

**FEDERAL BOARD OF INTERMEDIATE AND  
SECONDARY EDUCATION (FBISE)**

**BIDDING DOCUMENTS**

**For  
TENDER FOR PPRINTING OF ANSWER SCRIPTS “C”**



# INVITATION FOR BID

Sealed tenders (One Stage One Envelope) are invited for Printing of Answer Scripts "C" as per tender documents.

2. Interested firms/dealers registered with Income Tax and Sales Departments and on Active Tax Payers List of FBR may quote the rates of the items on **EPAD (Mandatory)** and in sealed cover envelope duly inscribed as under:-

## **"TENDER FOR PPRINTING OF ANSWER SCRIPTS C"**

3. Tender documents containing terms and conditions for purchase of above said items can be downloaded from PPRA's website or from FBISE's website. Cost of each tender document is Rs.10,000/- (non-refundable), Challan form can be printed from [www.fbise.edu.pk](http://www.fbise.edu.pk) and submitted in any branch of HBL, MCB, 1Bill and Easy Paisa.

4. The sealed tender(s) along with earnest money which is fixed Rs.200,000/- should be submitted on **EPAD (Mandatory)** and hardcopy in the FBISE before **28-01-2026** at **10:00am**. Tender will be opened on same day at **10:30am** in presence of tenderer/representatives.

5. This advertisement is also available on PPRA and FBISE's websites. The bidders are requested to frequently visit the websites for any updates/amendments.

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# Bid Data Sheet

<b>A. Introduction</b>	
<b>ITB 1.1</b>	The Purchaser is: Federal Board of Intermediate and Secondary Education (FBISE), Islamabad
<b>ITB 1.1</b>	The name of the Contract is: Printing of Answer Script “C”
<b>B. Bidding Document</b>	
<b>ITB 2.1</b>	For <b>clarification purposes</b> only, the Purchaser’s address is: Attention: Director (Procurement & Services), Federal Board of Intermediate and Secondary Education (FBISE), H-8/4, Islamabad, Telephone: <b>Ph: 051-9269515</b>
<b>C. Preparation of Bids</b>	
<b>ITB 3.1</b>	The language of the Bid is: English
<b>ITB 3.2</b>	The Bidder shall submit the following additional documents with its Bid: <ul style="list-style-type: none"> <li>(a) Proof of registration with tax authorities</li> <li>(b) Proof of legal existence of bidder as a Company, partnership, or Association of persons or sole proprietor for at least 3 years in the relevant business</li> <li>(c) Documents establishing experience of bidder</li> <li>(d) Technical literature about the quoted product</li> <li>(e) Signed statement that the bidder is not blacklisted by FBISE or any agency including any local, provincial, or national government, the ADB, the World Bank, any corporate or a similar institution etc.</li> </ul>
<b>ITB 3.3</b>	The prices quoted by the Bidder shall be fixed during the Bidder’s performance of the Contract.
<b>ITB 3.4</b>	Prices quoted for each lot shall correspond to 100 % of the items and quantities specified in the lot.
<b>ITB 3.5</b>	The bid validity period shall be 40 days. Any bid not providing the desired bid validity shall be considered having a major deviation and thus ineligible for consideration of evaluation.
<b>ITB 3.6</b>	A Bid Security fix Rs.200,000/-(Rupees Two Lac Only).
<b>ITB 3.7</b>	In addition to the original of the Bid, the number of copies is: 0
<b>ITB 3.7</b>	The written confirmation of Authorization to sign on behalf of the Bidder shall consist of a written confirmation : A statement duly attested by a Notary Public.

