



# SINDH BOARD OF TECHNICAL EDUCATION

ST-22, BLOCK-6, MAIN UNIVERSITY ROAD, GULSHAN-E-IQBAL, KARACHI

www.sbte.edu.pk, Tel#: 021-99243329-30, Fax#: 021-99244166

COST OF TENDER FORM RS. 2000/-  
(NON REFUNDABLE)

Bidding Document # \_\_\_\_\_

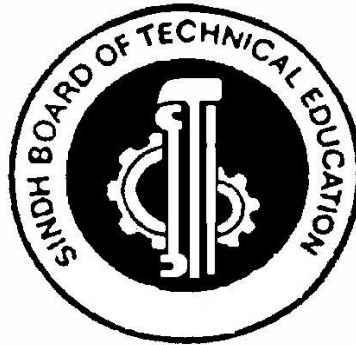
M/S \_\_\_\_\_

## STANDARD BIDDING DOCUMENTS FOR

### TENDER FOR SUPPLY OF DUPLICATING, PHOTOSTAT & COMPUTER PAPERS

Last Date & Time for Receipt of Bid	02-04-2026 (Upto 11:15 AM)
Date & Time for Opening of Bid	02-04-2026 (At 12:15 PM)

IN RESPECT OF THE  
IFB NO. SBTE/STORE/2026-98 dated 16-03-2026



## SINDH BOARD OF TECHNICAL EDUCATION

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[www.sbte.edu.pk](http://www.sbte.edu.pk) ☎: 99243329 - 30 EXT. 309 FAX 99244166



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## **BID DATA SHEET**

<b>INTRODUCTION</b>		
<b>ITB 1.1</b>	Name of Contract	Supply of Duplicating, Photostat and Computer Papers
<b>ITB 4.1</b>	Name of Procuring Agency	Sindh Board of Technical Education Karachi
<b>ITB 6.1</b>	Procuring agency's address, telephone, telex, and facsimile numbers	Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi Tel: 99243325 Tel: 99243329-30 Fax: 99244166
<b>ITB 8.1</b>	Language of the bid	English

<b>BID PRICE AND CURRENCY</b>	
<b>ITB 11.2</b>	The price shall be inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
<b>ITB 11.5</b>	The price shall be fixed and the bidder will have to supply the required items as per quoted rates.

<b>PREPARATION AND SUBMISSION OF BIDS</b>		
<b>ITB 13.3 (d)</b>	Qualification Requirements	<ul style="list-style-type: none"><li>• 03 years experience in the related field</li><li>• Assessment orders of Income of at least last three years showing a turnover of minimum 2.5 Million PKR per annum</li><li>• Registration with Income Tax and Sales Tax Department</li><li>• An Affidavit on Stamp Paper (Rs.20/-) that the firm has never been Blacklisted since last 03 years</li></ul>
<b>ITB 15.1</b>	Amount of bid security	<ul style="list-style-type: none"><li>• Bid Security amounting up to 5% of the total amount of Tender, in shape of Pay Order in the name of <i>Secretary</i>, Sindh Board of Technical Education Karachi.</li></ul>
<b>ITB 16.1</b>	Bid Validity Period	The validity period of the bid shall remain valid up to 90 days from the date of opening of the Tender
<b>ITB 17.1</b>	Number of copies	01 original copy of the sealed bid, supported with required documents & bid security shall be submitted by the bidder



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## PREPARATION AND SUBMISSION OF BIDS

ITB 18.2 (a)	Address for bid submission	The office of the Assistant Secretary (General) Room No. 208-B, 1 <sup>st</sup> Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Supply of Duplicating, Photostat & Computer Papers IFB No: SBTE/STORE/2026-98 Dated 16-03-2026
ITB 19.1	Deadline for bid submission	02-04-2026 upto 11:15A.M. Sealed bids duly filled-in, mentioning on top of the envelope <b><i>“Supply of Duplicating, Photostat and Computer Papers”</i></b>
ITB 22.1	Time, date, and place for bid opening	Bids must be submitted in the office of the Assistant Secretary (General) Room No. 208-B, 1 <sup>st</sup> Floor, Secretariat Block, Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi, in a sealed cover up to <u>11:15A.M</u> and will be opened on at <u>12:15PM</u> in the presence of bidders’ representatives who choose to attend the office.

## BIDEVALUATION

ITB 25.3	Criteria for bid evaluation	The bid found to be the lowest or best evaluated bid shall be accepted.
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. Minimum time period will be at least two weeks which may be variable.

