



# **BOARD OF INTERMEDIATE & SECONDARY EDUCATION**

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**LARKANO - SINDH**

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## **TENDER DOCUMENT**

**OFFICE STATIONERY / GENERAL ITEMS  
FOR THE FINANCIAL YEAR 2021-2022**

**Tender Notice No. BISE/STORE/LRK/78/2021    Dated 28-12-2021**

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Tender Document issued to M/s \_\_\_\_\_

The deadline for submission is 26.01.2022 upto 12:00 Noon

Tender will be opened on same day at 12:15 P.M

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**PART - I**

**Invitation of Bids**

**TENDER NOTICE**

Sealed tenders, on item rate basis, are invited from the potential bidders / firms having registration with F.B.R for procurement of following (details placed in table below), under Sindh Public Procurement rule No. 46(1) Single Stage-One Envelop Procedure.

Sr. #	Description of job	Tender Schedule – Date & Time			
		Issue / Sale		Submission	Opening
		From	To		
1.	Examination Material	10-01-2022	25-01-2022	26-01-2022 Up to 12:00 Noon	26-01-2022 12:15 P.M
2.	Office Stationery/General Items.				
3.	Furniture & Fixture				
4.	Sports Material	10-01-2022	26-01-2022	27-01-2022 Up to 12:00 Noon	27-01-2022 12:15 P.M
5.	Air Conditioners				
6.	Computer Hardware/ Accessories				

Interested bidder(s) may download Bidding document(s) containing terms & conditions/ specifications of goods/ articles etc., from the SPPRA's website [www.ppms.ppr.sindh.gov.pk](http://www.ppms.ppr.sindh.gov.pk) as well as from Board's website [www.biselrk.edu.pk](http://www.biselrk.edu.pk). The same can also be had from the office of the undersigned on payment of Rs. 2,000/- each (nonrefundable) through Bank Challan/B.C/P.O towards Tender Document fee, in both cases.

Bid security @ 5% of bid price should be in the form of P.O/D.D/B.C in f/o the undersigned and may be appended with Financial Proposal.

Conditional bid or bids without bid security shall not be considered.

The Board reserves the right to accept/ reject any or all offers subject to the relevant provisions of SPP rules 2010 (amended 2019).

SECRETARY  
074-4759016

Copy fwc's to:-

1. The Director of Information (Advertisement), Information Department, Govt. of Sindh, Block-96, Sindh Secretariat # 4-B, Karachi with a request to get published the above tender notice in 03 various leading newspapers (English (Daily Dawn Karachi), Sindhi (Daily Kawish Hyderabad) and Urdu (Daily Jang Karachi). (10 copies enclosed).
2. The Director (A&F), Sindh Public Procurement Regulatory Authority (SPPRA), Block-8, Sindh Secretariat # 4-A, Court Road, Karachi.
3. Main file.

SECRETARY

## **PART - II**

### **Instructions to Bidders**

*Bidders are advised to read the  
Contents of the Instructions to Bidders (ITB)  
Carefully*

**1. Scope of Bid**

1.1 BISE Larkano invites sealed bids/tenders for procurement of **“Office Stationery / General Items”** as specified in the Financial Proposal (Part-V) through National Competitive Bidding “Single Stage-One Envelop Procedure” as provided under rule # 46(1) of Sindh Public Procurement Rules 2010 (Amended 2019).

1.2 Interested bidders may download the bidding documents from SPPRA’s website [www.ppms.pprasindh.gov.pk](http://www.ppms.pprasindh.gov.pk) as well as from Board’s website [www.biselrk.edu.pk](http://www.biselrk.edu.pk) and also can be obtained from Board’s office.

**2. Source of Funds**

Annual Budget 2021-2022.

**3. Eligible Bidders**

3.1 This Invitation for Bids is open to all bidders for supply of **“Office Stationery / General Items”** more specifically described in the Financial Proposal (Part-V).

