



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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No. BSE/P&P/170/2026

Dated 03-08-2026

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 Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.) for the financial year 2026-2027	Rs.280,000/- (Rupees Two 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 assignment of each task

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.280,000/- (Rupees Two 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.28,000,000/- (Rupees Twenty-eight 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 Tax
- Registration with the Sindh Revenue Board (SRB)
- An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents



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

4. Bidding/Tender Documents:

- i. **Issuance:** Bid Documents will be issued from the first date of publication/hoisting to Tuesday 25-08-2026 up to 01:30 p.m.
- ii. **Submission:** Last date will be Tuesday 25-08-2026 up to 02:00 p.m.
- iii. **Opening:** will be opened on Tuesday 25-08-2026 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)

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

BIDDING DOCUMENTS FOR NATIONAL COMPETITIVE BIDDING

SINGLE STAGE – ONE ENVELOPE PROCEDURE

TENDER FOR PROCUREMENT OF SERVICES FOR EXECUTING VARIOUS
MISCELLANEOUS JOBS (SORTING, COUNTING, GATHERING, PACKING,
BINDING ETC.) FOR THE FINANCIAL YEAR 2026-2027

*IN RESPECT OF THE
IFB No.BSE/P&P/170/2026 dated 03-08-2026*



PART ONE (FIXED)

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

Issued by:

(P&P Section)
Board of Secondary Education
Karachi





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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 Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.) for the financial year 2026-2027
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, conveyance, transportation, material, stamps, ink, stationery, computer, printer, toner and labour charges etc. involved therein.
ITB 11.5	During the entire period of bid validity, the price shall be fixed and the bidder will have to provide the services/execute the jobs as per approved specification/description and quoted rates.





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PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Qualification Requirements	- 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 <i>Note: Prior to submission of Bids, the bidders shall submit Pay Order of Tender Fee in the Accounts Section of the Board accompanied by a request letter on the bidder's official Letter Head and must obtain the receipt/slip which shall be submitted with the Bid. Failure to submit the required receipt/slip with the bid may render the bid as non-responsive.</i> - Bid Security @ Rs.280,000/- (Rupees Two 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.28,000,000/- (Rupees Twenty-eight 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 Tax - Registration with the Sindh Revenue Board (SRB) - An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents

ITB 15.1	Amount of bid security (refundable)	Rs.280,000/- (Rupees Two 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.





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ITB 17.1	Number of copies	02 Copies of the Bid shall be submitted by the bidder. One 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.
ITB 18.2 (b)	IFB title and number	Title: Procurement of Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.) for the financial year 2026-2027 IFB No: <i>BSE/P&P/170/2026</i> <i>dated 03-08-2026</i>
ITB 19.1	Deadline for bid submission	Tuesday 25-08-2026 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 02:30 P.M on Tuesday 25-08-2026.
ITB	Estimated Cost	Rs.14,000,000/- (Rupees Fourteen Million) approx.
ITB 25.4 (b)	Delivery schedule	The jobs shall be executed 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.





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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 Tender Fee & 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.

The bidders shall submit Pay Order of Tender Fee in the Accounts Section of the Board accompanied by a request letter on the bidder's official Letter Head and must obtain the receipt/slip which shall be submitted with the Bid. Failure to submit the required receipt/slip with the bid may render the bid as non-responsive.

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 procurement under this contract is made for a certain volume or quantity of particular services over a specific period against an agreed sum or rate (lump sum or per item).

The contract/rates once approved, shall remain valid upto 30-06-2027 and the jobs shall be assigned from time to time, as and when required, during the entire financial year.

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.





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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 upto 05 (Five) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi.
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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.
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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
 - ii. Blacklisting of the firm
 - iii. Deduction of amount from 2% to 10% per week of the total value of Bill
 - iv. Liquidated damages shall be deducted in accordance with SPPRA Rules
 - 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 services/works done by Contractor
- 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 provide services in time or in the required quantity or quality





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8. 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.
- (f) to extend/renew this contract at the agreed/approved rates over a period of time not exceeding one year and rates not exceeding 10% subject to mutual consent.





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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 Tender Fee & 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) The bidders shall submit Pay Order of Tender Fee in the Accounts Section of the Board accompanied by a request letter on the bidder's official Letter Head and must obtain the receipt/slip which shall be submitted with the Bid. Failure to submit the required receipt/slip with the bid may render the bid as non-responsive.
- 6) 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.
- 7) 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.
- 8) The procurement under this contract is made for a certain volume or quantity of particular services over a specific period against an agreed sum or rate (lump sum or per item).
- 9) Bids shall be evaluated on quality-cum-rate basis.





