BOARD OF INTERMEDIATE & SECONDARY EDUCATION
FAISALABAD

TENDER NOTICE

Tender No. 46/SS **Dated: 30-01-2026**

Tenders/Bids are invited from registered firms with Income tax and Sales Tax for **Agreement Regarding Services & Maintenance of Scanners Kodak F-3100 with Parts**. The detail is given below:

Sr.#	Description of Item	Qty	Estimated Price (Rs.)	Amount of 2% CDR (Rs.)
01	**Agreement Regarding Services & Maintenance of Scanners Kodak F-3100 with Parts**	08	Rs.20,40,000	Rs.40,800

Terms & Conditions

1. The services will be made under PPRA Rules (single stage one envelope).
2. The participation in bidding process through **E-PADS** portal is compulsory for all bidders.
3. The intending bidders shall submit financial bid online through **E-PADS** portal, hard copy will not be accepted.
4. Bid security @ 2% of estimated price in the shape of CDR/Pay Order/Bank Draft must be provided before or on opening of tender at 11:00 A.M. on **18-02-2026**.
5. Financial bids will be opened on the same day at 11:30 A.M on **E-PADS** in the presence of purchase committee & representatives of the firms.
6. In case of non submission of CDR tender will be rejected.
7. Tender rates will be valid for the period of 60 days from the last date of tender submission.
8. The bidding documents are available at the PPRA website www.ppra.punjab.gov.pk, **E-PADS** portal www.punjab.eprocure.gov.pk and Board's website www.bisefsd.edu.pk which can be downloaded **free of cost**.
9. In case the last date for submission of the proposal is declared a public holiday then the next working day will be considered for proposal submission and opening of bids.
10. All bidders are requested to quote rates inclusive all kinds of taxes and on **F.O.R** basis.

SECRETARY

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD

TENDER DOCUMENTS

FOR

BIDDING DOCUMENTS FOR AGREEMENT REGARDING SERVICES & MAINTENANCE OF SCANNERS KODAK F-3100 WITH PARTS

Tender No.46-SS/2026

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INVITATION TO BID

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10. All bidders are requested to quote rates inclusive all kinds of taxes and on **F.O.R** basis.

TERMS AND CONDITIONS OF THE TENDER

1. Definitions

1.1. Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

1.2 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

1.3 "Contract" means the agreement between the Purchaser and the supplier, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

1.4 "Supplier" means the person whose Tender has been accepted by the Purchaser.

1.5 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

1.6 "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.

1.7 "Day" means calendar day.

1.8 "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damage in Goods and Services provided, under the Contract.

1.9 "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

1.10 "Goods" means equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.

1.11 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.

1.12 "Prescribed" means prescribed in the Tender Document.

1.13 "Purchaser" means the Board of Intermediate & Secondary Education, Faisalabad.

1.14 "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.

1.15 "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Supplier is required to provide to the Purchaser under the Contract.

1.16 "Taking-Over Certificate" means the certificate to be issued by the purchaser to the Supplier, in accordance with the Contract.

1.17 "Works" means work to be done by the Contractor under the Contract.

2. TenderCost

2.1 TheTenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

3. Amendment of the Tender Document

3.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the prospective Tenderer(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the prospective Tenderer(s).

4. Preparation / Submission of Tender.

4.1. The Tenderer will bid for Board of Intermediate & Secondary Education, Faisalabad.

4.2. The tender and all documents relating to the tender exchanged between the tenderer and the purchaser shall be in English.

4.3. The tender shall be submit / accompanied throughe-Pads as prescribed form availeable on the system. Moreover, all uploaded documents must be filled complete in all aspects (stamped and signed by the tenderer or his authorized representative)

4.4. The bid shall complete a single stage one steps procedure (contains Financial Proposal)

4.5. Tender form will be used for Fiancial Proposal on E-Pads

4.6. The financial proposal shall be uploaded / submitted with quoting the price as per financial performa given.

4.6.1. Upload/attach technical brochure / literature.

4.6.2. Upload/attachPower of Attorney, if an authorized representative is appointed

4.7. The Financial Proposal shall comprise the following:

4.7.1.1. Financial proposal

4.7.1.2. Tender Security

5. Tender Price

5.1 The quoted price shall be:

5.2 best / final / fixed and valid until completion of the Contract i.e. not subject to variation / escalation;

5.3 Inclusive of all taxes, duties, levies, insurance, freight, etc.

6 Tender Security

6.1 The tenderer shall furnish the tender security as under:

6.1.1 for a sum equalent to 2% of the estmated price.

