BOARD OF INTERMEDIATE & SECONDARY EDUCATION

SUKKUR - SINDH

TENDER DOCUMENT

for supply of

OFFICE STATIONERY & GENERAL ITEMS etc

Tender Notice Reference. No. BISE/STORE/SUK/- 382 dated 06.11.2026

For purchase of

FOR THE YEAR 2026-2027

Tender Document issued to M/s _____

Tender Document fee Rs.2,000/- (non refundable)

through P.O/B.C/DD/BANK Challan No. _____ dated _____

Description	Date	Time	Venue
Last date, time & venue of submission	02.12.2026	11.30 a.m	BISE, Sukkur
Date, time & venue of opening		12.00 noon	

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PART - I

Tender Notice

TENDER NOTICE



بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن، سکھر

نمبر: BISE/STORE/SUK-382 مورخہ: 06 نومبر 2026

ٹینڈر کا نوٹس

مقررہ فارمیٹ پر آئٹم ریٹ کی بنیاد پر آن لائن اور سربمہر ٹینڈرز/بولیاں ایسے دلچسپی رکھنے والے ممکنہ بولی دہندگان/فرمز سے طلب کی جاتی ہیں جو فیڈرل بورڈ آف ریونیو (ایف بی آر) کے ساتھ انکم ٹیکس اور جنرل سیلز ٹیکس کے لیے رجسٹرڈ ہوں اور ایف بی آر کی ایکٹو ٹیکس پیئر لسٹ (اے ٹی ایل) میں شامل ہوں۔

درج ذیل اشیاء کی خریداری کے لیے سندھ پبلک پروکیورمنٹ رولز 2010 (ترمیم شدہ 2025ء) کے رول نمبر 46(1) (سنگل اسٹیج، ون انویلپ پروسیجر) کے تحت ٹینڈرز طلب کیے جاتے ہیں۔ تفصیلات درج ذیل جدول میں موجود ہیں۔

شمار	کام کی تفصیل	ٹینڈر کا شیڈول - تاریخ اور وقت		
		اجراء / فروخت کی تاریخ	ٹینڈر جمع کرانے کی آخری تاریخ	ٹینڈر کھولنے کی تاریخ
1	امتحانی مواد، پرنٹنگ اسٹیشنری، ڈیجیٹل جوابی کاپیاں / ای شیٹس	16.11.2026	02.12.2026 صبح 11:30 بجے تک	02.12.2026 دوپہر 12:00 بجے
2	دفتری اسٹیشنری / عمومی اشیاء وغیرہ			
3	ڈیسک ٹاپ پرسنل کمپیوٹرز، سرور مشینیں، کمپیوٹر بارڈویئر، پارٹس اور دیگر سامان / آلات			
4	الیکٹرانکس			

شرائط و ضوابط

اشیاء کی تمام تفصیلات مع شرائط و ضوابط اور بولی دہندگان کی اہلیت کے معیار ٹینڈر دستاویزات میں درج کیے گئے ہیں۔ دلچسپی رکھنے والی فرمز ٹینڈر دستاویزات سندھ پبلک پروکیورمنٹ ریگولیٹری اتھارٹی کی نئی ویب سائٹ : www.E-Pads.pprasindh.gov.pk اور بورڈ کی ویب سائٹ: www.bisesuksindh.edu.pk سے ڈاؤن لوڈ کر سکتی ہیں۔ ٹینڈر دستاویزات کی فیس فی ٹینڈر 2,000 روپے مقرر کی گئی ہے، جو پے آرڈر، بینکر چیک یا بینک چالان کے ذریعے زیرِ دستخطی کے نام جمع کرائی جا سکتی ہے۔ فیس جمع نہ کرانے کی صورت میں ٹینڈر کے عمل میں شرکت کی اجازت نہیں دی جائے گی۔

بولی کی ضمانتی رقم تخمینہ شدہ مالیت کا 3 فیصد بطور بولی ضمانتی رقم پے آرڈر، ڈیمانڈ ڈرافٹ یا بینکر چیک کی صورت میں زیرِ دستخطی کے نام جمع کرانا ضروری ہے، جسے تکنیکی تجویز کے ساتھ منسلک کرنا ہوگا۔

