

BOARD OF INTERMEDIATE & SECONDARY EDUCATION



HYDERABAD - SINDH

BIDDING DOCUMENT FOR THE YEAR 2025-2026

Tender Reference No. BISE/STORE/25/- 711 dated: 17.12.2025

For Procurement of

OFFICE STATIONERY

Tender issued to M/s _____

**The deadline for submission is 06.01.2026 at 12:00 noon
Technical Proposal will be opened on the same day at 01:00 pm**

Salient Features / Terms & Conditions of the Tender

1.	Name of Item	Office Stationery
2.	Date & Time of tender documents issuance	From the first date of publication to 05.01.2026 between 10:00 am to 05:00pm and on 06.01.2026 upto 11:00 am.
3.	Place of tender issuance	Office of the Secretary, Board of Intermediate & Secondary Education, Hyderabad
4.	Method of Opening of Tender	It will be "Single Stage – Two Envelops" procedure as per Sindh Public Procurement Rules 2010 (Amended 2019)
5.	Date & time of Tender submission	06.01.2026 upto 12:00 noon
6.	Date & time of Tender Opening (Technical Proposals)	06.01.2026 at 01:00 pm
7.	Date & time of Tender Opening (Financial Proposals)	It shall be informed in writing to the technically qualified bidders.
8.	Venue of Submission Tenders	Office of the Secretary, Board of Intermediate & Secondary Education, Hyderabad
9.	Venue of Opening Tenders	Committee Room of the Board of Intermediate & Secondary Education, Hyderabad
10.	Validity of Tenders	As per SPPRA Rules 2010 (Amended 2019)
11.	Amount of Bid Security / Earnest Money	@ 3% of the Bid Price in shape of pay order of Bank Draft in favour of Secretary BISE, Hyderabad
12.	Time period allowed for providing of service	Within 15 days of the Contract Awarded
13.	Contract Agreement	The successful firm shall enter and execute a formal agreement as per the format annexed with such modifications as may be necessary by the Secretary BISE Hyderabad.
14.	Stamp duty requirement	0.35% of the Contract Value or as prescribed by the relevant Government Laws
15.	Terms of Payment to Firm	After completion of job, payment will be made to the supplier on submission of bill alongwith Delivery Challans, inspection report and clearance certificate issued by the Superintendent Stores assuring Quality / Quantity of purchased material by the internal relevant committee.



16.	Release of Bid Security	The bid security shall be released to the unsuccessful bidders as and when the work is awarded. To the successful bidder the Bid Security shall be released after acceptance of work order furnishing of Performance Security and signing of formal agreement
17.	Performance Security	Performance Security shall be furnished @ 5% of contract value in shape of two pay orders (2.5%). Which will be released as per item 17. (Bank Guarantee of equal amount from a scheduled bank in Pakistan will also be acceptable.
18.	Released of Performance Security	After completion of maintenance of Defect Liability period of 06 months as under: After satisfactory completion of maintenance period of (03) three months 2.5% and after satisfactory completion of maintenance period of (06) six months 2.5%
19.	Variation in Contract Prices	No variation in price shall be allowed on any grounds including currency fluctuation / various or whatsoever.
20.	Discrepancy	If there is any discrepancy between Salient Features of Tender / Bidding Documents and respective contents mentioned elsewhere. Salient Features / Terms & Conditions and Additional Terms & Conditions of Tender will be govern.
21.	Taxes	As per government rules and prevailing rates
22.	Liquidity Damages	If the successful bidder fails to provide the satisfactory services within the stipulated period, the liquidity damages shall be imposed as per SPPRA Rules 2010 (Amended 2019)



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TENDER NOTICE



BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH
Excellence-Equity-Empathy

No. BISE/STORE/25/- 7/11

Dated: 17-12-2025

NOTICE FOR INVITATION OF TENDER

The sealed bids are invited from the firms registered with Tax Authorities for the supply of followings as per detailed specifications / specimen mentioned in the tender documents.

- i. Examination Printing Material (Printed / Non-Printed) etc.
- ii. Office Stationery
- iii. Computer Systems, Scanners, Photocopiers, Printers and other equipments etc.

Method of Procurement:

(Single-Stage- Two Envelops Procedure)

Bidding / Tender Documents:

- i. **Issuance:** The bidding documents will be issued from the first date of publication / hoisting of this notice to **06.01.2025 upto 11:00am** from office of Secretary, BISE Hyderabad on depositing fee of Rs. 2000/- (Non Refundable) for each tender in shape of Bank Draft/Pay Order or same can be downloaded from the SPPRA's newly developed website www.E-Pads.ppraisindh.gov.pk as well as from Board's website www.biseh.edu.pk.
- ii. **Submission:** Last date will be **06.01.2025 upto 12:00noon** along-with the bid security, equal to 03% of the bid price in shape of Pay Order in favour of the Secretary Board of Intermediate & Secondary Education, Hyderabad. The financial proposal shall be opened after the evaluation and approval of the technical proposal.
- iii. **Opening:** The technical proposal will be opened on the same date at **01:00pm** by the Procurement Committee in the presence of bidders or their authorized representatives. Any conditional bid and bid without security shall not be considered.
- iv. **Un-responded Tenders:** will again be issued / submitted / opened on following dates:

- Attempt 2nd:
- (a) Issuance Date: **07.01.2025.**
 - (b) Submission at **02:00pm & Opening 03:00pm on 22.01.2025.**

The Bid Security shall be forfeited by the Board, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract if the bid is accepted.

The Procuring Agency may reject all or any Bid at any time prior to the acceptance of the Bid, subject to the relevant provisions of SPPRA Rules, 2010 (Amended 2019).

For further details please contact Mr. Uzair Ahmed, Assistant Secretary Establishment, BISE, Hyderabad (Mobile Phone # 0318-9300110)


→ SECRETARY
BISE, HYDERABAD



1.1 INTRODUCTION

Board of Intermediate & Secondary Education Hyderabad intends to purchase & supply Office Stationery for the financial year 2024-2025 from eligible bidders through open tenders bidding process under SPPRA 2010 (Amended in 2019) as provided in rule # 46 (2) Single stage – two envelopes shall comprise a single package containing two separate envelopes (a) Each envelope shall contain separately the financial proposal and the technical proposal; (b) Envelops shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion; (c) Initially, only the envelope marked “TECHNICAL PROPOSAL” will be opened; (d) Envelope marked as “FINANCIAL PROPOSAL” will be retained in the custody of BISE Hyderabad without being opened and it will be opened in presence of bidders who stand qualified in the Technical evaluation, for which date, time and venue will be communicated to the bidders in advance

BISE Hyderabad requires to complete the work within 15 days from the date of signing of award contract, the bidding firm who may have capacity to complete the job within specified time frame may apply.

The complete set of Bidding Documents may be purchased by interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rs. 2000/- (Rupees Two Thousand only). Bidders may acquire the Bidding Documents from office of the Secretary Board of Intermediate & Secondary Education Hyderabad during office working hours till 06.01.2026 by 11:00 am.

All bids must be accompanied by a Bid Security equal to 3% of their quoted amount in the form of (pay order / demand draft) and must be delivered to the office of Secretary BISE Hyderabad at or before 12:00 noon, 06.01.2026 Bids will be opened at 01:00 pm on the same day in the presence of bidders or their representative in the Committee Room of BISE Hyderabad.

Details/specifications of items given in Section 4. Responding Organizations should quote for whole/partial items, depending upon nature of goods in each category subject to meet requirement of procurement agency (BISE, Hyderabad) will be considered.

BISE Hyderabad reserves the right of awarding of tender for one or more category after opening of financial proposals. Interested bidders are required to submit their bid proposal strictly as per SCOPE OF WORK (Section-4) and in the light of instructions as laid in this bid document.

The NIT was published in various daily newspapers, also on SPPRA Website under Sr. No. _____.



1.2 Preparation of Proposal

1.2.1 Technical Proposal

1. While preparing Technical Proposal Bidding firm(s) are expected to examine the documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
2. The Technical proposal should provide the information as mentioned in Section# 2.
3. To establish the conformity of the items required though this TENDER Document, the bidder shall furnish as part of its Technical Proposal, a detailed description of the Bidder's proposed items conforming in all material aspects with the Technical Requirements both overall as well as in regards to the performance of each proposed item.
4. Please note that the technical proposal shall not include any financial information.

1.2.2 Financial Proposal

1. While preparing the financial proposal, bidders(s) are expected to take into account the requirement and conditions of the invitation documents. The Financial proposal should follow instructions as mentioned in section 3. It should provide lump sum costs associated with the assignment and all other out of pocket expenses.
2. The Data sheet shows validity of bid up to 45 days. The BISE will make its best effort to complete technical clarification (if needed) within this period. Proposal validity may be extended with mutual consent.
3. Rates should be inclusive of all government taxes/levies such as Income Tax, GST, FED, Stamp Duty Excise or what so ever may be in practice, and will be borne by the bidders in all aspect.

1.3 Bid Price / Payment

1. This Documents showing itemized list along with specifications, quantity and detailed terms and conditions for bidding is available on payment of Rs. 2000/- through Bank DD/PO/Bank Challan in favor of Secretary BISE, on any working day during office hours.
2. All payments will be made in Pak Rupees.
3. The prices charged by the successful bidder for the required items along with accessories and associated services shall not vary from the prices as quoted in the financial proposal.
4. Payment will be made after deliveries of material at consignee end, Installation, completion and inspection certificate for Quality/Quantity issued by the Inspection Committee of BISE Hyderabad.