<b>D. Submission and Opening of Bids</b>	
<b>ITB 4.1</b>	<p>1.2 The inner and outer envelopes shall:</p> <ul style="list-style-type: none"> <li>(a) bear the name and address of the Bidder;</li> <li>(b) be addressed to the Purchaser in accordance with ITB 24.1;</li> <li>(c) bear the specific identification of this bidding process pursuant to ITB 1.1 and any additional identification marks as specified in the <b>BDS</b>; and bear a warning not to open before the time and date for bid opening, in accordance with ITB 27.1.</li> </ul>
<b>ITB 4.2</b>	<p>For <b>bid submission purposes</b>, the Purchaser's address is:  Secretary,  Federal Board of Intermediate and Secondary Education (FBISE),  H-8/4, Islamabad,  Telephone: <b>Ph: 051-9269515</b></p>
<b>ITB 4.3</b>	<p><b>The deadline for bid submission is:</b>  <b>Date:</b> 28-01-2026  <b>Time:</b> 10.00 AM</p>
<b>ITB 4.4</b>	<p><b>The bid opening shall take place at:</b>  <u>Conference Room</u>  Federal Board of Intermediate and Secondary Education (FBISE),  H-8/4, Islamabad  <b>Date:</b> 28-01-2026  <b>Time:</b> 10:30 AM</p>
<b>E. Award of Contract</b>	
<b>ITB 39.1</b>	<p>The maximum percentage by which quantities may be increased is as per description of the procuring authority.</p>

# 1. Bidding Guidelines

1. The Bidder must be registered with Sales Tax/Income Tax Department and should be in possession of valid NTN number. Copies of the certificates must be provided with the bid.
2. The Bidder should provide information as per template available at Annexures.
3. The Bidder should never have been black listed by any government or semi-government department and should not be involved in any such litigation.
4. A bid security, in the shape of a Bank Draft in the name of PLS Earnest Money Account, Account Number No. 22117900008201, fixed Rs.200,000/- bid should be submitted along with the tender. The Bid security should be enclosed in a separate envelope and should be sealed.
5. Bidder should duly fill in and submit the **Bid Forms enclosed with the tender documents.**
6. The Bidder shall submit an affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.
7. All proposal and price shall remain valid for a period of **40 days** from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
8. The bidder should clearly indicate the timelines and schedule of delivery of equipment after the award of contract.
9. Any queries relating to the tender should be addressed on Telephone: 051-9269535 or postal address of Federal Board of Intermediate and Secondary Education (FBISE), Service Rd, H-8/4, Islamabad.
10. The final acceptance/rejection for the equipment shall be subject to the technical review of bid.
11. The bids shall be submitted on EPAD (mandatory) and in hard copy to reach the address given below by the last date indicated for submission. **Proposals submitted on E-PAD alongwith Hard copy will only be accepted.** Courier delay will not be considered, and only on time bids shall be processed **Secretary, Federal Board of Intermediate and Secondary Education (FBISE), H-8/4, Islamabad,** Bids may be submitted in a SEALED CONFIDENTIAL COVER at the address given above.

## 2. Instructions to Bidders

### General

- 2. Scope of Bid**
- 2.1 The Purchaser indicated in the **BDS** issues this Bidding Document for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Supply. The name, identification, and number of lots are provided in the **BDS**. The Purchaser shall use Open Competitive Bidding process involving single stage-one envelope bidding procedure, in accordance with Public Procurement Rules, 2004
- 2.2 Throughout this Bidding Document :
- (a) the term “in writing” means communicated in written form with proof of receipt;
  - (b) if the context so requires, singular means plural and vice versa; and
  - (c) “day” means calendar day.
- 3. Corrupt Practices**
- 3.1 FBISE requires its staff as well as bidders, suppliers, and contractors under Government of Pakistan financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the FBISE:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
    - (ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
    - (iii) “coercive practices” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
    - (iv) “collusive practices” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
  - (b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an

agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and

- (c) will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in Government -financed activities if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a Government contract.