3.2 Government-owned enterprises in Pakistan may participate only if they are legally and financially autonomous and authorized to participate in bidding.

3.3 Bidders shall not be eligible, if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization is NOT ELIGIBLE.

**4. Corruption and Fraud.**

4.1 Corrupt and Fraudulent Practices are defined by SPPRA as “the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the Procuring Agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”

4.2 Indulgence in corrupt and fraudulent practices are liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a fixed or indefinite period, as per rules.

**5. Eligible Products and Services.**

All Products and related services to be supplied under the contract shall conform to the policies of the Government of Sindh in vogue. All expenditures made under the contract shall be limited to such products and services. For purposes of this clause, (a) the term “Product” includes any Product that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as deployment, training and after sale service etc. (c) the product should be service-able, or should have warranty support in Sindh / Pakistan.

**6. Cost of Bidding.**

The Bidder shall bear all costs associated with the preparation and submission of his bid. BISE Larkano shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**7. Bidding for Selective Items.**

A Bidder can choose or select any item to quote, but whole quantity of that item should be quoted. The Bidder cannot quote for partial quantity of any item.

## **The Bidding Procedure**

**8. The Governing Rules.**

The Bidding procedure shall be governed by the Sindh Public Procurement Rules, 2010 (Amended 2019)

**9. Applicable Bidding Procedure.**

9.1 The bidding procedure is governed by Rule 46“Procedure of Open Competitive Bidding” sub-rule (1) “Single stage–One Envelope Procedure”.

9.2 The bidding procedure as prescribed in Sindh Public Procurement Rules 2010 (Amended 2019) is reproduced below:

### **Single Stage -One Envelope Procedure**

- a) Tender Notice and bidding documents of this method shall contain following eligibility criteria;
  - i) relevant experience;
  - ii) turn-over of at least three years'
  - iii) registration with Federal Board of Revenue (FBR), for Income Tax, Sales Tax, in case of procurement of goods. Registration with the Sindh Revenue Board (SRB), in case of procurement of works and services and registration with Pakistan Engineering Council (where applicable)
  - iv) any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44;
- b) each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above;
- c) all bids received shall be opened and evaluated in the manner prescribed in the Tender Notice or bidding document.

## **The Bidding Documents**

### **10. Contents of the Bidding Documents**

10.1 The goods required, applicable bidding procedures and Contract terms are prescribed in the Bidding Documents. In addition to the Tender Notice, the Bidding Documents includes:

- (a) Instructions to Bidders (ITB);
- (b) Bid Data Sheet;
- (c) Draft Agreement/Contract form;
- (d) Sample of Integrity Pact;
- (e) Financial Proposal.

10.2 The "Tender Notice" is not a formal part of the Bidding Document and is included as a reference only. In case of discrepancies between the Tender Notice and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.

10.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result rejection of his bid.

## **11. Clarification on Bidding Documents;**

An interested Bidder requiring any clarification of the Bidding Documents may intimate to the Secretary BISE Larkano in writing. The Secretary BISE shall respond in writing to any request for clarification of the bidding documents, which it receives not later than Seven (07) working days prior to the deadline for the submission of bids prescribed in bid data sheet. Written copies of Procuring Agency's respond (including an explanation of the query but without identifying the source of inquiry) will be sent to all the interested bidders that have received bidding documents.

## **12. Amendment(s) to the Bidding Documents.**

12.1 At any time, prior to the deadline for submission of bids, the BISE Larkano (Procuring Agency), for any reason, whether at its own initiative or in response to a clarification(s) requested by an interested Bidder, may modify the Bidding Documents by amendment(s).

12.2 All interested Bidders, that have received the Bidding Documents shall be notified of the amendment(s) in writing and will be binding on them.

12.3 In order to allow interested Bidders, reasonable time for taking the amendment(s) into account in preparing their respective bids, BISE Larkano (Procuring Agency) at its discretion, may extend the deadline for the submission of bids.