1.4 Cost of Bidding

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

1.5 Language of Bidding

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

1.6 Confidentiality

- 1) Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the award of Contract is notified to the successful firm(s).
- 2) Information related to the examination evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other persons.
- 3) Any attempt by a Bidder to influence BISE in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its proposals.
- 4) The bidder must provide an undertaking on judicial paper stating to maintain confidentiality and binding that the documents provided under this bid are correct and can be verified from concerned authorities.

1.6.1 Use of Documents and Information by external & internal Audit.

The Bidder shall permit BISE Hyderabad to inspect their accounts and records relating to the performance of the supplier and to have them audited by auditors appointed by the BISE, if so required by the BISE can directly contact the references given in the technical requirement as a part of TENDER DOCUMENTS to verify the bidder's technical reasons supporting compliance.

1.7 Bid Validity:

- 1) Bid shall remain valid and open for acceptance for a period of 45 days from the specified date of tender opening.
- 2) In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of BISE Hyderabad.

1.8 Amendment of Bidding Documents:

- 1) At any time prior to the deadline for submission of Bids, BISE Hyderabad may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder can modify the Bidding Documents by making essential amendment.
- 2) The amendment shall be the part of the Bidding Documents, and will be notified in writing through fax or latter by courier of shall be made available on the BISE's website biseh.edu.pk to all prospective bidders who have received the Bidding Documents.



1.9 Clarification(s)/ Queries of Tender:

- 1) The bidders are expected to carefully examine all instructions, forms and specification in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from the Secretary BISE, Hyderabad.
- 2) Requests for all clarifications in regard to the given specifications or other information contained in Tender Documents should come either through E-mail/Fax or Courier to the Secretary BISE Hyderabad. Telephone enquiries may not be entertained.

1.10 Contradictions, Obscurities and Omissions:

The Bidder should likewise notify to the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the Bid. Such enquires must reach to the Secretary not later than _____.

1.11 Inspection

- a) The **inspection** will be carried on the material by representatives of the BISE Hyderabad (Inspection Committee) upon arrival of material at BISE Stores are Hyderabad. It is Bidders responsibility to ensure quality, quantity, correctness and adherence to the Specifications etc. any deviation will be rejected and the supplying firm will be solely responsible for it.
- b) The **inspection report**, which, inter-alia, should indicate the condition, Quality as approved in inspection, quantity etc. for the items received at stores, shall be signed by the inspection committee.
- c) **Taking over Certificate:** Upon receipt of the material in the stores of BISE Hyderabad and after inspection, the Superintendent Examination Store of BISE Hyderabad will issue a **taking-over certificate** in respect of those items of Stores which are received in acceptable condition.

1.12 Installation and Demonstration

a) Installation

- i) After inspection and taking over of the Stores, as stated above, the **Contractor shall install** those items of Stores which are to be permanently positioned in place in the sections of the BISE Hyderabad. For this purpose, the Contractor shall coordinate with the Secretary BISE Hyderabad, for making arrangements for proper installation.

1.13 Completion Certificate

After completion of the installation and demonstration, as stated above, a certificate is to be obtained by the Contractor from the Secretary BISE Hyderabad stating that the Stores (item-wise) have been satisfactorily installed and demonstrated by the Contractor.



1.14 Breach of Contract

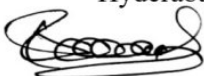
In case of breach of warranty / guarantee or Contract, the **damages** suffered by the BISE Hyderabad shall be **recovered from the Contractor** out of any payment due to the Contractor and / or in accordance with the terms and conditions of the Contract Security / Performance Bond, without notice to the Contractor.

1.15 Contractor's Default Liability

- a) The BISE Hyderabad may upon written notice of default to the Contractor **terminate the Contract** in the circumstances detailed hereunder:-
 - i) If in the judgment of the BISE Hyderabad, the Contractor fails to make delivery of the stores within the time specified in the Contract Agreement or within the period for which extension has been granted by the BISE; and
 - ii) If, in the judgment of the BISE Hyderabad, the Contractor fails to comply with any of the other provisions of the Contract.
- b) In the event the BISE Hyderabad terminates the Contracts, in whole or in part, as provided in above, the BISE Hyderabad reserves the right to **purchase**, on such terms and the conditions as it may deem appropriate, stores similar to the one terminated, and the Contractor will be liable to the BISE Hyderabad for any additional costs for such similar stores, and / or for liquidated damages for delay, as defined in Clause 1.18 (c) of the Conditions of Contract until such reasonable time as may be required for the final supply of the Stores.
- c) If the Contract is terminated, as provided in above, the BISE, in addition to any other rights provided in this Clause, may require the Contractor to **transfer title** and deliver to the BISE Hyderabad under any of the following cases in the manner and as directed by the BISE Hyderabad.
Any **completed Stores**; and
Such **partially completed Stores**, drawings, information and contract right (hereinafter called manufacturing material) as the Contractor has specifically produced or acquired for the performance of such parts of the Contract as has been terminated.
- d) The BISE Hyderabad will **pay to the Contractor** the Contract Price for the completed Stores delivered to and accepted by the BISE Hyderabad and also for the manufacturing materials delivered and accepted.
- e) In the event the BISE Hyderabad does not terminate the Contract, as provided above, the Contractor shall continue with the performance of his/her Contract, in which case the Contractor shall be liable to the BISE Hyderabad for **liquidated damages for delay** as set out in Clause 1.18(c) until the Stores are accepted.

1.16 Partial Shipments

- a) The BISE accepts partial shipments and also allows partial payments subject to pre-information and agreement, by observing other terms and condition laid down in the contract agreement.
- b) In the event any portion of the Stores supplied by the Contractor is found **defective in material or workmanship**, or otherwise not in conformity with the requirements of the Contractor, the BISE Hyderabad shall have the right to reject or require, in writing rectification of the Stores. In the later case, the Contractor shall with utmost diligence, and at his own expense, make good the defects so specified or replace the defective Stores. If the Contractor fails to rectify or replace the rejected Stores, the BISE Hyderabad may adopt any of the following options.



- i) Replace or Rectify, at its option, such defective Stores and charge to the Contractor the excess cost occasioned to the BISE Hyderabad plus (15%) fifteen percent; or
- ii) Acquire the said Stores at a reduced price considered equitable under the circumstances; or
- iii) **Terminate the Contract.**

1.17 Extension of Time

If the completion of the Contract is delayed due to reason beyond the control of the Contractor, the Contractor shall without delay request the BISE Hyderabad, in writing, of his **claim** for an extension of time. The BISE Hyderabad on receipt of such request may agree to **extend the completion date** as may be reasonable in the circumstances of the case but without prejudice to other terms and conditions of the Contract.

1.18 Delay In Delivery – Liquidated Damages

- a) **Delivery plan:** The Responding Organization shall provide a detailed delivery, installation and configuration plan. Bidder should provide the life line, which should describe exactly what and how material will be delivered, installed and configured. Delivery plan should not be in generic terms but should be specific to this assignment. Activities schedule should be in tabular form mentioning names of tasks, sub tasks, start date, finish date resources and milestones will also be appreciated.
- b) Should the **progress** of the Contract at any time be lagging behind the program agreed between the BISE Hyderabad and the Contractor, the BISE Hyderabad will notify the Contractor in writing and the Contractor shall there upon take such steps as he/she may deem fit to **expedite the progress** of the Contract. Non-issuance of this notice by the BISE Hyderabad shall not in any way absolve the Contractor of the liquidated damages as stated in below section (1.18(b)).
- c) If the Contractor **fails to complete the Contract**, in full or part, within the time laid down in the Contract Agreement or any extension thereof, there shall be deduction from the Contract Price, as **liquidated damages**, a sum of one half of one percent **(0.5%) of the Contract price** of each unit of the delayed Stores for each calendar week of delay subject to the maximum of five percent (5%) of the Contract Price of the unit or units so delayed, and such deduction shall be in full satisfaction of the Contractor's liability for the said failure.

1.19 Post Development Support & Services or Warranty

Bidder is required to provide support service till 30 days from the date of supply, in this regard an under-lacking on company letterhead is required to be submitted along with the technical proposal.



1.20 Training

The bidder should provide a comprehensive training plan which should be flexible to cater to the current requirements. It should encompass all ranges of users i.e. functional, operational and managerial etc. Training Documents such as schedules, training material must be provided with the technical proposal.

1.21 Signing of Contract

Within (10) working days after notification to the successful bidder regarding acceptance of his bid and submission of 10% Contract Security in shape of DD/Pay order or Bank Guarantee, the contract incorporating all agreements between the parties will be signed. The Contract agreement will be affixed with revenue stamps @ 0.3% of contract value as per stamp act. For sample of agreement refer to page No. 18.

A handwritten signature in black ink, consisting of a series of loops and flourishes, positioned above a horizontal line.