#### **4. Eligible Bidders**

- 4.1 A Bidder must be a business entity, registered as a sole proprietor, company with SECP or Association of Person (AOP), or other legal form of business.
- 4.2 In case of a consortium, where local or foreign partners are involved, only local Sole Proprietor / Firm / Company can be the consortium leader and incase where all partners are local, the partner who shall submit the bid will be identified as the consortium leader and combined experience of all partners shall be considered. The consortium leader shall also enter into all contracts on behalf of consortium and shall otherwise be responsible for consortium performance. All members of the consortium shall be jointly and individually liable to the procuring Authority in respect of the performance of the supplied Equipment.
- 4.3 FBISE considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under GOP's Anticorruption policies and measures. FBISE expects that its own staff expects as well as bidders, suppliers, and contractors, observe the highest standard of ethics. FBISE will take appropriate actions, which include not financing of the contract, if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently all Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:
  - (a) have controlling shareholders in common; or
  - (b) receive or have received any direct or indirect subsidy from any of them; or
  - (c) have the same legal representative for purposes of this Bid; or
  - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have

access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or

- (e) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

4.4 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

**5. Eligible Goods and Related Services**

5.1 All goods and related services to be supplied under the Contract shall have as their country of manufacture a country legally recognized by GOP and eligible for imports to Pakistan.

5.2 For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, transportation, installation, commissioning, training, and initial maintenance.

5.3 The term “country of manufacture” means the country where the goods have been mined, grown, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components.

5.4 The nationality of the firm that produces, assembles, distributes, or sells the goods shall not determine their origin.

**Contents of Bidding Document**

**6. Sections of the Bidding Document**

6.1 The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 7.

**PART 1 Bidding Procedures**

- Section I. Instructions to Bidders (ITB)
- Section II. Bid Data Sheet (BDS)
- Section III. Qualification and Evaluation Criteria
- Section IV. Bidding Forms

**PART 2 Supply Requirements**

- Section V. Schedule of Supply including list of goods and services, proposed delivery schedule, technical specifications

**PART 3 Conditions of Contract and Contract Forms**

- Section VI. General Conditions of Contract (GCC)
- Section VII. Special Conditions of Contract (SCC)
- Section VIII. Contract Forms



- 6.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.
  - 6.3 The Purchaser is not responsible for the completeness of the Bidding Document and its addenda, if they were not obtained directly from the Purchaser.
  - 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document, may result in the rejection of the Bid.
- 7. Clarification of Bidding Document**
- 7.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address indicated in the **BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than six (06) days prior to the deadline for submission of Bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB 7 and 24.2.
- 8. Amendment of Bidding Document**
- 8.1 At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda.
  - 8.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser.
  - 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids, pursuant to ITB 24.2

#### **Preparation of Bids**

- 9. Cost of Bidding**
  - 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 10. Language of Bid**
  - 10.1 The Bid, as well as all correspondence/documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the **BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the **BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

**11. Documents  
Comprising  
the Bid**

11.1 The Bid shall comprise the following:

- (a) Bid Submission Sheet and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
- (b) Bid Security in accordance with ITB 19,
- (c) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 22;
- (d) documentary evidence in accordance with ITB 16 establishing the Bidder's eligibility to bid;
- (e) documentary evidence in accordance with ITB 14, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
- (f) documentary evidence in accordance with ITB Clauses 18 and 31, that the Goods and Related Services conform to the Bidding Document;
- (g) documentary evidence in accordance with ITB 17 establishing the Bidder's qualifications to perform the contract if its Bid is accepted; and
- (h) any other document required in the **BDS**.

**12. Bid  
Submission  
Sheet and  
Price  
Schedules**

12.1 The Bidder shall submit the Bid Submission Sheet using the form furnished in Section IV Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

12.2 The Bidder shall submit the Price Schedules for Goods and Related Services, using the forms furnished in Section IV, Bidding Forms, and propose a schedule of supply in the form provided in Section V Schedule of Supply.

**13. Bid Prices**

13.1 The prices quoted by the Bidder in the Bid Submission Sheet and in the Price Schedules shall conform to the requirements specified below.