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- 10) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.
- 11) 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.
- 12) The Contract Award may be assigned at any time during the period of bid validity.
- 13) The successful bidder will have to deposit Performance Security upto 5% of the Contract price.
- 14) 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.
- 15) Placement of Contract Award will be subject to payment of Performance Security.
- 16) After receipt of Contract Award, the successful bidder will provide its Services of Various Miscellaneous Jobs *(to be done in the premises of the Board)* i.e all the jobs pertaining to SSC 2nd Annual Examinations-2026 and SSC 1st Annual Examinations-2027 will be executed of different Sections of the Board i.e Accounts, Computer Cell, Examination Store, Confidential Section etc.
(The work pertaining to SSC Examinations-2027 means all the operations like detachment of Awards with binding till binding of Tabulation Registers of the concerned year Examinations).
- 17) The successful bidder shall submit copies of the valid Computerized National Identity Cards (CNICs) of their staff/labour deployed for providing services to the Board. The successful bidder shall not be allowed to engage or deploy any child labour or any personnel who do not possess a valid CNIC, failing which the Contract may be terminated
- 18) All staff/labour deployed by the successful bidder to work in the premises of Board for 06 hours or more, either in any shift (morning, evening or night), shall be required to record their daily attendance, including both arrival and departure, through the Board's Facial Recognition Biometric System. Failure to comply with this requirement shall render the corresponding payment claim/bill liable to rejection, and the Board shall not be obligated to entertain or process such claim.





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- 19) The staff/labour deployed by the successful bidder to work in the premises of Board for less then 06 hours in a day shall be exempted to record their Biometric attendance. However the successful bidder shall maintain their manual attendance records which shall be produced upon demand.
- 20) Successful bidder is permitted to claim part payment after completion/execution of the jobs of different Sections of the Board, in respect of Contract Award.
- 21) All the jobs shall be executed within the premises of the Board.
- 22) The quoted rates shall be in Pakistani currency inclusive of all taxes, conveyance, transportation, material, stamps, ink, stationery, computer, printer, toner and labour charges etc. involved therein.
- 23) Successful bidder shall be liable to execute the Various Miscellaneous Jobs (*to be done in the premises of the Board*) according to the Contract Award and submit their bill(s) duly verified by the respective/concerned Officer(s) for payment.
- 24) SPPRA Rules-2010 (Amended up to date) 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.





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SECTION-IV.

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The contract/approved rates shall remain valid upto 30-06-2027 and the jobs shall be assigned from time to time during the entire financial year, as and when required. The jobs shall be executed within the premises of the Board and shall be completed within stipulated time as specified by the concerned departmental head. Minimum time period will be at least one month 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/service may be allowed only in case when permitted/approved by the Chairman BSE, Karachi.





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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 Services for executing Various Miscellaneous Jobs i.e Sorting, Counting, Packing, Gathering, Sealing, Binding, Re-Binding, Numbering, Affixing of Stamps, Serializing, Batch Making, Pasting of Slips etc. *(to be done in the premises of Board)* for the financial year 2026-2027 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





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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)





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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 Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.) for the financial year 2026-2027

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.





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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

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UNDERTAKING

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 : _____





BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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SECTION-V.

TECHNICAL SPECIFICATIONS

TECHNICAL/FINANCIAL PROPOSAL

<u>S. NO.</u>	<u>NATURE OF JOBS (To be done in the premises of the Board)</u>	<u>QUANTITY</u>	<u>RATES INCLUDING ALL TAXES</u>
1 (a)	Sorting, Counting, Packing and Sealing of Question Papers and Graph Sheets during conduct of Examinations	5,000,000 approx.	Rs. _____ Per 1000
1 (b)	Gathering of Question Papers including other items	200,000 approx.	Rs. _____ Per 1000
2)	Binding of Registers	2,000 approx.	Rs. _____ Per Register
3)	Binding of Tabulation Registers (Kacha)	500 approx.	Rs. _____ Per Register
4)	Binding of Tabulation Registers (Pakka)	1,000 approx.	Rs. _____ Per Register
5)	Re-Binding of Registers	250 approx.	Rs. _____ Per Register
6)	Re-Binding of Tabulation Registers	2,600 approx.	Rs. _____ Per Register
7)	Affixing of Stamps (all kinds)	3,500,000 approx.	Rs. _____ Per 1000