2. TECHNICAL PROPOSAL

2.1 Covering Letter sample for submission of Technical Proposal attached at end.

2.2 Eligibility Criteria

1. This set of bid documents has been prepared under guidelines as laid down in SPPRA Rules 2010 (amended 2019) and provide a clear basis upon which tenderers will be evaluated, following an objective process based on fair and transparent criteria. However the tenderers should submit relevant information clearly and follow instructions to submit their relevant documentary proofs in proper order as defined herein and should not defer, so that it should not impose an excessive burden of preparation or paperwork.
2. Firms would be denied who do not meet the specified criteria. Thus, those who prepare documentation for this bid are responsible for ensuring that the criteria are drawn in accordance with the appropriate needs of the tender and that the criteria are sufficiently stringent to assure that only properly qualified firms are included in the final list.
3. The BISE Hyderabad will not accept “blacklisted” contractors or suppliers. In principle, the tenderers should submit an affidavit on judicial paper stating that their firm is not black-listed or is not involved in any of litigation with any government, semi government or private institutions.
4. The Tendering process invites maximum number of firms to participate and meet the pre-requisite requirements laid down in this bid document.
5. Bidding is open to the contractors, suppliers from within the country who full fill the requirement of this tender.
6. Only those firms may apply who have 3 years business experience with various three procuring agencies Firms having less experience may not apply.

2.3 Evaluation Criteria

The clear statement/Criteria for the eligibility requirements are given in following table. Applicants who wish to apply for participating in this tendering process may prepare their profile exactly in-accordance of the criteria set herein.

There will be three stages of Evaluation

- a) Bidding Firm’s Evaluation
- b) Evaluation of specifications goods offered by the bidder.
- c) Evaluation Price offered by the bidding firm.
- d) Weightage Score(from a to c)high scores taker will be ranked as best evaluated cost.
- e) The evaluation will be carried out under the weighted formula of least cost.
- f) All bids will be weighted and their results will be announced on website, under intimation to the concerned bidder.



BIDDER'S ELIGIBILITY CRITERIA FOR PURCHASE & SUPPLY OFFICE STATIONERY

Sr. #	Parameters	Details			Remarks
	Firm's Evaluation	Sr. No.	Certificate	Yes/No	
		1.	Company Profile (as per attached proforma)		
		2.	Registration with FBR for Income Tax & Sales Tax		
		3.	Active Tax Payer Status on FBR		
		4.	Affidavit that the Firm is not blacklisted.		
		<u>Financial Position</u>			
		1. The turnover for the last (03) three years should be at least (03) three Million (2023-2024, 2023-2024 & 2024-2025) (Certificate issued by any scheduled financial institutions of Pakistan).			
		2. Monthly Sales Tax Returns (for last 12 months i.e. July 2024 to June 2025)			
		3. Provide original Bank Statement (for last 12 months i.e. July 2024 to June 2025)			
		4. Income Tax Returns duly e-filled with FBR for the year (2022-2023, 2023-2024 & 2024-2025)			
2.	Evaluation of specifications of goods offered by the bidder	Bidders should provide detailed specifications of their material being quoted / offered against BOQ			
		Sr. #	Requirements	Yes / No	
		1.	Brand of material / specification (as the case may be)		
		2.	Estimated delivery time		
		3.	Provide (03)three Purchase Orders of similar nature along with completion certificates for the works completed in the last (03) three years.		

Important

The bidder is required to provide clear and eligible/separate copies of all above required certificates/documents by strictly following the given sequence for each category of Tender.

3. FINANCIAL PROPOSAL

Financial Proposals of only the technically qualified bidders shall be opened and, evaluated/ compared on the following basis:-

- 1) The financial proposals shall first be checked for any error of computation and arithmetic errors will be corrected.
- 2) If a bidder does not accept the correction of errors, its bid shall be rejected and its bid security may be forfeited.
- 3) Items and Services that are required but have been left out or are necessary to correct minor deviations of the proposal will be added to the total proposal price using cost **taken from the highest prices from other responsive proposals** for the same item and Services, or in the absence of such information the cost will be estimated at prevailing list prices.
- 4) For the purpose of evaluation equal cost of the item / category (as the case may be will be considered) as prescribed at 1-1 comparison of bids, total lump sum cost will be considered of each category.
- 5) Total evaluated financial cost of each responsive bidder shall be the basis of merit ranking of the Financial Proposal of the bid.

Evaluation of Financial Proposals Offered by the Bidding Firm

After qualifying first stage of technical bid proposals of the bidders, the financial proposal of the same qualified bidders will be opened in the presence of evaluation committee as well as concerned bidders (if participates), however the financial proposal of the dis-qualified bidders will be returned duly untouched through courier.



METHOND OF AWARDING OF CONTRACT

Under SPPRA Rule No. 49 the bidders who qualify technically with the lowest evaluated cost but not necessarily the lowest submitted price shall be awarded the procurement contract.

- a. The Evaluation / Procurement Committee of BISE Hyderabad on the parameters given in the tender appendixes will make technical evaluation. Rating for the technical evaluation will be as per format given as above. The evaluation shall be on the basis of bidder's responsiveness to the Terms of Reference. The BISE Hyderabad will apply an evaluation criteria and point of system to evaluating the bids technically. A proposal shall be rejected at this stage if it does not respond to the important aspects of the Terms of Reference.
- b. The BISE will notify the bidding firm of rejection of their technical proposal indicating reasons that their financial proposal if any will be returned unopened after completing the selection process.
- c. The BISE Hyderabad will notify in writing to the firm(s) qualifying for technical score, and indicate the date, time and address for opening of financial proposal. Same will also be published on BISE website.
- d. On opening the financial proposal i.e. in the presence of the bidding firm(s) representative who wish to attend, the BISE Hyderabad will announce the names of firms their technical scores and the amounts of their financial proposals.

The decision of the Procurement Committee of BISE Hyderabad will be binding on all Bidders

1.2 Preparation of Results for successful Bidders:

1. After technically qualified bidding firms having lowest evaluated cost will be treated as successful and first lowest bidder.
2. The decision of BISE, Hyderabad will be binding on all concerned and will in no case be challengeable at any forum.



Signature & Stamp of Bidder

FORM OF TENDER

To be printed on the letter head of firm

Tender Reference No. _____ Dated: _____

Name of Contract: **Office Stationery**

The Secretary,
Board of Intermediate & Secondary Education,
Hyderabad

Dear Sir,

1. Having examined the Tender Documents including Instructions to Tenderers, Conditions of Contract, Specifications, Drawings, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Contract, we, the undersigned, being a company doing business under the name & Address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Contract and remedy and defects therein in conformity with the said Documents including Addenda thereto for the Total Tender Price of Rs. _____ (in figures and words) or such other sum as may be ascertained in accordance with said Documents.
2. We understand that all the Schedules attached hereto form part of this Tender.
3. As security for due performance of the undertakings and obligations of this Tender, we submit herewith a Bid Bond of Rs. _____ (in figures and words) drawn in favour of or made payable to BISE, and valid for a period of 30 days beyond the period of validity of this Tender.
4. We undertake, if our Tender is accepted, to complete the whole of the work comprised in the above-named Contract within _____ days.
5. We agree to abide by this Tender for the period of 15 days beyond the date of opening of the Tender, and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
6. Unless and until a formal Contract Agreement is signed, this Tender, together with your acceptance thereof, shall constitute a bidding contract between us.
7. We understand that you are not bound to accept the lowest or any tender you may receive.
8. We do hereby declare that this Tender is made without any collusion, comparison of figures or arrangement with any other persons making a Tender for the above-named contract.
9. We understand and agree that the final decision of BISE will be acceptable to us
A
Dated this _____ day of _____ 20_____
Signature _____ in the capacity of _____ duly authorized.



ARTICLES OF AGREEMENT

This agreement is made on this _____ day of _____ 2025, by and between the Board of Intermediate & Secondary Education Hyderabad, Sindh, including his successors in office and Assignees/ Agents, acting through the Secretary, hereinafter called the “**BISE**” of the one part.

AND M/s _____, located at _____, hereinafter called the “**Contractor**” which expression shall include their successors, legal representatives of the second part.

Whereas the **BISE** requires supply of _____ and whereas the Contractor has agreed to supply, install, put into operation and demonstrate the working of the said Equipment valued at Rs. _____ and words _____ in the period of 03 months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the Contractor.

Now this agreement witness as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by _____ on behalf of the Contractor, and by the Secretary on behalf of the BISE, all of (name and designation of the authorized person) _____ Which shall be deemed to form and be read and construed as a part of this Agreement viz.?
 - a) Articles of Agreement;
 - b) Instructions to Tenderers;
 - c) Conditions of Contract;
 - d) Contractor's Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
 - e) The specifications of the equipment; and
 - f) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Contractor, the Contractor hereby covenants with the BISE to supply, deliver, install, put into operation and demonstrate the working of the Equipment in conformity in all respects of the Contract & the order No. _____
4. The BISE hereby covenants to pay the Contractor in consideration of the supply, delivery installation, putting into operation and demonstration of the working of the Equipment the contract price in the manner prescribed by the Contract and approved by the BISE.

In witness thereof the parties have hereunto set their respective hands and seals, the day, month and year first above written.

