



**BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**

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STANDARD BIDDING DOCUMENTS FOR NATIONAL COMPETITIVE BIDDING

SINGLE STAGE – ONE ENVELOPE PROCEDURE

**TENDER FOR PROCUREMENT of COMPUTERS,
PRINTERS AND ACCESSORIES**

**IN RESPECT OF THE
BIE/AG/L&N/167/2018**

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



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**INSTRUCTIONS TO BIDDERS & GENERAL
CONDITIONS OF CONTRACT:**

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.pprasinhd.gov.pk or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Procurement of Computers, Printers, Toners, and Accessories.
ITB 4.1	Name of Procuring Agency	Board of Intermediate Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Tel: 99260211 99260212 99260213 Fax: 99260203 & 99260208
ITB 8.1	Language of the bid	English or Urdu

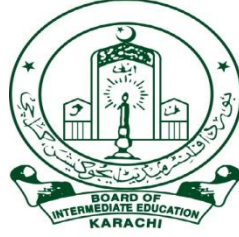
BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
ITB 11.5	During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.



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PREPARATION AND SUBMISSION OF BIDS

ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none"> • 03 years experience in the relevant field (Client List) • Turn-over of at least last three years having a sum of minimum Rs.10 Million for one year in last 03 years (Copies of financial statements / Audit Report be attached. • Minimum 3 contracts of Rs.2 Million in last 3 years of similar goods / jobs • Registration with Federal Board of Revenue (FBR), for Income Tax, GST and Sales Tax in case of procurement of goods. • <u>Submission of Samples along with bidding documents is mandatory bids submitted without samples shall be treated as “Non-Responsive”.</u> • Valid Authorized Distributorship / Dealership Certificate. • An Affidavit on Stamp Paper that the firm has never been Blacklisted
ITB 15.1	Amount of bid security (refundable)	3% (three percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.
ITB 18.2 (a)	Address for bid submission	The office of the Admin General Section (Chairman’s Secretariat), Ground Floor, Board of Intermediate Education, Karachi.
ITB 18.2 (b)	IFB title and number	Title: Procurement of Computers, Printers, Toners and Accessories IFB No: BIE/AG/L&N/167/2018 Dated: 01-03-2018
ITB 19.1	Deadline for bid submission	Tuesday 27th March 2018 up to 2:30 p.m Sealed bids duly filled-in, mentioning on top of the envelope “Procurement of Computers, Printers, Toners and Accessories.”
ITB 22.1	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the Admin General Section (Chairman’s Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on 27-03-2018 up to 2:30 P.M and will be opened on the same day at 03:00 P.M in the presence of bidders’ representatives who wish to attend.
ITB 25.4 (b)	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least 60 days after issuance of contract award which may be increased or decreased due to demand of time/situation as per SPPRA Rules.



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GENERAL CONDITIONS

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security or specimen/samples shall be rejected.

Bids not submitted on Standard Bidding documents issued by the procuring agency shall be rejected or treated as Non Responsive.

Prior to submission of bids, the bidders may obtain further information from the office of **Admin General Section (Ground Floor Chairman's Secretariat)** and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.

Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.

The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.

SECTION III. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS (GCC CLAUSE 1)

1)	GCC 1.1 (g)	The Procuring agency is:	Board of Intermediate Education, Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	The Project Site is:	Same as GCC 1.1(g) mentioned above.

2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, “Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement”.



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3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Intermediate Education Karachi.
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4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	GCC 29.1	The Governing Language shall be:	English.
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6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Admin General Section, (Chairman's Secretariat Ground Floor), Board of Intermediate Education, Karachi.

7. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. deduction of amount from 2% to 10% per week of the total value of the bill
 - iv. forfeiting of whole Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the supplied Item(s)
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

**8. SUBJECT TO RELEVANT SPPRA RULES,
THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:**

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) accept or reject all or any bid.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.



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9. SPECIAL CLAUSE (TERMS & CONDITIONS)

- 1) Under following conditions bid will be rejected:-
 - i. Conditional and telegraphic bids/tenders
 - ii. Bids not accompanied by Bid Security of required amount and form
 - iii. Bids received after specified date and time
 - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 6) The offered products should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.
- 7) Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
- 8) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).
- 9) The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- 10) The Contract Award may be assigned at any time during the period of bid validity.
- 11) The successful bidder will have to deposit **Performance Security @ 10%** of the value of Contract Award which is refundable after the satisfactory completion of supplies.
- 12) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency in accordance with SPPRA Rules.



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- 13) Placement of Contract Award will be subject to payment of Performance Security.
- 14) The material shall be delivered to Storekeeper, through the concerned Officers as the case may be, against delivery challan in triplicate along with samples of material in duplicate. Two copies of the bills and challan shall be retained by the Storekeeper while the third copy shall be returned to the supplier for his own record.
- 15) The items should be supplied strictly in accordance with the approved samples.
- 16) The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
- 17) SPPRA Rules-2010 (Amended 2013) shall strictly be followed.

10. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words “or at least equivalent.”

SECTION-IV.

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



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**SECTION-V.
TECHNICAL SPECIFICATIONS
COMPUTERS AND ITS ACCESSORIES**

S.No.	SPECIFICATION	QTY	RATES INCLUDING ALL GOVT. TAXES	TOTAL
1	Branded Computer (1 year Warranty) (HP/ DELL Or Equivalent) CORE i5 6500 3.2GHZ (6TH GENERATION) 4GB RAM - 1TB SATA HARD DRIVE - DVD RW - KEYBOARD – MOUSE	13 NOS	Rs.----- Per PC	
2	Branded LED 20" BLACK WIDESCREEEN	13 NOS	Rs.----- Per LED	
3	UPS 850VA/480W 230V AVR	18 NOS	Rs.----- Per UPS	
4	Key Board : A shape Natural • USB	24 Nos	Rs.----- Per Keyboard	
5	USB Optical Mouse V-Track technology	24 Nos	Rs.----- Per Mouse	
6	64 GB USB DRIVE 3.0	19 Nos	Rs.----- Per Drive	
7	Blank DVD's Boxed	100 Nos	Rs.----- Per DVD	
8	Blank CD's Boxed	300 Nos	Rs.----- Per Piece	
			Total=	



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TECHNICAL SPECIFICATIONS **PRINTERS LASER JET COLOR / BLACK &** **PAPER SHREDDER MACHINE**

S.No.	SPECIFICATION	QTY	RATES INCLUDING ALL GOVT. TAXES	TOTAL
1	<p><u>Laser Jet Duplex Black Printer HP M506dn OR Equivalent:</u> Print Speed: 45 PPM Print Processor: 1200 MHZ Automatic Duplex Printing Compatible With: Windows 10 / 8 / 7 / XP Memory : 512 MB</p>	15 Nos	Rs.----- Per Printer	
2	<p><u>Laser Jet Color Printer HP M553dn OR Equivalent:</u> Print Speed Black: 30 PPM Print Speed Color: 30 PPM Processor Speed: 1.2 GHZ Automatic Duplex Printing E-Print Capability Mobile Printing Capability Wireless Capability Memory: 1 GB</p>	03 Nos	Rs.----- Per Printer	
			TOTAL=	



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TECHNICAL SPECIFICATIONS
TONERS AND OTHER ACCESSORIES

S.No.	SPECIFICATION	QTY	RATES INCLUDING ALL GOVT. TAXES	TOTAL
1	Toner Nashuatec SPC 8200 OR Equivalent	22 Nos	Rs.----- Per Toner	
2	Toner Ricoh SPC 820 (Black) OR Equivalent	12 Nos	Rs.----- Per Toner	
3	Toner Ricoh SPC 820 (Magenta) OR Equivalent	08 Nos	Rs.----- Per Toner	
4	Toner Ricoh SPC 820 (Cyan) OR Equivalent	08 Nos	Rs.----- Per Toner	
5	Toner Ricoh SPC 820 (Yellow) OR Equivalent	08 Nos	Rs.----- Per Toner	
6	Toner Nashuatec SP 312 Black OR Equivalent	45 Nos	Rs.----- Per Toner	
7	Toner Nashuatec SP 312 Magenta OR Equivalent	40 Nos	Rs.----- Per Toner	
8	Toner Nashuatec SP 312 Cyan OR Equivalent	45 Nos	Rs.----- Per Toner	
9	Toner Nashuatec SP 312 Yellow OR Equivalent	40 Nos.	Rs.----- Per Toner	
10	Toner SPC 830 Black OR Equivalent	20 Nos.	Rs.----- Per Toner	
11	Toner SPC 830 Magenta OR Equivalent	12 Nos	Rs.----- Per Toner	
12	Toner SPC 830 Cyan OR Equivalent	12 Nos	Rs.----- Per Toner	
13	Toner SPC 830 Yellow OR Equivalent	12 Nos	Rs.----- Per Toner	
			TOTAL=	
			GRAND TOTAL=	



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	Rupees In Words	Rupees In Figures
Total cost of the Bid: <i>(as offered by the Bidder)</i>		
3% (three percent) amount of the Bid Price Bid Security (Refundable)		
10% (ten percent) amount of the Contract Price Performance Security (Refundable)		



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SUMMARY OF TURN-OVER OF LAST THREE YEARS		
YEAR-2015	YEAR-2016	YEAR-2017
TOTAL:		

CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

SIGNATURE WITH DATE: _____

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

PHONE NUMBER(S): _____

MOBILE NUMBER(S): _____

FAX NUMBER(S): _____

NATIONAL TAX NUMBER: _____

GENERAL SALES TAX NUMBER: _____

STAMP OF THE FIRM: _____

PAY ORDER NUMBER: _____

BANK & BRANCH NAME: _____

DATED: _____

FOR RUPEES: _____

DRAWN: _____

as Bid Security is enclosed herewith.