



Tender Conditions/Bid documents (For E-Bidding 2021)

INTRODUCTION: The Board of intermediate and Secondary Education, Kohat Khyber established under ordinance ACT 1990, is an autonomous body of the Ministry of Education. It is empowered with administrative and financial authority to organize, regulate, develop and control Intermediate and Secondary Education, and conduct Examination in the institutions affiliated with it. The BISE, Kohat intends to procure stationery /miscellaneous items, printing items etc. for the current financial year 2020-21.

1. AWARD OF CONTRACT

(i) **Acceptance of Bid and Award Criteria**

The Bidder, whose bid is found to be most closely conforming 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 Government of Khyber Pakhtunkhwa, shall be awarded the contract, within the original or extended period of bid validity.

(ii) **Procuring entity's 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 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.

2. DETAIL OF BID ITEMS

Procurement of

- (i) Misc stationery items. i.e. pens, stapler pins remover, etc (please check Tender form)
- (ii) Printing materials, Original certificates, sticker for question paper envelopes etc (please check Tender form)
- (iii) Ticketing machines (please check Tender forms)

3. RECEIPTS AND OPENING OF BIDS

- (i) The Technical & financial bidding shall be online through E-bidding system. Last date for submission of electronic/E-auction bid, and its hard copies is 25.02.2021, 10.30 AM. Online submitted and hard copies received of E-bids/tenders will be opened on the same day i.e. 25.02.2021 at 11.30 AM in presence of the bidders or their authorized representatives (if any) and respective committee members at conference room of BISE Kohat as per KPPRA rules. Sealed hard copies of technical and financial bids shall reach to the Chairman office up to 25/02/ 2021 at 10:30 AM. (Technical bid will be opened on the same day i.e. 25.02. 2021 at 11:30 AM) Financial bids of the technically qualified bidders will be opened after evaluation and approval of the competent authority.

- (ii) The Bid shall comprise of the single sealed cover/envelope having two inner envelopes i.e. (i) Technical (ii) financial Single Stage-two envelopes bidding procedure 6(2b) of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services rules, 2014. Companies /Firms having Sales Tax Registration and valid tax Numbers who are on Active Taxpayer List (ATL) of FBR & KPRA are eligible for submission of Tender.
- (iii) Certificate of Khyber Pakhtunkhwa Revenue Authority (KPRA).
- (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 bidders may contact with Procurement Committee of this Office.

4. BID SECURITY

Bids/Tenders must be accompanied with a call deposit (Bid security) Rs. 130000/- from any bank to be deposited in favour of Secretary BISE Kohat. Furthermore, 10% (tender security) of the total cost will have to be deposited by the successful bidder/firm before issuance of the supply order.

5. RIGHT RESERVED

- (i) The competent authority reserves the right to accept /reject any or all the bids after assigning due/cogent reason.
- (ii) The competent authority and Procurement committee reserved the right to allot numerical marks & make decisions or award item (s), according to the **quality and samples** provided by the bidders. (as per the already framed criteria)
- (iii) The competent authority reserves the right to adopt and evaluate the bids as per the already framed criteria .
- (iv) The procuring entity reserves the right at the time of award of contract to increase or decrease, the quantity of goods requirements without any change in unit price or other terms and condition.
- (v) Besides cancellation of contract, money, CDR will be forfeited if the quality is not maintained according to the spirit of tender.

6. 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 CDR (Call Deposit.)
- (ii) Bid submitted without samples (where necessary) shall be disqualified. Samples of DMC, Certificates, duplicating papers reams, Toners, Riso ink, master rolls and other miscellaneous items of stationery etc having seal and signature of the respective firms affixed on it must be provided with the tenders. No tender will be accepted without CDR/call deposit. Samples for the printing items can be obtained and other items can be seen while collecting the tender Form during Office hours on any day before the closing date.
- (iii) Offers received after specified date and time.
- (iv) Offers received without income tax certificate duly endorsed with current NTN and copy of sale Tax Registration
- (v) Certificate of Khyber Pakhtunkhwa Revenue Authority (KPRA) where applicable.

- (vi) Offered shall be disqualified on attachment of any fake documents, or using fraudulent practices.

7. PERFORMANCE GUARANTEE

The successful bidder will have to deposit 10% of the whole procurement as performance guarantee in the form of CDR/bank guarantee /Bank Draft and will be retained till the expiry of warranty period of the supplied items.