WITNESSES

BISE _____
Witness No. 1 _____
Signature _____
Name: _____
Designation _____
Witness No. 2 _____
Signature _____
Name: _____
Designation _____

Contractor _____
Witness No. 1 _____
Signature _____
Name: _____
Designation _____
Witness No. 2 _____
Signature _____
Name: _____
Designation _____



(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORK IN
CONTRACTS WORTH RS: 10.00 MILLION OR MORE**

Contract No. _____ Dated: _____

Contract Value: _____

Contract Title: _____

_____ (Name of Contractor) hereby declares that it has not obtained or induced the procurement of any contracts, 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 generally 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 Procurement Agency: _____ Name of Contractor: _____

Signature: _____
(Seal)

Signature: _____
(Seal)



COMPANY PROFILE

Legal Information	
Legally Registered Company Name	
Office Physical Address at Present:	
Office Address as declared to FBR	
Telephone / Fax Numbers (landline)	
Email Address & URL	
Name of Owner / Director with mobile Phone Number	
Name of Contact Person for BISE Hyderabad with Mobile NO.	

General Information	
Year of Establishment:	Legal Structure: _____ (E.g. Proprietorship, Partnership, Pvt. Ltd. Etc.)
No. of Employees	
If Proprietorship then give the Name of Owner/Proprietor with CNIC Number.	
If Partnership Firm then give the Names of Partners & their CNIC #s and Percentage of Shares	
If Private Limited company then give the Name of Directors& their CNIC# shareholders received dividend and it is optional.	
Do you have Branches	Give addresses
No. of Staff in Branches	
Is your Owned Office	
Is your Rented Office	
What is the nature of your Primary Business	
What is the nature of your Secondary Business	



Financial Information				
Turnover in Last three years.	2022-23	2023-24	2024-25	Grand Total
Business Bank Account details	(Note: Provide Account Number, Title of Account, Bank Name, Branch & attach Bank Certificate)			
If Proprietorship then give the Name of Owner/Proprietor with CNIC Number.	(Note: Provide Name of Owner/Proprietor/ CNIC #,			

Employees Information					
S.#	Name of Employee	Designation	CNIC #	Mobile Number	Responsibility
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Logistic Information			
Sr. #	Facility	Number of Facilities	Address / Registration Number / Owned Or Rented.
1	Machinery Installed in your Workshop / or Premises		Give details of Machines, their purpose and production
2	Do you have Ware house		

Note: All above mentioned information shall be provided on business letter head and dully signed by the authorized person.





BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH
Excellence-Equity-Empathy

OFFICE STATIONERY

Technical Proposal / B.O.Q

Date of submission of tender form up to 06.01.2026 at 12:00 noon
Opening of tender on same day at 01:00 pm

Submitted by M/s _____

SR. #	NAME OF THE ARTICLES, DESCRIPTION / SPECIFICATION	QTY
1.	Ball Pen Signature Black (Crystal) (BLU Needle Tip) or equivalent	400 Pkt.
2.	Ball Pen Signature Blue (Crystal) (BLU Needle Tip) or equivalent	400 Pkt.
3.	Ball Pen Signature Red (Crystal) (BLU Needle Tip) or equivalent	1000 Pkt.
4.	Blank Register 400 Pages Size 13x8on Imported Ledger Paper (The material supplied as per sample/specimen approved by the authority).	200 Nos.
5.	Calculator Casio Original (12 Digit) or equivalent	50 Nos.
6.	Computer Paper Ream Double-A 80gm A-4 size 500 Pages or equivalent (The material supplied as per sample/specimen approved by the authority).	3000 Reams
7.	Computer Paper Ream Double-A 80gm Legal size 500 Pages or equivalent (The material supplied as per sample/specimen approved by the authority).	250 Reams
8.	Duster Cloth (Cotton Made) size 15x15 (Best Quality) (The material supplied as per sample/specimen approved by the authority).	500 Nos.
9.	Cloth Bags Ready Bafta (Best Quality) Size 22"x33" (The material supplied as per sample/specimen approved by the authority).	30000 Nos.
10.	Markers Dollar 90 Red or equivalent	200 Pkt.
11.	Stapler MachinesSID-C14 or equivalent	150 Nos.
12.	Stapler Pin (Dollar) Or Equivalent	1500 Pkt.
13.	Gunny Bags (New) Size 3'.6" x 2'.6" (The material supplied as per sample/specimen approved by the authority).	2500 Nos.
14.	Sutli (The material will supplied as per specimen / sample approved by the authority)	300 Kg.

SR. #	NAME OF THE ARTICLES, DESCRIPTION / SPECIFICATION	QTY
15.	Envelops imported offset paper 75 grams (White) size 9"x4"	15000 Nos.
16.	Envelops imported offset paper 75 grams (White) size 11"x5"	15000 Nos.
17.	Envelops (Printed) imported offset paper 75 grams (White) size 9"x4" (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.
18.	Envelops (Printed) A4 Size (White) 75 grams (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.
19.	Envelops (Printed) Legal Size (White) 75 grams (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.
20.	Stamp Pads Large Size Dollar Or Equivalent	100 Nos.
21.	Knife Cutter Razor Sharp Blades Imported Original Japan or equivalent	100 Nos.
22.	Rubbers Soft (Pelican) AS-40 Germany or Equivalent	200 Nos.
23.	Sharpeners China Or Equivalent	200 Nos.
24.	Pencils Black HB-900 (Blue Angle OR Gold Fish) Or equivalent	200 Pkt.
25.	Sealing Wax Umbrella Brand 12 Stick (or equivalent)	2000 Pkt.
26.	Tissue Boxes Rose Petal (Perfumed 400 ply) Or Equivalent	350 Nos.
27.	Water Glasses (Toyo Nasik) Or equivalent	250 Nos.
28.	Towels OXFORD Large Size or equivalent	150 Nos.
29.	Waste Paper Baskets (Plastic) Medium Size (Best Quality)	150 Nos.
30.	Vim Powder Lemon 500gm packets or Equivalent	500 Nos.
31.	Lux Soaps Medium Size Or Equivalent	250 Nos.
32.	Rooms Spray 300ml (Best Quality)	300 Nos.
33.	Foot Scale China 12" Steel or equivalent	125 Nos.
34.	Highlighter (Best Quality)	100 Nos.
35.	Gum Bottle Dollar Large 32oz 1000 grams Fixol Glue or equivalent	80 Nos.
36.	Gum Stick (UHU) (Medium Size) or equivalent	150 Nos.
37.	Punching Machine (Best Quality)	30 Nos.
38.	Pin Puller (Best Quality)	50 Nos.
39.	Poker (Best Quality)	20 Nos.
40.	Jam Clips (Golden) Three flower 36 M.M or equivalent	300 Pkt.
41.	Office pin (Best Quality)	100 Pkt.



SR. #	NAME OF THE ARTICLES, DESCRIPTION / SPECIFICATION	QTY
42.	Pin Cushion (Best Quality)	125 Nos.
43.	Water Cooler 50 liters (Best Quality)	25 Nos.
44.	Phenyl 500ml (Jasmine)or equivalent	500 Nos.
45.	Pocha Sooter(Best Quality) (The material will supplied as per specimen / sample approved by the authority)	200 Nos.
46.	Broom Hard 1000 Gram (Each) (The material will supplied as per specimen / sample approved by the authority)	300 Nos.
47.	Richo SP8400 Toner Cartridge	30 Nos.
48.	Hp Laserjet Toner Cartridge 604 & 605	30 Nos.
49.	Hp Laserjet Toner Cartridge 607	05 Nos.
50.	Hp Laserjet Toner Cartridge 442dn	07 Nos.
51.	Hp Laserjet Drum Unit 442dn	03 Nos.
52.	Hp Laserjet Toner Cartridge 3015	10 Nos.
53.	Hp Laserjet Toner Cartridge 400	10 Nos.
54.	Hp Laserjet Toner Cartridge 2055	10 Nos.
55.	Original Ink Bottles for Riso Copy Printer (Made in Japan)(Model SF-5130) or equivalent (subject to machine test)	500 Nos.
56.	Original Master Rolls for Riso Copy Printer (Made in Japan)(Model SF-5130) or equivalent (subject to machine test)	100 Nos.
57.	Duplicating / Cyclostyling Paper Reams 65 to 70 grams containing 500 pages (subject to machine test) (The material supplied as per sample/specimen approved by the authority).	25000 Reams.
58.	Computer Paper Reams A3 Size 80 grams containing 500 pages (subject to machine test) (The material supplied as per sample/specimen approved by the authority).	800 Reams.





BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH
Excellence-Equity-Empathy

OFFICE STATIONERY
Financial Proposal / B.O.Q

Date of submission of tender form up to 06.01.2026 at 12:00 Noon

Submitted by M/s _____

SR. #	NAME OF THE ARTICLES, DESCRIPTION / SPECIFICATION	QTY	RATE INCLUDING TAX	TOTAL AMOUNT INCLUDING TAXES
1.	Ball Pen Signature Black (Crystal) (BLU Needle Tip) or equivalent	400 Pkt.		
2.	Ball Pen Signature Blue (Crystal) (BLU Needle Tip) or equivalent	400 Pkt.		
3.	Ball Pen Signature Red (Crystal) (BLU Needle Tip) or equivalent	1000 Pkt.		
4.	Blank Register 400 Pages Size 13x8on Imported Ledger Paper (The material supplied as per sample/specimen approved by the authority).	200 Nos.		
5.	Calculator Casio Original (12 Digit) or equivalent	50 Nos.		
6.	Computer Paper Ream Double-A 80gm A-4 size 500 Pages or equivalent (The material supplied as per sample/specimen approved by the authority).	3000 Reams		
7.	Computer Paper Ream Double-A 80gm Legal size 500 Pages or equivalent (The material supplied as per sample/specimen approved by the authority).	250 Reams		
8.	Duster Cloth (Cotton Made) size 15x15 (Best Quality) (The material supplied as per sample/specimen approved by the authority).	500 Nos.		
9.	Cloth Bags Ready Bafta (Best Quality) Size 22"x33" (The material supplied as per sample/specimen approved by the authority).	30000 Nos.		
10.	Markers Dollar 90 Red or equivalent	200 Pkt.		
11.	Stapler MachinesSID-C14 or equivalent	150 Nos.		
12.	Stapler Pin (Dollar) Or Equivalent	1500 Pkt.		

