(2)

# BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD

## TENDER NOTICE

**Tender No.** 249 /SS **Dated:** 20-08-2026

Tenders/Bids are invited from all Income and Sales Tax Registered firms for purchase of following printed Cover Sheets for the SSC & HSSC Examinations, 2027 under **Punjab E-Procurement System (eP)**.

| Item.# | Name of Material to be Purchased | Quantity of Cover Sheets | Specifications of Cover Sheets | Total Estimated Price (Rs.) | Amount of 5% CDR (Rs.) |
|---|---|---|---|---|---|
| 1 | **Cover Sheets / MCQ Award & Roll No. Part As per Sample** | SSC=3700000 & HSSC=1200000 SSC Practical =575000 & HSSC Practical =250000 **Total=5725000** | 1. Printed on 100 grams imported offset paper of A3-size (11.7"x16.5") made from virgin pulp with 95% plus brightness.<br>2. Single colour black digital printing as per approved design & script, with perforation at selected points.<br>3. Encrypted Barcode 128(font) printing having 16 digits with Board code I.D as per present format/specification/sample.<br>4. Each cover sheet should have unique number/barcode.<br>5. The bubble should not touch the surrounding border lines.<br>6. The relative distance of each content should remain same in all printed sheets.<br>7. Brust Factor=12% min.<br>Brightness=95% min.<br>Opacity=90% min.<br>Both Sides Glazed. | 45,800,000 | 2,290,000 |

### Terms & Conditions

1. The purchase will be made under PPRA Rules (single stage two envelopes).
2. The participation in bidding process through **Punjab E-Procurement System (eP)** portal is compulsory for all bidders.
3. The intending bidders shall submit their profiles including technical & financial bids online through **Punjab E-Procurement System (eP)** portal, hard copy will not be accepted.
4. Last date of submission of tenders will be 17-09-26 till **11:00** a.m.
5. Technical Bids will be opened on the same day at 11:30 A.M on **Punjab E-Procurement System (eP)** in the presence of purchase committee & representatives of the firms.
6. Incomplete bid will neither be accepted nor entertained.
7. Tender rates will be valid for the period of 120 days from the last date of tender submission.
8. Sample of printed covers sheets will be provided at the time of opening of technical bids.
9. The rates will be evaluated / compared as whole.
10. The bidding documents are available at the PPRA website **www.ppra.punjab.gov.pk**, **Punjab E-Procurement System (eP)** i.e. **https://ep.punjab.gov.pk** and Board's website **www.bisefsd.edu.pk** which can be downloaded **free of cost.**
11. The URL of the website of the PPRA is (http://ep.punjab.gov.pk/ViewTender.aspx) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.
12. Bid Security @5% of estimated price must be submitted / transferred online as per the procedure established in '**Punjab E-Procurement System (eP)**' in collaboration with Bank of Punjab.
13. 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.
14. All bidders are requested to quote rates inclusive all kinds of taxes and on **F.O.R** basis.
15. For electronics bids submission, bidders are requested to register at **https://ep.punjab.gov.pk**. For any queries regarding registration on **Punjab E-Procurement System (eP)**, please contact at: 1248.

**SECRETARY**

# BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD.

## TENDER / BIDDING DOCUMENTS OF

## COVER SHEETS FOR FINANCIAL YEAR 2026-27

## For Tender No.249 -SS/2026

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# INVITATION TO BID

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## TERMS AND CONDITIONS OF THE TENDER

1. Firms registered under sales & income tax act, having secured printing facility / site with minimum 02 to 03 years experience of digital printing in Bulk quantity for Government / semi Govt. institutions / Autonomous bodies are eligible to participate in the Tender. All tender should be in the name of Secretary B.I.S.E, Faisalabad, the Chairman is empowered to accept / reject all tender (s) within the provisions of PPRA Rules. The tender procedure shall be single stage two envelope as per PPRA Rules 38 (a). In 1st instance Technical Proposal (s) shall be opened by the B.I.S.E, Faisalabad which shall be evaluated by the Committee by the B.I.S.E, Faisalabad as per attached criteria. Minimum qualifying marks for financial competition shall be 70 percent. The Financial Proposal of technically successful bidder(s) shall be opened in 2nd instance by the Committee in the presence of bidders and contract shall be awarded to the lowest bidder.
2. Bidders should submit the Audited Financial statements of last three years with minimum average turnover of PKR 300 million, work orders / experience / expertise in the similar work. Detail of printing Equipment with specification and production capacity, Printing Methodology and work plan, Professional Experience of Technical Staff with technical proposal for evaluation purpose.
3. Bid Security @5% of estimated price in favour of Secretary B.I.S.E, Faisalabad must be submitted / transferred online as per the procedure established in '**Punjab E-Procurement System (eP)**' in collaboration with Bank of Punjab. Without Amount of CDR Tender shall not be entertained. Call deposit amount shall be returned to successful firm after furnishing of performance guarantee. On the request of unsuccessful firms, the amount of CDR's shall be returned by the B.I.S.E, Faisalabad after approval of the Competent Authority and the amount of CDR of 2nd lowest firm shall be returned after issuance of supply order to the successful firm.
4. The successful firm will provide 10% performance guarantee of contract amount / supply order soon after receipt of supply order in shape of Bank Guarantee which should be valid till 31-12-2027 and same shall be returned after the expiry of agreement.
5. An agreement between Secretary B.I.S.E, Faisalabad as an independent client and successful firm shall be executed on the Stamp Paper @ 0.25% of total value of supply order. The cost of stamp paper shall be borne by the bidder.
6. Site / work place of bidder(s) may be visited by the Committee, nominated by the Chairman before the opening the financial proposals.
7. Supply completion period shall be 50 days after the issuance of supply order, however, 60% cover sheets should be supplied with in 30 days. The delay/fine will be imposed as per schedule.