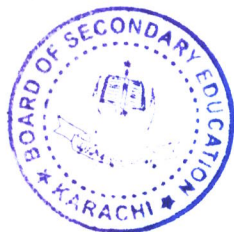


BOARD OF SECONDARY EDUCATION, KARACHI

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<u>S. NO.</u>	<u>SPECIFICATION</u>	<u>QUANTITY</u>	<u>RATES INCLUDING ALL TAXES</u>
8)	Affixing of Stamps Slips	1,000,000 approx.	Rs. _____ Per 1000
9)	Receipt Numbering on Enrolment/ Registration/ Examination Forms, Numbering on Answer Books and Roll Numbering on Examination Forms etc.	3,500,000 approx.	Rs. _____ Per 1000
10)	Cutting of Old Serial Numbers on Answer Copies	1,000,000 approx.	Rs. _____ Per 1000
11)	Pakka Certificate Book (Classified)	100 approx.	Rs. _____ Per Book
12)	Kacha Binding Book	1200 approx.	Rs. _____ Per Book
13)	Pakka Binding Book	500 approx.	Rs. _____ Per Book
14)	Serializing of Award Lists	2,000,000 approx.	Rs. _____ Per 1000
15)	Batch Making of Award Lists	15,000 approx.	Rs. _____ Per Batch
16)	Counting of Answer Scripts	1,200,000 approx.	Rs. _____ Per 1000





BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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<u>S.</u> <u>NO.</u>	<u>SPECIFICATION</u>	<u>QUANTITY</u>	<u>RATES INCLUDING</u> <u>ALL TAXES</u>
17)	Counting and Packing of Centre Material	1,000 approx.	Rs. _____ Per 1000
18)	Pasting of Slips	50,000 approx.	Rs. _____ Per 1000
19)	Pasting of Spine	600,000 approx.	Rs. _____ Per 1000
20)	Tying of Plastic Strips on Packets/Bundles	1,000 approx.	Rs. _____ Per 1000 Packets
21)	Stapling & Destapling of Answer Scripts	2,000,000 approx.	Rs. _____ Per 1000
22)	Replacement of Title Page of Answer Scripts including Overlock Stitching	700,000 approx.	Rs. _____ Per 1000
23)	Cutting of Spine of E-Scripts	1,800,000 approx.	Rs. _____ Per 1000
24)	Service of Labour/Loader	20 Nos. approx.	Rs. _____ Per day per Labour





BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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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)		
Upto 5% (five percent) amount of the Contract Price Performance Security (Refundable)		

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





BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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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 provide the services exactly in accordance with the requirements and enclosed the Tender Fee & Bid Security 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 NAZIMABAD KARACHI-75990

Website: www.bsek.edu.pk

Email: pnp@bsek.edu.pk

Phone No. 99260252-6 99260079

No. BSE/P&P/170/2026

Dated 03-08-2026

Notice Inviting Tender

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

S. No.	Name of Items	Bid Security	Tender Fee	Completion Time
1	Procurement of Services for executing Various Miscellaneous Jobs (Sorting, Counting, Gathering, Packing, Binding etc.) for the financial year 2026-2027	Rs.280,000/- (Rupees Two Lac Eighty Thousand only) (Refundable) In shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi	Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) In shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi	One month after assignment of each task

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.280,000/- (Rupees Two 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.28,000,000/- (Rupees Twenty-eight 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 Tax
- Registration with the Sindh Revenue Board (SRB)
- An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents

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

4. Bidding/Tender Documents:

- Issuance: Bid Documents will be issued from the first date of publication/holding to Tuesday 25-08-2026 up to 01:30 p.m.
- Submission: Last date will be Tuesday 25-08-2026 up to 02:00 p.m.

iii. Opening: will be opened on Tuesday 25-08-2026 up to 02:30 p.m.

5. Terms & Conditions:

a) Under following conditions bid will be rejected:-

- Conditional bids/tenders
- Bids not accompanied by Tender Fee and Bid Security of required amount and form
- Bids received after specified date and time
- Bids of Blacklisted firms (Detailed Terms & Conditions are mentioned in bid documents)
- Bid Validity Period: 90 days from the date of opening of Tender.
- 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).
- Purpose and Scope: Smooth conduct of SSC Examinations.
- 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

INF-KRY3304/2026

WORK FOR SINDH
www.workforsindh.com
JOB PORTAL BY
INFORMATION DEPARTMENT

روزنامہ ایکسپریس، کراچی۔ جمعرات، 6 اگست، 2026ء

وب سائٹ: www.bsek.edu.pk

ای میل: pnp@bsek.edu.pk



بورڈ آف سیکنڈری ایجوکیشن، کراچی

تاریخ: 03-08-2026

نام آباد کراچی-75990

فون نمبر: 99260252-6

99260079

نمبر: BSE/P&P/170/2026

نوٹس طلبی ٹینڈر

درج ذیل آئٹمز کے لیے پیشگی رکھنے والے پیلاز/افرو سے مزید پیشکشیں مطلوب ہیں۔

نمبر شمار	آئٹمز کے نام	بڈ سیکورٹی	ٹینڈر فیس	مدت تکمیل
1	مالی سال 2026-2027 کے لیے مختلف متنوع کاموں (سارنگ، کاؤٹنگ، گیدرنگ، پیکنگ، ہائڈنگ وغیرہ) کی انجام دہی کے لیے سروس کا حصول۔	280,000/- روپے (دو لاکھ اسی ہزار روپے) (قابل واپسی) بصورت ہے آرڈر بنام سیکنڈری ایجوکیشن کراچی۔	2,000/- (دو ہزار روپے صرف) (ناقابل واپسی) ہر ایک کام تفویض کے بعد	ایک ماہ۔