SR. #	NAME OF THE ARTICLES, DESCRIPTION / SPECIFICATION	QTY	RATE INCLUDING TAX	TOTAL AMOUNT INCLUDING TAXES
13.	Gunny Bags (New) Size 3'.6" x 2'.6" (The material supplied as per sample/specimen approved by the authority).	2500 Nos.		
14.	Sutli (The material will supplied as per specimen / sample approved by the authority)	300 Kg.		
15.	Envelops imported offset paper 75 grams (White) size 9"x4"	15000 Nos.		
16.	Envelops imported offset paper 75 grams (White) size 11"x5"	15000 Nos.		
17.	Envelops (Printed) imported offset paper 75 grams (White) size 9"x4" (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.		
18.	Envelops (Printed) A4 Size (White) 75 grams (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.		
19.	Envelops (Printed) Legal Size (White) 75 grams (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.		
20.	Stamp Pads Large Size Dollar Or Equivalent	100 Nos.		
21.	Knife Cutter Razor Sharp Blades Imported Original Japan or equivalent	100 Nos.		
22.	Rubbers Soft (Pelican) AS-40 Germany or Equivalent	200 Nos.		
23.	Sharpeners China Or Equivalent	200 Nos.		
24.	Pencils Black HB-900 (Blue Angle OR Gold Fish) Or equivalent	200 Pkt.		
25.	Sealing Wax Umbrella Brand 12 Stick (or equivalent)	2000 Pkt.		
26.	Tissue Boxes Rose Petal (Perfumed 400 ply) Or Equivalent	350 Nos.		
27.	Water Glasses (Toyo Nasik) Or equivalent	250 Nos.		
28.	Towels OXFORD Large Size or equivalent	150 Nos.		
29.	Waste Paper Baskets (Plastic) Medium Size (Best Quality)	150 Nos.		
30.	Vim Powder Lemon 500gm packets or Equivalent	500 Nos.		
31.	Lux Soaps Medium Size Or Equivalent	250 Nos.		



SR. #	NAME OF THE ARTICLES, DESCRIPTION / SPECIFICATION	QTY	RATE INCLUDING TAX	TOTAL AMOUNT INCLUDING TAXES
32.	Rooms Spray 300ml (Best Quality)	300 Nos.		
33.	Foot Scale China 12" Steel or equivalent	125 Nos.		
34.	Highlighter (Best Quality)	100 Nos.		
35.	Gum Bottle Dollar Large 32oz 1000 grams Fixol Glue or equivalent	80 Nos.		
36.	Gum Stick (UHU) (Medium Size) or equivalent	150 Nos.		
37.	Punching Machine (Best Quality)	30 Nos.		
38.	Pin Puller (Best Quality)	50 Nos.		
39.	Poker (Best Quality)	20 Nos.		
40.	Jam Clips (Golden) Three flower 36 M.M or equivalent	300 Pkt.		
41.	Office pin (Best Quality)	100 Pkt.		
42.	Pin Cushion (Best Quality)	125 Nos.		
43.	Water Cooler 50 liters (Best Quality)	25 Nos.		
44.	Phenyl 500ml (Jasmine) or equivalent	500 Nos.		
45.	Pocha Sooter (Best Quality) (The material will supplied as per specimen / sample approved by the authority)	200 Nos.		
46.	Broom Hard 1000 Gram (Each) (The material will supplied as per specimen / sample approved by the authority)	300 Nos.		
47.	Richo SP8400 Toner Cartridge	30 Nos.		
48.	Hp Laserjet Toner Cartridge 604 & 605	30 Nos.		
49.	Hp Laserjet Toner Cartridge 607	05 Nos.		
50.	Hp Laserjet Toner Cartridge 442dn	07 Nos.		
51.	Hp Laserjet Drum Unit 442dn	03 Nos.		
52.	Hp Laserjet Toner Cartridge 3015	10 Nos.		
53.	Hp Laserjet Toner Cartridge 400	10 Nos.		
54.	Hp Laserjet Toner Cartridge 2055	10 Nos.		



SR. #	NAME OF THE ARTICLES, DESCRIPTION / SPECIFICATION	QTY	RATE INCLUDING TAX	TOTAL AMOUNT INCLUDING TAXES
55.	Original Ink Bottles for Riso Copy Printer (Made in Japan)(Model SF-5130) or equivalent (subject to machine test)	500 Nos.		
56.	Original Master Rolls for Riso Copy Printer (Made in Japan)(Model SF-5130) or equivalent (subject to machine test)	100 Nos.		
57.	Duplicating / Cyclostyling Paper Reams 65 to 70 grams containing 500 pages (subject to machine test) (The material supplied as per sample/specimen approved by the authority).	25000 Reams.		
58.	Computer Paper Reams A3 Size 80 grams containing 500 pages (subject to machine test) (The material supplied as per sample/specimen approved by the authority).	800 Reams.		





BOARD OF INTERMEDIATE & SECONDARY EDUCATION, HYDERABAD SINDH
Excellence-Equity-Empathy

ANNUAL PROCUREMENT PLAN
(DEVELOPMENT & NON DEVELOPMENT /REVENUE WORKS)
FOR THE FINANCIAL YEAR 2025-26

ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
1.	Major Head Examination Minor Head Printing of Answer Books, Supplements, Admission Forms & Other Proformas etc.	Examination Material	70,000,000/-	1	Answer Script / Sheet (Digital E-Sheets) for E-Marking A4 (precise) paper size i.e 210mmx 297mm, 24 pages both sides printed upon 80 grams Imported Paper (Indonesia), with variable digital printing with QR and 2D barcode printing along with Automized stapling, duly packed in box, each box contain 200 Answer Scripts (as per sample) *Sample can be viewed from Board's procurement department.	750000 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 30 days	
				2	Answer Books Red Colour Containing 16 Pages size 8.8x11.2 on 55 grams Hi-finish flying paper or equivalent printing and ruling, with serial number by Automatic Numbering Machine duly Printing / Manufacturing, over lock stitch in all respect. Each Bundle containing 250 Answer Books duly tied double side with Plastic Ribbon as per sample/specimen approved by the authorities.	1300000 Nos.					
				3	Answer Books Red Colour Containing 24 Pages size 8.8x11.2 on 55 grams Hi-finish flying paper or equivalent printing and ruling, with serial number by Automatic Numbering Machine duly Printing / Manufacturing, over lock stitch in all respect. Each Bundle containing 250 Answer Books duly tied double side with Plastic Ribbon as per sample/specimen approved by the authorities.	400000 Nos.					
				4	Optical Mark Recognition OMR / MCQs Sheet duly printed upon 80 grams Imported Paper (Indonesia) A4 (precise) paper size i.e 210mmx297mm one side printed in Black color, with variable digital printing with QR and 2D barcode or different MCQ sheet for each subject, conventional numbering can be done to track if any issue arises, in ream form, each ream consist 500 sheets, duly packed in box each box contain 04 reams (as per sample).	2000000 Nos.					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
Do	Major Head Examination	Examination Material	70,000,000/-	5	Supplements Green Colour Containing 04 Pages size 8.8x11.2 on 55 grams Hi-finish flying paper or equivalent printing and ruling, with serial number by Automatic Numbering Machine duly Printing / Manufacturing in all respect. Each Bundle containing 1000 Supplements duly tied double side with Plastic Ribbon as per sample/specimen approved by the authorities.	3000000 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 30 days	
	Minor Head Printing of Answer Books, Supplements, Admission Forms & Other Proformas etc.			6	Proforma regarding Signature Sheet Printed on Hi-finish flying paper 55 grams size 17x27/4 one side printing in shape of pads of 100 leaves with serial number. The material printed and supplied as per sample/specimen approved by the authorities.	6000 Books					
				7	Proforma regarding Invigilator's Report, Printed on Hi-finish flying paper 55 grams size 17x27/8 one side printing in shape of pads of 100 leaves with serial number. The material printed and supplied as per sample/specimen approved by the authorities.	6000 Books					
				8	Proforma regarding Appendix-C, Printed on Hi-finish flying paper 55 grams size 17x27/4 one side printing in shape of pads of 100 leaves with serial number. The material printed and supplied as per sample/specimen approved by the authorities.	700 Books					
				9	Proforma regarding Absentees Report, Printed on Hi-finish flying paper 55 grams size 17x27/4 one side printing in shape of pads of 100 leaves with serial number. The material printed and supplied as per sample/specimen approved by the authorities.	700 Books					
				10	Proforma regarding Dispatch Slip, Printed on Hi-finish flying paper 55 grams size 17x27/8 one side printing in shape of pads of 100 leaves with serial number. The material printed and supplied as per sample/specimen approved by the authorities.	700 Books					
				11	Proforma regarding Verification Letter Printed on Hi-finish flying paper 55 grams size 17x27/4 one side printing in shape of pads of 100 leaves with serial number. The material printed and supplied as per sample/specimen approved by the authorities.	1000 Books					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
Do	<u>Major Head</u> Examination	Examination Material	70,000,000/-	12	Proforma regarding Stationery Articles Answer Books / Supplements Printed on Hi-finish flying paper 55 grams size 17x27/4 one side printing in shape of pads of 100 leaves with serial number. The material printed and supplied as per sample/specimen approved by the authorities.	500 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 30 days	
	13			Envelops Plastic Twelve Colour Size 12"x16" . The material printed and supplied as per sample/specimen approved by the authorities.	200000 Nos.						
	14			Inner Cover 65 Micron Plastic Cover Theory (Black) size 20x14 the material printed and supplied as per sample/specimen approved by the authorities.	125000 Nos.						
	15			Outer Cover 65 Micron Plastic Cover Printed (Five Colour) size 20x14 the material printed and supplied as per sample/specimen approved by the authorities.	100000 Nos.						
2.	<u>Major Head</u> Examination	Printing of Certificates	35,000,000/-	16	Pacca Certificate of Class-X (Computerized) imported security paper 110 gm, water Mark Board logo, ultra violet Boards logo (visible) only ultra violet light, size A4 8.25x 11.75, four colors front printing and one color back printing with serial numbering. The material printed and supplied as per sample/specimen approved by the authorities.	350000 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 45 days	
	17			Pacca Certificate of Class-XII (Computerized) imported security paper 110 gm, water Mark Board logo, ultra violet Boards logo (visible) only ultra violet light, size A4 8.25x 11.75, four colors front printing and one color back printing with serial numbering. The material printed and supplied as per sample/specimen approved by the authorities.	250000 Nos.						
	18			Pass Certificate (Computerized) of Class-X & XII imported security paper 110 gm, water Mark Board logo, ultra violet Boards logo (visible) only ultra violet light, size legal 8.25" x 14" / 2, four colors front printing and one color back printing with serial numbering. The material printed and supplied as per sample/specimen approved by the authorities.	100000 Nos.						
	19			Marks Certificates (Computer) New for Class IX, X, XI & XII imported security paper 110 gm, water Mark Board logo, ultra violet Boards logo (visible) only ultra violet light, size A4 8.25x 11.75, four colors front printing and one color back printing with serial numbering. The material printed and supplied as per sample/specimen approved by the authorities.	600000 Nos.						