## **Preparation of Bids**

### **13. Language of Bids.**

All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English, Urdu or Sindhi languages. Supporting documents and printed literature furnished by the Bidder may also be in any language as listed above.

### **14. Documents comprising the Bid.**

14.1 The Bid shall comprise of the Bid Forms of this Bidding Document and all those ancillary documentation that are prescribed for eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Financial Proposal (Part-V).

14.2 The Bidder shall complete the Financial Proposal (Part-V) and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

## **15. Bid Price.**

15.1 The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the Unit Price (where applicable), Total amount and Grand Total i.e. Bid Price of the goods, it proposes to supply under the Contract.

15.2 Form prescribed for quoting of prices is to be filled-in very carefully, preferably typed. Any alteration/correction in unit price will result rejection of bid. Every page of Financial Proposal (Part-V) is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red/yellow highlighter.

15.3 The Bidder should quote the price of goods according to the specifications as provided in Financial Proposal (Part-V) of this document. The specifications of goods, different from the required specifications, shall be rejected straightaway.

15.4 The Bidder is required to offer a competitive price. The prices must include all taxes and duties, where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties.

15.5 The benefit of exemption from or reduction in the taxes and duties shall be passed-on to the Secretary BISE Larkano.

15.6 Prices quoted should be in Pak Rupees, for the entire quantity of an item demanded in the Financial Proposal (Part-V); partial quantity offered by the interested bidder shall be rejected straightaway. Conditional offer shall also be considered as NON-RESPONSIVE BID.

15.7 While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

## **16. Bid Currencies.**

Bidders from Pakistan can quote Brands from all world country of origin other than Israel. Prices shall be quoted in Pak Rupees.

## **17. Bidder's Eligibility**

As defined in Bid Data Sheet.

## **18. Samples.**

The Bidder shall provide sample(s) of quoted goods along with the financial bid at his own cost and in a quantity prescribed by the BISE Larkano.

## **19. Bid Security**

19.1 The Bidder is required to furnish Bid Security @ 5% of the total bid value which must be attached with Financial Proposal (Part-V). The Bid Security should be in the form of Demand Draft/Pay Order/Banker's Cheque in favour of Secretary BISE Larkano. Bids without, deficient or other form(s) of bid security, except Demand Draft/Pay Order/Banker's Cheque, will not be entertained.

19.2 The successful Bidder's bid security shall be discharged upon signing of contract form/Agreement and furnishing the performance security equal to 10% of contract amount.

19.3 Bid security shall be released to the unsuccessful bidder once the contract / Agreement has been signed with the successful bidder or the validity period has expired.

19.4 The BISE, Larkano shall get verified bid security in the following form or manner.

(a) All bid securities of contracts with estimated cost up-to Rs.50.00 million (Rupees Fifty Million) shall be verified by issuing agency.

(b) All bid securities of contracts with estimated cost above Rs.50.00 million shall be verified by the Head office of the issuing agency.

19.5 In case of cancellation of bidding process in terms of Rule 25, the bid security shall be returned to the bidders, not later than fifteen (15) days from the date of cancellation notice.

19.6 Bid Security may be forfeited in below stated circumstances if:

(a) a Bidder requests to withdraw his or its bid, after opening but within the bid validity period ;

(b) successful Bidder fails to furnish performance security;

(c) successful Bidder fails to sign the Contract'

(d) a bidder does not accept the correction of the quoted amount following the correction of arithmetic errors;

(e) a bidder has been found black listed by any agency of Federal or Provincial Government".

## **20. Period of Validity of Bids.**

20.1 Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of financial bid(s) prescribed by BISE Larkano. Bids shall be valid for 90 days in case of National Competitive bidding. A bid valid for a shorter period shall be rejected by BISE Larkano as NON-RESPONSIVE.