6.1.2 In a currency of PKR.

6.1.3 Have a minimum validity period of 90 days from the last date for submission of the tender or until furnishing of the performance security whichever is later.

6.2 The proceeds of the tender security shall be payable to the purchaser, on the occurrence of any / all of the following conditions.

6.2.1 If the tenderer withdraw the tender during the period of the tender validity specified by the tenderer on the E-Pads.

6.2.2 If the tenderer does not accept the correction of his total estimated price or

6.2.3 If the tenderer have been notified of the acceptance of the tender by the purchaser during the period of validity, failes are refuses to furnish the performance security, in accordance with the tender documents.

6.2.4 The tender security shall be returned to the unsuccessful Tenderer upon award of the Contract. The Tender Security shall be returned to the successful Tenderer on furnishing the performance security.

7 Tender Validity

7.1 The Tender shall have aminimum validity period from the last date forsubmission of the Tender. The Purchaser may solicit theTenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If theTenderer agrees to extension of validity period of the Tender, the validity period of the Tender security shall also be suitably extended. TheTenderer may refuse extension of validity period of the Tender, without forfeiting theTender security.

8 Modification / Withdrawl of Tender

8.1 The tenderer may, by written notice surved on the purchaser, modify or withdraw the tender after submission of the tender, prior to the deadline for submission of the tender.

8.2 The tender, withdrawn after the deadline for submission of the tender and prior to the expiration of the period of the tender validity, shall result in forfeiture of the tender security.

9 Opening of the Tender.

9.1 Tenders shall be opened, at the given place, time and date, in the presence of the Tenderer(s) for which they shall ensure their presence without further invitation.

10 Rejection / Acceptance of the Tender.

10.1 The Purchaser shall have the right, at his exclusive discretion, to accept or reject all the tender(s), cancel / annual the Tendering process at any time prior to award of Contract, without assigning reason or obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

10.2 The Tender shall be rejected if it is:

10.2.1 Substantially non-responsive; or

10.2.2 Submitted/Uploaded in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

10.2.3 Incomplete, un-signed, partial, conditional, alternative, late; or without CDR.

10.2.4 Subjected to interlineations / cuttings / corrections / erasures / overwriting; or

10.2.5 The Tenderer submits more than one Tenders; or

10.2.6 The Tenderer refuses to accept the corrected estimated price; or

10.2.7 The Tenderer has conflict of interest withthe Purchaser; or

10.2.8 The Tenderer triesto influence the Tender Evaluation / Contract award; or

10.2.9 The Tenderer engages in corrupt or fraudulent practices in competing for the Contract award.

10.2.10 The Chairman reserve the rights to accept or reject all tenders in accordance with PPRA rule (35).

10.2.11 The participation in bid process through E-PADS portal is compulsory for all bidders and submission of hard copies only shall not be accepted in compliance with the policy of the Govt. of the Punjab and PPRA.

11 Acceptance Letter.

11.1 The Purchaser shall, send the Acceptance Letter to the successful Tenderer, prior to the expiry of the validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

12 Performance Security.

12.1 The successful Tenderer shall furnish Performance Security as under where needed.

12.2 Within three working days of the receipt of the Acceptance Letter from the Purchaser;

12.3 In the form of a CDR, issued by a scheduled bank, or in another form acceptable to the Purchaser;

12.3.1 For a sum equivalent to 10% of the contract value.

12.3.2 In PKR.

12.3.3 Have a minimum validity period of 90 days from the date of Award Notification or until the date of expiry of warranty period, whichever is later.

12.3.4 The proceeds of the Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:

12.3.5 If the Contractor commits a default under the Contract;

12.3.6 If the Contractor fails to fulfill any of the obligations under the Contract;

12.3.7 If the Contractor violates any of the terms and conditions of the Contract.

12.3.8 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity.

13 Contract.

13.1 The purchaser shall, after receipt of the performance security from the successful Tenderer, send the contract provided in the tender document, to the successful tenderer. Within three working days of the receipt of such contract, the tenderer shall sign and date the contract and return it to the purchaser. An agreement will be made on stamp paper @ 0.25% of total value of the tender which will be provided by the supplier.