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity Both Wings	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
3	Major Head Contingencies Minor Head Office Stationery + Examination Stationery	Office & Examination Stationery	8,500,000/-	1	Ball Pen Signature Black (Crystal) (BLU Needle Tip) or equivalent	400 Pkt.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 15 days	
				2	Ball Pen Signature Blue (Crystal) (BLU Needle Tip) or equivalent	400 Pkt.					
				3	Ball Pen Signature Red (Crystal) (BLU Needle Tip) or equivalent	1000 Pkt.					
				4	Blank Register 400 Pages Size 13x8on Imported Ledger Paper(The material supplied as per sample/specimen approved by the authority).	200 Nos.					
				5	Calculator Casio Original (12 Digit) or equivalent	50 Nos.					
				6	Computer Paper Ream Double-A 80gm A-4 size 500 Pages or equivalent (The material supplied as per sample/specimen approved by the authority).	3000 Reams					
				7	Computer Paper Ream Double-A 80gm Legal size 500 Pages or equivalent (The material supplied as per sample/specimen approved by the authority).	250 Reams					
				8	Duster Cloth (Cotton Made) size 15x15 (Best Quality) (The material supplied as per sample/specimen approved by the authority).	500 Nos.					
				9	Cloth Bags Ready Bafta (Best Quality) Size 22"x33" (The material supplied as per sample/specimen approved by the authority).	30000 Nos.					
				10	Markers Dollar 90 Red or equivalent	200 Pkt.					
				11	Stapler MachinesSID-C14 or equivalent	150 Nos.					
				12	Stapler Pin (Dollar) Or Equivalent	1500 Pkt.					
				13	Gunny Bags (New) Size 3'.6" x 2'.6"(The material supplied as per sample/specimen approved by the authority).	2500 Nos.					
				14	Sutli (The material will supplied as per specimen / sample approved by the authority)	300 Kg.					
				15	Envelops imported offset paper 75 grams (White) size 9"x4"	15000 Nos.					
				16	Envelops imported offset paper 75 grams (White) size 11"x5"	15000 Nos.					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity Both Wings	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
DO	Major Head Contingencies Minor Head Office Stationery + Examination Stationery	Office & Examination Stationery	8,500,000/-	17	Envelops (Printed) imported offset paper 75 grams (White) size 9"x4" (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)				
				18	Envelops (Printed) A4 Size (White) 75 grams (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.					
				19	Envelops (Printed) Legal Size (White) 75 grams (The material will supplied as per specimen / sample approved by the authority)	15000 Nos.					
				20	Stamp Pads Large Size Dollar Or Equivalent	100 Nos.					
				21	Knife Cutter Razor Sharp Blades Imported Original Japan or equivalent	100 Nos.					
				22	Rubbers Soft (Pelican) AS-40 Germany or Equivalent	200 Nos.					
				23	Sharpeners China Or Equivalent	200 Nos.					
				24	Pencils Black HB-900 (Blue Angle OR Gold Fish) Or equivalent	200 Pkt.					
				25	Sealing Wax Umbrella Brand 12 Stick (or equivalent)	2000 Pkt.					
				26	Tissue Boxes Rose Petal (Perfumed 400 ply) Or Equivalent	350 Nos.					
				27	Water Glasses (Toyo Nasik) Or equivalent	250 Nos.					
				28	Towels OXFORD Large Size or equivalent	150 Nos.					
				29	Waste Paper Baskets (Plastic) Medium Size (Best Quality)	150 Nos.					
				30	Vim Powder Lemon 500gm packets or Equivalent	500 Nos.					
				31	Lux Soaps Medium Size Or Equivalent	250 Nos.					
				32	Rooms Spray 300ml (Best Quality)	300 Nos.					
				33	Foot Scale China 12" Steel or equivalent	125 Nos.					
				34	Highlighter (Best Quality) Multi	100 Nos.					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity Both Wings	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
DO	Major Head Contingencies Minor Head Office Stationery + Examination Stationery	Office & Examination Stationery	8,500,000/-	35	Gum Bottle Dollar Large 32oz 1000 grams Fixol Glue or equivalent	80 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 15 days	
				36	Gum Stick (UHU) (Medium Size) or equivalent	150 Nos.					
				37	Punching Machine (Best Quality)	30 Nos.					
				38	Pin Puller (Best Quality)	50 Nos.					
				39	Poker (Best Quality)	20 Nos.					
				40	Jam Clips (Golden) Three flower 36 M.M or equivalent	300 Pkt.					
				41	Office pin (Best Quality)	100 Pkt.					
				42	Pin Cushion (Best Quality)	125 Nos.					
				43	Water Cooler 50 liters (Best Quality)	25 Nos.					
				44	Phenyl 500ml (Jasmine) or equivalent	500 Nos.					
				45	Pocha Sooter (Best Quality)(The material will supplied as per specimen / sample approved by the authority)	200 Nos.					
				46	Broom Hard 1000 Gram (Each) (The material will supplied as per specimen / sample approved by the authority)	300 Nos.					
				47	Richo SP8400 Toner Cartridge	30 Nos.					
				48	Hp Laserjet Toner Cartridge 604 & 605	30 Nos.					
				49	Hp Laserjet Toner Cartridge 607	05 Nos.					
				50	Hp Laserjet Toner Cartridge 442dn	07 Nos.					
				51	Hp Laserjet Drum Unit 442dn	03 Nos.					
				52	Hp Laserjet Toner Cartridge 3015	10 Nos.					
				53	Hp Laserjet Toner Cartridge 400	10 Nos.					
				54	Hp Laserjet Toner Cartridge 2055	10 Nos.					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity Both Wings	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
4.	Major Head Examination	Confidential	150,000,000/-	55	Original Ink Bottles for Riso Copy Printer (Made in Japan)(Model SF-5130) or equivalent (subject to machine test)	500 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 15 days	
	Minor Head Remuneration for Doing Confidential Work			56	Original Master Rolls for Riso Copy Printer (Made in Japan)(Model SF-5130) or equivalent (subject to machine test)	100 Nos.					
				57	Duplicating / Cyclostyling Paper Reams 65 to 70 grams containing 500 pages (subject to machine test) (The material supplied as per sample/specimen approved by the authority).	25000 Reams.					
				58	Computer Paper Reams A3 Size 80 grams containing 500 pages (subject to machine test) (The material supplied as per sample/specimen approved by the authority).	800 Reams.					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity Both Wings	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
4.	<u>Major Head Capital</u> <u>Minor Head Computer System, Scanners, Printers etc</u>	CAPITAL	15,00,000/-	1.	Heavy Duty Scanners Kodak, Canon, Toshiba or equivalent 1. Scanning Speed (Color/Black-and white/grayscale): 120 ppm/240 IPM at 200 and 300 dpi. Dual CIS Dual RGB LED Illumination CIS (CMOS) with maximum output resolution of 1200 dpi or higher. 2. Recommended Daily volume: 100,000 pages per day 3. Operator Control Panel: 3.5 inch (89 mm) graphical color touch screen LCD with operator control buttons. Minimum Document Size: 63.5 mm x 71.1 mm Maximum document size 305 mm x 4.06 m. 4. Paper Path, with Straight Paper Path for fragile pages and U-turn paper path for bulk/production scanning. 5. Paper Thickness and Weight & Connectivity: minimum 34 g/m ² & 433 g/m ² , USB 3.2 Gen 1x1 Certified (Compatible with USB 2.0 and 3.0) & built in Ethernet (10/100/1000) 6. Features & OS Support: controlled stacking, Perfect Page technology, thresholding, automatic color detection, On Board Image Processing, auto crop, Intelligent document protection by proactive listening, FADGI Compliance, Ultrasonic multi-feed detection, Digital Stamping, The ADF unit should support the attachment of a separately available A3 flatbed accessory for future scanning requirement, Supported Operating Systems, Windows 7, 8, 10 (32 and 64 bits, window server, Ubuntu 22.04 or higher, Linux and restful API's. 7. Warranty and Support: 01-year comprehensive warranty with parts and labor and the bidder will provide MAL letter in favor of procuring authority. The bidder will be responsible of Consumables for 15 million scans with the Scanner with 1 year warranty, whichever comes first. 8. Performance and Demonstration: The bidder should have past experience with education boards must attach 05 or more Purchase orders of education board along with satisfactory reports for the quoted model / brand. The bidder must provide physical demonstration of quoted model. NOTE: THE PARTICIPATING BIDDERS ARE REQUESTED TO MENTION CLEAR THE BRAND AND MAKE OF THE SCANNER MEANT TO OFFER FOR PROCUREMENT AS GIVEN IN SPECIFICATION DETAIL FAILING WHICH THE CASE SHALL BE REJECTED ON TECHNICAL GROUND.	15 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 15 days	
				2.	Heavy Duty Scanners Kodak, Canon, Toshiba or equivalent 1. Scanning Speed (Color/Black-and white/grayscale): 85 ppm/170 IPM on A4 portrait paper at 300 dpi, with Built-in A4 size flatbed, maximum output resolution of 1200 dpi or higher. 2. Recommended Daily volume: 20,000 pages per day 3. Operator Control Panel: 3.5 inch (89 mm) graphical color touch screen LCD with operator control buttons. Minimum Document Size: 63.5 mm x 71.1 mm Maximum document size 216 mm x 4.06 m. 4. Paper Path, with Straight Paper Path for fragile pages and U-turn paper path for bulk/production scanning. 5. Paper Thickness and Weight & Connectivity: minimum 34 g/m ² & 433 g/m ² , USB 3.2 Gen 1x1 Certified (Compatible with USB 2.0 and 3.0) & built in Ethernet (10/100/1000) 6. Features & OS Support: controlled stacking, Perfect Page technology, thresholding, automatic color detection, On Board Image Processing, auto crop, Intelligent document protection by proactive listening, FADGI Compliance, Ultrasonic multi-feed detection, Digital Stamping, The ADF unit should support the attachment of a separately available A3 flatbed accessory for future scanning requirement, Supported Operating Systems, Windows 7, 8, 10 (32 and 64 bits, window server, Ubuntu 22.04 or higher, Linux and restful API's. 7. Warranty and Support: 01-year comprehensive warranty with parts and labor and the bidder will provide MAL letter in favor of procuring authority. The bidder will be responsible of Consumables for 15 million scans with the Scanner with 1 year warranty, whichever comes first. 8. Performance and Demonstration: The bidder should have past experience with education boards must attach 05 or more 06 scanners Purchase orders of education board along with satisfactory reports for the quoted model / brand. The bidder must provide physical demonstration of quoted model. NOTE: THE PARTICIPATING BIDDERS ARE REQUESTED TO MENTION CLEAR THE BRAND AND MAKE OF THE SCANNER MEANT TO OFFER FOR PROCUREMENT AS GIVEN IN SPECIFICATION DETAIL FAILING WHICH THE CASE SHALL BE REJECTED ON TECHNICAL GROUND.	05 Nos.					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity Both Wings	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
do	Major Head Capital Minor Head Computer System, Scanners, Printers etc	CAPITAL	15,000,000/-	3.	RICOH SP 8400DN (Digital B&W Laser Printer) or equivalent Warm-up time: First output speed: 21 seconds 2.2 seconds Continuous output speed: 60 ppm Memory: HDD: Dimensions (W x D x H): Weight: Power source: PRINTER 4 GB (2 GB mainframe + 2 GB Smart Operation Panel) 320 GB (Option) 587 x 653 x 720 mm 57 kg 220 - 240 V, 50/60 Hz. Recommended paper size: Standard paper tray(s): A3, A4, A5, A6, B4, B5, B6 Bypass tray: A3, A4, A5, A6, B4, B5, B6 Paper input capacity: Paper output capacity: Paper weight: ECOLOGY Standard: 1,200 sheets Maximum: 4,700 sheets Maximum: 4,000 sheets Paper tray(s): 60 - 300 g/m² Bypass tray: 52 - 300 g/m² Duplex: 52 - 256 g/m². 2 x 550-sheet paper tray, 2,000-sheet large capacity tray, 1,500-sheet side large capacity tray, Bridge unit, 1,000-sheet Hybrid finisher, 3,000-sheet finisher with 50-sheet stapler, 4-bin mailbox, Hard Disk Drive (320 GB), Wireless LAN (IEEE 802.11a/b/g/n), USB Server for Second Network Interface, Genuine Adobe®PostScript®3™, XPS direct print, NFC Card Reader, Internal multi-fold unit, Attention light, VM card option, Extended USB port (Type B), Bi-directional IEEE 1284, Hole punch unit, Output jogger unit	03 Nos.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 15 days	
				4.	Toshiba Digital Copier /E-Studio e3528 or Equivalent with RADF (reverse document feeder) Speed: 35 Copies p/m A4 Size, 16 Copies pm A3 Size Automatic Duplex: A5R-A3, 60-256 g/m Controller Type Control Panel: 26cm (10.1 Inch) Multi-touch Color Panel Hard Disk Drive: 128 (640 GB Optional) Printing: Network Printing / Scanner & UBL Printing	03 Nos.					
				5.	HP Laserjet Printer MFP137NW or equivalent	04 Nos.					
				6.	HP Laserjet Printer Pro M404dw or equivalent	05 Nos.					
				7.	HP Laserjet Printer M610 or equivalent	12 Nos.					
				8.	Hp All-in-one 24-CB1038NH Desktop PC or equivalent <ul style="list-style-type: none"> 12th Generation Intel Core i7-1255U 8GB DDR4, 512GB PCIe® NVMe™ SSD Intel Iris Xe Graphics, Wired Keyboard & Mouse 23.8" FHD Touch Screen 01 year Local Warranty 	15 Nos.					



