



STANDARD BIDDING DOCUMENTS FOR NATIONAL COMPETITIVE BIDDING

**SINGLE STAGE
TWO ENVELOPES PROCEDURE**

**TENDER FOR PROCUREMENT
OF DUPLICATING PAPERS,
MASTER ROLLS & INK FOR
RISO GRAPH MACHINES**

Technical Proposal Volume - I

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

**IN RESPECT OF THE
BIE/AG/L&N/1556/2025 Dated: 10/11/2025**

SBD Procurement of Duplicating Papers, Master Rolls & Ink

Page | 1



BOARD OF INTERMEDIATE EDUCATION,

**BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**

Website:
www.bick.edu.pk
Phone:
99260211-12-13
EXT. 130

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT:

The Instructions to Bidders and General Conditions of Contract 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 <https://portalsindh.eprocure.gov.pk/#/>. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract.

SECTION - I

BID DATA SHEET

INTRODUCTION	
Name of Contract	PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLLS & INK FOR RISO GRAPH MACHINES
Name of Procuring Agency	Board of Intermediate Education, Karachi
Procuring Agency's Address, Telephone Numbers	Board of Intermediate Education, Bakhtiyari Youth Center North Nazimabad Karachi, Tel: 99260211, 99260212, 99260213
Language of the Bid	English or Urdu

BID PRICE AND CURRENCY
The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein.
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.

PREPARATION AND SUBMISSION OF BIDS	
Eligibility Criteria & Qualification Requirements	<ul style="list-style-type: none">05 years' experience in the relevant field (Client List)Minimum 03 contracts of Rs.30 Million per year in last 3 years of similar goods / jobs (Job order/ Purchase order be attached)Turn-over of last three years having a sum of Rs.90 Million (Copies of financial statements / Audit Report be attached).Registration with Federal Board of Revenue (FBR), for Income Tax and SRB/Sales Tax in case of procurement of goods.<u>Submission of following Samples along with bidding documents is mandatory, bids submitted without samples shall be treated as "Non-Responsive":</u><ul style="list-style-type: none">➤ Duplicating Paper Ream➤ Master Roll➤ InkAn affidavit (undertaking) on stamp paper that the firm has never been blacklisted, must be submitted as per given specimen in bidding documents in shape of hardcopy.

Amount of Bid Security (Refundable)	3% (Three percent) bid security of the estimated cost, 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.
Estimated Cost	Rupees Two Crore Ninety Lac only (29 Million)
Bid Validity Period	90 days from the date of opening of Tender.
Address for bid submission	The office of the (Procurement Wing) Administration General Old Building, 1 st Floor, Room No.3.
IFB title and number	Title: TENDER FOR PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLLS & INK FOR RISO GRAPH MACHINES BIE/AG/L&N/1556/2025 Dated: 10-11-2025
Deadline for Issuance of Bidding Documents	From <u>20/11/2025 10:00 AM to 04/12/2025 12:00 NOON</u> Interested bidders shall submit the tender fee Pay Order (in the name of "Secretary, Board of Intermediate Education, Karachi") to the Accounts Section along with the requisition on the firm's letterhead. After depositing the Pay Order, the bidder must obtain the receipt/slip from the Accounts Section and submit the same to the Procurement Wing for issuance of bidding documents. Late submission will not be accepted.
Deadline for submission of Bidding Documents and opening of bid	Separate i.e. technical & financial duly stamped on each document must be submitted in the office of the Admin General Section Old Building, 1 st Floor, Room No. 31, Board of Intermediate Education, Karachi, in a sealed cover on <u>04-12-2025 up to 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 wish to attend.
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 <u>ONE MONTH</u> after issuance of Work Order.



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SECTION - II
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.

Prior to submission of bids, the bidders may obtain further information from the office of Procurement Wing, Administration General Section (Old Building, 1st Floor, Room No.31) 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 bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted / prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.

The quoted rates shall be inclusive with all involved operations such as all Taxes, Transportation, Material and Labour charges involved therein i.e. complete in all respects.

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 Contract.

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[Handwritten initials]



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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.