   **a.** For Delay of 10 days: Rs. 3,000/- per day.
   **b.** For Delay of 11 to 20 days: Rs. 5,000/- per day.
   **c.** Above 20 days: Rs. 10,000/- per day.

   **Note:** In case of category b the fine will be imposed as per schedule of b not of a, similarly in case of c the fine will be imposed as per schedule of c and not of b and a. The Chairman, BISE Faisalabad is impowered to delay condone, extention & waive of fine on given solid reason/ground.

8. In case firm fails to make supply or inordinate delay occurs, keeping in view the resulting loss, the Chairman of Board may impose the penalty / fine other then above said fine including encashment of bank guarantee / performance security.
9. Tender form must be accompanied good number of Printed Cover Sheets as samples on A3 paper duly signed and stamped in sealed envelope for evaluation purpose. Sample of cover sheet to be printed is attached for guidance.
10. Supplies shall have to be delivered at designated address of B.I.S.E, Faisalabad. The unloading of coversheets at designated place of B.I.S.E shall be the responsibility of firm.
11. 90% payment will be made after the completion of supply of cover sheets after the test report of PCSIR, Labortory and 10% remaining payment will be released on receipt of satisfactory report of user branches and recommendations of purchase committee of respective B.I.S.E. The successful firm may claim payment after completion of SSC / HSSC cover sheets supplies.
12. Rates must be quoted in Pakistani Currency including all Taxes. All provincial and Federal Taxes including Income Tax / Sales Tax / Punjab Sale Tax, Professional Tax or any other tax levied by the Government during contract period will have to be paid by the firm under prevailing procedure / law and copy of proof will be supplied to office.
13. The printed samples of papers must be provided at the time of opening of technical bids.
14. The office may reject conditional / torn out / over written tenders.
15. Validity period of rates quoted should not be less than 120 days.
16. Any other information regarding tender can be obtained from the Store Section of B.I.S.E, Faisalabad during office hours. (Ph. No. 041-2517723).

17. Cover Sheets / MCQ Award & Roll No. Part Printed on 100 GSM imported offset paper of A3-size made from virgin pulp with 95% plus brightness.
18. Single colour black digital printing as per approved design & script, with perforation at selected prints.
19. Encrypted Barcode 128(font) printing having 16 digits with Board code I.D as per present format/specification/sample.
20. Each cover sheet should have unique number/barcode. (As per sample provided during Tendering process)
21. The Grammage, Brightness, Burst Factor, Opacity & Weight etc. will be checked by PCSIR Laboratories.
22. The Chairman reserves the rights to accept or reject all tenders in accordance with PPRA rules 35.
23. In case of any dispute the decision of the Chairman will be final and will be accepted for both parties and not liable to be challenged in any court of Law.
24. Tenders rates will be valid for the period of 120 days.
25. Firms having secure printing facility / site with approximately 01 lac per day printing capacity, minimum 02 to 03 year experience of digital printing i.e cover sheets in Bulk quantity for Government / Semi Government Institutions / Autonomous Bodies are eligible to participate in the tender.
26. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report under PPRA rule (37). The committee shall address the complaints of the bidders that may occur to the entry into force of the procurement contract. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
27. Samples of printed cover sheets of participated firms before opening of finaincal bids and two samples of each consignment will be chkecked from PCSIR, Labortary at own expenditures incurred by the concerned successful firm.

**Name of Firm (Address & Stamp)**

**(Secretary B.I.S.E, Faisalabad)**

# TENDER FORM

To:

Secretary
Board of Intermediate & Secondary Education,
Faisalabad.