مشروط بولی یا بولی کی ضمانتی رقم کے بغیر جمع کرائی گئی بولی قابلِ قبول نہیں ہوگی۔

بورڈ کو سندھ پبلک پروکیورمنٹ رولز 2010 (ترمیم شدہ 2025ء) کی متعلقہ دفعات کے تحت کسی بھی یا تمام پیشکشوں کو قبول یا مسترد کرنے کا حق حاصل ہوگا۔

(عاشق حسین)
سیکریٹری - 071-9310622

INF/KRY No. 5070/26

WORK FOR SINDH www.iwork4sindh.com JOB PORTAL BY INFORMATION DEPARTMENT

PART - II

INSTRUCTIONS TO BIDDERS (ITB)

*Bidders are advised to read the **carefully** Contents of the Instructions to Bidders (ITB)*

1. Scope of Bid

1.1 The Board of Intermediate & Secondary Education, Sukkur invites online cum sealed bids/tenders for procurement of **"Office Stationery /General Items etc"** as specified in the Financial Proposal (Part-V) through National Competitive Bidding "Single Stage-One Envelop Procedure" as provided under Rule No. 46(1) of the Sindh Public Procurement Rules 2010 (Amended 2025).

.2 Interested bidders may download the bidding documents from SPPRA's newly developed website https://portalsindh.eprocure.gov.pk as well as from Board's website www.bisesuksindh.edu.pk.

2. Source of Funds

Annual Budget **2026-2027.**

3. Eligible Bidders

3.1 This Invitation for Bids is open to all bidders for supply of "**Office Stationery /General Items "** more specifically described in the Financial Proposal (Part-V).

3.2 Government-owned enterprises in Pakistan may participate only if they are legally and financially autonomous and authorized to participate in bidding.

3.3 Bidders shall not be eligible, if they are under a declaration of in-eligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization is **NOT ELIGIBLE**.

4. Corruption and Fraud.

4.1 Corrupt and Fraudulent Practices are defined by Sindh Public Procurement Regulatory Authority as "the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the Procuring Agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty"

4.2 Indulgence in corrupt and fraudulent practices are liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the Bidder, for a fixed or indefinite period, as per rules.

5. Eligible Products and Services.

All Products and related services to be supplied under the contract shall conform to the policies of the Government of Sindh in vogue. All expenditures made under the contract shall be limited to such products and services. For purposes of this clause,

a)	the term “Product” includes any Product that are the subject of this Invitation for Bids.
b)	the term “Services” includes related ancillary services such as deployment, training and after sale service etc
c)	the product should be service-able, or should have warranty support in Sindh / Pakistan.

6. Cost of Bidding.

The Bidder shall bear all costs associated with the preparation and submission of his bid. Board of Intermediate & Secondary Education, Sukkur shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. Bidding for Selective Items.

A Bidder can choose or select any item to quote, but whole quantity of that item should be quoted. The Bidder can not quote for partial quantity of any item.

The Bidding Procedure

8. The Governing Rules.

The Bidding procedure shall be governed by the Sindh Public Procurement Rules, 2010 (Amended 2025)

9. Applicable Bidding Procedure.

9.1 The bidding procedure is governed by sub-rule (1) of Rule # 46“ Procedure of Open Competitive Bidding” “Single stage–One Envelope Procedure”.

9.2 The bidding procedure as prescribed in Sindh Public Procurement Rules 2010 (Amended 2025) is reproduced below:

Single Stage - One Envelope Procedure

a) Tender Notice and bidding documents of this method shall contain following eligibility criteria;

i) relevant experience;

ii) turn-over of at least three years'

iii) registration with Federal Board of Revenue (FBR), for Income Tax, Sales Tax, in case of procurement of goods. Registration with the Sindh Revenue Board (SRB), in case of procurement of works and services and registration with Pakistan Engineering Council (where applicable)

iv) any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44;

b) each bid shall comprise one single envelop containing the Financial Proposal and required information mentioned at clause (a) above;

c) all bids received shall be opened and evaluated in the manner prescribed in the Tender Notice or bidding document.

