BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD

TENDER NOTICE

Tender No. 276 /SS **Dated:** 7/10/2025

Tenders/Bids are invited from all Income and Sales Tax Registered firms for purchase/preparation of printed following Cover Sheets for the SSC & HSSC Examinations, 2026 under **E-Procurement System**.

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=3900000 & HSSC=1400000 **Total=5300000**	1. Printed on 100 grams imported offset paper of A3-size (11.7"x16.5") made from virgin pulp with 95% plus brightness. 2. Single colour black digital printing as per approved design & script, with perforation at selected points. 3. Encrypted Barcode 128(font) printing having 16 digits with Board code I.D as per present format/specification/sample. 4. Each cover sheet should have unique number/barcode. 5. The bubble should not touch the surrounding border lines. 6. The relative distance of each content should remain same in all printed sheets. 7. Brust Factor=12% min. Brightness=95% min. Opacity=90% min. Both Sides Glazed.	53,000,000	2,650,000

Terms & Conditions

1. The purchase will be made under PPRA Rules (single stage two envelopes).
2. The participation in bidding process through **E-PADS** portal is compulsory for all bidders.
3. The intending bidders shall submit their profiles including technical & financial bids online through **E-PADS** portal, hard copy will not be accepted.
4. Bid security @ 5% of estimated price in the shape of CDR/Pay Order/Bank Draft must be provided at the time of opening of tender before 11:00 A.M. on 21-11-2025
5. Technical 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. Tender rates will be valid for the period of 120 days from the last date of tender submission.
7. Sample / Paper must be provided before opening of technical bids.
8. The rates will be evaluated / compared as whole.
9. 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**.
10. 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.
11. 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 / BIDDING DOCUMENTS OF

COVER SHEETS FOR
FINANCIAL YEAR 2025-26

For Tender No.276-SS/2025

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INVITATION TO BID

1. The purchase will be made under PPRA Rules (single stage two envelopes).
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3. The intending bidders shall submit their profiles including technical & financial bids online through **E-PADS** portal, hard copy will not be accepted.
4. Bid security @ 5% of estimated price in the shape of CDR/Pay Order/Bank Draft must be provided at the time of opening of tender before 11:00 A.M. on **01-11-2025**.
5. Technical 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. Tender rates will be valid for the period of 120 days from the last date of tender submission.
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11. 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. 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 Chairperson 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 amounting to 5% of estimated price, in favour of Secretary B.I.S.E, Faisalabad issued by any scheduled bank of Pakistan must be provided at the time of opening of tehcnnical bids. Without CDR Tender shall not be entertained. Call deposit shall be returned to successful firm after furnishing of performance guarantee. On the request of unsuccessful firms, the CDR's shall be returned by the B.I.S.E, Faisalabad after approval of the Competent Authority and the 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 / CDR / Pay Order issued by any scheduled Bank of Pakistan which should be valid till 31-12-2026 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 Chairperson before the opening the financial proposals.
7. Supply completion period shall be 45 days after the issuance of supply order. 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 Chairperson, 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 Chairperson 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 Chairperson 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 Chairperson 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. Three samples of printed cover sheets of successful vendor before supply order and two sample of each consignment will be chkecked from PCSIR, Labortary at own expenditures incurred by the concerned 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 2025.

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 2025.

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, 2024-25 (attach evidence)
   b. Attach Professional Tax Paid Certificate of Current Year.
   c. Cash Flow Availability (Attach Bank Statement for Fiscal Year July, 2024 to June, 2025)
8. **Ability to Supply Items:** According to Specifications
   a. General Experience
   b. No Defaulter/Blacklist Certificate
   c. Manufacturer/Distributor
9. Pay Order/CDR/Bank Draft No. _____ Amount _____
   Date _____ Name of Bank _____ Branch _____
   (Attach Original Pay Order/CDR/Bank Draft with Technical Bid)
10. **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.	20	
B	Printing Equipments specifications.	20	
C	Work plan and Printing Methodology.	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 (2025-26)			
03	Bank Statement (July, 2024 to June, 2025)			
04	Experience Certificate / Work Order			
05	No Defaulter / Blacklist Certificate on Stamp Paper			
06	Pay Order / CDR / Bank Draft			
07	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, 2025-2026

No.276/SS **Dated:07-10-2025**

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 Grammage:100 Burst Factor:12min. Brightness:95% min. Opacity:90% min. 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:53,000,000/-

Board of Intermediate & Secondary Education, Faisalabad

Financial Proposal

Cover Sheets 2025-2026

No. 276/SS **Dated: 07-10-2025**

Sr.No.	Detail / Specifications of Items / Material to be Purchased	Quantity	Unit Price Per Sheet	Amount of GST Applicable	Unit Price with GST	Total Price
1.	**Cover Sheets / MCQ Award & Roll No. Part with following features.** 1. Printed on 100 grams imported offset paper of A3-size (11.7"x16.5") made from virgin pulp with 95% plus brightness. 2. Single colour black digital printing as per approved design & script, with perforation at selected points. 3. Encrypted Barcode 128(font) printing having 16 digits with Board code I.D as per present format/specification/sample. 4. Each cover sheet should have unique number/barcode. 5. The bubble should not touch the surrounding border lines. 6. The relative distance of each content should remain same in all printed sheets. 7. Brust Factor=12% min., Brightness=95% min., Opacity=90% min., Both Sides Glazed.	SSC=3900000 & HSSC=1400000 **Total=5300000**				

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 _____