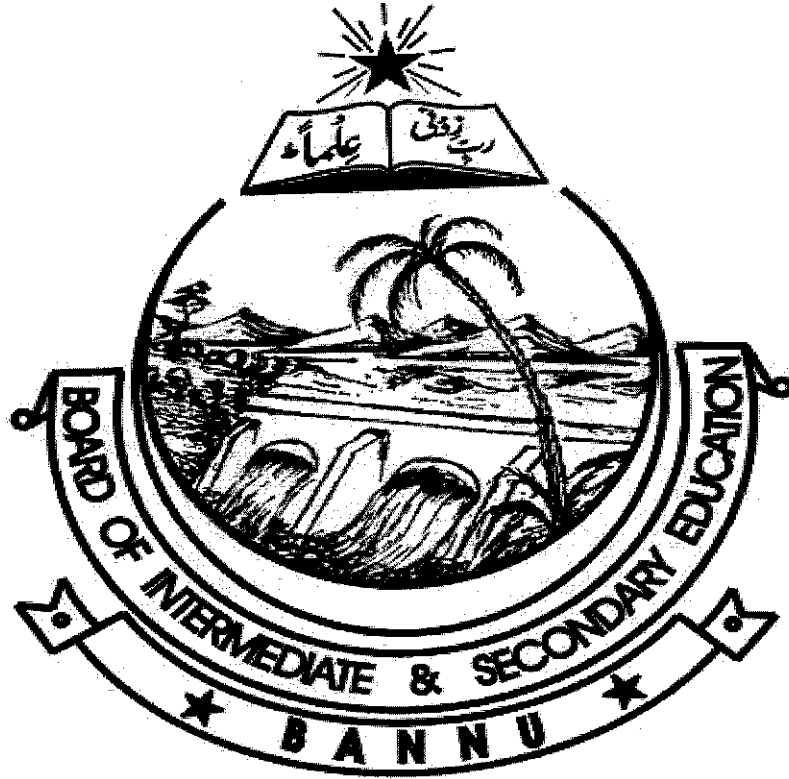


BOARD OF INTERMEDIATE & SECONDARY EDUCATION

BANNU



Financial Year 2019-20

BIDDING DOCUMENTS

FOR SUPPLY OF:

- | | |
|---------------------------|---------|
| ➤ 1. Stationery | Annex-A |
| ➤ 2. Printing Items | Annex-B |
| ➤ 3. Computer Items | Annex-C |
| ➤ 4. Administration Items | Annex-D |
| ➤ 5. Riso/ Equipments | Annex-E |

Address: Kohat Road Bannu Township Bannu
KPK, Pakistan Fax/Phone: # (0928) 633170
(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 2019-2020

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 | Annex-A |
| ➤ 2. Printing Items ETC | Annex-B |
| ➤ 3. Computer Items ETC | Annex-C |
| ➤ 4. Administration Items ETC | Annex-D |
| ➤ 5. Riso/ Equipments ETC | Annex-E |
| ➤ | |

3. RECEIPT AND OPENING OF BIDDS.

- i. Sealed bids should reach this office on 28-11-2019 by 10-00 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 items, administration items, Riso/equipment 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.

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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 2019-20.
- No cutting/amendment in the rates will be accepted.


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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 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 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.(Annex-B)


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Name of Firm _____

Address _____

NTN No. _____ GST Registration No. _____

Owner of Firm CNIC No./ Photocopy _____

CDR/Bank Draft No. _____ Name of Bank/Code _____

Amount _____ Phone No. _____ Cell No. _____


Tax No. of firm _____

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 2019-20

QUOTATION FOR STATIONERY ITEMS			(Please Fill in the Form Correctly)	
S.No	Particulars/Specification	Quantity	Per Unit Rates Inclusive Taxes	
1.	Ball Points Packets 10 in each (Red- Green) Best Quality	800 Packets	Per Packet	
2.	D.O Paper 100gms (Drawing Sheets) Size 10X15 (400 sheet in each packet)	25 Packets	Per Ream	
3.	D.O. Paper (A4 size) 80gm (500sheet in each ream)	200 Reams	Per Ream	
4.	D.O. Paper (Legal) 80gm(500sheet in each ream)	300 Reams	Per Ream	
5.	Duplicating Papers Legal size Reams 80gm imported (500 sheet in each ream) As per specimen)	7000 Reams	Per Ream	
6.	File Cover (Pacca) Best Quality (As per specimen)	500 Nos	Per Nos	
7.	Highlighter (Best Quality)	90 Nos	Per Nos	
8.	Marker (Small) Size Packets Tempo 10 in each (Red.Blue.Black) Best Quality	300 Packets	Per Packet	
9.	Pin Cushion Best quality	24 Nos	Per Nos	
10.	Pencil Sharpener Best Quality	60 Nos	Per Nos	
11.	Paragon size 10CmX5m (zink oxide adhesive Plaster (BSN) (As per specimen) Best Quality	50 Nos	Per Nos	
12.	Pointer Pen/Uniball (Packets) (Red,Blue,Black,Green) Best Quality	50 Packets	Per Packet	
13.	Register large size No.60 (156 pages) (As per specimen) Best Quality	24 Nos	Per Nos	
14.	Still Ruler Best Quality	24 Nos	Per Nos	
15.	Sticker Blank Imported papers 80gm A-4 size (100 Sheet in ach packet) (as per Specimen)	300 Packets	Per Packet	
16.	Staple Machine(Small Size 369 (MAX Japan HD 50/50R) Original As per Specimen	50 Nos	Per Nos	
17.	Staple Pin (Small Size) (24/6) 10 in each packet Best Quality	110 Packets	Per Packet	
18.	Stamp pad Best Quality	36 Nos	Per Nos	
19.	Stamp pad Ink Best Quality	24 Nos	Per Nos	
20.	Sticky Pad (Different colours) Best Quality	30 pads	Per Pads	
21.	Sealing Wax Red (Ponds) Best Quality	200 ponds	Per Ponds	
22.	Tags Small (Bunches) Best Quality	60 Bunches	Per Bunches	
23.	Tags large (Bunches) Best Quality	30 Bunches	Per Bunches	