20.2 BISE Larkano shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

20.3. The bid validity period shall start from the date of opening of technical or financial bids, whichever is earlier.

20.4 Extension of bid validity may be allowed subject to approval by the competent authority of the procuring agency and with reasons to be recorded in writing.

Provided that if validity period has to be extended due to some slackness on the part of procuring agency, the competent authority shall fix responsibility and take appropriate disciplinary action,

20.5 After obtaining such approval, the procuring agency shall request in writing all bidders to extend the bid validity period. Such a request shall be made before the date of expiry of the original bid validity period.

20.6 Such an extension shall not be for more than [XXX] of the original period of bid validity.

20.7 In case the procuring agency fails to finalize the bid evaluation within the extended time, the bids shall stand cancelled and a fresh bidding process shall be initiated;

20.8 Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith;

20.9 Bidders who:-

(a) agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity;

(b) agree to the procuring agency's request for extension of bid validity period shall neither be requested nor permitted to change the price or other conditions of their bids.

## **21. Format and Signing of Bids.**

21.1 The Bidder shall prepare and submit his bid Original as appropriate. Copy of supporting documents must be signed and company stamped by the bidder.

21.2 The Bid shall be accompanied by the original receipt for payment made for the purchase of the bidding document. In an event where the Bidder has downloaded the bidding document from the website, he will send tender fee along-with bid document on or before last date for submission of bids.

21.3 The original bid shall be typed or written in indelible ink and shall be signed & stamped / sealed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall sign all pages of the bid form.

21.4 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

## Submission of Bids

### 22. Sealing and Marking of Bids.

22.1 The bidder shall seal original bid in envelope and shall:

- (a) be addressed to the Secretary, BISE Larkano; and
- (b) Bid Reference No. indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," the time and the date specified in the Bid Data Sheet for opening of Bids.

22.2 The envelope shall also indicate the name and address of the Bidder.

22.3 If the envelope found un-sealed and do not marked as required above, the BISE Larkano shall assume no responsibility for the bid's misplacement or premature opening.

### 23. Deadline for Submission of Bids

Bids must be received by BISE Larkano at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Bid Data Sheet will stand summarily rejected.**

### 24. Late Bids

Any bid received by the BISE Larkano, after the deadline for submission of bids specified in Tender Notice will be rejected and returned unopened to the bidder.

### 25. Withdrawal of Bids

25.1 The Bidder may withdraw his bid after the bid's submission and prior to the deadline prescribed for submission of bids.

25.2 No bid may be withdrawn in the interval between deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result-in forfeiture of the Bid Security submitted by the Bidder.

## Opening and Evaluation of Bids

### 26. Opening of Bids by BISE Larkano.

26.1 All bids received, shall be opened by the members of Procurement Committee-I publicly in presence of Bidders or their representative(s), on the date, time and venue prescribed in the Bid Data Sheet.

26.2 The opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.

26.3 All Bidders or their representative in attendance shall sign an attendance sheet evidencing their attendance.

26.4 The Procurement Committee-I shall open Bids at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit price and total amount of the Bid(if applicable).The Committee concerned may choose to announce any other details which it deems appropriate if not in conflict with the Sindh Public Procurement Rules -2010 (Amended 2019), specifically Rule 41 (Opening of Bids)

26.5 The Procurement Committee-I shall record the minutes of the Bid opening process.

26.6 No bid shall be rejected except for late submission of bids, which shall be returned unopened to the Bidder.

26.7 The financial bids found without or less amount of Bid Security shall also be returned unannounced to the Bidders. However, prior to return to the Bidder, the Convenor of the Procurement Committee-I shall record a statement giving reasons for return of such bid(s).

## **27. Clarification of Bids.**

During evaluation of the bids, the BISE Larkano may, at its discretion, ask the participant Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

## **28. Preliminary Examination.**

28.1 The Procurement Committee-I shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

28.2 In the financial bids, the arithmetical errors shall be rectified on the following basis.

- a) If there is a discrepancy between the unit price and the total amount that is obtained by multiplying the unit price and quantity, the unit price shall prevail; and the total amount shall be corrected.
- b) If the Bidder does not accept the correction of the errors, his bid shall be rejected, and his Bid Security may be forfeited.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail.