## CONTRACT AWARD

ITB 29.1	Percentage for quantity increase or decrease	The Competent Authority reserves the right to increase or decrease the quantity of the required goods subject to provisions of SPPRA Rules-2010 (Amended 2019).
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## **SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement the General Conditions of Contract as per SPPRA Rules-2010. 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: Sindh Board of Technical 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: Sindh Board of Technical Education, ST-22, Block-6, Gulshan-e-Iqbal, University Road, Karachi

### **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.
- 2) **GCC 7.4** After delivery and acceptance of the Goods, the performance security shall be reduced to Two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

### **18. 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
  - ii. Blacklisting of the firm
  - iii. deduction of amount from 0.5% per day/week (as deem appropriate) of the total value of the bill
  - iv. forfeited whole Security amount

Anyone or more then 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)



## **SINDH BOARD OF TECHNICAL EDUCATION**

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- 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 in time or in the required criteria.

### **19. 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 subject to relevant provisions of SPPRA Rules-2010.
- (c) increase or decrease quantity subject to relevant provisions of SPPRA Rules-2010.

### **20. SPECIAL CLAUSE**

1. Payments of the bills will be made on partial basis i.e in two or three installments, subject to the availability of funds and completion of the relevant stages of supply.
2. 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.
3. The Bidders shall quote their final rates (both in figures and words) including all taxes, material and transportation charges at consignee's end.
4. Bidders shall quote all items and quantity specified under contract. Piecemeal Bids shall not be entertained.
5. The successful bidder will have to deposit performance security @ 10% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.
6. Representative of the bidding firms are required to produce authority letter of their respective firm for attending the opening of bids.
7. The bidders shall enclose a certificate as under, failing which the bid will be liable to be rejected.
8. Placement of purchase order will be subject to payment of Performance Security.
9. Bidders shall have to submit samples/specimen on demand.
10. All Taxes of the billed amount will be deducted at source as per rules.
11. The materials shall be delivered to Store Keeper against delivery challan (in triplicate). Two copies of the challan shall be retained by the Store Keeper to utilize the same at the time of the disposal of the bill while the third copy shall be returned to the suppliers for the record.



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12. Deposit Performance Security equivalent to 10% of the amount mentioned in Contract Award, in shape of Pay Order in favour of the Secretary, Sindh Board of Technical Education, Karachi.
13. One Ream of each required Paper shall be submitted without any indication of name or seal of supplying firms.
14. The paper(s) will be selected on quality cum price basis after testing.
15. SPPRA Rules-2010 (Amended 2019) will strictly be followed.

### **21. EQUIVALENCY OF STANDARDS AND CODES**

Reference to brand name and catalogue number 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.



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COST OF TENDER FORM RS. 2000/-  
(NON REFUNDABLE)

## **TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS**

### **SUPPLY OF DUPLICATING, PHOTOSTAT & COMPUTER PAPERS**

#### **SCHEDULE FOR INVITATION OF TENDER**

Date & Time of Receipt of the Tender 02-04-2026 at 11:15 AM  
Date & Time of Opening of the Tender 02-04-2026 at 12:15PM  
Validity of the Tender NINETY (90) DAYS

S. NO.	SPECIFICATIONS	QUANTITY	RATES INCLUDING ALL TAXES	TOTAL
1.	Duplicating Paper Ream containing 500 Sheets in each Ream. Size: 8½ x 13½ 60 Grams Super quality, smooth finish good texture strictly without variation in any Ream under any circumstances subject to satisfactory acceptance & printing on our Machines. Any Ream which is not suitable for Risograph Machine is to be replaced immediately.	3,000 Reams	Rs. _____ Per Ream	Rs. _____
2.	Photostat Paper Large/Legal size 8½ x 13½ Super quality (Indonesia) 80 Grams containing 500 Sheets in each Ream or equivalent	340 Reams.	Rs. _____ Per Ream	Rs. _____
3.	Photostat Paper A-4 Size: 8½ x 11 Super quality (Indonesia) 80 Grams containing 500 Sheets in each Ream or equivalent	320 Reams.	Rs. _____ Per Ream	Rs. _____
4.	Colour Paper (Dark Blue) 80 Grams, imported Size: 8½ x 13 containing 500 Sheets in each Ream.	20 Reams.	Rs. _____ Per Ream	Rs. _____
5.	Colour Paper (Light Blue) 80 Grams, imported Size: 8½ x 13 containing 500 Sheets in each Ream.	20 Reams.	Rs. _____ Per Ream	Rs. _____
6.	Colour Paper (Green) 80 Grams, imported Size: 8½ x 13 containing 500 Sheets in each Ream.	20 Reams.	Rs. _____ Per Ream	Rs. _____
7.	Colour Paper (Green) 80 Grams, imported Size: A3 containing 500 Sheets in each Ream.	20 Reams	Rs. _____ Per Ream	Rs. _____



