



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

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STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING
SINGLE STAGE – TWO ENVELOPE PROCEDURE

TENDER FOR HIRING OF EXAMINATION
CENTERS EQUIPMENTS & ACCESSORIES
(FURNITURE) FOR HSC ANNUAL
EXAMINATIONS-2019

IN RESPECT OF THE
BIE/AG/L&N/ 384/2019

Volume – I
(TECHNICAL PROPOSAL)



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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 draft Bidding Documents, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.pprasindh.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	Tender for Hiring of Examination Centers Equipments & Accessories (Furniture) for HSC Annual Examinations-2019
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, North Nazimabad, Karachi-74700 Tel: 99260211-7 Tel: 99260238 Fax: 99260203 & 99260208
ITB 8.1	Language of the bid	English, Urdu or Sindhi
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	The price shall be fixed and the bidder will have to provide the services as per approved specification/description and quoted rates.	
PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Qualification Requirements	<ul style="list-style-type: none">• 03 years experience in the relevant field• Turn-over of at least last three years having a sum of minimum Rs.40 Million.• 03 years Bank Statement / Financial Statement duly verified by Chartered Accountant Firm.• Registration with Federal Board of Revenue (FBR), for Income Tax & GST.• Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services.• An Affidavit on Stamp Paper that the firm has never been Blacklisted



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PREPARATION AND SUBMISSION OF BIDS

ITB 15.1	Amount of bid security (refundable)	<ul style="list-style-type: none"> 1% (One 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	Procurement Wing, Admin General Section (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.
ITB 18.2 (b)	IFB title and number	<p>Title: Tender for Hiring of Examination Center Equipments & Accessories (Furniture) for HSC Annual Examinations-2019</p> <p>IFB No: BIE/AG/L&N/384/2019 Dated: 27-02-2019</p>
ITB 19.1	Deadline for bid submission	<p><u>Monday 18th March 2019 up to 02:30 p.m</u></p> <p>Sealed bids duly filled-in, mentioning on top of the envelope "Tender for Hiring of Examination Center Equipments & Accessories (Furniture) for HSC Annual Examinations-2019"</p>
ITB 22.1	Time, date, and place for bid opening	<p>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 up <u>18-03-2019</u> to <u>2:30 P.M</u> and will be opened on the same day at <u>03:00 P.M</u> in the presence of bidders' representatives who choose to attend at <u>03:00 P.M</u> on <u>Monday 18-03-2019</u>.</p>



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BID EVALUATION CRITERIA

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 shall be rejected.

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.

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 furniture should be prime quality. Cheap products of low quality or substandard shall not be accepted.

Before award of Contract, the Procurement Committee or nominated Committee of procuring agency shall visit the Godown(s)/Store(s) of bidder(s), for checking the quality and quantity of furniture available in the stock to award score, and awarded score of quantity will be on the basis of recommendation & report of Procurement Committee, according to awarded rank, quantity to be determine by the Board in accordance with necessity of required furniture.

Award of Contract will be subject to quality of furniture which shall be confirmed from Visit Report of the Godown/Store of bidder(s).

The area, town, district for award of job to the successful bidders shall be purely at discretion of the Board, however official addresses of Office/Godown will also remain in consideration at the time of decision of the same to save supplier/bidder from unnecessary botheration & time.

The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract subject to Visit Report of the Godown/Store of bidder(s).



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**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.

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".

3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be Five (5) percent of the Contract Price which should be submitted in shape of Pay Order in the name of Secretary, 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 Assistant Secretary (Admin General) Room No. 32, 1st Floor, Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad, Karachi.



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18. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory works done by Contractor
 - ii. Blacklisting of the firm
 - iii. Deductions / liquidity damages shall be applied as per SPPRA Rules
 - iv. Forfeiting of Performance Security deposited

Anyone or more 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 furniture or work done by Contractor
- 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 in time or in the required criteria.

19. 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.
- (d) to recast and amend the contents/specification of the material at any stage

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. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall be deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.



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3. Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
4. Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
5. 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.
6. 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.
7. The offered furniture should be prime quality. Cheap products of low quality or substandard shall not be accepted.
8. Before award of Contract, the Procurement Committee or nominated Committee of procuring agency shall visit the Godown(s)/Store(s) of bidder(s), for checking the quality and quantity of furniture available in the stock to award score, and awarded score of quantity will be on the basis of recommendation & report of Procurement Committee, according to awarded rank, quantity to be determine by the Board in accordance with necessity of required furniture.
9. Award of Contract will be subject to quality of furniture which shall be confirmed from Visit Report of the Godown/Store of bidder(s).
10. Supply of Folding Tables & Chairs is the major part of job therefore the bidder to whom major part of job has been awarded shall be liable to accept the lowest rates (lowest evaluated cost) of the minor part of job i.e Tent, Qanat, Jug, Water Tanki/Cooler, Fan and Tumbler (Glass) etc.
11. The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract subject to Visit Report of the Godown/Store of bidder(s).
12. Change in the awarded order of supply/supplies which not included in the approval/job order will be decided subject to provide approval/endorsement by the concerned quarter however the same to be under intimation of Admin General prior to close of Examination otherwise the same not to be entertained.
13. Release of payment against the Bill(s) is subject to submission of Form No. **E-37** duly verified and sealed by the concerned Head of Institution/Centre Superintendent.