14 Contract Language

14.1 The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

15 Standards

15.1 The Services provided under this Contract shall conform to the authoritative latest industry standards.

16 Labeling.

16.1 The Services supplied under the Contract, shall be clearly labeled so as to correspond with the delivered documentation, with proper labeling scheme provided by the client.

17 Delivery

17.1 The Supplier shall deliver the services at Board of Intermediate & Secondary Education, Jhang Road, Faisalabad within stipulated period.

17.2 The Service shall remain at the risk and under the physical custody of the Contractor until the completion of the contract.

17.3 The Supplier shall ensure that the Services shall be delivered without interruption.

18 Spare Parts and Support

18.1 The Supplier shall further ensure that the Services provided by the Contractor, under the Contract shall have no defect, arising from design, materials, installation, configuration, or from any act or omission of the Contractor that may develop under normal use of the provided Service.

19 Inspection and Testing

19.1 The Purchaser shall inspect and test the services supplied, the Services provided or the Works carried out,under the Contract, to verify their conformity to the services.

19.2 The inspections and tests shall be conducted at the premises of Board of Intermediate & Secondary Education, Faisalabad.

19.3 The Purchaser may reject the services, the Services or the Works if they fail to conform to the non provision according to the contract

20 Warranty

20.1 The Supplier shall warrant that the service will be provided without any delay on the demand of the B.I.S.E, Faisalabad.

21 Payment

21.1 The Purchaser shall make 50% payment after successful service and maintenance period of six month on the satisfactory report of the user branch. The CDR deposited by the firm as permornace security will also be released. While the remaining amount will be retained as performance security which will be made after the completion of agreement period in the currency of the PKR, through cheque. The agreement period will be one year which can be exended upto further one year on the satisfactory report of user branch if needed on the same terms & conditions.

22 Price

22.1 The Supplier shall not charge prices for the Services provided and for other obligations discharged, under the Contract,varying from the prices quoted by the Contractor in the Price Schedule.

23 Liquidated Damages.

23.1 If the Supplier delays in services under the Contract, the contract may be cancelled, no payment will be made, and the CDR of Performance Security will also be forfeited.

24 Blacklisting.

24.1 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have,blacklist the Supplier, either indefinitely or for a stated period, for future tenders in public sector.

24.2 If the Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have,blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.

25 Forfeiture of Performance Security

25.1 If the Supplier fails / delays in performance of services provided or any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Supplier.

26 Termination for Convenience

26.1 The Purchaser may, at any time, by written notice served on the Supplier, terminate the Contract, without any compensation to the Supplier.

26.2 To have any portion thereof completed and delivered.

27 Force Majeure

27.1 The Supplier shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

27.2 If a Force Majeure situation arises, the Supplier shall, by written notice served on the Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform under

27.3 The Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

28 Dispute Resolution

28.1 The Purchaser and the Supplier shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

28.2 In case of any dispute the decision of the Chairman will be final and not liable to be challenge in any court of law.

29 Taxes and Duties

29.1 The Supplier shall be entirely responsible for all taxes, duties and other such levies imposed outside and within Pakistan. Taxes and duties shall be deducted as per Law. The Supplier may make inquires on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

SCHEDULE- A: SPECIAL STIPULATIONS	
For ease of reference, certain Special Stipulations are as under:	
Tender Security	**For a sum equivalent to 2% of Total value of estimated price;** **denominated in a currency of the Tender;** **Have a minimum validity period of 90 days from the last date for submission of the Tenderor until furnishing of the Performance Security, whichever is later.**
Performance Security	**The successful Tenderer shall furnish Performance Security as under where deemed necessary within three working days of the receipt of the Acceptance Letter from the Purchaser;** **in the form CDR, issued by a scheduled bank operating in Pakistan, for a sum equivalent to 10% of the contract value;** **Have a minimum validity period of 90 days from the date of Award Notification or until the date of expiry of warranty period, whichever is later.**
Delivery Point of Services	**The Supplier shall provide the services at Board of Intermediate & Secondary Education, Faisalabad as specified by the Purchaser.**
Time Line	**Within the period given in time frame.**
Liquidated damages for failure / delay in services / Installation / configuration of Goods / Services / Works by the Supplier	**If the Supplier delays in services under the Contract, the contract may be cancelled, no payment will be made, and the CDR of Performance Security will also be forfeited.**

SECRETARY

TENDER FORM

To:

The Secretary
Board of Intermediate & Secondary Education,
Faisalabad.