1. DEFINITIONS

The Procuring agency is:	Board of Intermediate Education, Karachi.
The Procuring agency's country is:	Islamic Republic of Pakistan.

2. COUNTRY OF ORIGIN

All countries and territories in the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement"

3. PERFORMANCE SECURITY

The successful bidder shall furnish performance security equivalent to ten percent (10%) of the Contract Price in the form of a Pay Order/Demand Draft drawn in favor of the Secretary, Board of Intermediate Education, Karachi.

4. RESOLUTION OF DISPUTES

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

5. GOVERNING LANGUAGE

1) The Governing Language shall be:	English.
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6. NOTICES

Procuring agency's address for notice purposes: Office of the Procurement Wing of Administration General Section, (Old Building, 1st Floor, Room No.31), 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. Deductions as per SPPRA Rules.
 - 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) "BIEK" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15 day's notice.

9. **SPECIAL CLAUSE (TERMS & CONDITIONS)**

- a) 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
- b) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- c) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security and original challan shall be rejected.
- d) 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.
- e) 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.
- f) 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.
- g) Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
- h) 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).
- i) 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.
- j) The Contract Award may be assigned at any time during the period of bid validity.
- k) **Performance Security:**
The amount of Performance Security is 10% of the Contract Price.
After delivery and acceptance of the goods, the performance security shall be released as per SPPRA Rules.
- l) 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 90 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.

- m) Placement of Contract Award will be subject to payment of Performance Security.
- n) 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.
- o) 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 Work Order.
- p) SPPRA Rules-2010 (Amended) shall strictly be followed.
- q) The Payment shall be subject to deduction of Income Tax / Sales Tax / GST / SRB at source, satisfactory report of concerned officer, completion certificate and production of delivery challans must be submitted.
- r) Stamp Duty @ 0.35% of the cost of transaction / Work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- s) The validity of the contract will be effective from the date of issue of Work Order.
- t) Liquidity damages shall be imposed as per as per SPPRA Rules.

10 QUALITY ASSURANCE, TIMELY DELIVERY AND BLACKLISTING

a) No Compromise on Quality and Timely Delivery

As the work is directly linked with the conduct of examinations, no compromise on quality or timely delivery shall be tolerated.

b) Testing of Samples

All samples submitted by the bidder shall be subjected to machine testing to verify strict compliance with the prescribed specifications and standards of paper, master rolls and ink. Any sample found to be non-compliant shall be summarily rejected without any liability whatsoever on the part of the Board/Procuring Agency, and the bidder shall have no right to raise any claim or seek compensation.

c) Consequences of Failure

In the event of failure to supply the required material in accordance with the approved specifications and within the stipulated time period, the Board/Procuring Agency reserves the right to:

- Forfeit the bid/performance security,
- Cancel the contract, and
- Blacklist the firm/company under applicable procurement rules/regulations without any further notice.

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."

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99260211-12-13
Ext. 130**SECTION - V****TECHNICAL SPECIFICATIONS****PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLL & INK FOR
RISO GRAPH MACHINES**

Sr. No.	Item Description	Required Specifications / Features	Quantity
1	Duplicating Paper Ream (Imported)	Each ream to contain 500 sheets. Weight: 55-60 GSM, super quality. Smooth finish, good texture, uniform quality strictly without any variation in any ream under any circumstance. Size: 14" x 8.5". Must be suitable and give satisfactory results on existing Riso Graph Machines. Any ream found unsuitable for Riso Graph Machines shall be replaced immediately by the supplier without extra cost.	12,000 Reams
2	RISO Master Roll B4 Original OR Equivalent	Compatible with existing RISO Digital Duplicator / Riso Graph Machine Model SF 5250 EII A Size: B4 Type: EZ/SF Master Roll. Equivalent product (if offered) must have equal or superior quality, durability, and performance specifications. Bidder to provide technical literature/sample of equivalent product for evaluation.	100 Nos.
3	RISO Master Roll A4 Original OR Equivalent	Compatible with existing RISO Digital Duplicator / Riso Graph Machine Model: EZ 221 A Size: A4 Type: EZ/221 Master Roll. Equivalent product (if offered) must have equal or superior quality, durability, and performance specifications.- Bidder to provide technical literature/sample of equivalent product for evaluation.	20 Nos.
4	RISO Ink Original OR Equivalent	Fresh stock only. Compatible with existing RISO Digital Duplicator / Riso Graph Machine Model SF 5250 EII A or EZ 221 A Ink Type: EZ/SF (Original F-II Type). Equivalent brands (e.g., Janibis, OAT) may be offered provided they have equal or superior quality, yield and performance. Bidder to provide technical literature/sample of equivalent ink for evaluation.	600 Bottles



