



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

1

No. BSE/P&P/1296/2026

Dated 23-02-2026

Notice Inviting Tender

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

<u>S. No.</u>	<u>Name of Items</u>	<u>Bid Security</u>	<u>Tender Fee</u>	<u>Completion Time</u>
1.	Procurement of Papers, Toners & Ribbon Cartridges (Computer Stationery)	Rs.180,000/- (Rupees One Lac Eighty Thousand only) (Refundable) in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi	Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi	One month after issuance of contract award

Note:-

(Complete specification of above items are mentioned in bid documents)

2. ELIGIBILITY CRITERIA

- Tender Fee @ Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of *Secretary*, Board of Secondary Education Karachi
- Bid Security @ Rs.180,000/- (Rupees One Lac Eighty Thousand only) (Refundable) in shape of Pay Order in the name of *Secretary*, Board of Secondary Education Karachi
- 03 years experience in the relevant field
- Turn-over of last three years having a sum of minimum Rs.9,000,000/- (Rupees Nine Million) (copy of Financial Statement/Audit Report be attached)
- Registration with EPADS (SPPRA)
- Registration with Federal Board of Revenue (FBR), for Income Tax and Sales
- An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents

3. Method of Procurement: (Single Stage One Envelope Procedure)



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

2

4. Bidding/Tender Documents:

- i. **Issuance:** Bid Documents will be issued from the first date of publication/hoisting to Thursday 12-03-2026 up to 01:30 p.m.
- ii. **Submission:** Last date will be Thursday 12-03-2026 up to 02:00 p.m.
- iii. **Opening:** will be opened on Thursday 12-03-2026 up to 02:30 p.m.

5. Terms & Conditions:

a) Under following conditions bid will be rejected:-

- i. Conditional bids/tenders
- ii. Bids not accompanied by Tender Fee and Bid Security of required amount and form
- iii. Bids received after specified date and time
- iv. Bids of Blacklisted firms

(Detailed Terms & Conditions are mentioned in bid documents)

b) **Bid Validity Period:** 90 days from the date of opening of Tender.

c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended up to date).

d) **Purpose and Scope:** Smooth conduct of SSC Examinations.

6. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

(Convener Procurement Committee)

BOARD OF SECONDARY EDUCATION KARACHI
NAZIMABAD KARACHI-75990



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

1

**PRICE: RS.2,000/-
(NON-REFUNDABLE)**

BIDDING DOCUMENTS FOR NATIONAL COMPETITIVE BIDDING

SINGLE STAGE – ONE ENVELOPE PROCEDURE

TENDER FOR PROCUREMENT OF PAPERS, TONERS & RIBBON CARTRIDGES (COMPUTER STATIONERY)

*IN RESPECT OF THE
IFB No.BSE/P&P/1296/2025 dated 23-02-2025*



PART ONE (FIXED)

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

Issued by:

(P&P Section)
Board of Secondary Education
Karachi



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

2

No. BSE/P&P/1296/2026

Dated 23-02-2026

Notice Inviting Tender

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

<u>S. No.</u>	<u>Name of Items</u>	<u>Bid Security</u>	<u>Tender Fee</u>	<u>Completion Time</u>
1.	Procurement of Papers, Toners & Ribbon Cartridges (Computer Stationery)	Rs.180,000/- (Rupees One Lac Eighty Thousand only) (Refundable) in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi	Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi	One month after issuance of contract award

Note:-

(Complete specification of above items are mentioned in bid documents)

2. ELIGIBILITY CRITERIA

- Tender Fee @ Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi
- Bid Security @ Rs.180,000/- (Rupees One Lac Eighty Thousand only) (Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi
- 03 years experience in the relevant field
- Turn-over of last three years having a sum of minimum Rs.9,000,000/- (Rupees Nine Million) (copy of Financial Statement/Audit Report be attached)
- Registration with EPADS (SPPRA)
- Registration with Federal Board of Revenue (FBR), for Income Tax and Sales
- An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents

3. Method of Procurement: (Single Stage One Envelope Procedure)



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

3

4. Bidding/Tender Documents:

- i. **Issuance:** Bid Documents will be issued from the first date of publication/hoisting to Thursday 12-03-2026 up to 01:30 p.m.
- ii. **Submission:** Last date will be Thursday 12-03-2026 up to 02:00 p.m.
- iii. **Opening:** will be opened on Thursday 12-03-2026 up to 02:30 p.m.