8. SUPPLY

- (i) Supply will have to be made local item within (30) working days imported item (90) working days after the issuance of supply order at BISE Kohat. However emergent demands if any will be fulfilled within 10 day positively.
- (ii) Supply order will be given on the basis of per unit rate. Hence, the quoted rates must be inclusive of all kind of taxes. Only one quoted rate for an each item will be acceptable
- (iii) 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 vendor.
- (iv) The supply will have to be completed within the fixed time after issuance of the supply order and some items required urgently will have to be supplied within 10 days. Sample of items must be approved from this office before supply. In case of late, substandard or beyond specification supply the supplied items will be replaced immediately at supplier's risk and cost. In such this office deserves the right to forfeit call deposit and shall impose other penalties as per government rules.
- (v) The expenses involved in the delivery of items to the stores of BISE Kohat will be borne by the firm. Moreover, in case of substandard/erroneous/defective supply, the firm will be bound to take back the supplied items on its own expenses.
- (vi) Approved rates will be valid/ effective till 30th June 2021.
- (vii) All defective / substandard items will be replaced immediately at supplier's risk and cost.
- (viii) No supply will be accepted without proper delivery challan (DC) on bidder letter head/pad.

9. TERMS OF PAYMENT

- (i) The payment will be made in full through cross cheque after satisfactory delivery and inspection of items against invoices/ demands
- (ii) All kind of taxes i.e. Income Tax ,sales tax, professional tax, stamp duty, DPRF etc will be deducted as per existing rules / orders issued from time to time by the Govt. of Pakistan

10. INFORMATION TO BE PROVIDED

- (i) Company & proprietor name and address
- (ii) Year of Establishment (experience)
- (iii) Certificate of authorisation and dealership/proprietorship
- (iv) List of departments! firms to whom supply of items have been made during the last financial year and current Income Tax in the financial year, experienced firms will be encouraged

- (v) Contact numbers i.e. telephone of office/ mobile of proprietor etc
- (vi) Authorised representative (if any), Name, address, mob Nos etc
- (vii) Certificate of Income Tax and, Sales Tax Registration
- (viii) Certificate of Khyber Pakhtunkhwa Revenue Authority (KPRRA)
- (ix) Affidavit/undertaking of not being black listed from anywhere.
- (x) The firms/vendors shall submit their quotations /bids only on the tender form issued OR uploaded by this office only. No cutting/amendment in the rates will be accepted.

GENERAL CONDITIONS

- (xi) Supply order will be given on the basis of per unit rate. Hence, the quoted rates must be inclusive of all kind of taxes. Only one quoted rate for an each item will be acceptable
- (xii) 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.
- (xiii) Tenders must be accompanied with a call deposit (tender security) of Rs 100000/- from any bank to be deposited in favour of Secretary BISE Kohat. Samples of Pens, Forms, Answer Books, Continuation Sheets, Practical Sheets, DMC, Certificates, and other miscellaneous items of stationery etc having seal and signature of the respective firms affixed on it must be provided with the tenders. No tender will be accepted without samples and call deposit. Furthermore, 10% (tender security) of the total cost will have to be deposited by the successful bidder/firm before the issuance of the supply order.
- (xiv) Samples for the printing items can be obtained and for other items can be seen while collecting the tender Form during Office hours on any day before the closing date.
- (xv) Matters regarding all kind of tax deduction (Income tax/sales tax etc.) will be dealt as per the prevalent government rules.
- (xvi) Attested/verified copies of press declaration certificate (for printing items), CNIC, FBR, KPRRA registrations (where applicable) and Income tax certificates along with GST/NTN and ATL must be attached with the tender form. All kind of documents will be verified.
- (xvii) Supply order will be given on the basis of best evaluated bid, quality and of per unit rate. Hence, the quoted rates must be inclusive of all kind of taxes. Only one quoted rate for an each item will be acceptable.
- (xviii) The supply will have to be completed within the fixed time after issuance of the supply order and some items required urgently will have to be supplied within 10 days. Sample of items must be approved from this office before supply. In case of late supply this office deserves the right to impose penalty as per government rules.
- (xix) The expenses involved in the delivery of items to the stores of BISE Kohat will be borne by the firm. Moreover, in case of substandard/erroneous/defective supply, the firm will be bound to take back the supplied items on its own expenses.
- (xx) Approved rates will be valid/ effective till 30th June 2020.
- (xxi) Payment of the claim will be made in accordance with the fulfilment of the conditions for supply i.e., specifications, time and date etc.
- (xxii) No tender will be accepted after the expiry of the stipulated date and time.

