

BOARD OF INTERMEDIATE EDUCATION, KARACHI



**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING**

SINGLE STAGE – ONE ENVELOPE PROCEDURE

**TENDER FOR
PROCUREMENT OF PRINTER'S TONERS**

Technical & Financial Proposal

- Instructions to Bidders
- General Conditions of Contract

IN RESPECT OF THE
BIEK/AG/L&N/1623/2026 Dated 14-01-2026



Board of Intermediate Education

Bakhtiari Youth Center, North Nazimabad,
Karachi - 74700

NOTICE INVITING TENDERS

Bids invited through E-Pak Acquisition and Disposal System (EPADS) from reputed / established firms / suppliers / contractors, registered with concerned Tax authorities for supply of following goods.

S.No	Tender Title	Cost of Bidding Document	Issuance & Deadline of documents date	Deadline for submission	Opening of Bid	Method of Procurement	Bid Security
01	Tender for Procurement of Printer's Toners	Rs.3,000/-	28.01.2026 10:00AM TO 11.02.2026 12:00 NOON	11.02.2026 at 02:30 PM	11.02.2026 at 03:00 PM	NCB Single Stage One Envelope	3% of the estimated cost

The interest bidders can obtain bidding documents containing terms & conditions, can be downloaded from <https://portalsindh.eprocure.gov.pk/#/> or www.biek.edu.pk and the Tender Documents fee (Rs.3,000/- (Non-refundable) must be submitted in shape of pay order in favor of Secretary, Board of Intermediate Education, Karachi on any working day as per schedule mentioned above.

The preparation of bids must in accordance with the instructions in the bidding documents and the bids must be submitted on EPADS on or before submission deadline as per schedule mentioned above. Bids should be submitted electronically through EPADS and original Bids must be submitted in Procurement Wing, Administration General Section, Old Building, 1st Floor, Room No.31 before online submission deadline of the Bids. Only those bid will be entertained which is already submitted on EPADS.

All interest bidders must register themselves At EPADS at:
<https://sindh.eprocure.gov.pk/#/supplier-registration>

Pre-Bid Meeting will be held on 06-02-2026 at 02:30 p.m.

In case of unexpected announcement of holiday, unforeseen situation, climate changing & disaster in city, the tender will be opened on next working day on the same venue & time as mentioned above.

The Bid Security in shape of pay order in favor of the Secretary, Board of Intermediate Education Karachi in Procurement Wing, Administration General Section, Old Building, 1st Floor, Room No 31 before online submission deadline of the Bids.

The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to BIE, Karachi on above mentioned address before bid opening schedule.

"The Procuring Agency may reject all or any bid subject to the relevant provision of SPPRA rules".

SBD for Procurement of Printer Toners



BOARD OF INTERMEDIATE EDUCATION,

BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:

The Instructions to Bidders and General Conditions of Contract applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website <https://portalsindh.eprocure.gov.pk/#/>. Whenever, there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract.

BID DATA SHEET

<u>INTRODUCTION</u>	
Name of Contract	TENDER FOR PROCUREMENT OF PRINTER'S TONERS
Name of Procuring Agency	Board of Intermediate Education Karachi
Procuring agency's address, telephone, telex, and facsimile numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 9926021199260212, 99260213
Language of the bid	English or Urdu

BID PRICE AND CURRENCY

The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.

During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.

PREPARATION AND SUBMISSION OF BIDS

Qualification Requirements	<ul style="list-style-type: none">• 03 years' experience in the relevant field (Client List along with address and phone numbers)• Turn-over of at least last three years having a sum of minimum Rs.36 Million in last 03 years (Copies of financial statements / Audit Report be attached).• Minimum 3 work order having a sum of Rs.20 Million in last 3 years of similar goods / jobs• Documentary evidence of works executed / work in-progress and certificate of satisfactory completion of works in Govt. Department or any organization.• Registration with Federal Board of Revenue (FBR), for Income Tax, GST and Sales Tax in case of procurement of goods.• Genuine Authorized Distributorship / Dealership Certificate.• An Affidavit on Stamp Paper that the firm has never been blacklisted must be submitted as per prescribed format given in the bidding documents.
Amount of bid security (refundable)	3% (Three percent) of the Estimated cost, which should be submitted in shape of Pay Order in the name of <i>Secretary, Board of Intermediate Education Karachi</i> and shall remain valid for a period of 28 days beyond the validity period for bid.
Estimated Cost	12.00 Million (Rupees One Crore Twenty Lac only)
Bid Validity Period	90 days from the date of opening of Tender.
Address for bid submission	Procurement Wing of the Admin General Section, 1 st Floor, Old Building Room No.31, Board of Intermediate Education, Karachi.