5. Terms & Conditions:

a) Under following conditions bid will be rejected:-

- i. Conditional bids/tenders
- ii. Bids not accompanied by Tender Fee and Bid Security of required amount and form
- iii. Bids received after specified date and time
- iv. Bids of Blacklisted firms
(Detailed Terms & Conditions are mentioned in bid documents)

b) **Bid Validity Period:** 90 days from the date of opening of Tender.

c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2025).

d) **Purpose and Scope:** Smooth conduct of SSC Examinations.

6. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

(Convener Procurement Committee)
BOARD OF SECONDARY EDUCATION KARACHI
NAZIMABAD KARACHI-75990



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

4

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per draft Bidding Documents, issued by SPPRA. For further references the same may be downloaded from SPPRA's EPADS website <https://portalsindh.eprocure.gov.pk/#/> or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Procurement of Papers, Toners & Ribbon Cartridges (Computer Stationery)
ITB 4.1	Name of Procuring Agency	Board of Secondary Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Secondary Education Nazimabad, Karachi-75990 Tel: 99260252-6 Tel: 99260079 Fax: 99260262 Website: www.bsek.edu.pk Email: pnnp@bsek.edu.pk
ITB 8.1	Language of the bid	English, Urdu or Sindhi

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	During the entire period of bid validity, the price shall be fixed and the bidder will have to print/supply the required items as per specifications and quoted rates.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

5

PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none">• Tender Fee @ Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi• Bid Security @ Rs.180,000/- (Rupees One Lac Eighty Thousand only) (Refundable) in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi• 03 years experience in the relevant field• Turn-over of last three years having a sum of minimum Rs.9,000,000/- (Rupees Nine Million) (copy of Financial Statement/Audit Report be attached)• Registration with EPADS (SPPRA)• Registration with Federal Board of Revenue (FBR), for Income Tax and Sales• An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents
ITB 15.1	Amount of bid security (refundable)	<ul style="list-style-type: none">• Rs.180,000/- (Rupees One Lac Eighty Thousand only) (Refundable), which should be submitted in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi and shall remain valid for a period of 28 days beyond the bid validity date.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 17.1	Number of copies	02 Copies of the Bid shall be submitted by the bidder. One original soft/e-copy of bid as submitted on EPADS (SPPRA) website and one hard copy of the same in sealed envelope.
ITB 18.2 (a)	Address for bid submission	The office of the <i>Secretary</i> (Room No. 33), 1 st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

6

ITB 18.2 (b)	IFB title and number	Title: Procurement of Papers, Toners & Ribbon Cartridges (Computer Stationery) IFB No: <i>BSE/P&P/1296/2026</i> <i>dated 23-02-2026</i>
ITB 19.1	Deadline for bid submission	Thursday 12-03-2026 up to 02:00 p.m.
ITB 22.1	Time, date, and place for bid opening	E-Bids duly submitted on EPADS (SPPRA) website up to <u>02:00 P.M</u> and will be opened on the same day at <u>02:30 P.M</u> at the Meeting Room of the Board, 1 st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi, in presence of the bidders' representatives who choose to attend at <u>02:30 P.M</u> on Thursday 12-03-2026.
ITB 25.4 (b)	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award/Job Order. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

7

BID EVALUATION CRITERIA

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Tender Fee & Bid Security and the bid is properly submitted on EPADS (SPPRA) website. Submission of E-bid on EPADS (SPPRA) website is mandatory failing which hard copy of the same if submitted in this Office, shall not be entertained.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security 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 bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted/prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.

The bidders will have to provide specimen/sample of items (atleast one Ream of Paper & 01 Toner Cartridge) without any indication of name or seal of supplying firms, failing which the bid will not be evaluated and shall be rejected.

Papers should be 100% dry paper and up to the required weight/grammage and should be compatible with the Machines in which they are going to be used.

Toner & Ribbon Cartridges should be genuine/compatible with the Machines in which they are going to be used.