Gentlemen:

1. We, [Name and Address of the Tenderer], having read, understood and accepted the Tender Document, 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/price schedule.
2. We undertake that the Tender shall have a minimum validity period of 120 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 be bound by the Tender and the Acceptance Letter, which shall constitute a contract, until execution of the formal Contract.

Date this _____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 Purchaser reserves the right under PPRA Rules 35 to accept or reject all tenders/bids.

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.**

# BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD

## TECHNICAL EVALUATION CRITERIA FOR PURCHASE OF COVER SHEETS

1. Name of Bidder/Lead Bidder: _____
   (in Capital Words)
2. Status of Firm/Company/JV/Group: _____
3. Address: _____
4. Income Tax No. _____
5. Sales Tax Registration (If applicable): _____
6. Date of Establishment of Business: _____
7. **Financial Information:**
   a. Income Tax Paid/Deducted for previous one year, 2025-26 (attach evidence)
   b. Attach Professional Tax Paid Certificate of Current Year.
   c. Cash Flow Availability (Attach Bank Statement for Fiscal Year July, 2025 to June, 2026)
8. **Ability to Supply Items:** According to Specifications
   a. General Experience
   b. No Defaulter/Blacklist Certificate
9. CDR No. _____ Amount _____ Date _____
   Name of Bank _____ Branch _____
10. Bid Security must be submitted / transferred online as per the procedure established in '**Punjab E-Procurement System (eP)**' in collaboration with Bank of Punjab.

**Total Marks=100 & Qualify Marks=70**

Please attached all related documents for evaluation purpose.

| Category | Subject Matter | Total Marks | Marks Obtained |
|---|---|---|---|
| A | Experience in digital printing as a proof supply orders of cover sheets/similer works issued in favour of the firm be attached. | 20 | |
| B | Printing Equipments specifications. | 20 | |
| C | Work plan and Printing Methodology with number of staff to complete the job attached. | 20 | |
| D | Professional Experience / Qualification of Technical Staff. | 20 | |
| E | Financial Position/Annual Turnover. copy of audited financial statement. | 20 | |
| **Total** | | **100** | |

**CHECK LIST**

| Sr.# | Name of Documents | Yes | No | Page No. |
|---|---|---|---|---|
| 01 | Income Tax Certificate (Along with NTN No.) | | | |
| 02 | Professional Tax Certificate (2026-27) | | | |
| 03 | Bank Statement (July, 2025 to June, 2026) | | | |
| 04 | Experience Certificate / Work Order | | | |
| 05 | No Defaulter / Blacklist Certificate on Stamp Paper | | | |
| 06 | Proof of Submitted CDR Amount | | | |
| 07 | 100 Printed Samples of Cover Sheets attached | | | |

**Authorized Signature & Stamp of Firm/Bidder**

# Board of Intermediate & Secondary Education, Faisalabad

## Technical Proposal for Printing of Cover Sheets, 2026-2027

**No.249/SS** **Dated:20-08-2026**

| Sr.# | Detail / Specifications of Items / Material | Specifications | Detail / Marks / Samples Specification offered by the bidder | Remarks of Evaluation Committee |
|---|---|---|---|---|
| 1 | 100 grams imported offset paper of A3 size made from virgin pulp, 95% brightness of paper | **Texture: White**<br>**Grammage:100**<br>**Burst Factor:12min.**<br>**Brightness:95% min.**<br>**Opacity:90% min.**<br>**Both sides Glazed** | | |
| 2 | Methodology of Single colour black digital printing as per approved design / script | | | |
| 3 | Encrypted Barcode 128 (fount) printing having 16 digits with Board code I.D as per present format / sample / specifications. Each cover sheet will bear unique number/barcode | | | |
| 4 | The bubble should not touch the surrounding border lines. | | | |
| 5 | The relative distance of each content should remain same in all printed sheets. | | | |
| 6 | List of Printing equipment with detailed specification | | | |
| 7 | Specification of machines to meet the daily production | | | |
| 8 | List of clients and supply orders/ agreements | | | |
| 9 | Per day printing and delivery capacity | | | |