13.2 All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid.

13.3 The price to be quoted in the Bid Submission Sheet shall be the total price of the Bid.

13.4 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered:

For Goods offered:

- (i) The price of the goods quoted shall include delivery charges to the site (FBISE) and shall include all customs duties and sales and other taxes already paid.
- (ii) The Sales tax payable on the Goods by the purchaser, if the Contract is awarded to the Bidder, shall not be mentioned.
- (b) The cost for Related Services whenever such Related Services are specified in the Schedule of Requirements:

13.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected, pursuant to ITB 31.

13.6 Prices quoted by the Bidder shall be for individual lot or for more than one lot. Prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. .

**14. Currencies of Bid**

14.1 Bid prices shall be quoted in Pak Rupees

**15. Documents Establishing the Eligibility of the Bidder**

15.1 The eligibility of all legally registered Pakistani businesses (sole proprietor, association of person, companies) is subject to provision of copies of documents establishing their legal origin.

**16. Documents Establishing the Eligibility of the Goods and Related Services**

16.1 To establish the eligibility of the Goods and Related Services, in accordance with ITB 4, Bidders shall mention the name of the country where the goods were manufactured in the Price Schedule Forms, included in Section IV, Bidding Forms.

**17. Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document**

17.1 To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods and Related Services conform to the requirements specified in Section V, Supply Requirements.

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to those requirements, and if applicable, a

statement of deviations and exceptions to the provisions of Section V, Schedule of Supply.

- 17.3 Standards for workmanship, process, material, and equipment, specified by the Purchaser in the Section V, Schedule of Supply, are intended to be descriptive only. The Bidder may offer better standards of quality, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Section V, Schedule of Supply.

**18. Documents Establishing the Qualifications of the Bidder**

- 18.1 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified in Section III, Qualification and Evaluation Criteria.

**19. Period of Validity of Bids**

- 19.1 Bids shall remain valid for the period specified in the **BDS** after the bid submission deadline date prescribed by the Purchaser. A Bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
- 19.2 Prior to the expiration of the bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.

**20. Bid Security**

- 20.1 Unless otherwise specified in the **BDS**, the Bidder shall furnish as part of its bid, a Bid Security as specified in the **BDS**. The amount of Bid Security shall be as specified in the **BDS**.

- 20.2 If a bid security is specified pursuant to ITB 19.1, the bid security shall be a demand guarantee in the following forms at the Bidder's option:

- (a) a bank guarantee;
- (b) Demand draft from a scheduled bank in Pakistan ;

Bid Security, in the form of bank guarantee, shall be submitted using the Bid Security Form included in Section IV The form must include the complete name of the Bidder. The Bid Security shall be valid for thirty days (30) beyond the end of the validity period of the bid. This shall also apply if the period for bid validity is extended.

- 20.3 Any Bid not accompanied by an enforceable and compliant Bid Security in accordance with ITB 19.2, shall be rejected by the Purchaser as nonresponsive.
- 20.4 If a Bid Security is specified pursuant to ITB 19.1, the Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder furnishing of the signed Contract Agreement and the Performance Security pursuant to ITB 42.
- 20.5 If a Bid Security is specified pursuant to ITB 19.1, the Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract Agreement and furnished the required Performance Security.
- 20.6 The Bid Security may be forfeited:
  - (a) if a Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Submission Sheet,
  - (b) if the successful Bidder fails to:
    - (i) sign the Contract in accordance with ITB 41; or
    - (ii) furnish a Performance Security in accordance with ITB 42.1

**22. Format and  
Signing of Bid**

- 22.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB 11 and clearly mark it "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number specified in the **BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 22.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid.
- 22.3 Any amendments such as interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