ANNUAL PROCUREMENT PLAN (NON-DEVELOPMENT/REVENUE WORKS) FINANCIAL YEAR 2025-26

Sr. #	Funds Head & Sub Head	Name of work	Allocated funds	Items to be executed		Quantity Both Wings	Method of Procurement	Anticipated/ Actual date of Advertisement	Anticipated/ Actual date of Start	Anticipated/ Actual date of Completion	Remarks
				Item No.	Description						
Do	Major Head Capital	CAPITAL	15,000,000/-	9.	Hp ProBook 460 G11- Intel Core Ultra 7 155U Processor 8GB, 512GB SSD Intel Integrated GC 16" WUXGA 1200p IPS AG 300nits Display PolyStudio Audio (Pike Silver, HP Director Local Warranty)	01 No.	Through Open Tender and as per guidelines envisaged in SPP Rules 2010 (amended Rules 2019)			After issue of Job order material will be supplied within the period of 15 days	
	Minor Head Computer System, Scanners, Printers etc			10.	Polar Paper Cutting Machine Automatic 32" or Equivalent Cutting Speed: Can range from 30 to 45 cycles per minute, depending on the model and automation level. Automation: Modern machines feature advanced automation like digital touch screens, programmable cut sequences, and computer-controlled backstops. Material Compatibility: While primarily for paper, these machines can cut various materials including plastic sheets and polyester films, provided the correct blade type is used. Power Requirements: Generally require a stable electrical supply, often 3-phase power (e.g., 220V, 50Hz).	01 No.					



**SECRETARY
BISE, HYDERABAD**



BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH

Excellence-Equity-Empathy

No. BISE/STORE/25/-706

Dated: 09-12-2025

NOTIFICATION

In pursuance of provisions of SPPRA Rule No. 7 (Amended 2019), the Chairman BISE, Hyderabad has been pleased to constitute the Procurement Committee to examine and scrutinize the tender bid documents for the year 2025-2026. The Procurement Committee will consist of the following members with TORs for procurement of Examination Printing Material / Stationery, Office Stationery and office equipments etc.