The Bidding Documents

10. Contents of the Bidding Documents

10.1 The goods required, applicable bidding procedures and Contract terms are prescribed in the Bidding Documents. In addition to the Tender Notice, the Bidding Documents includes:

(a) Instructions to Bidders (ITB);

(b) Bid Data Sheet;

(c) Draft Agreement/Contract form;

(d) Sample of Integrity Pact;

(e) Financial Proposal.

10.2 The "Tender Notice" is not a formal part of the Bidding Document and is included as a reference only. In case of discrepancies between the Tender Notice and the Bidding Documents listed in 10.1 above, the Bidding Documents shall take precedence.

10.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result rejection of his bid.

11. Clarification on Bidding Documents;

An interested Bidder requiring any clarification of the Bidding Documents may intimate to the Secretary, Board of Intermediate & Secondary Education, Sukkur in writing. The Secretary, Board of Intermediate & Secondary Education, Sukkur shall respond in writing to any request for clarification of the bidding documents, which it receives not later than Seven (**07**) working days prior to the deadline for the submission of bids prescribed in bid data sheet. Written copies of Procuring Agency's respond (including an explanation of the query but without identifying the source of inquiry) will be sent to all the interested bidders that have received bidding documents.

12. Amendment(s) to the Bidding Documents.

12.1 At any time, prior to the deadline for submission of bids, the Board of Intermediate & Secondary Education, Sukkur (Procuring Agency), for any reason, whether at its own initiative or in response to a clarification(s) requested by an interested Bidder, may modify the Bidding Documents by amendment(s).

12.2 All interested Bidders, that have received the Bidding Documents shall be notified of the amendment(s) in writing and will be binding on them.

12.3 In order to allow interested Bidders, reasonable time for taking the amendment(s) into account in preparing their respective bids, Board of Intermediate & Secondary Education, Sukkur (Procuring Agency) at its discretion, may extend the deadline for the submission of bids.

Preparation of Bids

13. Language of Bids.

All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written either in English, Urdu or Sindhi languages. Supporting documents and printed literature furnished by the Bidder may also be in any language as listed above.

14. Documents comprising the Bid.

14.1 The Bid shall comprise of the Bid Forms of this Bidding Document and all those ancillary documentation that are prescribed for eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Financial Proposal (Part-V).

14.2 The Bidder shall complete the Financial Proposal (Part-V) and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along-with the proposed price.

15. Bid Price.

15.1 The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the Unit Price (where applicable), Total amount and Grand Total i,e Bid Price of the goods, it proposes to supply under the Contract.

15.2 Form prescribed for quoting of prices is to be filled-in very carefully, preferably typed. Any alteration/correction in unit price will result rejection of bid. Every page of Financial Proposal (Part-V) is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red / yellow highlighter.

15.3 The Bidder should quote the price of goods according to the specifications as provided in Financial Proposal (Part-V) of this document. The specifications of goods, different from the required specifications, shall be rejected straightaway.

15.4 The Bidder is required to offer a competitive price. The prices must include all taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties.

15.5 The benefit of exemption from or reduction in the taxes and duties shall be passed-on to the Secretary, Board of Intermediate & Secondary Education, Sukkur.

15.6 Prices quoted should be in Pak Rupees, for the entire quantity of an item demanded in the Financial Proposal (Part-V); partial quantity offered by the interested bidder shall be rejected straightaway. Conditional offer shall also be considered as NON-RESPONSIVE BID.

15.7 While making a price quote, trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

16. Bid Currencies.

Bidders from Pakistan can quote Brands from all world country of origin other than Israel. Prices shall be quoted in Pak Rupees.

17. Bidder's Eligibility

As defined in Bid Data Sheet.

18. Samples.

The Bidder shall provide sample(s) of quoted goods along with the financial bid at his own cost and in a quantity prescribed by the Secretary, Board of Intermediate & Secondary Education, Sukkur.

19. Bid Security

19.1 The Bidder is required to furnish Bid Security @ **3%** of the Estimated Value which must be attached with Technical Proposal as per SPP Rules 2010 (Amended 2025). The Bid Security should be in the form of Demand Draft / Pay Order / Banker's Cheque in favour of Secretary, Board of Intermediate & Secondary Education, Sukkur. Bids without, deficient or other form(s) of bid security, except Demand Draft/Pay Order / Banker's Cheque, will not be entertained.

19.2 The successful Bidder's bid security shall be discharged upon signing of contract form/Agreement and furnishing the performance security equal to **10%** of contract amount.