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SUMMARY OF TURN-OVER OF LAST THREE FINANCIAL YEARS		
YEAR 2022-2023	YEAR 2023-2024	YEAR 2024-2025
TOTAL:		

CONTRACT AGREEMENT

Tender Title:- **Procurement of Duplicating Papers, Master Roll & Ink for Riso Graph Machine**

This AGREEMENT is executed at KARACHI, on this day _____ 2025.

BETWEEN

M/s. Board of Intermediate Education, Karachi, through its Secretary, hereinafter called and referred to as "BIEK" (when expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s. _____, having its office at _____, Karachi, hereinafter referred to as Supplier / Manufacturer (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successors and assigns), through its Managing Partner Mr. _____, holding CNIC No. _____ on the SECOND PART.

WHEREAS "BIEK" intends to obtain Duplicating Papers, Master Rolls & Ink "THE SUPPLIER" have offered to provide Duplicating Papers, Master Rolls & Ink as per Technical Specification mentioned in bidding documents and handing over the material to the "BIEK" having accepted the offer.

"BIEK" hereby offer to appoint "THE SUPPLIER" as their official supplier for the supply of Duplicating Papers, Master Rolls & Ink in respect with the Terms & Conditions of the Bidding documents. "THE SUPPLIER" hereby agrees to the offer of the "BIEK" in acceptance of the terms & conditions here in below forth.

ARTICLE -I

DUTIES & SCOPE OF SUPPLIES & AGREEMENT

Requirement mentioned in Tender BOQ.

Article No.	Item Description	QTY	Rate per Unit (with all taxes)	Amount

- 1.1 "SUPPLIER" agrees to provide item to "BIEK" whenever and wherever form is required as per the terms & conditions of this Agreement.
- 1.2 "SUPPLIER" will coordinate with Superintendent, Procurement Wing, Administration General Section, of the "BIEK" who will assist "SUPPLIER" in Supervision of proposed work / supply.
- 1.3 "THE SUPPLIER" hereby agrees to accept variation if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 1.4 All logistic charges will be borne by "THE SUPPLIER"

ARTICLE-II

SCOPE OF PROFESSIONAL SERVICES:

- 2.1 "THE SUPPLIER" hereby agree and acknowledge for the periodic supervision of the work and to check the execution of work in accordance with the Description & Specification.
- 2.2 " THE SUPPLIER" hereby agree and acknowledge the acceptance of attending the meetings with the Superintendent, Procurement Wing, Administration General Section "BIEK" as & when required.

- 2.3 Delivery ONE MONTH after issuance of work order.

ARTICLE-III
REMUNERATION

- 3.1 The cost offered by the Supplier is Rs. _____/- (Rupees _____ Only) (inclusive of all taxes) supply of Duplicating Papers, Master Roll & Ink vide tender # BIEK/AG/L&N/1556/2025 variation may occurred. The cost is inclusive of labour/transportation/supplies/etc.
- 3.2 Liquidity damages shall be imposed as per SPPRA Rules.
- 3.3 The Payment shall be subject to deduction of Income / Sales Tax / GST / SRB at source, Satisfactory report of concerned officer, completion certificate and production of delivery challans.
- 3.4 The successful bidder (s) shall submit the Performance Security @10% of contracted amount.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / Work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Tax(es) Challan(s) / Levy(ies). If any on additional will be paid / borne by SUPPLIER as per SRO Notification.

ARTICLE-IV
ARBITRATION

- 4.1 In case of any dispute, difference or and question which may at any time arise between parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to Chairman BIEK whose decision will be binding on the parties and cannot be challenged in the court of law.

