

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION LAHORE

QUOTATION

No. 1924 -Stores

Dated: 02-04-2023

INSTRUCTIONS TO BIDDERS FOR THE CONTRACT REGARDING PREPARATION OF ANSWER SHEET FOR HSSC EXAMINATION, 2023, IN THE PREMISES OF BISE, LAHORE

It is submitted that Bise, Lahore wants to prepare the Answer sheets in its premises for the upcoming HSSC Examination, 2023 on contract basis. Hence, the Income Tax & Sales tax registered firms are welcome to submit their quotations before dated **04-04-2023 till 10:00 A.M** in **R&D section of BISE, Lahore**, the same will be opened before Bulk Purchase Committee on dated **04-04-2023 at 10:30 A.M.**

Sr. No.	Detail / Specifications of Item(s) / Material to be purchased.	Quantity of copies	Quantity of Answer Sheet in bag	Total Bag	Estimated Rate
1.	Complete preparation of Answer Sheets for HSSC Examination (32 pages) Size Copy 8 ¼ x 13 ¼ (as per sample) in the premises of BISE Lahore	1,800,000 (Eighteen Lac)	200 sheets in one bag	9000 bags	Rs. 2.50/- each Answer Sheet
Total Amount: Four Million and Five Hundred Thousand only					Rs. 4,500,000/-

TERMS & CONDITION

1. The Quotation must be submitted by addressing the name of The Secretary, Bise, Lahore on it.
2. The subject of the Quotation **contract regarding preparation of answer sheet for HSSC Examination, 2023** must be present on the Envelope of Quotation.
3. After the issuance of work order, the firm will be responsible to complete the contract within **25-days**, otherwise in case of delay a fine of Rs. 10,000/- will be charged on daily basis. However, Chairman, BISE, Lahore (Competent Authority) may extend the contract period on the request of the supplier submitted before the completion period.
4. All Government Taxes (Federal/Provincial) including Income Tax / Sales Tax / PRA etc., will have to be paid by the supplier / firm(s) under prevailing procedure / law / policy / Rules (in vogue). Any change in Tax will also be applicable enforced by Government.
5. The participated firms must have the experience regarding preparation of Answer sheets of any Punjab Board and they have their own trained staff (Daftri Khana) for this contract. Moreover, as a proof of experience in such field the firm must attached the work order with the submitted quotations.
6. The contract will be awarded to the lowest bidder, under PPRA-2014.
7. This office will be responsible to provide Ruled (lined) paper, Cloth bags, thread, Title page and cover sheets to the Contract awarded firm. Whereas, the contractor / bidder will be responsible to place his sewing machines and paper cutting machine in the premises of Bise, Lahore, packing of Answer sheets in provided Cloth Bags and arrange its labor to complete the preparation of Answer Sheets.
8. The contractor will be responsible to prepare minimum **40,000 to 50000 Answer Sheets, on daily basis** and present for inspection / checking to the Authorized officer.
9. 2% CDR of bid security of the estimated amount **Rs. 90,000/-** must be attached with the quotation submitted in the R&D Section, BISE, Lahore.
10. After the issuance of Work order the firm will be responsible to provide 5% Performance Guarantee in the form of CDR of the total amount of the contract.
11. The contract awarded firm will be responsible to provide Stamp paper of 0.25% the total amount for the agreement (1st party Secretary, BISE, Lahore).


DEPUTY SECRETARY
Procurement & Store Section,
BISE, Lahore.