19.3 Bid security shall be released to the **unsuccessful** bidder once the contract/ Agreement/MoU has been signed/executed with the successful bidder or the validity period has expired.

19.4 The Board of Intermediate & Secondary Education, Sukkur shall get verified Bid Security in the following form or manner.

(a) All bid securities of contracts with estimated cost upto Rs.50.00 million (Rupees Fifty Million) shall be verified by issuing agency.

(b) All bid securities of contracts with estimated cost above Rs.50.00 million shall be verified by the Head office of the issuing agency.

19.5 In case of cancellation of bidding process in terms of Rule 25, of the SPP rules 2010 (Amended 2025), the bid security shall be returned to the bidders, not later than fifteen (15) days from the date of cancellation notice.

19.6 Bid Security may be forfeited in below stated circumstances if:-

(a) a Bidder requests to withdraw his or its bid, after opening but within the bid validity period ;

(b) successful Bidder fails to furnish performance security;

(c) successful Bidder fails to sign the Contract Agreement/MOU'

(d) a bidder does not accept the correction of the quoted amount following the correction of arithmetic errors;

(e) a bidder has been found black listed by any agency of Federal or Provincial Government".

20. Period of Validity of Bids.

20.1 Bids shall remain valid for the period identified in the Bid Data Sheet after the date of opening of financial bid(s) prescribed by the Board of Intermediate & Secondary Education, Sukkur. Bids shall be valid for **90** days in case of National Competitive bidding. A bid valid for a shorter period shall be rejected by Board of Intermediate & Secondary Education, Sukkur as NON-RESPONSIVE.

20.2 The Board of Intermediate & Secondary Education, Sukkur shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

20.3. The bid validity period shall start from the date of **opening** of technical or financial bids, whichever is earlier.

20.4 Extension of Bid Validity may be allowed subject to approval by the Competent Authority of the procuring agency and with reasons to be recorded in writing.

Provided that if validity period has to be extended due to some slackness on the part of procuring agency, the Competent Authority shall fix responsibility and take appropriate disciplinary action,

20.5 After obtaining such approval, the procuring agency shall request in writing all bidders to extend the bid validity period. Such a request shall be made before the date of expiry of the original bid validity period.

20.6 Such an extension shall not be for more than [XXX] of the original period of bid validity.

20.7 In case the procuring agency fails to finalize the bid evaluation within the extended time, the bids shall stand cancelled and a fresh bidding process shall be initiated;

20.8 Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith;

20.9 Bidders who:-

(a) agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity;

(b) agree to the procuring agency's request for extension of bid validity period shall neither be requested nor permitted to change the price or other conditions of their bids.

21. Format and Signing of Bids.

21.1 The Bidder shall prepare and submit his bid Original as appropriate. Copy of supporting documents must be signed and company stamped by the bidder.

21.2 The Bid shall be accompanied by the original receipt for payment made for the purchase of the bidding document. In an event where the Bidder has downloaded the bidding document from the website, he will send tender fee along-with bid document on or before last date for submission of bids.

21.3 The original bid shall be typed or written in indelible ink and shall be signed & stamped/sealed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall sign all pages of the bid form.

21.4 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

Submission of Bids

22. Sealing and Marking of Bids.

22.1 The bidder shall seal original bid in envelope and shall:

(a) be addressed to the Secretary, Board of Intermediate & Secondary Education, Sukkur; and

(b) Bid Reference No. indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," the time and the date specified in the Bid Data Sheet for opening of Bids.

22.2 The envelope shall also indicate the name and address of the Bidder.

22.3 If the envelope found un-sealed and do not marked as required above, the Board of Intermediate & Secondary Education, Sukkur shall assume no responsibility for the bid's misplacement or premature opening.

23. Deadline for Submission of Bids

Bids must be received by Secretary, Board of Intermediate & Secondary Education, Sukkur at the address on the time and date specified in the Bid Data Sheet. **Bids received later than the time and date specified in the Bid Data Sheet will stand summarily rejected.**

24. Late Bids

Any bid received by the Secretary, Board of Intermediate & Secondary Education, Sukkur, after the deadline for submission of bids specified in Tender Notice, will be rejected and returned unopened to the bidder.