ARTICLE – V
TERMINATION

- 5.1 "BIEK" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15 day's notice.

ARTICLE –VI
NOTICE

- 6.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

ARTICLE –VII
INDEMNITY

- 7.1 "THE SUPPLIER" in its individual capacity shall indemnify and keep BIEK and any person claiming through BIEK fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SUPPLIER", as a result of any defect in the title of BIEK or any fault, neglect or omission by "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services provided by "THE BIEK" and any person claiming through the BIEK.

ARTICLE –VIII
MISCELLANEOUS

- 8.1 Any addition & alteration (s) made for item(s) as required by BIEK on the basis of sample or in course of the work in progress which entail extra time & labor and material on part of the supply, shall not be charged separately / extra on 'Quantum Merit' basis before & on final material handed over to the "BIEK". After FINALIZATION OF SAMPLE if any alteration(s), arise charges will be paid on mutually agreed upon.
- 8.2 The terms & conditions of this AGREEMENT have been read over to the parties, which they admit to be correct and abide by the same.
- 8.3 The validity of the contract will be effective from the date of issue of Purchase Order.
- 8.4 All terms and conditions of tender vide # BIE/AG/L&N/1556/2025 will be the integral part of this agreement and can't be revoked.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- a) the Bid Form and Price Schedule submitted by the Bidder
- b) the Schedule of Requirements;
- c) the Technical Specifications;
- d) the General Conditions of Contract;
- e) the Special Conditions of Contract;
- f) the Purchaser's Notification of Award.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

"Board of Intermediate Education, Karachi"

M/s. _____

NAME: _____

NAME: _____

CNIC #: _____

CNIC #: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

WITNESS: 1

WITNESS: 2

NAME: _____

NAME: _____

CNIC #: _____

CNIC #: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

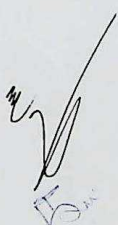
INTEGRITY PACT

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the contractor;
M/s _____, the contract hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the contractor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the BIEK directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the BIEK, except that which has been expressly declared pursuant hereto.
- (c) He contractor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the BIEK under any law, contract, or other instrument, be stand void at the discretion of the BIEK.
- (d) Notwithstanding any right and remedies exercised by the BIEK in this regard, contractor agrees to indemnify the BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor as aforesaid for the purpose of obtaining or inducing procurement/ work/ service or other obligation or benefit in whatsoever from the BIEK.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.



Stamp & Signature

UNDERTAKING

ANNEXURE-B

Tender Title: Procurement of Duplicating Papers, Master Roll & Ink for Riso Graph Machine

I _____ S/o _____ bearing
CNIC # _____ holding the post/designation of _____
in the firm named _____ having NTN # _____
STRN # _____ SRB # _____ (if any), do hereby solemnly state:-

i) that the above named firm has never been Blacklisted in any Government, Semi-Government, Autonomous body or any other organization.

ii) that I/we have carefully read & understood the Terms & Conditions and specification of the required item(s)/article(s) whatever has been stated herein the Bidding Documents and abide to the same.

iii) that I/we have briefly seen/understood all the required item(s)/article(s) for which I/we am/are bidding for, and ensure to supply the item(s)/article(s) exactly as per requirement.

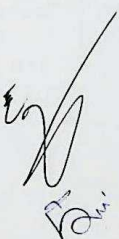
Signature : _____

Name : _____

Designation : _____

Dated: _____

Stamp : _____

Handwritten signature and initials in black ink, located at the bottom left of the page.

UNDERTAKING
(to be submitted on bidder's letterhead)

We, M/s. _____, having office at _____, hereby undertake and confirm that:

1. We have carefully read and understood all terms and conditions of the bidding documents.
2. We specifically undertake to ensure that the complete supply of the required items/materials will be made as notified by the Procuring Agency.
3. In case of failure to deliver the supply within the stipulated time period or in violation of any term and condition of the contract, we accept that the Procuring Agency shall have the right to:
 - o Forfeit our bid security/performance security (if any), and
 - o Blacklist our firm/company under applicable procurement rules/regulations without any further notice.