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Secondary Education, Islamabad


Call deposit of 02% as deposited with tender form will be credit to Board Account and subsequently be released from the account of the Board to the bidder.

(Please Fill in the Form Correctly)

(Annexure-B)

TENDER FORM 2019-20


QUOTATION FOR PRINTING ITEMS			(Please Fill in the Form Correctly)	
S.No	Particulars/Specification	Quantity	Per Unit Rates Inclusive Taxes	
1	Envelops Khakki Small Size (9X4 with 1" Lap (As per Specimen)	10000 Nos	Per Thousand	
2	Envelops Khakki Medium Size 11X5 with 1" Lap with one side printing (As per Specimen)	20000 Nos	Per Thousand	
3	Envelops White Medium Size 11X5 with 1" Lap Without Printing (As per Specimen)	18000 Nos	Per Thousand	
4	Envelops Plastic for Question Paper (front un composed) (As per specimen)	30000 Nos	Per Thousand	
5	Envelops window Small size 9X4 with 1" Lap with one side printing (As per Specimen)	8000 Nos	Per Thousand	
6	Envelops Khakki Large size 17X13 with 2" Lap(As per Specimen)	10000 Nos	Per Thousand	
7	File Cover 350gm White quoted Box Board with one side printing (As per specimen)	10000 Nos	Per Thousand	
8	Sealing Stickers Best Quality (As per Specimen)	30000 Nos	Per Thousand	
9	Memo for Examiner 68gm paper local Legal sizel with one side printing As per specimen	25000 Nos	Per Thousand	
10	Register Printed 300 Pages for record of Regular Candidate (As per specimen)	30 Nos	Per Thousand	
11	Register Printed TA/DA (100 pages in each) (As per specimen)	10 Nos	Per Thousand	
12	Supervisory staff TA/DA bill 80gm paper local best Quality with one side printing (As per specimen)	10000 Nos	Per Thousand	
13	SF.14 Forms (Attendance Chart) 68gm Local double side printing (As per specimen)	30000 Nos	Per Thousand	
14	UFM Proforma 68gm paper with one side printing (As per specimen)	5000 Nos	Per Thousand	


(SECRETARY)
Board of Intermediate &
Secondary Education B...

		Quantity & Pages	Rates Inclusive Taxes		Specification
15	Answer Books (SSC/HSSC)	600000 Nos	Per Thousand		Paper Quality (Non absorbing) 24 pages with proper page numbering, double side printing, 68gsm imported flying white paper with two colour printing 1 st page light blue, with Serial Numbring, bar code on each page. Binding with needle, and past label of Khyber Pakhtunkhwa (As per Sample) Packing. To be packed in plastic bags of 800 Answer Books having 04 packets of 200 Answer Books in each Packet
16	Answer Books Simple (Mini type) (For Middle slandered School Exam)	400000 Nos	Per Thousand		Paper Quality (Non absorbing) 16 pages with proper page numbering, double side printing 68gsm flying white paper single colour printing, binding with needle (As per Sample) Packing. To be packed in plastic bags of 1000 Answer Books having 05 packets of 200 Answer Books in each Packet
17	Practical Answer sheets	200000 Nos	Per Thousand		08 pages with proper page numbering, double side printing 68gm flying white paper single colour printing (As per Sample) Packing. To be packed in plastic bags of 2000 Answer Books having 04 packets of 500 Answer Books in each Packet
18	Bubble Sheet (SSC/HSSC)	600000 Nos	Per Thousand		A-4 size 90gm white DO Paper imported one side printing with Serial Numbring in one colour (As per Sample) Packing. To be packed in box, 05 packets in each box, each packet of 500 sheets
19	Detailed Marks Certificates	160000 Nos	Per Thousand		A-4 size 90gm imported paper with security marks with colour background and with Serial Numbring printing in 03 colour (As per Sample) Packing. To be packed in plastic bags of 2000 Answer Books having 04 packets of 500 Answer Books in each Packet
20	Bubble Sheet for Grade-VIII	400000 Nos	Per Thousand		A-4 size Paper 90gm white DO paper Imported one side Printing with Serial Numbering (As per Sample) Packing. To be packed in box, 05 packets in each box, each packet of 500 sheets


Bids are open who have valid Govt. Press declaration for minimum three years experience in supplies of similar items to Govt. Semi Govt, Private Companies and departments.