Gentlemen:

1. We, [Name and Address of the Tenderer], having read, understood and accepted the Tender Document, including the Addendum(s), if any, offer to supply, install, configure, test, train and support the Goods and the Services, in conformity with the said Tender Document, to [Name and Address of the Purchaser], for the estimated price of PKR (in figures _____) (in words _____), in accordance with the financial proposal.
2. We undertake that the Tender shall have a minimum validity period of 60 days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to provide the Performance Securityto give satisfactory assurance of our ability and intention, for due performance / execution of the Contract in accordance with the terms and conditions of the Contract, in case of acceptance of the Tender.
4. We undertake to be bound by the Tender andthe Acceptance Letter, which shall constitute a contract, until execution of the formal Contract.

Datethis _____day of 2026.

TENDERER

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

Note: The Tender Form should be on the letterhead of the Tenderer.

AFFIDAVIT

1. We, [Name and Address of the Tenderer], do hereby declare on solemn affirmation that:
2. We have not been involved in litigation with any client during the last 3 years.
3. We acknowledge that we have read, understood and accepted the Tender Document.
4. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s).
5. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / reject any or all tender(s), cancel / annul the Tenderding process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

Date this _____day of 2026.

TENDERER

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

Note:The affedavit should be on the Stamp Paper.

AGREEMENT FOR MAINTENANCE & SERVICES

This agreement is made on _____ between M/s _____ having its office at _____., (the company), _____, (Hereinafter Called The _____) and the Secretary, Board of Intermediate & Secondary Education, Jhang Road Faisalabad (Hereinafter Called The Secretary Board) for the maintenance & services with parts for 08 **Scanners Kodak F-3100**.

This agreement will remain in force for a period of one year i.e. from

(_____ to _____)

Under this agreement, both parties have agreed to the terms and conditions as detailed below:

Sr.#	Description	Qty	Serial No.	Unit Charges	Total Charges
1	**Services and maintenance of 08 Scanners Kodak F-3100 with parts.**	08			
				Add 16% PST on Service	
				Total With PST	

Terms & Conditions of Maintenance & Services Agreement for Scanners Kodak F-3100

1. The company will provide Service and Maintenance with parts of the foresaid 08 scanners for the period of one year.
2. All the Taxes such as PST, Income Tax, etc. will have to be paid by the firm.
3. Complaint call will be attended on the same day and repairable scanner will be repair within three days.
4. The Firm will charge total amount Rs._____ /- for Scanners (08 Units Kodak F-3100) for one year as mutually agreed, the 50% payment, will be made by the Board to the Firm on completion of successful first six months and the remaining 50% payment will be retained as a performance security and will be released after successful completion of the Contract on satisfactory report of the concerned branch.
5. Both the parties can renew this maintenance contract after the expiry date of One year as mutually agreed on same terms and conditions.
6. It is responsibility of the firm to keep all the scanners in good functional position through out the contract period without any delay.
7. Any dispute between the parties of matter will be referred to the sole arbitrator Chairman of Board of Intermediate & Secondary Education Faisalabad. His award (decision) shall be final and cannot be question in any Court of Law.

In witness where of the parties hereto have executed this agreement and the user and the company shall each retain a copy.

Proprietor
M/s _____.

SECRETARY
B.I.S.E, FAISALBAD.

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD.

FINANCIAL PROPOSAL FOR AGREEMENT REGARDING MAINTENANCE & SERVICES OF 08 SCANNERS KODAK F-3100 WITH PARTS

Tender No. 46/SS **Dated: 30-01-2026**

SR.#	Description of Item	Qty	Unit Price without Taxes	Amount of Tax	Unit Price With Taxes	Total Price
1.	**Agreement Regarding Services & Maintenance of Scanners Kodak F-3100 with Parts**	08				

Total Value of Tender _____

Note: In case of any discrepancy between unit price and total amount the unit price will prevail.

CERTIFICATE

It is certified / verified that: -

1. We have read Terms & Conditions and accept it and shall follow the Terms & Conditions.
2. We quoted the rates according to the specifications as described by the department.
3. The required CDR @ 2% of estimated price has been attached as follows.

Sr.#	Call Deposit No.	Date	Name of Bank	Amount
1				

Name _____ **CNIC No.**_____

Phone No. _____ **Cell #** _____

Fax # _____ **E-Mail Address** _____

NTN No._____ **Sale Tax No.** _____

Address _____

Signature with Stamp_____