Name and Address of the Firm: _____

Sales Tax Registration No. _____ Income Tax No. _____

Phone No. _____ Mobile No. _____ E-Mail_____

Signature _____ Stamp _____

**Estimated Value of Tender:4,58,00000/-**

# Board of Intermediate & Secondary Education, Faisalabad

## Financial Proposal

## Cover Sheets 2026-2027

**No.** 249 **/SS** **Dated:** 20-08-2026

| Sr.No. | Detail / Specifications of Items / Material to be Purchased | Quantity | Unit Price with GST | Total Price |
|---|---|---|---|---|
| 1. | **Cover Sheets / MCQ Award & Roll No. Part with following features.**<br>1. Printed on 100 grams imported offset paper of A3-size (11.7"x16.5") made from virgin pulp with 95% plus brightness.<br>2. Single colour black digital printing as per approved design & script, with perforation at selected points.<br>3. Encrypted Barcode 128(font) printing having 16 digits with Board code I.D as per present format/specification/sample.<br>4. Each cover sheet should have unique number/barcode.<br>5. The bubble should not touch the surrounding border lines.<br>6. The relative distance of each content should remain same in all printed sheets.<br>7. Brust Factor=12% min., Brightness=95% min., Opacity=90% min., Both Sides Glazed. | SSC=3700000<br>&<br>HSSC=1200000<br>SSC Practical =575000<br>&<br>HSSC Practical =250000<br>**Total=5725000** | | |

Note: All Columns **must** be filled in.

CDR No. _____ Dated _____ Amount 5 %_____

Name & Address of the Firm: _____

_____

Sales Tax Registration No. _____ Income Tax No._____

Phone No. _____ Mobile No. _____

E-Mail _____

Signature _____ Stamp _____

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بسکور نمونہ

(11)

**FAISALABAD BOARD**

| Date |
|---|
| |
| Matric (M) |
| Inter (I) |
| Part 1 (1) |
| Part 2 (2) |
| 1st Annual (1) |
| 2nd Annual (2) |
| Morning (M) |
| Evening (E) |
| Subject |
| |

893

**FSD**

Sheet No. ~~058434893~~

# Roll Number Sheet

Date: D D M M Y Y Y Y

Morning (M)
Evening (E)

| Roll No. | Paper Code |
|---|---|
| | |

ہدایات

- امیدوار کو صرف نیلے یا کالے پین ہی کو استعمال کرنے کی اجازت ہے۔
- اس بات کا خاص خیال رکھیں کہ دائرہ مکمل پُر ہو اور سیاہی دائرے سے باہر نہ نکلے۔

مثال: (۱) صحیح ● (۲) غلط ⊗ (۳) غلط ●

- کاغذ کو موڑنا یا سٹیپل کرنا منع ہے۔
- دائروں کے اوپر دی گئی مخصوص جگہ پر Roll No. اور Paper Code لکھیں اور نیچے دیئے گئے دائروں کو اس طرح پُر کریں کہ ہر خانے میں ایک ہندسہ آئے۔
- نوٹ:

ایک سے زیادہ دائروں کو پُر کرنے / کاٹ کر پُر کرنے کی صورت میں مذکورہ جواب / رول نمبر / پیپر کو غلط تصور ہوگا جس کی تمام ذمہ داری طالب علم پر ہوگی۔

## INSTRUCTIONS

- Use BLUE/BLACK ball pen or marker ONLY.
- Fill/Shade the circle completely.
- EXAMPLE(i) CORRECT ●, (II) INCORRECT ⊗, (III) INCORRECT ●
- Folding, Stapling, Cutting and putting unnecessary signs and identification on the sheet is strictly NOT allowed.
- Please write the Roll No. Paper Code in the space allocated above the circles and carefully fill/shade the circles.

DISCLAIMER: IN CASE OF INCOMPLETE/CANCELLATION/MULTIPLE FILLING OF CIRCLES, THE ANSWER SHALL BE DECLARED AS WRONG.

Name: کوئی بہت کا تجربہ نہیں فرمائیے۔

Father's Name: Ad 24.6.26 S/A

Roll Number (in words) 24/6 D/CC

Signature of Candidate: 24/6 A/S.S.

SS 24/6/26

Signature of Deputy Superintendent:

A-BISE-F-V1

FSD

FSD

## MCQs RESPONSE PART (TO BE FILLED BY THE STUDENT) (امیدوار خود پُر کرے)

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | | | |
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| | A | B | C | D |
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| 13 | | | | |
| 14 | | | | |
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| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |

Paper Code

نوٹ

Marks Obtained in MCQs _____ (To be filled by the examiner only) (صرف ممتحن پُر کرے)

## AWARD SHEET (FOR OFFICIAL USE IN MARKING CENTRE) (صرف ممتحن پُر کرے)

| MCQs Marks | Q 2 Marks | Q 3 Marks | Q 4 Marks | Q 5 Marks | Q 6 Marks | Q 7 Marks | Q 8 Marks | Q 9 Marks | Q 10 Marks | Total Marks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

Sub-Examiner Code

It is certified that the result on this form matches with marks given on the corresponding answer sheet.

Sub-Examiner Signature _____

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DISCLAIMER: BOARD SHALL NOT BE RESPONSIBLE IF THE MENTIONED INSTRUCTIONS ARE NOT FOLLOWED.

A-BISE-F-V1