نوٹ: (مذکورہ بالا آئٹمز کی مکمل تفصیلات بڈ سیکورٹی میں درج ہے)

2- اہلیت معیار:

- ٹینڈر فیس شرح: 2000/- روپے (صرف دو ہزار روپے) (ناقابل واپسی) بصورت ہے آرڈر بنام سیکنڈری ایجوکیشن کراچی۔
- بڈ سیکورٹی شرح: 280,000/- روپے (دو لاکھ اسی ہزار روپے) (قابل واپسی) بصورت ہے آرڈر بنام سیکنڈری ایجوکیشن کراچی۔
- متعلقہ شعبہ میں تین سال کا تجربہ۔
- گزشتہ 3 برس کا ٹرن اوور کم از کم 2800,000/- روپے (28 ملین روپے) ہو (مالیاتی حسابات کی کاپی/آڈٹ رپورٹ منسلک کریں)
- EPADS (ایس بی آئی آر اے) کے پاس رجسٹریشن۔
- ایکٹو اور ایلیکٹریک کے لیے فیڈرل بورڈ آف ریونیو کے پاس رجسٹریشن کی دستاویزات۔
- سندھ ریونیو بورڈ (ایس آر بی) کے پاس رجسٹریشن۔
- اسٹامپ پیپر (200/- روپے) پر ایک حلف نامہ جیسا کہ نمونہ پیشکش کی دستاویزات کے ساتھ منسلک ہے۔
- پروکیورمنٹ کا طریقہ کار: (ایک مرحلہ ایک افادہ طریقہ کار)
- اجراء: بڈنگ دستاویزات اشاعت/ہولنگ کی پہلی تاریخ سے منگل 25-08-2026 بوقت سہ پہر 1:30 بجے تک جاری کئے جائیں گے۔
- جمع کرنا: آخری تاریخ منگل 25-08-2026 بوقت سہ پہر 2:00 بجے ہے۔

دوستخط: (کنوینر پروکیورمنٹ کمیٹی)

بورڈ آف سیکنڈری ایجوکیشن کراچی

نام آباد کراچی-75990

INF/KRY/3304/2026

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INFORMATION DEPARTMENT

6/8/26

BOARD OF SECONDARY EDUCATION, KARACHI

KARACHI - 75990

No. BSE/P&P/2042/2026

Dated 30-06-2026

NOTIFICATION

Subject: CONSTITUTION OF PROCUREMENT COMMITTEE FOR THE FINANCIAL YEAR 2026-2027 & ONWARDS

It is hereby notified for information of all concerned that the Chairman has been pleased to constitute the Procurement Committee for the financial year 2026-2027, under Rule-7 & 8 of SPPRA Rules-2010 (Amended up to date). The Procurement Committee shall comprise of the following Officers:-

- | | |
|--|---------------------------------------|
| 1) Syed Muneer Hasan
Research Officer, Board of Secondary
Education Karachi | Convener |
| 2) Prof. Abdul Latif
Associate Professor, Govt. College for Men,
Nazimabad No.2 Karachi | Member other than
Procuring Agency |
| 3) Mr. Jawed Ahmed
Acting Audit Officer, Board of Secondary
Education Karachi | Member |
| 4) Mr. Noor Nabi
Assistant Secretary, Board of Secondary
Education Karachi | Member/Secretary of Committee |
| 5) Mr. Kaleemullah
Assistant Secretary, Board of Secondary
Education Karachi | Member |

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)

Copy to: -

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

BOARD OF SECONDARY EDUCATION, KARACHI

KARACHI - 75990

No. BSE/P&P/2041/2026

Dated 30-06-2026

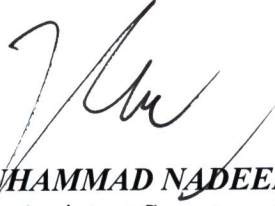
NOTIFICATION

Subject: CONSTITUTION OF COMPLAINT/GRIEVANCE REDRESSAL COMMITTEE (CRC/GRC) FOR THE FINANCIAL YEAR 2026-2027 & 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 2026-2027 & onwards, under Rule-31 of SPPRA Rules-2010 (Amended up to date). 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