25. Withdrawal of Bids

25.1 The Bidder may withdraw his bid after the bid's submission and prior to the deadline prescribed for submission of bids.

25.2 No bid may be withdrawn in the interval between deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result-in forfeiture of the Bid Security submitted by the Bidder.

Opening and Evaluation of Bids

26. Opening of Bids by BISE Sukkur.

26.1 All bids received through online or manually shall be downloaded / opened by the members of Procurement Committee-I publicly in presence of Bidders or their representative(s), on the date, time and venue prescribed in the Bid Data Sheet.

26.2 The downloading / opening of Bids shall be subject to the Bidding Procedure prescribed in the Bid Data Sheet and elaborated in ITB Clause 9 above.

26.3 All Bidders or their representative in attendance shall sign an attendance sheet evidencing their attendance.

26.4 The Procurement Committee-I shall download/open online submitted/sealed Bids at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit price and total amount of the Bid (if applicable). The Committee concerned may choose to announce any other details which it deems appropriate if not in conflict with the Sindh Public Procurement Rules - 2010 (Amended 2025), specifically Rule 41 (***Opening of Bids***)

26.5 The Procurement Committee-I shall record the minutes of the Bid opening process.

26.6 No bid shall be rejected except for late submission of bids, which shall be returned unopened to the Bidder.

26.7 Financial Bids found without or less amount of Bid Security shall also be returned unannounced to the Bidder(s). However, prior to return to the Bidder(s), the Convenor of the Procurement Committee-I shall record a statement giving reasons for return of such bid(s).

27. Clarification of Bids.

During evaluation of the bids, the Secretary, Board of Intermediate & Secondary Education, Sukkur may, at its discretion, ask the participant Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

28. Preliminary Examination.

28.1 The Procurement Committee-I shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

28.2 In the Financial Bids, the arithmetical errors shall be rectified on the following basis.

a) If there is a discrepancy between the unit price and the total amount that is obtained by multiplying the unit price and quantity, the unit price shall prevail; and the total amount shall be corrected.

b) If the Bidder does not accept the correction of the errors, his bid shall be rejected, and his Bid Security shall be forfeited.

c) If there is a discrepancy between words and figures, the amount in words shall prevail.

28.3 Board of Intermediate & Secondary Education, Sukkur may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

29. Rejection of Bids

29.1 Board of Intermediate & Secondary Education, Sukkur may reject any or all bids at any time prior to the acceptance of a bid. The Board of Intermediate & Secondary Education Sukkur upon request shall communicate to any Bidder who submitted a bid, the grounds for rejection of any or all bids, but is not required to justify those grounds.

29.2 Board of Intermediate & Secondary Education, Sukkur incurs no liability, solely by virtue of its invoking Clause 28.1 towards Bidders who have submitted bids.

29.3 Notice for rejection of any or all bids shall be given promptly to the concerned Bidders who submitted bids.

30. Announcement of rates.

30.1 The Procurement Committee-I shall announce and encircle the item-wise prices quoted by the bidders and all the members of Procurement Committee-I shall sign each and every page of the Financial Proposal (Part-V).

30.2 **Any effort by a Bidder to influence the Board of Intermediate & Secondary Education, Sukkur in its decisions on Contract Award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.**

Award of Contract

31. Award of contract.

The bidder with the Lowest Evaluated bid, but not necessarily the lowest submitted price, shall be awarded the procurement contract, within the original or extended period of bid validity.

32. BISE Sukkur's right to vary quantities at the time of Award.

32.1 Board of Intermediate & Secondary Education, Sukkur reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in the Financial Proposal (Part-V) without any change in unit price or other terms and conditions.

33. Notification of Award.

33.1 Notification of award shall constitute the formation of Contract between Board of Intermediate & Secondary Education, Sukkur and the Bidder.

33.2 The enforcement of the Contract shall be governed by Sindh Public Procurement Rules – 2010 (Amended 2025)

34. Signing of Contract.

34.1 After completion of all codal formalities, the Secretary, Board of Intermediate & Secondary Education, Sukkur shall send Bidder the Contract Form provided in the bidding documents, incorporating all agreements between parties.