IFB title and number	Title: TENDER FOR PROCUREMENT OF PRINTER'S TONERS BIE/AG/L&N/1623/2026 Dated: 14-01-2026
Date & Time for Issuance of Bidding Documents	From <u>28/01/2026 10:00 AM</u> Upto <u>11/02/2026 12:00 PM</u>
Deadline for submission of Bidding Documents & opening of bid	Bids duly stamped on each document must be submitted electronically through EPADS and original bids in a sealed cover along with bid security must be submitted on or before <u>11/02/2026</u> up to <u>02:30 P.M</u> in the office of the Administration General Section Old Building, 1 st Floor, Room NO.31, Board of Intermediate Education, Karachi, and bid will be opened on the same day at <u>03:00 P.M</u> in the presence of bidder's representatives who wish to attend.
Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least <u>30 DAYS</u> after issuance of work order.



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CONDITIONS FOR EVALUATION

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.

Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.

The bidder with the most advantageous Bid, but not necessarily the lowest submitted Price, shall be awarded the procurement contract, within the original or extended period of bid validity.



BOARD OF INTERMEDIATE EDUCATION,
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SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS

The Procuring agency is:	Board of Intermediate Education, Karachi.
The Procuring agency's country is:	Islamic Republic of Pakistan.

2. COUNTRY OF ORIGIN

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

3. PERFORMANCE SECURITY

The amount of performance security, as a percentage of the Contract Price, shall be **10% (Ten Percent)** of the Contract Price which should be submitted in shape of Pay Order in the name of *Secretary, Board of Intermediate Education Karachi.*

4. RESOLUTION OF DISPUTES

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

5. GOVERNING LANGUAGE

The Governing Language shall be:	English.
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6. NOTICES

Procuring agency's address for notice purposes:

Office of the Procurement Wing, Administration General Section,(Chairman's Secretariat)
Ground Floor, Board of Intermediate Education, Karachi.

7. PENALTY

a) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:

- Rejection of the unsatisfactory Supplied material.
- Blacklisting of the firm.
- deductions as per Rules.
- Liquidity damages shall be imposed as per SPPRA Rules.
- Forfeiting of whole Security amount.

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award.
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s).
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

**8. SUBJECT TO RELEVANT SPPRA RULES,
THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:**

- a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- b) Accept or reject all or any bid.
- c) Quantity may be decreased without prior given any notice at any time/stage & 15% additional quality shall be provided by the firm as per SPPRA rule (if required).

9. SPECIAL CLAUSE (TERMS & CONDITIONS)

- a) Under following conditions bid will be rejected:-
 - i. Conditional and telegraphic bids/tenders
 - ii. Bids not accompanied by Bid Security of required amount and form
 - iii. Bids received after specified date and time.
 - iv. Bids of Blacklisted firms
- b) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- c) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
- d) Price must be quoted with delivery charges, transportation and other operations for all items including all expenses, taxes, documentation etc.
- e) The Supply should be made in the shortest possible time as per requirement of the Board.
- f) An agreement shall be made on stamp paper between the contractor / supplier and Board of Intermediate Education, Karachi for execution of work and other terms & conditions in addition to the tender document.
- g) Payment shall be made after completion of the contract.
- h) The Vendor shall be bound to rectify the defect of the all executed items up to 03 months from the date of payment of final bill failing which the earnest money shall become liable to be forfeited.
- i) The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- j) The Contract Award may be assigned at any time during the period of bid validity.

- k) The successful bidder will have to deposit **Performance Security @ 10%** of the value of Contract Award which is refundable after the satisfactory completion of supplies as per SPPRA rules.
- l) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
- m) Placement of Contract Award will be subject to payment of Performance Security.
- n) The material shall be delivered to Storekeeper, through the concerned officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and delivery challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- o) The items should be supplied strictly in accordance with the approved samples.
- p) The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least **30 DAYS** after issuance of work order.
- q) SPPRA Rules-2010 (Amended) shall strictly be followed.

10. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words "or at least equivalent."



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**TECHNICAL SPECIFICATIONS &
FINANCIAL PROPOSAL**

ARTICLE#	PRINTER TONER MODEL	QUANTITY	Rate (With all Govt. Taxes)	Total Amount
1	M506 (87A)	32 Nos.	Rate _____ Per Unit	
2	HP M404 (76A)	10 Nos.	Rate _____ Per Unit	
3	TOSHIBA 6508A	6 Nos.	Rate _____ Per Unit	
4	83A	3 Nos.	Rate _____ Per Unit	
5	HP 1102 (85A)	8 Nos.	Rate _____ Per Unit	
6	HP MFP 137 FNW (107A)	1 Nos.	Rate _____ Per Unit	
7	HP MFP 137 FNW (145A)	1 Nos.	Rate _____ Per Unit	
8	BROTHER HL 3150CON	1 SET	Rate _____ Per Set	
9	HP CP1215 (125A)	1 SET	Rate _____ Per Set	
10	RICOH M2701 (MP2014)	18 Nos.	Rate _____ Per Unit	
11	HP 3003 DW	4 Nos.	Rate _____ Per Unit	
12	BROTHER HL 5440D	4 Nos.	Rate _____ Per Unit	
13	MPC 307	04 SETS	Rate _____ Per Set	
14	HP 508A	06 SETS	Rate _____ Per Set	
15	HP Ink Tank (GT52)	06 SETS	Rate _____ Per Set	
16	HP Toner 59A (Black)	06 Nos.	Rate _____ Per Unit	