Specimen/samples of only those bidder(s) will be selected for testing in the Machines whose bid(s) are found substantially responsive/qualified.

The bidder(s) shall be liable to provide documentary evidence, specially for branded products like BLC, IK, HP, Ricoh, Nashuatec etc., in shape of "Manufacturer's Certificate" in case a Bidder is offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

8

If a bid is found “Lowest Submitted Price” but the specimen/samples provided by the said bidder are found inferior, low quality, substandard products, not upto the requirement or fails to provide “Manufacturer’s Certificate” (where required), in such case, the said bid shall not be evaluated and may be rejected.

The offered products should be durable, reliable and prime quality products with atleast one year warranty including after sales service and replacement of all parts and the offered products should be equivalent to the prime quality standard of made in Japan products.

Cheap products of inferior, low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive and Security Money shall be forfeited and the bidder may also be blacklisted (as the case may be).

The specimen/sample of items as supplied by the bidders should must be strictly in accordance with the approved specifications, requirement and/or the specimen/sample shown by the procuring agency failing which the bid will not be evaluated and shall be rejected.

If a bid is found “Lowest Submitted Price” but the specimen/samples provided by the said bidder are found inferior, low quality, substandard products, not upto the requirement or fails to provide “Manufacturer’s Certificate” (where required), in such case, the said bid shall not be evaluated and may be rejected, Bid Security of the said bidder shall be forfeited and he may also be blacklisted.

Bids shall be evaluated on quality-cum-rate basis.

The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

9

SECTION III.

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 (GCC CLAUSE 1)

1)	GCC 1.1 (g)	The Procuring agency is:	Board of Secondary Education Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	The Project Site is:	Same as GCC 1.1(g) mentioned above.

2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

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 (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order/Bank Guarantee in the name of <i>Secretary</i> , Board of Secondary Education Karachi.	
----	----------------	---	--

4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

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

5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	GCC 29.1	The Governing Language shall be:	English.
----	-----------------	----------------------------------	----------



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

10

6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Assistant Secretary (P&P) Room No. 40, 1st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.

7. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. Rejection of the unsatisfactory Supplied material/Job done
 - ii. Blacklisting of the firm
 - iii. Liquidated damages shall be adjusted as per SPPRA rules
 - iv. Deduction of amount from 2% to 10% per week of the total value of Bill
 - v. Forfeiting of whole Bid 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 Supply, after approval of the final specimen/proof
- c) In case the rates 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 in time or in the required quantity or quality

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) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.
- (d) to recast and amend the contents of the material at any stage before final machine proof is Okayed/approved.
- (e) of accepting whole or any part of the Tender for portion of the quantity offered by the Bidders on quality-cum-rate basis. The Contract Award will be given to one or all Bidders for part/or full supply against the lowest rates & quality approved by the Board.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

11

9. SPECIAL CLAUSE (TERMS & CONDITIONS)

- 1) Under following conditions bid will be rejected:-
 - i. Conditional bids/tenders
 - ii. Bids not accompanied by Tender Fee and Bid Security of required amount and form
 - iii. Bids received after specified date and time
 - iv. If more than one rate for a single item has been quoted
 - v. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Tender Fee & Bid Security and the bid is properly submitted on EPADS (SPPRA) website. Submission of E-bid on EPADS (SPPRA) website is mandatory failing which hard copy of the same if submitted in this Office, shall not be entertained.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
- 4) 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.
- 5) 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.
- 6) The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted/prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.
- 7) The bidders will have to provide specimen/sample of items (atleast one Ream of Paper & 01 Toner Cartridge) without any indication of name or seal of supplying firms, failing which the bid will not be evaluated and shall be rejected.
- 8) Papers should be 100% dry paper and up to the required weight/grammage and should be compatible with the Machines in which they are going to be used.
- 9) Toner & Ribbon Cartridges should be genuine/compatible with the Machines in which they are going to be used.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