34.2 Within ONE week of receipt of contract form, successful Bidder and Board of Intermediate & Secondary Education, Sukkur shall sign the Contract Agreement/MoU jointly in accordance with the legal requirements in vogue.

34.3 If the successful Bidder, after completion of all codal formalities including letter of acceptance shows an inability to sign the Contract Agreement/MoU within stipulated time, then his Bid Security shall stand forfeited and the firm may be blacklisted or de-barred from future participation, whether temporarily or permanently. In such situation the Board of Intermediate & Secondary Education, Sukkur may award the contract to the next lowest evaluated Bidder or call for new bids.

34.4 The Contract shall become effective upon affixation of signature of the Secretary, Board of Intermediate & Secondary Education, Sukkur and the Bidder on the Contract document, and shall be governed for ONE year period as well as terms and conditions mutually agreed in the contract.

35. Performance Security.

35.1 The successful Bidder shall furnish Performance Security equal to **10%** of contract amount, in the form of Pay Order / Demand Draft / Banker's Cheque or Bank Guarantee issued by any scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favour of the Secretary, Board of Intermediate & Secondary Education, Sukkur.

35.2 The Bid Security, @ **3%** of Estimated Value so submitted by the bidder at the time of submitting his bid, shall be returned to the Bidder upon submission of Performance Security equal to **10%** of Contract Amount.

35.3 Failure to provide Performance Security at the required extent, by the Bidder, is a sufficient ground for annulment of the award and forfeiture of his Bid Security. In such event the Board of Intermediate & Secondary Education, Sukkur may award the contract to the next lowest evaluated bidder or call for new bid.

35.4 Validity of performance security shall extend to cover defects liability period or maintenance period, if any, and subject to final acceptance by the procuring agency;

35.5. The Board of Intermediate & Secondary Education, Sukkur shall get verified the performance security, in the following form or manner;

a) All performance securities of contracts with estimated cost upto Rs.50.00 million (Rupees Fifty Million) shall be verified by the issuing agency;

b) All performance securities of contracts with estimated cost above Rs.50.00 million shall be verified by the Head office of the issuing agency;

36. Delivery.

The awarded items should reach at the stores of Board of Intermediate & Secondary Education, Sukkur within **06 to 08** weeks from the date of signing agreement/MoU or receiving Job Order, on working days, during the office hours.

37. Payment.

Payment will be made through crossed cheque in favour of supplier/firm concerned after the delivery of goods is reached at stores of Board of Intermediate & Secondary Education Sukkur. The Verification/Inspection Committee of Board of Intermediate & Secondary Education, Sukkur shall verify/check / inspect the goods in all aspects and after satisfaction, Joint Inspection Report will be issued accordingly.

The payment will be released after submission of bills/invoices along with Joint Inspection Report and receipt of stores with proper entry of stock register's page numbers. The deduction of applicable Taxes from claimed amount will be made as per rules.

PART - III

Bid Data Sheet

38. # BID DATA SHEET

The following specific data for the procurement to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part-II. Whenever, there is a conflict, the provisions herein shall prevail over those in ITB.

<table>
<tr><th colspan="3">Introduction</th></tr>
<tr><td>Name of Procuring Agency:</td><td colspan="2">Board of Intermediate & Secondary Education, Sukkur
Contact # 071-9310622</td></tr>
<tr><td>Name of Contract</td><td colspan="2">Procurement of Office Stationery /General Items etc</td></tr>
<tr><td>Bid Price and Currency</td><td colspan="2">Prices quoted by the Bidder shall be “fixed” and in” Pak Rupees”</td></tr>
<tr><td colspan="3">Preparation and Submission of Bids</td></tr>
<tr><td>Bidder’s Eligibility Criteria:</td><td colspan="2"><table>
<tr><td>Sr. #</td><td>Mandatory Eligibility Criteria</td></tr>
<tr><td>1.</td><td>The bidder must have at least 03 years of experience in the field of printing press, (Readable copy of readable/legible job orders duly company stamped are required as a concrete documentary proof).</td></tr>
<tr><td>2.</td><td>Readable/legible copy of NTN Certificate & ATL duly company stamped is required</td></tr>
<tr><td>3.</td><td>Readable/Legible copy of GST Registration Certificate & ATL duly company stamped is required.</td></tr>
<tr><td>4.</td><td>Annual turn-over should be 100% or above of allocated funds. Year-wise Certificates (2025-2026, 2024-2025 & 2023-2024) issued by any scheduled Bank in Pakistan, duly company stamped are required (Bank Statement not permissible)</td></tr>
<tr><td>5.</td><td>Readable/Legible copy of Income Tax Returns duly E-filed with FBR, for the tax years 2026, 2025 & 2024 duly company stamped is required.</td></tr>
<tr><td>6.</td><td>Affidavit affirming that the firm is currently not blacklisted by any Government, Semi Government Corporations or Autonomous Bodies, duly printed upon non judicial paper of Rs.200/- (in origin).</td></tr>
<tr><td>7.</td><td>Technical/Sample of Papers showing gramage, duly company stamped</td></tr>
</table></td></tr>
<tr><td>Amount of bid security</td><td colspan="2">Rupees 3,00,000/- equal to 03% of Estimated value (Rs.10 Million)
(Original Bank instrument must be attached with technical proposal) as per rule No. 37 of SPP Rules 2010 (Amended 2025)</td></tr>
<tr><td>Bid validity period</td><td colspan="2">90 days</td></tr>
<tr><td>Number of copies</td><td colspan="2">One Original</td></tr>
</table>