28.3 BISE Larkano may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

## **29. Rejection of Bids**

29.1 BISE Larkano may reject any or all bids at any time prior to the acceptance of a bid. The BISE Larkano upon request shall communicate to any Bidder who submitted a bid, the grounds for rejection of any or all bids, but is not required to justify those grounds.

29.2 BISE Larkano incurs no liability, solely by virtue of its invoking Clause 28.1 towards Bidders who have submitted bids.

29.3 Notice of rejection of any or all bids shall be given promptly to the concerned Bidders who submitted bids.

## **30. Announcement of rates.**

30.1 The Procurement Committee-I shall announce and encircle the item-wise prices quoted by the bidders and all the members of Procurement Committee-I shall sign each and every page of the financial proposal (Part-V).

**30.2 Any effort by a Bidder to influence the BISE Larkano in its decisions on Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.**

## **Award of Contract**

### **31. Award of contract.**

The bidder with the Lowest Evaluated bid, but not necessarily the lowest submitted price, shall be awarded the procurement contract, within the original or extended period of bid validity.

### **32. BISE Larkano's right to vary quantities at the time of Award.**

32.1 BISE Larkano reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in the Financial Proposal (Part-V) without any change in unit price or other terms and conditions.

### **33. Notification of Award.**

33.1 Notification of award shall constitute the formation of Contract between BISE Larkano and the Bidder.

33.2 The enforcement of the Contract shall be governed by Sindh Public Procurement Rules – 2010 (Amended 2019)

### **34. Signing of Contract.**

34.1 After completion of all codal formalities, BISE Larkano shall send Bidder the Contract Form provided in the bidding documents, incorporating all agreements between parties.

34.2 Within ONE week of receipt of contract form, successful Bidder and BISE Larkano shall sign the Contract jointly in accordance with the legal requirements in vogue.

34.3 If the successful Bidder, after completion of all codal formalities including letter of acceptance shows an inability to sign the Contract agreement within stipulated time, then his Bid Security shall stand forfeited and the firm may be blacklisted or de-barred from future participation, whether temporarily or permanently. In such situation the BISE Larkano may award the contract to the next lowest evaluated Bidder or call for new bids.

34.4 The Contract shall become effective upon affixation of signature of the Secretary, BISE, Larkano and the Bidder on the Contract document, and shall be governed for ONE year period as well as terms and conditions mutually agreed in the contract.

### **35. Performance Security.**

35.1 The successful Bidder shall furnish Performance Security equal to 10% of contract amount, in the form of Pay Order / Demand Draft / Banker's Cheque or Bank Guarantee issued by any scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favour of the Secretary, BISE, Larkano.

35.2 The Bid Security, @ 05% of bid price so submitted by the bidder at the time of submitting his bid, shall be returned to the Bidder upon submission of Performance Security @ 10% of contract amount.

35.3 Failure to provide Performance Security at the required extent, by the Bidder, is a sufficient ground for annulment of the award and forfeiture of his Bid Security. In such event the BISE Larkano may award the contract to the next lowest evaluated bidder or call for new bid.

35.4 Validity of performance security shall extend to cover defects liability period or maintenance period, if any, and subject to final acceptance by the procuring agency;

35.5. The BISE Larkano shall get verified the performance security verified in the following form or manner;

- a) All performance securities of contracts with estimated cost up-to Rs.50.00 million (Rupees Fifty Million) shall be verified by the issuing agency;
- b) All performance securities of contracts with estimated cost above Rs.50.00 million shall be verified by the Head office of the issuing agency;

### **36. Delivery.**

The awarded items should reach at the stores of BISE Larkano within 06 to 08 weeks from the date of signing agreement or job order, on working days, during the office hours.