## **Submission and Opening of Bids**

- 23. Sealing and Marking of Bids**
- 23.1 Bidders may always submit their bids by surface mail or by hand.
- 23.2 Bidders submitting bids by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL”, and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB 23.3 and 23.4.
- 23.3 The inner and outer envelopes shall:
- (a) bear the name and address of the Bidder;
  - (b) be addressed to the Purchaser in accordance with ITB 24.1;
  - (c) bear the specific identification of this bidding process pursuant to ITB 1.1 and any additional identification marks as specified in the **BDS**; and
  - (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB 27.1.
- 23.4 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- 24. Deadline for Submission of Bids**
- 24.1 Bids must be received by the Purchaser at the address and no later than the date and time indicated in the **BDS**.
- 24.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB 7, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 25. Late Bids**
- 25.1 The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 24. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.
- 26. Withdrawal, Substitution, and Modification of Bids**
- 26.1 A Bidder may withdraw, if do not agree to an extension of the bid validity period in accordance with ITB 18.2, shall be allowed to withdraw their bids without forfeiture of their bid bonds or securities, after it has been submitted by sending a written Notice, duly signed by an authorized representative.
- 26.2 Bids requested to be withdrawn in accordance with ITB 26.1 shall be returned unopened to the Bidders.

- 26.3 No bidder shall be allowed to alter or modify his bid. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
- 26.4 Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.

## **27. Bid Opening**

- 27.1 The Purchaser shall conduct the bid opening in public at the address, date and time specified in the **BDS**.
- 27.2 All envelopes shall be opened in one session, and the following read out and recorded: the name of the Bidder, the model of offered product, the Bid Prices per lot, the presence of a Bid Security, if required; and any other details as the Purchaser may consider appropriate. No Bid shall be rejected at bid opening except for late bids, in accordance with ITB 25.1.
- 27.3 The Purchaser shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, the Bid Price per lot, the presence or absence of a Bid Security. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time, and the presence or absence of a Bid Security, if one was required. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

### **Evaluation and Comparison of Bids**

## **28. Confidentiality**

- 28.1 Information relating to examination, evaluation, comparison, postqualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the results of the evaluation in accordance with ITB 40.1.
- 28.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and postqualification of the Bids or Contract award decisions may result in the rejection of its Bid.
- 28.3 Notwithstanding ITB 28.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.

## **29. Clarification of Bids**

- 29.1 To assist in the examination, evaluation, comparison and post-qualification of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder with regard to its Bid and that is not in

response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids, in accordance with ITB 33.

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|--|---|
| <b>30. Deviations, Reservations, and Omissions</b> | 30.1 During the evaluation of bids, the following definitions apply: <ul style="list-style-type: none"><li>(a) "Deviation" is a departure from the requirements specified in the Bidding Document;</li><li>(b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and</li><li>(c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.</li></ul>   |
| <b>31. Determination of Responsiveness</b>         | <div>31.1 The Purchaser's determination of the responsiveness of a Bid is to be based on the contents of the Bid itself, as defined in ITB11.</div> <div>31.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,<ul style="list-style-type: none"><li>(a) if accepted, would:<ul style="list-style-type: none"><li>(i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in Section V, Schedule of Supply; or</li><li>(ii) limits in any substantial way, inconsistent with the Bidding Document, the Purchaser's rights or the Bidder's obligations under the proposed Contract; or</li></ul></li><li>(b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.</li></ul></div> <div>31.3 The Purchaser shall examine the technical aspects of the bid in particular, to confirm that all requirements of Section V, Schedule of Supply have been met without any material deviation or reservation.</div> |
| <b>32. Nonmaterial Nonconformities</b>             | 32.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities in the bid that do not constitute a material deviation, reservation or omission, under Public Procurement Rules, 2004.   |



32.2 Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

**32.3 Noncompliance to one or more of the mandatory Qualification and Evaluation Criterion/Criteria shall render the bid ineligible for further evaluation.**

**33. Correction of  
Arithmetical  
Errors**

33.1 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

33.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected.

**34. Evaluation of  
Bids**

34.1 The Purchaser shall evaluate each Bid, in accordance with Rule 30 of Public Procurement Rules, 2004, that has been determined, up to this stage of the evaluation, to be substantially responsive.