12

- 10) Specimen/samples of only those bidder(s) will be selected for testing in the Machines whose bid(s) are found substantially responsive/qualified.
- 11) The bidder(s) shall be liable to provide documentary evidence, specially for branded products like BLC, IK, HP, Ricoh, Nashuatec etc., in shape of “Manufacturer’s Certificate” in case a Bidder is offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce.
- 12) If a bid is found “Lowest Submitted Price” but the specimen/samples provided by the said bidder are found inferior, low quality, substandard products, not upto the requirement or fails to provide “Manufacturer’s Certificate” (where required), in such case, the said bid shall not be evaluated and may be rejected.
- 13) The offered products should be durable, reliable and prime quality products with atleast one year warranty including after sales service and replacement of all parts and the offered products should be equivalent to the prime quality standard of made in Japan products.
- 14) Cheap products of inferior, low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive and Security Money shall be forfeited and the bidder may also be blacklisted (as the case may be).
- 15) The specimen/sample of items as supplied by the bidders should must be strictly in accordance with the approved specifications, requirement and/or the specimen/sample shown by the procuring agency failing which the bid will not be evaluated and shall be rejected.
- 16) If a bid is found “Lowest Submitted Price” but the specimen/samples provided by the said bidder are found inferior, low quality, substandard products, not upto the requirement or fails to provide “Manufacturer’s Certificate” (where required), in such case, the said bid shall not be evaluated and may be rejected, Bid Security of the said bidder shall be forfeited and he may also be blacklisted.
- 17) Bids shall be evaluated on quality-cum-rate basis.
- 18) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.
- 19) 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.
- 20) The Contract Award may be assigned at any time during the period of bid validity.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

13

- 21) The successful bidder will have to deposit Performance Security @ 10% of the Contract price.
- 22) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Validity of performance security shall extend to cover defects liability period and subject to final acceptance by the procuring agency.
- 23) Placement of Contract Award will be subject to payment of Performance Security.
- 24) 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 challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- 25) 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 one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
- 26) SPPRA Rules-2010 (Amended 2025) 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.”

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

14

SECTION-IV.

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

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 one month after issuance of contract award which may be increased or decreased due to demand of time/situation.

MODE OF PAYMENT

MODE OF PAYMENT:

The currency of payment shall be Pak. Rupees.

The Supplier's request(s) for payment shall be made to the Board in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted, and upon fulfillment of other obligations stipulated in the Contract.

Payment shall be made 100% of the Contract Price on complete delivery of awarded items to Store(s) within thirty (30) days on submission of claim supported by Acceptance Certificate from the Authorized Officers of the Board declaring Goods have been delivered and that all contracted services have been performed.

Part payment on part supply may be allowed only in case when permitted/approved by the Chairman BSE, Karachi.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

15

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20 _____ between Board of Secondary Education Karachi, of Islamic Republic of Pakistan (hereinafter called “the Procuring agency”) of the one part and M/S _____ of Karachi, Pakistan (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., Procurement of Papers, Toners & Ribbon Cartridges (Computer Stationery) (complete specification as mentioned in Bid Documents and has accepted a bid by the Supplier/Bidder for the supply of those goods and services in the sum of approximately Rs. _____ (in figure) (Rupees _____ (in words) only) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH 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 referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
 - (g) the Terms & Conditions laid down in Bidding Documents



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

16

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by

Convener of Procurement Committee
Board of Secondary Education Karachi

Signed, sealed, delivered by

(for the Supplier/Bidder)



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

17

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: BSE/P&P/xxxx/2026 Dated: xx-xx-2026

Contract Value: _____

Contract Title: Procurement of Papers, Toners & Ribbon Cartridges (Computer Stationery)

M/S _____, hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, M/S _____, 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

18

M/S _____, 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S _____, 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 right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, M/S _____, agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/S _____, 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 PA.

Convener of Procurement Committee
Board of Secondary Education Karachi

Supplier/Bidder/Contractor



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

19

UNDERTAKING

Title of Tender: Procurement of Papers, Toners & Ribbon Cartridges (Computer Stationery)

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: _____

Stamp: _____

Date: _____



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

20

SECTION-V.