<table>
<tr><td>Deadline for submission of bid</td><td>As notified in Tender Notice even No. dated 06.11.2026 (upto 11.30 a.m of 02.12.2026)</td></tr>
<tr><td>Opening of bids</td><td>At 12.00 noon of 02.12.2026</td></tr>
<tr><td>Bid Evaluation</td><td>Lowest Evaluated Responsive Bid</td></tr>
<tr><td></td><td>Other terms and conditions:-
<table>
<tr><td>a)</td><td>In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening. Bid shall be submitted / opened on next working day at the given time.</td></tr>
<tr><td>b)</td><td>Tender documents can also be obtained through courier service, against Pay Order/Bank Draft of Rs.2000/- as bid document fee.</td></tr>
<tr><td>c)</td><td>Board of Intermediate & Secondary Education may reject all or any bid subject to relevant provision of SPP Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.</td></tr>
<tr><td>d)</td><td>Incomplete, conditional bid/tender and without required extent of bid security in the specified form/format shall be rejected.</td></tr>
<tr><td>e)</td><td>Bidders are required to provide their valid e-mail Ids, complete postal address and contact numbers (s) for effective and timely communication.</td></tr>
<tr><td>f)</td><td>Contract Agreement and Integrity Pact both are mandatory for successful bidder.</td></tr>
</table></td></tr>
</table>

PART - IV

Draft Agreement

&

Integrity Pact

39. AGREEMENT

THIS AGREEMENT is executed / signed at Sukkur on _____, 2026

BETWEEN

Board of Intermediate & Secondary Education, Sukkur – Sindh, of Islamic Republic of Pakistan, the first party represented through Secretary, (hereinafter called the BISE, Sukkur/ Procuring Agency)

And

M/s _____, the second party (hereinafter called the Supplier / bidder / Contractor).

And

WHEREAS, the Board of Intermediate & Secondary Education, Sukkur/ Procuring Agency invited online-cum-sealed bids for certain goods and ancillary services viz: Procurement/Supply of Office Stationery / General items and has accepted bid(s) by the aforementioned firm/bidder for supply of those goods and/or services, placed in table below, in sum of Rs. _____ (Rupees ……..……....) hereinafter called the CONTRACT PRICE. Such intimation through this office letter No.BISE/STORE/SUK/- dated _____ on the subject LETTER OF INTENT/ACCEPTANCE OF BID(S) has been issued in favour of the bidder concerned.

Sr. #	Item #	Name & Description / specification of item	Quantity	Unite Price including taxes	Amount in PKRs
1.					
2.					
3.					
GRAND TOTAL / CONTRACT AMOUNT					

NOW THIS AGREEMENT IS WITNESSED AS UNDER

1. The Board Authority do hereby to appoint the “second party” as supplier of goods / material.

2. The second party i.e supplier hereby agrees for supplying the awarded items as per the rate offered by him as placed in table above and shall be bound to rectify any defect in the supplied items at any time/stage.