34.2 To evaluate a Bid, the Purchaser shall only use all the criteria and methodologies defined here and in Section III, Qualification and Evaluation Criteria. No other criteria or methodology shall be permitted.

34.3 To evaluate a Bid, the Purchaser shall consider the following:

- (a) the bid price as quoted in accordance with ITB 12;
- (b) price adjustment for correction of arithmetic errors in accordance with ITB 33.1;

34.4 The Purchaser's evaluation of a bid will exclude and not take into account:

Sales tax, applicable in the Purchaser's country and payable on the Goods if the Contract is awarded to the Bidder;

- |   |  |
|---|--|
| <b>35. Comparison of Bids</b>                                 | 35.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid for each lot, in accordance with ITB 34.  |
| <b>36. Post-qualification of the Bidder</b>                   | <p>36.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.</p> <p>36.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 17.</p> <p>36.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.</p> |
| <b>37. Purchaser's Right to Accept/Reject Any or All Bids</b> | 37.1 The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.   |

#### **Award of Contract**

- |  |   |
|--|---|
| <b>38. Award Criteria</b>  | 38.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.  |
| <b>39. Purchaser's Right to Vary Quantities at Time of Award</b> | 39.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Supply, provided this does not exceed the percentages indicated in the <b>BDS</b> , and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document. |
| <b>40. Announcement of Evaluation Report</b>                     | 40.1 Purchaser shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract. The results will be posted on the website of Purchaser ( <a href="http://www.fbise.edu.pk">www.fbise.edu.pk</a> ).   |

40.2 The Purchaser will publish on its website, as well as post on the website of PPRA, the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded.

**41. Signing of Contract**

41.1 Ten days after announcing the evaluation report, the Purchaser shall send to the successful Bidder the Contract Agreement, along with General and Special Conditions of Contract.

41.2 Within five days (05) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.

**42. Performance Security**

42.1 Within ten (10) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section VIII, Contract Forms.

42.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

**43. Refund of Grievance**

The redressal of grievances of bidders shall be governed by Rule 48 of the Public procurement Rules, 2004.

**44. Arbitration**

In case of any dispute, after coming into force of the procurement contracts, disputes between the parties to the contract shall be settled by arbitration, consistent with the laws of Pakistan, as agreed at the time of signing of the contract

## Section VI Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

<b>GCC 1.1(k)</b>	The Purchaser is: Federal Board of Intermediate and Secondary Education (FBISE), Islamabad, Pakistan
<b>GCC 1.1 (q)</b>	The Site (s) for purpose of this procurement is: Federal Board of Intermediate and Secondary Education (FBISE), Islamabad, Pakistan
<b>GCC 5.1</b>	The language shall be: English
<b>GCC 8.1</b>	For <b><u>notices</u></b> , the Purchaser's address shall be: Attention: Federal Board of Intermediate and Secondary Education (FBISE), Islamabad, Pakistan Telephone: <b>Ph: 051-9269535</b>
<b>GCC 9.1</b>	The governing law shall be: Law of Islamic Republic of Pakistan
<b>GCC 10.2</b>	The formal mechanism for the resolution of disputes shall be: dispute resolution under the arbitration law of Pakistan
<b>GCC 11.1</b>	The scope of supply shall be defined in :Section V, Schedule of Supply
<b>GCC 12.1</b>	Details of shipping and documents to be furnished by the Supplier shall be: Upon delivery of the goods to the transporter/consignee, the supplier shall notify the purchaser and mail the following documents to the purchaser; i. three copies of the supplier's invoice showing the goods description, quantity, unit price, and total amount. ii. Delivery note, railway receipt/truck receipt iii. three copies of packing list identifying contents of each package. iv. manufacturer's/supplier's warranty certificate v. Inspection certificate issued by the nominated inspection agency and/or supplier's factory inspection report vi. certificate of insurance vii. certificate of origin of goods viii. Estimated time of arrival at the designated delivery point. The above document shall be received by the purchaser before arrival of goods and, if not received, the supplier shall be responsible for any consequent expenses.
<b>GCC 15.2</b>	The price adjustment shall be: None
<b>GCC 16.1</b>	The terms of payment shall be: The payment of the total contract price shall be paid after the Purchaser has accepted the goods as satisfactory.
<b>GCC 16.4</b>	The currencies for payments shall be: Pak. Rs.