17	HP 400 (305A)	06 Nos.	Rate _____ Per Unit	
	RICOH SPC 830DN (COLOR)			
	Black	10 Nos.	Rate _____ Per Unit	
18	Yellow	10 Nos.	Rate _____ Per Unit	
	Magenta	10 Nos.	Rate _____ Per Unit	
	Cyan	10 Nos.	Rate _____ Per Unit	
	RICOH SPC 840DN (COLOR)			
19	Black	20 Nos.	Rate _____ Per Unit	
	Yellow	10 Nos.	Rate _____ Per Unit	
	Magenta	10 Nos.	Rate _____ Per Unit	
	Cyan	10 Nos.	Rate _____ Per Unit	
	HP LASERJET M553 (COLOR)			
20	Black	04 Nos.	Rate _____ Per Unit	
	Yellow	04 Nos.	Rate _____ Per Unit	
	Magenta	04 Nos.	Rate _____ Per Unit	
	Cyan	04 Nos.	Rate _____ Per Unit	
21	RICOH SP 8300DN / 8200DN (Black & White)	20 Nos.	Rate _____ Per Unit	
22	RICOH SP 8400DN (Black & White)	20 Nos.	Rate _____ Per Unit	
GRAND TOTAL =				

Note: Refurbished & locally manufactured items will not be accepted



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	<i>Rupees In Words</i>	<i>Rupees In Figures</i>
Total cost of the Bid: (as offered by the Bidder)		
Bid Security (Refundable) 3% (three percent) of the Estimated Cost		
10% (Ten percent) amount of the Contract Price Performance Security (Refundable)		

SUMMARY OF TURN-OVER OF LAST THREE YEARS		
YEAR-2022-2023	YEAR-2023-2024	YEAR-2024-2025
TOTAL:		

CONTRACT AGREEMENT

Tender Title:- PROCUREMENT OF PRINTER TONERS

This AGREEMENT is executed at KARACHI, on this day _____ 2026.

BETWEEN

M/s. Board of Intermediate Education, Karachi, through its Secretary, hereinafter called and referred to as "BIEK" (when expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s. _____, having its office at _____, Karachi, hereinafter referred to as Supplier / Manufacturer (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successors and assigns), through its Managing Partner Mr. _____, holding CNIC No. _____ on the SECOND PART.

WHEREAS "BIEK" intends to obtain Printer's Toners. "THE SUPPLIER" have offered to provide Printer's Toners as per Technical Specification mentioned in bidding documents and handing over the material to the "BIEK" having accepted the offer.

"BIEK" hereby offer to appoint "THE SUPPLIER" as their official supplier for the supply of Printer's Toners in respect with the Terms & Conditions of the Bidding documents. "THE SUPPLIER" hereby agrees to the offer of the "BIEK" in acceptance of the terms & conditions here in below forth.

ARTICLE - I

DUTIES & SCOPE OF SUPPLIES & AGREEMENT

1.1 Requirement mentioned in Tender BOQ.

Article No.	Item Description	QTY	Rate (with all taxes)	Amount
GRAND TOTAL				

- 1.2 "SUPPLIER" agrees to provide item to "BIEK" whenever and wherever form is required as per the terms & conditions of this Agreement.
- 1.3 "SUPPLIER" will coordinate with Superintendent, Procurement Wing, Administration General Section, of the "BIEK" who will assist "SUPPLIER" in Supervision of proposed work / supply.
- 1.4 "THE SUPPLIER" hereby agrees to accept variation if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 1.5 All logistic charges will be borne by "THE SUPPLIER"

ARTICLE-II
SCOPE OF PROFESSIONAL SERVICES:

- 2.1 "THE SUPPLIER" hereby agree and acknowledge for the periodic supervision of the work and to check the execution of work in accordance with the Description & Specification.
- 2.2 " THE SUPPLIER" hereby agree and acknowledge the acceptance of attending the meetings with the Superintendent, Procurement Wing, Administration General Section "BIEK" as & when required.
- 2.3 The delivery will have to be made stipulated time as mentioned in the Contract Award. Minimum time period will be at least **30 Days** after issuance of work order.