TECHNICAL SPECIFICATIONS

TECHNICAL/FINANCIAL PROPOSAL

<u>S. NO.</u>	<u>SPECIFICATION</u>	<u>QUANTITY</u>	<u>RATES INCLUDING ALL TAXES</u>
1)	OFFSET PAPER (IMPORTED) A4 Size: 8½" x 11½" (210 x 297 mm) (70 Grams) 500 Sheets per ream (BLC/IK or equivalent)	2,500 Reams	Rs. _____ each Ream
2)	OFFSET PAPER (IMPORTED) B4 Size: 10" x 14" (250 x 353 mm) (70 Grams) 500 Sheets per ream (BLC/IK or equivalent)	10 Reams	Rs. _____ each Ream
3)	COMPUTER PAPER (IMPORTED) Size : 15" x 11" (60 to 65 Grams) 2000 Sheets per ream (Two Part)	100 Boxes	Rs. _____ each Box
4)	CRAFT PAPER Size : 29" x 44" 500 Sheets per ream 65 to 70 Grams	120 Reams	Rs. _____ each Ream
5)	WHITE CARD (IMPORTED) A4 Size: 8½" x 11½" (210 x 297 mm) (125 Grams) 100 Sheets per ream	100 Reams	Rs. _____ each Ream
6)	Toner Cartridges for Ricoh Color Laser Printer SPC840-DN Cyan, Yellow, Magenta, Black Set of 04 Cartridges (Genuine)	10 Sets	Rs. _____ each Set
7)	Toner Cartridges for Ricoh Color Laser Printer SPC840-DN Only Black Cartridges (Genuine)	15 Nos.	Rs. _____ each

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



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

21

<u>S. NO.</u>	<u>SPECIFICATION</u>	<u>QUANTITY</u>	<u>RATES INCLUDING ALL TAXES</u>
8)	Toner Cartridges for Ricoh Laser Printer SP-8400DN (Genuine)	18 Nos.	Rs. _____ each
9)	Toner Cartridges for Ricoh Colour Laser Jet Printer C305 Cyan, Yellow, Magenta, Black Set of 04 Cartridges (Genuine)	02 Sets	Rs. _____ each Set
10)	Toner Cartridges 207A for HP Colour Laser Jet Printer M255 Cyan, Yellow, Magenta, Black Set of 04 Cartridges (Genuine)	05 Sets	Rs. _____ each Set
11)	Toner Cartridges 147A for HP Laser Jet Printer M611 (Genuine)	41 Nos.	Rs. _____ each
12)	Toner Cartridges 90A for HP Laser Jet Printer M600 (Genuine)	30 Nos.	Rs. _____ each
13)	Toner Cartridges 107A for HP Laser Jet Printer (Genuine)	30 Nos.	Rs. _____ each
14)	Toner Cartridges 30A for HP Laser Jet Printer M203dw (Genuine)	04 Nos.	Rs. _____ each
15)	Drum Cartridges 232A for HP Laser Jet Printer M203 (Genuine)	02 Nos.	Rs. _____ each
16)	Toner Cartridges 26A for HP Laser Jet Printer M402n/MFP426 (Genuine)	06 Nos.	Rs. _____ each
17)	Toner Cartridges 93A for HP Laser Jet Printer M706n (Genuine)	06 Nos.	Rs. _____ each

NOTE:

Genuine/Original Toners are required, Compatible Toners cannot be accepted.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

22

B.O.Q

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

SUMMARY OF TURN-OVER OF LAST THREE YEARS		
<i>YEAR-2022</i>	<i>YEAR-2023</i>	<i>YEAR-2024</i>
TOTAL:		



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

23

CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the Bidding Documents 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 (Refundable) payable to Board of Secondary Education Karachi.

SIGNATURE WITH DATE:

NAME OF FIRM:

ADDRESS OF FIRM:

FULL NAME OF CONCERNED PERSON:

CNIC NUMBER:

POSITION HELD IN:

PHONE NUMBER(S):

MOBILE NUMBER(S):

FAX NUMBER(S):

NATIONAL TAX NUMBER:

GENERAL SALES TAX NUMBER:

STAMP OF THE FIRM:

PAY ORDER NUMBER:

BANK & BRANCH NAME:

DATED:

FOR RUPEES:

DRAWN:

as Bid Security is enclosed herewith.