We hereby affirm that all information provided by us is true and correct to the best of our knowledge and belief.

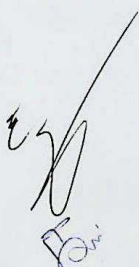
Authorized Signatory: _____

Name: _____

Designation: _____

Seal/Stamp of the Firm: _____

Date: _____

A handwritten signature in black ink is written over a blue circular official stamp. The signature is stylized and appears to be 'R. B. Singh'.

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.

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:

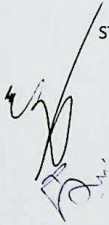
PAY ORDER NUMBER:

BANK & BRANCH NAME:

SIGNATURE WITH DATE:

DATED:

STAMP OF THE FIRM:



NOTICE INVITING TENDERS

S. No	Tender Title	Cost of Bidding Document	Issuance & Deadline of Documents	Deadline for Submission	Opening of Bid	Method of Procurement	Bid Security
1	Tender for Procurement of Duplicating Papers, Master Roll & Ink for Plot Graph Machines	Rs. 2,600/-	20-11-2025 10:00 AM to 04-12-2025 12:00 NOON	04-12-2025 At 02:30 PM to 03:00 PM	04-12-2025 At 07:00 PM	MGB Envelope Single Two Envelopes	3%

(MUHAMMAD KASHIF SIDDIQUE)
Secretary

WORK FOR SINDH

INF-KRY No. 3736/25



ٹینڈرز کی دعوت عام

مندرجہ ذیل سامان کی فراہمی کے لیے متعلقہ ایس حکام کے ساتھ رجسٹرڈ نامہ تجارت
فروم سپلائرز/ٹھیکیداروں سے ای۔ای۔ پاک انکریڈیل اینڈ اسپرڈل سسٹم (EPADS)
کے ذریعے پوری طلب کی گئی ہے۔

[illegible]

پروکیوررک ایجنسی SPPRA روز کے متعلقہ ضابطوں کے تحت کسی بھی اہتمام پولیس
مسٹر دکنے کا اختیار رکھتی ہے۔

INF-KRY No.3736/25

WORK FOR SINDH

(محمد کاشف صدیق)
سیکرٹری



Board of Intermediate Education

Balchiani Youth Center, North Nazimabad,
Karachi - 74700

Phones:

99260211
99260212
99260213

No. BIE/AG/L&N/1145/2025

Dated: 11-07-2025

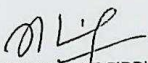
ORDER

With the approval of competent authority, a "Procurement Committee" comprising of the following is hereby re-constituted in compliance of SPPRA Rule-7, to invite, evaluate and finalize the bids for Procurement of Good & Services for BIE, Karachi and recommend the successful bidder / firm to the competent authority for award of contract

- | | | |
|---|---|----------|
| 1 | Mr. Shujaat Hashmi,
Deputy Secretary/
Deputy Controller of Examinations
BIE, Karachi | Convener |
| 2 | Mr. Zahid Ali Lakhoo,
Audit Officer,
BIE, Karachi | Member |
| 3 | Mr. Arif Hussain Jalbani,
IT Officer / IT Manager Acting
BIE, Karachi | Member |
| 4 | Mr. Asad Ahmed Khan Afridi,
Deputy Director,
STEVT, Karachi | Member |
| 5 | Mr. Najaf Ali Mughni,
System Administrator
Abbasi Shaheed Hospital,
Karachi | Member |

TORs:

- 1) Preparing and/or reviewing bidding documents
- 2) Carrying out technical as well as financial evaluation of the bids
- 3) Preparing evaluation report as provided in SPPRA rule 45.
- 4) Making recommendations for the award of contract to the competent authority
- 5) Perform any other function ancillary and incidental to the above


(MUHAMMAD KASHIF SIDDIQUE)
Secretary



Board of Intermediate Education

Balchitlari Youth Center, North Nazimabad,
Karachi - 74700

Phones:

99260211
99260212
99260213

No. BIE/AG/L&N/055/2024

Dated: 25-01-2024

NOTIFICATION

In pursuance of Rule-31 of Sindh Public Procurement Rules 2010, with the approval of the competent authority, a "**COMPLAINT REDRESSAL COMMITTEE**", comprising the following, is hereby constituted to address the complaint of bidders that may occur during the procurement proceedings

01	MUHAMMAD KASHIF SIDDIQUE Director Public Relation & Information (BPS-19)	Convener
02	Representative of the Account General Sindh	Member
03	An independent professional from the relevant field concerning the procurement process in question, to be nominated by the Chairman Board of Intermediate Education, Karachi	Member

Terms of Reference:

On receipt a complaint from an aggrieved bidder may, if satisfied:

- Prohibit the Procurement Committee from acting of deciding in a manner, inconsistent with SPPRA rules and regulations;
- Annul in whole or in part, any unauthorized act or decision of the Procurement Committee;
- Reverse any decision of the Procurement Committee or substitute its own decision for such a decision;
- May ask to provide any record relevant the complaint or bidding;
- Shall announce its decision within seven days receipt of a complaint;


(HAROON RASHID)

SECRETARY (OFFICIATING)



STANDARD BIDDING DOCUMENTS FOR NATIONAL COMPETITIVE BIDDING

**SINGLE STAGE
TWO ENVELOPES PROCEDURE**

**TENDER FOR PROCUREMENT
OF DUPLICATING PAPERS,
MASTER ROLLS & INK**

Financial Proposal Volume - II

**IN RESPECT OF THE
BIE/AG/L&N/1556/2025 Dated: 10/11/2025**



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

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

BIDDER'S INFORMATION

- Name of Firm/Bidder: _____
- Address: _____
- NTN / GST Registration No.: _____
- Contact Person & Cell No.: _____

DECLARATION

I/We hereby declare that:

- All information and rates provided are correct and complete.
- We agree to abide by all the terms and conditions of the tender documents issued by the Procuring Agency.
- The quoted prices are fixed and firm and not subject to escalation during validity period.

Authorized Signature with Official Stamp

Name: _____

Designation: _____

Date: _____

**BOARD OF INTERMEDIATE EDUCATION,****BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130**FINANCIAL PROPOSAL****PROCUREMENT OF DUPLICATING PAPERS, MASTER ROLLS & INK
FOR RISO GRAPH MACHINES**

Sr. No.	Item Description	Required Specifications / Features	Quantity	Unit Price	Amount
1	Duplicating Paper Ream (Imported)	Each ream to contain 500 sheets Weight: 55-60 GSM Super quality. Smooth finish, good texture, uniform quality strictly without any variation in any ream under any circumstance. Size: 14" x 8.5" Must be suitable and give satisfactory results on existing Riso Graph Machines . Any ream found unsuitable for Riso Graph Machines shall be replaced immediately by the supplier without extra cost.	12,000 Reams		
2	RISO Master Roll B4 Original OR Equivalent	Compatible with existing RISO Digital Duplicator / Riso Graph Machine Model: SF 5250 EII A Size: B4 Type: EZ/SF Master Roll Equivalent product (if offered) must have equal or superior quality, durability, and performance specifications. Bidder to provide technical literature/sample of equivalent product for evaluation.	100 Nos.		
3	RISO Master Roll A4 Original OR Equivalent	Compatible with existing RISO Digital Duplicator / Riso Graph Machine Model: EZ 221 A Size: A4. Type: EZ/221 Master Roll - Equivalent product (if offered) must have equal or superior quality, durability, and performance specifications. Bidder to provide technical literature/sample of equivalent product for	20 Nos.		