### **37. Payment.**

Payment will be made through cross cheque in favour of supplier/firm concerned after the delivery of goods is reached at stores of BISE Larkano. The Verification/Inspection Committee of BISE Larkano shall verify / check / inspect the goods in all aspects and after satisfaction, Joint Inspection Report will be issued accordingly. The payment will be released after submission of bills along with Joint Inspection Report and receipt of stores with proper entry of stock register's page numbers. The deduction of applicable Taxes from claimed amount will be made as per rules.

**PART -III**

**Bid Data Sheet**

38.

**BID DATA SHEET**

The following specific data for the procurement to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part-II. Whenever, there is a conflict, the provisions here in shall prevail over those in ITB.

<b>Introduction</b>	
<b>Name of Procuring Agency:</b>	Board of Intermediate & Secondary Education, Larkano. Contact #074-4759016
<b>Name of Contract</b>	Procurement of Office Stationery / General Items
<b>Bid Price and Currency</b>	Prices quoted by the Bidder shall be <i>“fixed” and in “Pak Rupees”</i>
<b>Preparation and Submission of Bids</b>	
<b>Bidder's Eligibility Criteria:</b>	1. The bidder must have at least 03years of experience in the relevant field (copy of job orders duly company stamped is required as a concrete proof).
	2. Copy of NTN Certificate duly company stamped is required
	3. Copy of GST Registration Certificate duly company stamped is required
	4. Annual turnover should be at least 80% or above of allocated funds. Year-wise Certificates (2020-2021, 2019-2020& 2018-2019) issued by any scheduled Bank in Pakistan, duly company stamped are required.
	5. Copy of Valid Professional Tax Certificate issued by Excise, Taxation & Narcotics Department, (2021-2022)
	6. Copy of Income Tax returns duly e-filed with FBR, for the tax years 2021, 2020& 2019 duly company stamped is required.
	7. Affidavit affirming that the firm is not blacklisted by any Government, Semi Government or Autonomous Bodies, duly printed upon non judicial paper of Rs.100/- (in origin).
	8. Technical/Sample of Papers/Pictures
<b>Amount of bid security</b>	05%ofBidValue/Price
<b>Bid validity period</b>	90days
<b>Number of copies</b>	One original
<b>Deadline for submission of bid</b>	As notified in Tender Notice dated 28.12.2021 (up-to 12.00 noon of 26.01.2022)
<b>Opening of bids</b>	12:15 P.M of 26.01.2022

<b>Bid Evaluation</b>	Lowest Evaluated Responsive Bid												
	<p>Other terms and conditions:-</p> <table> <tr> <td>a)</td><td>In case of any unforeseen situation or government holiday resulting enclosure of office on the date of opening. Bid shall be submitted/opened on next working day at the given time.</td></tr> <tr> <td>b)</td><td>Tender documents can also be obtained through courier service, against Pay Order/BankDraft of Rs.2000/- as bid document fee.</td></tr> <tr> <td>c)</td><td>BISE may reject all or any bid subject to relevant provision of SPP Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.</td></tr> <tr> <td>d)</td><td>Incomplete, conditional bid/tender and without required extent of bid security in the specified form/format shall be rejected.</td></tr> <tr> <td>e)</td><td>Bidders are required to provide their valid e-mail IDs, complete postal address and contact numbers(s) for effective and timely communication.</td></tr> <tr> <td>f)</td><td>Contract Agreement and Integrity Pact both are mandatory for successful bidder.</td></tr> </table>	a)	In case of any unforeseen situation or government holiday resulting enclosure of office on the date of opening. Bid shall be submitted/opened on next working day at the given time.	b)	Tender documents can also be obtained through courier service, against Pay Order/BankDraft of Rs.2000/- as bid document fee.	c)	BISE may reject all or any bid subject to relevant provision of SPP Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.	d)	Incomplete, conditional bid/tender and without required extent of bid security in the specified form/format shall be rejected.	e)	Bidders are required to provide their valid e-mail IDs, complete postal address and contact numbers(s) for effective and timely communication.	f)	Contract Agreement and Integrity Pact both are mandatory for successful bidder.
a)	In case of any unforeseen situation or government holiday resulting enclosure of office on the date of opening. Bid shall be submitted/opened on next working day at the given time.												
b)	Tender documents can also be obtained through courier service, against Pay Order/BankDraft of Rs.2000/- as bid document fee.												
c)	BISE may reject all or any bid subject to relevant provision of SPP Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.												
d)	Incomplete, conditional bid/tender and without required extent of bid security in the specified form/format shall be rejected.												
e)	Bidders are required to provide their valid e-mail IDs, complete postal address and contact numbers(s) for effective and timely communication.												
f)	Contract Agreement and Integrity Pact both are mandatory for successful bidder.												