Call deposit of 02% as deposited with tender form will be credit to Board Account and subsequently be released from the account of the Board to the bidder .


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 Board of Intermediate & Secondary Education
 Bagh, 22000
 08/09

TENDER FORM 2019-20

QUOTATION FOR COMPUTER ITEMS			(Please Fill in the Form Correctly)	
S.No	Particulars/Specification	Quantity	Per Unit Rates Inclusive Taxes	
1	Antivirus Kaspersky Small Office Security 2019 with 10 users	02	Per Nos	
2	DVD-R dual layer 8GB Sony 10 in each Packet	10 Boxes	Per Box	
3	DVD-R blank 4.7GB Sony 10 in each Packet	10 Boxes	Per Box	
4	External HDD USB 3.0 (2TB W.D Password protect)	01	Per No	
5	Key Board (Wired) A4Tech	12	Per Nos	
6	Mouse Optical (DELL)	08	Per Nos	
7	Monitor Samsung LED S27E330H 27" FHD	01	Per Nos	
8	Net work Cable (CAT 6 UTP/PVC 4 pairs) Box (305M)	01	Per	
9	Net work Connectors RJ45	100	Per Nos	
10	Network Cable Tester +Telephone Wire Tracker	01	Per Nos	
11	Printer HP Laserjet M607n	02	Per Nos	
12	Printer Laserjet MFP 426fdw	02	Per Nos	
13	Remote control Multimedia Projector with Portable Tripod Screen (5x5 ft) and all accessories WXGA (Resolution 1280x800, 3LCD, Lamp Life 10000 Hours, 3500 Lumens, support USB Media Viewer	01	Per Nos	
14	Toner (CF80A)	02	Per Nos	
15	Toner Laserjet 9050n (C8543X) Original	02	Per Nos	
16	Toner HP Laserjet (55A) Original	07	Per Nos	
17	Toner HP Laserjet P1006 (35A) Original	02	Per Nos	
18	Toner HP Laserjet Pro M806n Original	02	Per Nos	
19	Toner HP Laserjet Enterprise M604 (81A) Original	02	Per Nos	
20	Toner HP Laserjet 1320 (49A) Original	02	Per Nos	
21	Toner HP Laserjet (17A) Original	02	Per Nos	
22	Toner HP Laserjet Printer 607 (37-A)Original	08	Per Nos	
23	Toners for Canon cartridge 325 starter	05	Per Nos	
24	Toner for HP Laser jet 426fdw MFP (26x)	02	Per Nos	
25	USB SAMSUNG (32GB) Third generation	08	Per Nos	
26	Wifi Device dongle (latest Model) or Best Quality	10	Per Nos	


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 Board of Intermediate &
 Secondary Education Bahawalpur

Call deposit of 02% as deposited with tender form will be credit to Board Account and subsequently be released from the account of the Board to the bidder .

TENDER FORM 2019-20

QUOTATION FOR ADMINISTRATION ITEMS			(Please Fill in the Form Correctly)	
S.No	Particulars/Specification	Quantity	Per Unit Rates Inclusive Taxes	
1	Exhaust Fan Plastic 24 Inch (Best Quality)	04 Nos	Per Nos	
2	Sound System with full accessories 04 Nos speakers 300 watts 36 Inch , with Audonic machine , 02 Microphones wireless. (Best Quality) or equivalent brand.	1 Set	Per Set	
3	Fiber Glass (3ply) with Installation on Main Gate and Main Entrance Gate 1200 sft	02	Per	
4	Conference Chair Moving for Committee Room Woodstock Marketing Jimi Mid Back Contemporary Leather Conference Chair	24	Per Nos	
5	Rolling Chairs Best Quality	10	Per Nos	

Call deposit of 02% as deposited with tender form will be credit to Board Account and subsequently be released from the account of the Board to the bidder.

Handwritten signature and official stamp of the Board of Directors.

TENDER FORM 2019-20

QUOTATION FOR RISO/EQUIPMENTS ITEMS			(Please Fill in the Form Correctly)	
S.No	Particulars/Specification	Quantity	Per Unit Rates Inclusive Taxes	
1	Riso Ink	100	Per Nos	
2	Master Roll EZ 220	07	Per Nos	
3	Toner Toshiba T5508P	02	Per Nos	
4	Toner NPG51 Japan	10	Per Nos	

Call deposit of 02% as deposited with tender form will be credit to Board Account and subsequently be released from the account of the Board to the bidder.


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 Board of Intermediate & Secondary Education, Banne