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14. The list of Centres showing the requirement of furniture and other articles shall be forwarded to the successful bidder(s) by the Board well before commencement of Examinations and the successful bidder(s) shall have to supply required furniture and other articles to all the Centres as mentioned in the order of the list of Examination Centres at least one day before the commencement of Examinations.
15. Successful bidder(s) will have to provide their Services for Supply of Rental Furniture for HSC Annual Examinations-2019 or any other Examinations if conducted by the Board during the year.
16. The supply of furniture/articles to respective Centres shall start well before the commencement of Examinations. In addition to the actual number of Examination days for which furniture shall be required and utilized at the Centres, the supplier shall be paid one day's extra hiring charges for advance supplies. (In case of emergency arising out of any unforeseen situation the supplier shall make their best efforts to meet the situation).
17. Increase in the required quantity is predicted which shall be supplied by the bidder.
18. In case of emergency, the supplier shall have to supply the required furniture/articles at the Examination Centres before/during the conduct of Examinations time to time on telephonic call by the Officers deputed for the job in addition to the list of Centres for requirement of furniture already forwarded to successful bidder(s).
19. The furniture/articles shall be lifted by the supplier from the centre as soon as they deem to be required according to the information provided by the Board or directly from the Centre Superintendent. The Board shall not be responsible at all for rent or other eventualities at any centre beyond the indicated dates.
20. Neither transportation nor wages of any type to be borne by the Board.
21. If any Examination Centre requires only Table(s) or Chair(s) (instead of pair of Table & Chair), in that case the successful bidder(s) is/are liable to supply the same and bill may be claimed as half of the rate of pair of Table & Chair.
22. The supplier shall not be entitled to prefer any claim on the Board for any normal breakage of material supplied for the conduct of Examinations but shall be compensated for shortage and abnormal breakage which may be caused due to disturbances at the Centres or any other major reason.
23. The delivery will have to be made at the Examination Centres within stipulated time.
24. All applicable Taxes including SRB @ and other as announced by the Govt. will be deducted from the Bill(s).



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25. The Board shall pay the rent of only the actual/utilized Examination days for which furniture was required at the Examination Centres, as per Date Sheet (Programme/Schedule of Examinations) issued by the Board. (The term “actual/utilized Examination days” means the particular days at which the Examinations are conducted).
26. The Board shall not pay the rent/charges of furniture for Sundays, Holidays or Gap between two Papers.
27. In addition to the actual/utilized Examination days as per Date Sheet (Programme/Schedule of Examinations), the Board shall pay the rent/charges of the following day(s) only:-
- a) if any Paper may be cancelled after the issuance of Date Sheet (Programme/Schedule of Examinations) by the Board
 - b) due to law & order situation
 - c) any unforeseen happened on that day
28. The Contract Award may be assigned at any time during the period of bid validity.
29. The successful bidder will have to deposit Performance Security @ 5% of the value of Contract Award which is refundable after the satisfactory completion of supplies / work.
30. 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.
31. **Placement of Contract Award will be subject to payment of Performance Security.**
32. SPPRA Rules-2010 (Amended 2013) shall strictly be followed.



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SECTION-IV.

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The supply of furniture to respective Examination Centres shall be completed at least one day before commencement of Examinations.

TECHNICAL SPECIFICATIONS

S.No.	Specification	Quantity	APPROXIMATELY DAYS
1	Pair of Folding Table Size 18 x 24 (Top Laminated) & Chair <i>(Rate to be quoted with available stock)</i>	Approx. 80,000 Pairs of Table & Chair	40
2	Qanaat in the size of 15' x 7'	6000	40
3	Tent (Shaamiyana) in the size of 15' x 30'	4800	40
4	Water Tanki	400	40
5	Pedestal Fan	4800	40
6	Jug	350	40
7	Glass	650	40

TECHNICAL EVALUATION CRITERIA FOR SHORT LISTING SERVICE PROVIDERS

A) Company Profile	
Experience of Relevant Works	40 Marks
Up to 5 years (Certificate enclosed)	05
Up to 10 Years (Certificate enclosed)	15
Up to 15 Years (Certificate enclosed)	20
B) Availability of Stock	50 Marks
i. 35 % of the required quantity	05
ii. 55 % of the required quantity	10
iii. 75% of the required quantity	15
iv. 100 % of the required quantity	20
C) Financial Soundness / Status	10 Marks
i. The Applicants must have latest three years Audited Financial Statements.	02
ii. Bank Statement for latest one year	03
iii. Credit worthiness undertaking showing the capacity of bidder as Annexure-III.	05
Total =	100 Marks

65% Marks necessary for qualifying.