**PART - IV**

**Draft Agreement &  
Sample of Integrity Pact**

### **39.AGREEMENT**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 between Board of Intermediate & Secondary Education, Larkano, the first party represented through Secretary, (hereinafter called the BISE, Larkano) and M/s \_\_\_\_\_, the second party (hereinafter called the Supplier/bidder).

WHEREAS, the BISE, Larkano invited sealed bids for procurement / supply of Office Stationery / General Items and has accepted bid(s) by the aforementioned firm for supply of those goods in sum of Rs. \_\_\_\_\_ (Rupees ....) hereinafter called the contract price. Such intimation through letter NO.BISE/STORE/LRK/- \_\_\_\_\_ dated \_\_\_\_\_ on the subject ACCEPTANCE OF BID(S) has been given to the said bidder.

Sr. #.	Item #.	Name & Description	QUANTITY	Unite Price including taxes	Amount in PKRs
1.					
2.					
3.					
<b>Grand Total</b>					

#### **NOW THIS AGREEMENT IS WITNESSED AS UNDER**

1. The Board Authority hereby appoints the second party as supplier of goods/material
2. The supplier shall be bound for supplying the goods/material as per the rate offered by him and shall be bound to rectify any defect in the supplied goods/material at any time/stage.
3. As per clause 35 of Bid Document, the supplier shall be bound to complete the job within allocated delivery lead time of \_\_\_\_\_ days (public holidays if any, coming in this period will not be counted) according to the sample and specimen approved by Committee appointed by the Board Authority, and shall make supply of the material as per order issued by the first party. In case of delay in supply of material, the Chairman, BISE, Larkano may impose the penalty @ 0.5% of the contract amount for each day of delay subject to maximum of 5%. The delivery period will count down starts from the date of signing of agreement.
4. If the job is not executed according to the satisfaction of the first party, the Board Authority reserves the right to reject it all-together or impose a penalty not exceeding to 10% of the contract amount or the Board authority has the right to cancel the order, forfeit the performance security and may call for new bid(s).
5. Each party agrees to perform its part as per contents of this agreement and in case of default; the parties will bind itself.

6. In case of any dispute on any matter (item) arising out at any stage, the decision of the Chairman, BISE, Larkano shall be final and binding on the second party.
7. The revenue stamps @ 0.35% of the contract amount must be got affixed at the rare side of order for supply of awarded items, as per stamp duty Act.
8. The amount deposited as Performance Security by the firm/party will be refunded as per Sindh Public Procurement Rule # 39 (Amended 2019).
9. This agreement has been made in duplicate. The original will remain with the first party (Board) and the duplicate with the second party (supplier/firm)

In witness where-of, the Secretary, BISE, Larkano, and Mr. \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ have affixed their signatures to this document on this day \_\_\_\_\_, of \_\_\_\_\_, \_\_\_\_\_ at Larkano

Name of Contractor  
M/s. Bidding Firm Name

Secretary, BISE,  
Larkano

Witness (1) \_\_\_\_\_

Witness (2) \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## (INTEGRITY PACT)

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [*Name of Contractor*] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [*name of Contractor*] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[*name of Contractor*] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[*Name of Contractor*] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [*name of Contractor*] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [*name of Contractor*] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency: .....