BOARD OF SECONDARY EDUCATION, KARACHI

KARACHI - 75990

No. BSE/P&P/746/2025

Dated 20-11-2025

NOTIFICATION

Subject: RE-CONSTITUTION OF PROCUREMENT COMMITTEE FOR THE FINANCIAL YEAR 2025-2026 & ONWARDS

It is hereby notified for information of all concerned that the Chairman has been pleased to re-constitute the Procurement Committee for the financial year 2025-2026, under Rule-7 & 8 of SPPRA Rules-2010 (Amended 2025). The Procurement Committee shall comprise of the following Officers:-

- | | |
|--|---|
| 1) Mr. Muhammad Zia ul Haq
Acting Secretary, Board of Secondary Education Karachi | Convener |
| 2) Mr. Khan Muhammad Tunio
Associate Professor, A.R.G Govt. Degree College Razzakabad Karachi | Member other than Procuring Agency/I.T Expert |
| 3) Shaikh Muhammad Tariq Karim
Officiating D.C.E, Board of Secondary Education Karachi | Member |
| 4) Mr. Noor Nabi
Assistant Secretary, Board of Secondary Education Karachi | Member |
| 5) Mr. Muhammad Nadeem Ikram
Assistant Secretary, Board of Secondary Education Karachi | Member/Secretary of Committee |

The above Officers are further directed to acquire essential training of EPADS as & when announced by SPPRA .

Functions and Responsibilities of Procurement Committee (TORs)

Procurement committee(s) shall be responsible for;

- (1) Preparing and/or Reviewing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids;
- (3) Preparing evaluation report as provided in Rule 45;
- (4) Making recommendations for the award of contract to the competent authority; and
- (5) Perform any other function ancillary and incidental to the above.
- (6) Two-third of the members shall form the quorum and presence of one outside member shall be mandatory.
- (7) The decision of the Procurement Committee shall be taken on the basis of majority of votes of the total strength of the Committee.


(MUHAMMAD NADEEM IKRAM)
Assistant Secretary (P&P)/
Secretary of Procurement Committee

Copy to: -

- 1) P.S to Chairman
- 2) P.A to Secretary

BOARD OF SECONDARY EDUCATION, KARACHI

KARACHI - 75990

No. BSE/P&P/399/2025

Dated 24-09-2025

NOTIFICATION

Subject: CONSTITUTION OF COMPLAINT/GRIEVANCE REDRESSAL COMMITTEE (CRC/GRC) FOR THE FINANCIAL YEAR 2025-2026 & ONWARDS

It is hereby notified for information of all concerned that the Chairman has been pleased to constitute Complaint/Grievance Redressal Committee (CRC/GRC) of the Board of Secondary Education Karachi, for the financial year 2025-2026 & onwards, under Rule-31 of SPPRA Rules-2010 (Amended 2025). The Committee shall comprise of the following Officers:-

- 1) Chairman, Board of Secondary Education Karachi Convener
- 2) Representative of the Accountant General, Sindh Member
- 3) Secretary, Board of Intermediate Education Karachi Member
(Independent Professional)

This issues with approval of the Authority.

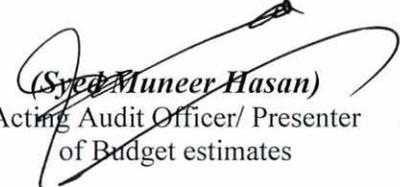

(MUHAMMAD NADEEM IKRAM)
Assistant Secretary (P&P)

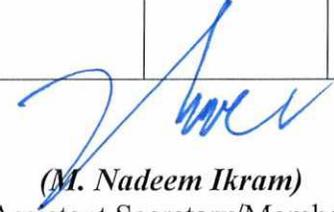
Copy to: -

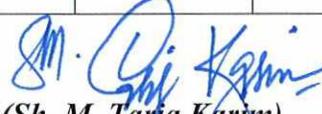
- 1) P.S to Chairman
- 2) P.A to Secretary
- 3) P.A to Controller of Examinations

PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2025-2026

Procurement Type	Item/Scheme Title	Procurement Description	Quantity (where applicable)	Estimated Unit Cost (where applicable)	Estimated Total Cost (In Million Rs.)	Funds Allocated (In Million Rs.)	Source of Funds (ADP/Non ADP)	Source Reference No.	Proposed Procurement Procedure	Proposed Procurement Method	Tentative Timing of Procurement	Remarks
Goods	Procurement of Papers, Toner & Ribbon Cartridges	Procurement of Papers, Toner & Ribbon Cartridges	—	—	19,000,000	20,000,000	Non ADP		Single Stage One Envelope Procedure	National Competitive Bidding	2 nd Quarter	Stationery for Computer
Goods	Solar Energy System/Plant	Procurement of Solar Energy System/Plant	—	—	40,000,000	40,000,000	Non ADP		Single Stage One Envelope Procedure	National Competitive Bidding	2 nd Quarter	Solar Energy System
Goods	1000 KVA Generator	Procurement of 1000 KVA Generator	—	—	15,000,000	20,000,000	Non ADP		Single Stage One Envelope Procedure	National Competitive Bidding	4 th Quarter	These are optional tenders, placed as a preventative attempt, subject to requirement, if invited and the amount may be adjusted from other budget heads.
Goods	Auto door Passenger Lift	Procurement of Auto door Passenger Lift	—	—	5,000,000		Non ADP		Single Stage One Envelope Procedure	National Competitive Bidding	4 th Quarter	


(Syed Muneer Hasan)
Acting Audit Officer/Presenter
of Budget estimates


(M. Nadeem Ikram)
Assistant Secretary/Member


(Sh. M. Tariq Karim)
Assistant Controller of
Examinations/Member


(Khan Muhammad Tunio)
Associate Professor, D.J Science
College Karachi/Member other
than Procuring Agency


(M. Zia ul Haq)
Acting Secretary/Member


(Dr. Hanzoo Khan Tagar)
Controller of
Examinations/Convener

Sr. No	Name of Procurement (Description)	Estimated Cost (Rs)	Procurement Method**	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks (if any)
							adjusted.
19	OMR, OCR, QID & E-Marking Solution (Software/Integration)	20,000,000	Open Competitive Bidding	17-10-2025	16-11-2025	16-12-2025	Server, Computer Accessories and upgradation of Computer System. Since allocated fund is derived from the same budget head, therefore in case of variation in cost, the amount may be adjusted.
20	One year Renewal of Microsoft Licenses for Softwares/ Cloud Server	1,000,000	Open Competitive Bidding	17-10-2025	16-11-2025	16-12-2025	Server, Computer Accessories and upgradation of Computer System. Since allocated fund is derived from the same budget head, therefore in case of variation in cost, the amount may be adjusted.
21	Papers, Toner & Ribbon Cartridges	19,000,000	Open Competitive Bidding	17-10-2025	16-11-2025	16-12-2025	Stationery for Computer
22	Printing Items for SSC Examinations 2026	12,500,000	Open Competitive Bidding	17-10-2025	16-11-2025	16-12-2025	General Printing. Examination Forms
23	Procurement and Installation of OMR, OCR, QID & E-Marking Solution (Hardware II) LOTS	80,000,000	Open Competitive Bidding	17-02-2026	19-03-2026	18-04-2026	Since allocated Fund is derived from the same budget head, therefore in case of variation in cost, the amount may be adjusted
24	Procurement of Answer Scripts for SSC Examinations 2026	125,000,000	Open Competitive Bidding	06-11-2025	06-12-2025	05-01-2026	Answer Books
25	Procurement of Generator	15,000,000	Open Competitive Bidding	20-02-2026	22-03-2026	21-04-2026	These are optional tenders, placed as a preventative attempt, subject to requirement, if invited and the amount may be adjusted from other budget heads.
26	Renovation of Office Building	20,000,000	Open Competitive Bidding	24-11-2025	27-12-2025	26-01-2026	Maintenance of Office Building
27	Rental Furniture for SSC Examinations-2026	60,000,000	Open Competitive	27-10-2025	26-11-2025	26-12-2025	Hire of Furniture

* The Annual Procurement Plan may be prepared on the assumption that total allocated budget will be released.

** Procurement method means Open Competitive Bidding/Petty Purchases/Quotations/Director Contracting/Negotiated Tendering.