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8.	Colour Paper (Yellow) 80 Grams, imported Size: A3 containing 500 Sheets in each Ream.	04 Reams	Rs. _____ Per Ream	Rs. _____
9.	Colour Paper (Blue) 80 Grams, imported Size: A3 containing 500 Sheets in each Ream.	04 Reams	Rs. _____ Per Ream	Rs. _____
10.	Colour Paper (Pink) 80 Grams, imported Size: A3 containing 500 Sheets in each Ream.	04 Reams	Rs. _____ Per Ream	Rs. _____
11.	Colour Paper (Light Green) 80 Grams, imported Size: 8½ x 13 containing 500 Sheets in each Ream.	04 Reams.	Rs. _____ Per Ream	Rs. _____
12.	Laser Paper (White) 80 Grams, imported Size: 8½ x 13 containing 500 Sheets in each Ream.	04 Reams	Rs. _____ Per Ream	Rs. _____
13.	Laser Paper (White) 80 Grams, imported Size: 8½ x 11 containing 500 Sheets in each Ream.	12 Reams	Rs. _____ Per Ream	Rs. _____
<b>TOTAL AMOUNT OF THE BID :</b>				



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	Rupees in Figures	Rupees in Words
Total cost of the Bid: (as offered by the Bidder)		
5% (five percent) amount of the Bid Price Bid Security (Refundable)		

SUMMARY OF TURN-OVER OF LAST THREE YEARS		
YEAR-2023	YEAR-2024	YEAR-2025
<b>TOTAL:</b>		



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## INTEGRITY PACT

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

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: Supply of Duplicating, Photostat & Computer Papers for the financial year  
2024-2025

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.

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.

\_\_\_\_\_  
SECRETARY  
Sindh Board of Technical Education  
Karachi

\_\_\_\_\_  
Supplier/Bidder/Contractor



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## C E R T I F I C A T E

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 Sindh Board of Technical Education, Karachi.

SIGNATURE WITH DATE:

---

NAME OF FIRM:

---

FULL NAME OF CONCERNED PERSON:

---

POSITION HELD IN:

---

PHONE 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.



**SINDH BOARD OF TECHNICAL EDUCATION**  
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**ANNUAL PROCUREMENT PLAN**

**FINANCIAL YEAR 2025-2026**

SPPRA RULE-11

S#	Description of Procurement	Quantity	Estimated total cost allocated (Rs. in Million)	Funds Source of (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurement				Remarks
						1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
1	Printing & Supply of Examination Material	As per bid document	12.48 Million	Non ADP	Bidding Single Stage One Envelop Procurement	NO	YES	NO	NO	
2	Supply of Duplicating & Photocopy Papers	As per bid document	5.81 Million	Non ADP	Bidding Single Stage One Envelop Procurement	NO	YES	NO	NO	

ZOHAB AHMED  
 In-Charge Store Branch  
 (Member Procurement Committee)  
 12/2/26

GHULAM ABBAS SEHTO  
 AUDIT OFFICER  
 (Member Procurement Committee)

SYED AKHTER ALI SHAH  
 CONTROLLER OF EXAMINATIONS  
 (Member Procurement Committee)

MUJAHID HUSSAIN JUMMANI  
 SECRETARY  
 (Convener Procurement Committee)



# SINDH BOARD OF TECHNICAL EDUCATION

ST-22, BLOCK-3, MAIN UNIVERSITY ROAD, GULSHAN-E-JOBAL, KARACHI  
www.sbtte.edu.pk, Tel: 021-98045529-30, Fax: 021-98244188

NO. SBTE/STORE/2023- 845

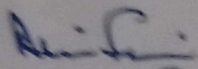
Dated: 20/12/23

## OFFICE ORDER

In terms of Rule 31(1) of SPPRA Rules 2010 (Amended 2019), with the approval of the competent authority, 'COMPLAINT REDRESSAL COMMITTEE' comprising the following, is hereby constituted to address the complaints of bidders that may occur during the procurement proceedings:

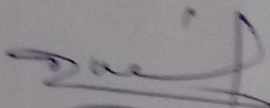
1.	The Chairman, Sindh Board of Technical Education, Karachi	Convener
2.	Representative of the Accountant General Sindh	Member
3.	An independent professional from the relevant field concerning the procurement process in question, to be nominated by the Chairman, SBTE.	Member

The T.O.R / functions / responsibilities of the aforesaid Complaint Redressal Committee will be in accordance with Rule-31 of SPP Rules 2010 (Amended 2019).