Name of Contractor: .....

Signature: .....

Signature: .....

[Seal]

[Seal]

**PART - V**

**FINANCIAL PROPOSAL**

## **OFFICE STATIONARY/ GENERAL ITEMS**

### **Financial Proposal**

Last Date and time for submission:-

Up-to 12:00 Noon of 26 -01-2022

Opening:-

At 12:15 P.M of 26 -01-2022

Submitted by M/s. \_\_\_\_\_

Sr. #	Item #	Description with item	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
1	22.	Ball Pen (Black) (Fine Quality)	500 Packets		
2	23.	Ball Pen (Blue) (Fine Quality)	300 Packets		
3	24.	Blade / Paper Cutter (Medium size) (Fine Quality)	20 Nos.		
4	25.	Duplicating Paper, 55 to 60 grams, size 8½"X13½" each ream containing 500 sheets, milky, grain cutting 17/27, (subject to Machine test)	6,000 Reams		
5	26	Plain Paper for Result Ledger, size A3, 80 grams paper, Imported (Indonesia), AA standard (11".7X16".5) in ream form, each ream should contain 500 sheets, duly packed in Gatta box. Each box contains 05 reams duly tied with plastic ribbon.	50 Boxes		
6	27.	Calculator 14 digits (Fine Quality)	20 Nos.		
7	28.	Correction Pen (Unit) (fine quality)	30 Nos.		
8	29.	File Tray (Plastic Body) (Fine Quality)	50 Nos.		
9	30.	Foot Scale (Steel) size 12" (Fine Quality)	24 Nos.		
10	31.	Stamp Pad Ink (28.5 grams) (Blue 25 Nos. + Black 25 Nos.) (Fine Quality)	50 Nos.		
11	32.	Gatta Sheet for Binding, size 2½"X2½" (Fine Quality)	50 Sheets		
12	33.	Marker Pen (Black color) (Fine Quality)	50 Packets		
13	34.	Marker Pen (Blue color) (Fine Quality)	50 Packets		
14	35.	Gum Bottle (1000 ml) (Fine Quality)	20 Bottles		

Sr. #	Item #	Description with item	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
15	36.	Highlighter (Multi colors) (Fine Quality)	50 Nos.		
16	37.	Stapler Machine having capacity to staple 10 sheets minimum (Fine quality)	50 Nos.		
17	38.	Thread Ball Cotton (Fine Quality)	50 Nos.		
18	39.	Finis Oil (400 ml) (Fine Quality)	500 Bottles		
19	40.	Phenyl (1.5 liter) (Panda) perfumed or equivalent	500 Bottles		
20	41.	Cloth Duster (Fine Quality)	200 Meters		
21	42.	Wiper Brush (Large size) (Fine Quality)	40 Nos.		
22	43.	Surf (Each bag containing 1 kg )	50 Bags		
23	44.	Brush for washroom (small size) (fine quality)	30 Nos.		
24	45.	Sweep (600 ml) (Fine quality)	150 Bottles		
25	46.	Wiper Brush (standard size) (Fine Quality)	50 Nos.		
26	47.	Dust Bin (Small size) (Plastic Body)	20 Nos.		
27	48.	Dust Bin (Large size) (PVC Body)	10 Nos.		
GRAND TOTAL OF QUOTED ITEMS (BID PRICE)					

Note: 1. All Govt. Taxes will be deducted at source, as per rules in practice.  
5% Bid Security Rs. \_\_\_\_\_ vide D.D/P.O No. \_\_\_\_\_  
dated \_\_\_\_\_ drawn at \_\_\_\_\_.

( \_\_\_\_\_ )  
Signature of Supplier with stamp