3. As per clause 36 of Bid Document, the supplier shall be bound to complete the job within allocated delivery lead time of _____ days (public holidays if any, coming in this period will not be counted) according to the sample and specimen approved by Committee appointed by the Board Authority, and shall make supply of the awarded items as per order issued by the first party.

4. In case of delay in supply of awarded items, the Chairman, BISE, Sukkur may impose the penalty @ **0.5%** of the Contract Amount for each day of delay subject to maximum of **5%.** The delivery period will count down starts from the date of signing of Contract Agreement.

5. If the job is not executed according to the satisfaction of the first party, the Board Authority reserves the right to reject it all-together or impose a penalty not exceeding to **10**% of the contract amount or the Board authority has the right to cancel the order, forfeit the performance security and may call for new bid(s).

6. Part payment shall be permissible.

7. Each party agrees to perform its part as per contents of this agreement and in case of default; the parties will bind itself.

8. In case of any dispute on any matter (item) arising out at any stage, the decision of the Chairman, BISE, Sukkur shall be final and binding on the second party.

9. The revenue stamps / e-stamping @ **0.35%** of the contract amount must be got affixed at the rare side of order for supply of awarded items, as per stamp duty Act.

10. The amount deposited as Performance Security by the firm/party will be refunded as per Rule # 39 of the Sindh Public Procurement Rules 2010 (Amended 2025).

11. This agreement has been made in duplicate. The original will remain with the first party (Board) and the duplicate with the second party (supplier/firm)

In witness where-of, the Secretary, Board of Intermediate & Secondary Education, Sukkur,

And

Mr. _____, on behalf of M/s _____ have affixed their signatures to this document on _____, of _____2026 at Sukkur.

Name of Contractor M/s. Bidding Firm Name	Secretary, BISE, Sukkur
Witness (1)_____	Witness (2)_____
Name: _____	Name: _____
Address _____	Address _____
_____	_____
CNIC No. _____	CNIC No. _____

(INTEGRITY PACT)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS

Contract No._____ Dated _____
Contract Value: _____
Contract Title: _____

…… [*Name of Contractor*] 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 department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [*name of Contractor*] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder‘s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[*name of Contractor*] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[N*ame of Contractor*] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [*name of Contractor*] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder‘s fee or kickback given by [*name of Contractor]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Procuring Agency: ……

Signature: ……

[Seal]

Name of Contractor: ……

Signature: ……

[Seal]

PART - V

FINANCIAL PROPOSAL

OFFICE STATIONERY / GENERAL ITEMS ETC

Financial Proposal

Last Date and time for submission:- Upto 11.30 a.m of 02.12.2026
Opening:- At 12.00 noon of 02.12.2026
Submitted by M/s. _____

Sr. #	Item #	Description with item	Quantity Required	Rate Offered including taxes	Total Amount offered PK Rs.
1	19.	**White/Plain Paper** (***IK***) **70** grams, size A4 (Imported / Indonesia) in ream form, each ream contains 500 sheets, duly packed in Gatta Box. Each box should contain **05** reams, **or equivalent.**	500 Reams		
2	20.	**White/Plain Paper** (***IK***) **70** grams, legal size (Imported / Indonesia) in ream form, each ream contains 500 sheets, duly packed in Gatta Box. Each box should contain **05** reams, **or equivalent.**	500 Reams		
3	21.	**White/Plain Paper** (**AA** standard) **90** grams, size A4 (Imported / Indonesia) in ream form, each ream contains 500 sheets, duly packed in Gatta Box. Each box should contain **05** reams, **or equivalent.**	1,000 Reams		
4	22.	**Finis Oil** (**Johnson**) Each bottle contains **400** ml **or equivalent**	250 Bottles		
5	23.	**Phenyl (Johnson)** Perfumed white Each bottle contains 2.75 Liters **or equivalent**	250 Bottles		
6	24.	**Sutli Bangladesh** (Superior Quality)	200 Kgs		
7	25.	**New Lemon Max (Ultra) (Liquid)** Each Bottle contains **450 ml** **or equivalent**	200 Bottles		

Note: 1. All Govt. Taxes will be deducted at source, as per rules in practice.

03% Bid Security Rs._____ vide D.D/P.O No. _____

dated _____drawn at _____.

(_____)
Signature of Supplier with stamp