  
(ALIA FATIMA)  
SECRETARY

Copy to:

1. P. A. to Chairman
2. P. A. to Secretary
3. Office copy

  
(ZOHAB AHMED)  
Incharge Store Branch



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www.sbte.edu.pk, Tel#: 021-99243329-30, Fax#: 021-99244166

Ref: IFB No.SBTE/STORE/2026-98

Dated: 16-03-26

Subject: NOTICE INVITING TENDER

**Manner of Bid Security & Bid Submission:** Sealed bids are invited from eligible bidders for Procurement of the following material under the open competitive bidding. **Method of Procurement:** Single Stage One Envelope Procedure. Specification, quantity, size, terms & conditions mentioned in the Bidding Documents. **Manner of Payment of Tender Fee:** Sets of such bidding documents can be purchased on the submission of a written application and upon payment of the respective Tender Fee (Non-Refundable) in shape of Bank Challan of Askari Bank Limited, SBTE Sub Branch Karachi in Account No.00940380800013 or Pay Order in the name of Secretary, Sindh Board of Technical Education Karachi. **Amount of Bid Security:** Each Sealed Bid must be accompanied by a Bid Security amounting to 5% of the total amount of each respective Tender in shape of Pay Order in the name of Secretary, Sindh Board of Technical Education, Karachi, without which the Bid will be rejected. Bidding documents duly filled in and supported with required documents should be submitted to the above office which shall be opened in the presence of bidders' representatives who choose to attend the Office on the respective dates as mentioned against each. The Board reserves the right to reject any or all bids subject to relevant provisions of SPP Rules-2010(Amended2019). In case of unscheduled holiday, tenders will be opened on the next working day. However, the other terms & conditions of the tenders shall remain unchanged. **Availability of Bidding documents:** from the first day of publication of this Notice. **Completion Time:** Minimum time period for completion of job(s) will be at least two weeks from the date of issuance of Contract Awards which may be extended. **Payment:** Payments of the bills will be made on a partial basis, i.e., in two or three installments, subject to the availability of funds and completion of the relevant stages of supply. **Validity Period of the Bid:** The validity period of each respective Bid shall remain valid up to 90 days from the date of opening of Tender. **Purpose & Scope:** To fulfill the necessities for conduction of Examinations in the overall province held under the patronage of Sindh Board of Technical Education. **Eligibility Criteria:** (i) 03 years experience in the related field (ii) Turn-over of atleast last three years for all tenders, the Assessment Orders of Income should be 2.5 Million per annum (iii) Registration with Income Tax and Sales Tax Department (iv) An Affidavit on Stamp Paper (Rs.20/-) that the firm has never been Blacklisted since last 03 years. (v) Press Declaration Certificate should be submitted by the Bidder for tender at Sr.#1

## SCHEDULE AND AVAILABILITY OF BIDDING DOCUMENTS FROM THE DATE OF PUBLICATION OF TENDER NOTICE:

S.#	DESCRIPTION	Estimated Cost (PKR)	Cost of Tender (PKR)	Last date for sale of Tender documents	Last date & Time for submission of Tender	Date & Time of opening of Tenders
1)	Printing & Supply of Examination Material	12.48 Million	2,000 /-	02-04-2026 Thursday	02-04-2026 At 11:00AM	02-04-2026 At 12:00 Noon
2)	Supply of Duplicating, Photostat & Computer Papers	6.81 Million	2,000 /-	02-04-2026 Thursday	02-04-2026 At 11:15AM	02-04-2026 At 12:15 PM

For information visit the websites: [www.sbte.edu.pk](http://www.sbte.edu.pk), <https://sindh.eprocure.gov.pk> (EPADS/SPPRA)

R. Ancharge  
Advertisement Section  
Information Department  
Govt. of Sindh, Karachi

(MUJAHID HUSSAIN JUMANI)  
SECRETARY (Acting)



# SINDH BOARD OF TECHNICAL EDUCATION

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www.sbte.edu.pk, Tel#: 021-99243329-30, Fax#: 021-99244166

NO: SBTE/STORE/2025-1808

Dated: 09/12/2025

## OFFICE ORDER

It is hereby notified for the information of all concerned that the Chairman has been pleased to constitute Procurement Committee for the financial year 2025-2026 under Rule 7 & 8 of SPP Rules 2010 (Amended 2019). The Procurement Committee shall comprise of the following officers:

1. **Mr. Mujahid Hussain Jumani**, / By Position      ⇒      CONVENER  
Secretary
2. **Syed Akher Ali Shah**, / By Position      ⇒      MEMBER  
Controller of Examinations
3. **Mr. Ghulam Abbas Sehito**, / By Position      ⇒      MEMBER  
Audit Officer
4. **Mr. Wajeeh Iqbal Ansari**, / By Position      ⇒      MEMBER  
Deputy Director, STEVTA
5. **Mr. Zohaib Ahmed**, / By Position      ⇒      MEMBER/SECRETARY  
Incharge Store Branch

The T.O.R / functions / responsibilities of the aforesaid Procurement Committee will be in accordance with Rule-8 of SPP Rules 2010 (Amended 2019).

(MUJAHID HUSSAIN JUMANI)  
SECRETARY

Copy to:

1. P. A. to Chairman
2. P.A to Secretary
3. All the above-named Officers
4. Office copy

(ZOHAI B AHMED)  
Incharge Store Branch