<b>GCC 18.1</b>	The Supplier shall provide a Performance Security of fix Rs.200,000/- (Two Lac Only) of the Contract Price.
<b>GCC 25.5</b>	Tests and Inspections of equipment mentioned in Section V, Schedule of Supply, shall be carried out at the following times or milestones, and places :  The inspections and tests shall be conducted by Purchaser at the FBISE, Islamabad, within ten days after delivery and installation of goods.
<b>GCC 26.1</b>	The liquidated damage shall be: 0.05 % per week or part thereof in relation to the cost of undelivered goods
<b>GCC 26.1</b>	The maximum amount of liquidated damages shall be: 10% of total quoted price
<b>GCC 27.3</b>	The period of validity of the comprehensive Warranty (parts and labour) shall be: 3 years
<b>GCC 27.5</b>	The Supplier shall correct any defects covered by the Warranty within : two weeks of being notified by the Purchaser of the occurrence of such defects

# 7 Bidding Forms

## Bid Submission Sheet

Date: \_\_\_\_\_

Contract No.: \_\_\_\_\_

To: \_\_\_\_\_

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: ;
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: \_\_\_\_\_  
\_\_\_\_\_;
- (c) The total price of our Bid, is: \_\_\_\_\_  
\_\_\_\_\_;
- (d) Our Bid shall be valid for a period of \_\_\_\_\_ days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our Bid is accepted, we commit to obtain a Performance Security in the amount of \_\_\_\_\_percent of the Contract Price for the due performance of the Contract;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by any Government, public sector, bilateral, multilateral agency in Pakistan

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

# **Schedule of Supply**

## **Contents**

1. List of Goods.....
2. Specifications .....
3. Technical Specifications .....

## 1. List of Goods

The proposed work is for Printing of Answer Script for FBISE

<b>Sr. #.</b>	<b>Devices / Equipment Detail</b>
<b>01</b>	<b>Tender For Printing of Answer Script</b>

The detailed technical specification of all hardware is given below.

Note:

- a) The specifications must be equivalent to above or higher/latest.
- b) Mention exact brand, model and Part No. of quoted items and their supporting accessories if any.



## 2. Financial Documents

S. No	Description of Items	Qty	Rate per unit with GST	Total Amount with GST
1.	Printing of Answer Copies "C" 12 pages on 68 Gram (Local) with Serial Number and Without Bar Code and Sticking	200000		

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

# Contract Forms

## Agreement

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter "the Purchaser"), of the one part, and \_\_\_\_\_ of \_\_\_\_\_ (hereinafter "the Supplier"), of the other part:

WHEREAS the Purchaser invited bids for certain Goods and Related Services, viz., \_\_\_\_\_ and has accepted a Bid by the Supplier for the supply of those Goods and Related Services in the sum of \_\_\_\_\_ (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Purchaser's Notification to the Supplier of Award of Contract;
  - (b) the Bid Submission Sheet and the Price Schedules submitted by the Supplier;
  - (c) the Special Conditions of Contract;
  - (d) the General Conditions of Contract;
  - (e) the Schedule of Supply; and
  - (f) \_\_\_\_\_.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the the Goods and Related Services and to remedy defects therein in conformity in all respects with the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of \_\_\_\_\_ on the day, month and year indicated above.

Signed by \_\_\_\_\_ (for the Purchaser)

Signed by \_\_\_\_\_ (for the Supplier)