Sr. No.	Item Description	Required Specifications / Features	Quantity	Unit Price	Amount
		evaluation.			
4	RISO Ink Original OR Equivalent	Fresh stock only. Compatible with existing RISO Digital Duplicator / Riso Graph Machine Model: SF 5250 EII A or EZ 221 A Ink Type: EZ/SF (Original F-II Type). Equivalent brands (e.g., Janibis, OAT) may be offered provided they have equal or superior quality, yield and performance. Bidder to provide technical literature/sample of equivalent ink for evaluation.	600 Bottles		
GRAND TOTAL					

TERMS & CONDITIONS

1. All quoted rates are inclusive of all applicable taxes, duties, levies, transportation, handling and delivery charges as per prevailing Government rules.
2. Quoted prices shall remain valid for 90 days from the date of opening of financial proposals.
3. Payment shall be made by the Procuring Agency after satisfactory delivery, inspection and acceptance of items.
4. Any overwriting or correction in the bid must be initialled and stamped by the bidder.
5. The financial proposal will only be opened of those bidders who declared technically responsive/qualified as per evaluation of technical proposals under SPPRA Rule.

Notes / Special Instructions

1. All items must be brand new, original and free from defects.
2. Fresh stock only shall be supplied; expired or near-expiry stock will not be accepted.
3. In case of offering equivalent products, bidders must submit complete technical literature/specifications and sample(s) of the item offered along with the bid for evaluation.
4. The procuring agency reserves the right to test and verify the offered items for quality and compatibility before final acceptance.
5. Any item found unsuitable or non-compliant with the specifications or not giving satisfactory performance on Riso Graph Machines shall be replaced immediately by the supplier at no additional cost.
6. All deliveries must be made within the time frame specified in the Purchase Order / Contract, at the consignee's designated location.
7. Packaging must be secure and intact to prevent damage during transit.

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

Website:
www.biek.edu.pk
Phone:
99260211-12-13
Ext: 130

	Rupees In Words	Rupees In Figures
Total cost of the Bid: (as offered by the Bidder)		
3% (Three percent) Bid security of the Estimated Cost Bid Security (Refundable)		
10% (ten percent) amount of the Contract Price Performance Security (Refundable)		



Board of Intermediate Education

Bakhtiar Youth Center, North Nazimabad,
Karachi - 74700

No. BIE/AG/L&N/ 1556/2025

Dated: 10-11-2025

NOTICE INVITING TENDERS

Bids invited through E-Pak Acquisition and Disposal System (EPADS) from reputed / established firms / suppliers / contractors, registered with concerned Tax authorities for supply of following goods.

S.No	Tender Title	Cost of Bidding Document	Issuance & Deadline of documents date	Deadline for submission	Opening of Bid	Method of Procurement	Bid Security
01	Tender for Procurement of Duplicating Papers, Master Roll & Ink for Riso Graph Machines	Rs.2,000/=	20.11.2025 10:00AM TO 04.12.2025 12:00 NOON	04.12.2025 at 02:30 PM	04.12.2025 at 03:00 PM	NCB Single Stage Two Envelopes	3%

The interest bidders can obtain bidding documents containing terms & conditions, can be downloaded from <https://portalsindh.eprocure.gov.pk/#/> or www.biek.edu.pk and the Tender Documents fee @Rs.2,000/= (Non-refundable) must be submitted in shape of pay order in favor of Secretary, Board of Intermediate Education, Karachi on any working day as per schedule mentioned above.

The preparation of bids must in accordance with the instructions in the bidding documents and the bids must be submitted on EPADS on or before submission deadline as per schedule mentioned above. Bids should be submitted electronically through EPADS and original Bids must be submitted in Procurement Wing, Administration General Section, Old Building, 1st Floor, Room No.31 before online submission deadline of the Bids. Only those bid will be entertained which is already submitted on EPADS.

All interest bidders must register themselves At EPADS at:

<https://sindh.eprocure.gov.pk/#/supplier/registration>

In case of unexpected announcement of holiday, unforeseen situation, climate changing & disaster in city, the tender will be opened on next working day on the same venue & time as mentioned above.

The Bid Security in shape of pay order in favor of the Secretary, Board of Intermediate Education Karachi in Procurement Wing, Administration General Section, Old Building, 1st Floor, Room No.31 before online submission deadline of the Bids.

The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to BIE, Karachi on above mentioned address before bid opening schedule.

"The Procuring Agency may reject all or any bid subject to the relevant provision of SPPRA rules".

(MUHAMMAD KASHIF SIDDIQUE)
Secretary

Copy to:

1. P.S. to Chairman
2. P.A. to Secretary
3. Guard File