- | | |
|--------------------------------------------------------------------------------------------------|--------------------|
| 1. Prof. Latif Dino Lajwani
Deputy Director, Private Institutions
Hyderabad | Convener |
| 2. Mr. Atta Muhammad Kaka
Inspector of Institution / D.S (Establishment)
B.I.S.E Hyderabad | Member |
| 3. Mr. Fazal-ur-Rehman
D.C.E / Director Physical Education
BISE, Hyderabad | Member |
| 4. Mr. Uzair Ahmed
Assistant Secretary (Establishment)
BISE, Hyderabad | Member / Secretary |
| 5. Mr. Shoaib Shaikh
Senior Computer Operator
BISE, Hyderabad | Member |

TERMS OF REFERENCE (TORS)

The Committee will have the following Terms of Reference (TORS):

1. To prepare / reviewing bidding documents;
2. To carry out technical as well as financial evaluation of the bidding documents;
3. To prepare evaluation report as provided in Rule 45 of SPPRA;
4. To make recommendations for the award of contract(s) to the Competent Authority; and
5. To perform any other function ancillary and incidental to the above.

✓ SECRETARY



BOARD OF INTERMEDIATE & SECONDARY EDUCATION, HYDERABAD SINDH

Excellence-Equity-Empathy

NO. BISE/STORE/25/-707

Dated: 09-12-2025

NOTIFICATION

In pursuance of provisions of SPPRA Rule No. 31 (Amended 2019), the Chairman BISE, Hyderabad has been pleased to constitute the Complaint Redressal Committee (CRC) to examine grievances raised by the aggrieved bidding firms / bidders for the year 2025-2026. The Committee will consist of following members:

- | | |
|-----------------------------------------------------------------------------------------------------------|----------|
| 1. Prof. Dr. Shuja Ahmed Mahesar
Chairman
<u>BISE, Hyderabad</u> | Convener |
| 2. The District Accounts Officer
Or his Nominee | Member |
| 3. Prof. Mehboob Ali Soomro
Rtd. Principal
Government Degree College, Qasimabad
<u>Hyderabad</u> | Member |

Terms of Reference (TORS)

- i. The Complaint Redressal Committee (C.R.C) shall address complaint(s) (if any) to be occurred from aggrieved bidders(s) during the procurement proceedings, prior to award of contract, as provided in the sub Rule (1) of Rule No. 31 of SPPRA Rule 2010 (Amended 2019).
- ii. The CRC shall follow procedure as laid down in Rule # 31 (4) & (5) of SPPRA Rules 2010 (Amended 2019)


✓ SECRETARY



BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH
Excellence-Equity-Empathy

No. BISE/STORE/25/- 711

Dated: 17-12-2025

To,

The Director
Directorate of Advertisement
Information & Archives Department
Government of Sindh
Block-96, Sindh Secretariat No. 4-B,
KARACHI.

SUBJECT: NOTICE FOR INVITATION OF TENDER

I am to enclose herewith 10 (Ten) copies of Notice for Invitation of Tender with a request to kindly arrange its publication in the following leading newspapers on National Level once only, in such a manner that the Advertisement do not appear on the same day.

1. **Daily Dawn**
2. **Daily Jung**
3. **Daily Kawish**

Your cooperation in this regards will be highly appreciated.

SECRETARY



BOARD OF INTERMEDIATE & SECONDARY EDUCATION HYDERABAD SINDH

Excellence-Equity-Empathy

No. BISE/STORE/25/- 7/1

Dated: 17-12-2025

NOTICE FOR INVITATION-OF TENDER

The sealed bids are invited from the firms registered with Tax Authorities for the supply of followings as per detailed specifications / specimen mentioned in the tender documents.

- i. **Examination Printing Material (Printed / Non-Printed) etc.**
- ii. **Office Stationery**
- iii. **Computer Systems, Scanners, Photocopiers, Printers and other equipments etc.**

Method of Procurement:

(Single-Stage- Two Envelops Procedure)

Bidding / Tender Documents:

- i. **Issuance:** The bidding documents will be issued from the first date of publication / hoisting of this notice to **06.01.2025 upto 11:00am** from office of Secretary, BISE Hyderabad on depositing fee of Rs. 2000/- (Non Refundable) for each tender in shape of Bank Draft/Pay Order or same can be downloaded from the SPPRA's newly developed website www.E-Pads.pprasinhd.gov.pk as well as from Board's website www.biseh.edu.pk.
- ii. **Submission:** Last date will be **06.01.2025 upto 12:00noon** along-with the bid security, equal to 03% of the bid price in shape of Pay Order in favour of the Secretary Board of Intermediate & Secondary Education, Hyderabad. The financial proposal shall be opened after the evaluation and approval of the technical proposal.
- iii. **Opening:** The technical proposal will be opened on the same date at **01:00pm** by the Procurement Committee in the presence of bidders or their authorized representatives. Any conditional bid and bid without security shall not be considered.
- iv. **Un-responded Tenders:** will again be issued / submitted / opened on following dates:

Attempt 2nd:

- (a) Issuance Date: **07.01.2025.**
- (b) Submission at **02:00pm** & Opening **03:00pm** on **22.01.2025.**

The Bid Security shall be forfeited by the Board, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract if the bid is accepted.

The Procuring Agency may reject all or any Bid at any time prior to the acceptance of the Bid, subject to the relevant provisions of SPPRA Rules, 2010 (Amended 2019).

For further details please contact Mr. Uzair Ahmed, Assistant Secretary Establishment, BISE, Hyderabad (Mobile Phone # 0318-9300110)

**SECRETARY
BISE, HYDERABAD**

بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن

حیدر آباد سندھ

امتیاز - مساوات - احساس ہمدردی



No. BISE/STORE/25/-711

Dated: 17-12-2025

نوٹس برائے ٹینڈر طلبی

ٹیکس اتھارٹیز کے ساتھ رجسٹرڈ فرمز سے، ٹینڈر دستاویزات میں درج تفصیلی وضاحت اور نمونہ کے مطابق درج ذیل اشیاء کی فراہمی کے لیے سربراہ بولیاں مطلوب ہیں۔

i. احتمالی پر تنگ کاموا (پرنٹ شدہ/غیر پرنٹ شدہ) وغیرہ

ii. دفتری اسٹیشنری

iii. کمپیوٹر سسٹمز، اسکینرز، فوٹوکاپی مشینیں، پرنٹرز اور دیگر آلات وغیرہ

پروکیورمنٹ کا طریقہ کار:

(ایک مرحلے پر دو لٹانی طریقہ کار)

بولی/ٹینڈر دستاویزات:

i. اجراء: بولی کی دستاویزات اس نوٹس کی اشاعت / لگنے کی پہلی تاریخ سے 06-01-2026 تک 11:00 بجے تک سیکریٹری، BISE، حیدر آباد کے دفتر سے -/2000 روپے (ناتقابل واپسی) فیس بصورت بینک ڈرافٹ اپنے آرڈر جمع کرانے پر جاری کی جائیں گے۔ اسی کو SPPRA کی نئی تیار کردہ ویب سائٹ www.E-Pads.pprasinindh.gov.pk کے ساتھ ساتھ بورڈ کی ویب سائٹ www.biseh.edu.pk سے ڈاؤن لوڈ کیا جاسکتا ہے۔

ii. جمع کرانا: آخری تاریخ 06-01-2026 تک دوپہر 12:00 بجے تک ہوگی اور بڈ سیکورٹی کے ساتھ، سیکریٹری بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، حیدر آباد کے حق میں پے آرڈر کی شکل میں بولی کی قیمت کے 3% کے برابر ہوگی۔ فنانشل پروپوزل کو تکنیکی تجویز کی جانچ اور منظوری کے بعد کھولا جائے گا۔

iii. کھلنا: تکنیکی تجویز اسی تاریخ کو دوپہر 01:00 بجے پروکیورمنٹ کمیٹی کی جانب سے بولی دہندگان یا ان کے مجاز نمائندوں کی موجودگی میں کھولی جائیں گی۔ کسی بھی مشروط بولی اور سیکورٹی کے بغیر بولی پر غور نہیں کیا جائے گا۔

iv. غیر جوابی ٹینڈرز: درج ذیل تاریخوں پر دوبارہ جاری کیے/جمع کرائے/کھولے جائیں گے:

دوسری مرتبہ: (a) جاری کرنے کی تاریخ: 07-01-2026

(b) جمع کرانے کی تاریخ: 22-01-2026 کو دوپہر 02:00 بجے اور کھلنا سہ پہر 03:00 بجے۔

اگر بولی دہندہ بولی کھولنے کے بعد اور بولی کی معاوضہ ختم ہونے سے پہلے اپنی بولی واپس لے لیتا ہے یا اگر بولی قبول کر لی جاتی ہے تو کنٹریکٹ پر دستخط کرنے میں ناکام رہتا ہے تو بورڈ کی طرف سے بڈ سیکورٹی ضبط کر لی جائے گی۔

پروکیورنگ ایجنسی، SPPRA، رولز، 2010 (ترمیم شدہ 2019) کی متعلقہ دفعات کے تحت بولی کی منظوری سے پہلے کسی بھی وقت تمام یا کسی بھی بولی کو مسترد کر سکتی ہے۔

مزید تفصیلات کے لیے برائے مہربانی عزیز احمد، اسسٹنٹ سیکریٹری اسٹیشنمنٹ، BISE، حیدر آباد سے (موبائل نمبر 0318-9300110) پر رابطہ کریں۔

WORK FOR SINDH
WWW.JOBKALAM.COM
JOB PORTAL BY
INFORMATION DEPARTMENT

سیکریٹری
BISE حیدر آباد

INF/KRY/4402/2025