laser Jet 19-A                                     | 03        | Per No                              |  |
| 15   | Tonner HP Laser Jet 55-A                                     | 03        | Per No                              |  |
| 16   | Toner HP Laser jet Pro MFP M4 28 dw wireless Printer         | 10        | Per No                              |  |
| 17   | Tonner HP LaserJet Enterprise M607                           | 03        | Per No                              |  |
| 18   | Tonner HP LaserJet Pro 400                                   | 03        | Per No                              |  |
| 19   | Tonner HP Laser Jet 500 MFP M525                             | 01        | Per No                              |  |
| 20   | Toner original Toshiba E-Studio 6508A Photo Copier           | 08        | Per No                              |  |
| 21   | Toshiba E-Studio 6508A Photo Copier waste toner box original | 08        | Per No                              |  |
| 22   | Toner 90A Original   | 04        | Per No                              |  |
| 23   | Office Table simple (Computer Programmer and ACP)            | 02        | Per No                              |  |

**TENDER FORM 2021-22**

| <b>QUOTATION FOR SPORTS ITEMS</b> |  |                  | <b>(Please Fill in the Form Correctly)</b> |  |
|-----------------------------------|--|------------------|--|--|
| <b>S.No</b>                       | <b>Items Particulars/Specification</b>                     | <b>Quantity</b>  | <b>Per Unit Rates Inclusive Taxes</b>      |  |
| 1                                 | Tract Suits / player uniform / kits (as per specification) | 180 Nos          | Per No                                     |  |
| 2                                 | Trophies of various kinds (as per specification)           | 15 seats<br>(45) | Per No                                     |  |