ARTICLE-III
REMUNERATION

- 3.1 The cost offered by the Supplier is Rs. _____/- (Rupees _____ Only) (inclusive of all taxes) supply of Printer's Toners vide tender # BIEK/AG/L&N/1623/2026 variation may occurred. The cost is inclusive of labour/transportation/supplies/etc.
- 3.2 Liquidity damages shall be imposed as per SPPRA Rules.
- 3.3 The Payment shall be subject to deduction of Income / Sales Tax / GST / SRB at source, satisfactory report of concerned officer, completion certificate and production of delivery challans as being delivered the stores in full quantity & quality.
- 3.4 Performance Security 10% of total amount of Contracted worth will be provided by the firm.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / Work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Tax(es) Challan(s) / Levy(ies) if any on additional will be paid / borne by SUPPLIER as per SRO Notification.

ARTICLE-IV
ARBITRATION

- 4.1 In case of any dispute, difference or and question which may at any time arise between parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to Chairman BIEK whose decision will be binding on the parties and cannot be challenged in the court of law.

ARTICLE – V
TERMINATION

- 1.1 "BIEK" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15 day's notice.

ARTICLE – VI
NOTICE

- 6.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

ARTICLE – VII

INDEMNITY

7.1 "THE SUPPLIER" in its individual capacity shall indemnify and keep BIEK and any person claiming through BIEK fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SUPPLIER", as a result of any defect in the title of BIEK or any fault, neglect or omission by "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services provided by "THE BIEK" and any person claiming through the BIEK.

ARTICLE -IX MISCELLANEOUS

9.1 Any addition & alteration (s) made for item(s) as required by BIEK on the basis of sample or in course of the work in progress which entail extra time & labor and material on part of the supply, shall not be charged separately / extra on 'Quantum Merit' basis before & on final material handed over to the "BIEK".

9.2 The terms & conditions of this AGREEMENT have been read over to the parties, which they admit to be correct and abide by the same.

9.3 The validity of the contract will be effective from the date of issue of Purchase Order.

9.4 All terms and conditions of tender vide # BIE/AG/L&N/1623/2026 will be the integral part of this agreement and can't be revoked.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

"Board of Intermediate Education, Karachi"

M/s. _____

NAME: _____

NAME: _____

CNIC #: _____

CNIC #: _____

Signature: _____

Signature: _____

WITNESS: 1

NAME: _____

NAME: _____

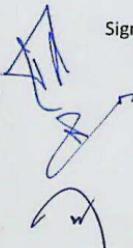
CNIC #: _____

CNIC #: _____

Signature: _____

Signature: _____

WITNESS: 2



Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s _____, the printer hereby declares that:

(a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the Board of Intermediate Education Karachi or any administrative or financial offices thereof or any other department under the control of the Board of Intermediate Education Karachi through any corrupt practice(s).

(b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the Board of Intermediate Education Karachi directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the Board of Intermediate Education Karachi, except that which has been expressly declared pursuant hereto.

(c) The company/firm/agency accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the Board of Intermediate Education Karachi under any law, contract, or other instrument, be stand void at the discretion of the Board of Intermediate Education Karachi.

(d) Notwithstanding any right and remedies exercised by the Board of Intermediate Education Karachi in this regard, company/firm/agency agrees to indemnify the Board of Intermediate Education Karachi for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the Board of Intermediate Education Karachi in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the Board of Intermediate Education Karachi.

Note: This integrity pact is mandatory requirement other than auxiliary services / works.

Stamp & Signature

UNDERTAKING

Title of Tender: Procurement of Printer's Toners

I _____ S/o _____ bearing
CNIC # _____ holding the post/designation of _____
in the firm named _____ having NTN # _____
STRN # _____ SRB # _____ (if any), do hereby solemnly state:-

- i) that the above named firm has never been Blacklisted in any Government, Semi-Government, Autonomous body or any other organization.
- ii) that I/we have carefully read & understood the Terms & Conditions and specification of the required item(s)/article(s)whatever has been stated herein the Bidding Documents and abide to the same.
- iii) that I/we have briefly seen/understood all the required item(s)/article(s)for which I/we am/are bidding for, and ensure to supply the item(s)/article(s) exactly as per requirement.

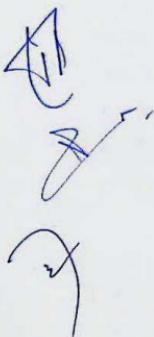
Signature : _____

Name : _____

Designation : _____

Dated: _____

Stamp : _____



CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

MOBILE NUMBER(S): _____

NATIONAL TAX NUMBER: _____

GENERAL SALES TAX NUMBER: _____

PAY ORDER NUMBER: _____

BANK & BRANCH NAME: _____

DATED: _____

FOR RUPEES: _____

DRAWN: _____

as Bid Security is enclosed herewith.

STAMP OF THE FIRM: _____