- (xxiii) The firm will be bound to replace substandard or other than specified supply with standard items within 10 days on its own expenses, (1) if there arises any sort of defect at any stage of usage (2) within the warranty/guaranty time, if the items are not supplied/replaced within the stipulated time, the security of the firm will be forfeited in favour of BISE Kohat.
- (xxiv) The firm should not stipulate any condition while offering tenders. Such tenders would be liable to rejection out rightly. .
- (xxv) Supply will have to be made along with proper delivery challan during office hours. Representative of the firm will be bound to be present during supply and will arrange labourer etc for unloading of the supply whether the supply be direct or through consignment (belti) otherwise supply will not be accepted.
- (xxvi) Only the tender form issued and uploaded by BISE Kohat will be acceptable.
- (xxvii) The successful bidder/firm will be bound to provide maintenance services for specific period on pre agreed terms and conditions for certain items.
- (xxviii) The approval of tenders for duplicating paper reams, Riso ink, Master rolls, are subjected to the compatibility test by the Risograph Machines of BISE Kohat. Similarly samples of Toners, Answer Books, Continuation Sheets, Practical Sheets, DMC, Certificates etc and other miscellaneous items quality will be checked and tested by the committee/PCSIR Laboratories(for printing items),. For the purpose, the firm is bound to supply three reams of the duplicating papers, one unit each of Riso ink, Master rolls, Toners, one number each of printed(Answer Books, Continuation Sheets, Practical Sheets, DMC, Certificates) and other miscellaneous items of stationery etc as samples before opening of the tender. In case there arises any defect after its supply, the firm will be bound to replace the item within ten (10) days failing which the security will be forfeited in favour of BISE Kohat.
- (xxix) Brochures must be attached(where needed) with a bid having seal and signature of the bidder/firm for an items like computers, printers, scanners, machineries etc
- (xxx) The competent authority reserves the right to reject/postponed or cancels the tenders wholly or partially while assigning cogent reason.
- (xxxi) **The procurement will be made under the Khyber Pakhtunkhwa Procurement of Goods, Works and Services Rules, 2014.**

EVALUATION

All the bids will be evaluated by Procurement committee of BISE Kohat. 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. Firms will be evaluated as per laid down criteria of 6 (2b) of KPPRA (As per requirement) The Bidder having score of 70% or above marks will qualify for opening of financial bids otherwise will be considered unresponsive bid.

Evaluation Formula of 70:30 shall be applied. 70 % marks for technical bid and 30 % marks for financial bid shall be considered.

Technical Evaluation Criteria Check List for E-bidding 2020-21 (where applicable and required)

Please fill in the form, attach the documents/samples etc as per the below order, and submit along with quotations/proposals.

S.No		Marks	Attachments placed at Page No.						
1	Attachment of income tax certificate (Active Tax payer/ATL)	10							
2	Attachment of Sales tax certificate (s)	10							
3	Attachment of CDR/bid money	10							
4	Attachment of Samples.	10							
5	Attachment of Authorized dealership/ distributor/Valid Press declaration/ownership Certificate(where required)	10							
6	Quality of an Item (sample to be checked)	20							
	<table border="1"> <tr> <td>Excellent</td> <td>Good</td> <td>Poor</td> </tr> <tr> <td>20 Marks</td> <td>10 Marks</td> <td>0 Marks</td> </tr> </table>	Excellent	Good	Poor	20 Marks	10 Marks	0 Marks		
Excellent	Good	Poor							
20 Marks	10 Marks	0 Marks							
7	03 years experience of Firm to any Board/University or other examination body of Pakistan. Photocopies of work orders to be attached.	10							
8	<u>Financial Position:</u> Annual Turnover 10 million Rupees, Certificate from relevant scheduled Bank/Bank Statement to be attached.	10							
9	Attachment of Affidavit/certificate regarding Non Blacklisting by any Government/Semi Government/Autonomous Body/Board, Universities,(Public sector) on stamp paper of Rs.100/- duly signed by the Bidder and attested by Notary Public/Oath Commissioner	10							
Total		100 Marks							

The Bidder having score of 70% or above marks will qualify for opening of financial bids and vice versa.

Note: the compliance of S.No 01 to S.No 8 are compulsory. The zero marking in any one clause of S.No 01 to 08 will automatically reject the tender.

Name of the firm & seal: _____