



# **BOARD OF SECONDARY EDUCATION, KARACHI**

**NAZIMABAD KARACHI-75990**

**PRICE: RS.500/-  
(NON-REFUNDABLE)**

Bidding Document # \_\_\_\_\_

M/S \_\_\_\_\_

## **STANDARD BIDDING DOCUMENTS FOR NATIONAL COMPETITIVE BIDDING**

**SINGLE STAGE – ONE ENVELOPE PROCEDURE**

### **TENDER FOR PROCUREMENT OF MARKS SHEETS AND ANSWER SCRIPTS FOR SSC EXAMINATIONS-2017**

**IN RESPECT OF THE  
IFB No.BSE/P&P/489/2016 dated 05-10-2016**



#### **PART ONE (FIXED)**

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

**Issued by:**

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**Assistant Secretary (P&P)  
Board of Secondary Education  
Karachi**



# BOARD OF SECONDARY EDUCATION, KARACHI

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### Notice Inviting Tender

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

<u>S. No.</u>	<u>Name of Items</u>	<u>Quantity</u>	<u>Bid Security</u>	<u>Tender Fee</u>	<u>Completion Time</u>
1.	Marks Sheets	600,000	2% (two percent) of the bid price	Rs.500/- (Rupees Five Hundred only)	One month after issuance of contract award
2.	'A' Type Answer Scripts	2,000,000	(Refundable) in shape of Pay Order in the name of	(Non-Refundable) in shape of Pay Order in the name of	
3.	'B', 'C' & 'P' Type Answer Scripts	1,000,000	Secretary, Board of Secondary Education Karachi	Secretary, Board of Secondary Education Karachi	

*Note:-*

*(Complete specification of above items are mentioned in bidding documents)*

#### 2. ELIGIBILITY CRITERIA

- 03 years experience in the relevant field
- Turn-over of at least last three years having a sum of minimum Rs.2,000,000/- (Rupees Two Million) per annum as summarized below:-  
Rs.2,000,000/- for the year 2013  
Rs.2,000,000/- for the year 2014  
Rs.2,000,000/- for the year 2015
- Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods
- Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services
- An Affidavit on Stamp Paper (Rs.500/-) that the firm has never been Blacklisted

#### 3. Method of Procurement: (Single Stage One Envelope Procedure)

#### 4. Bidding/Tender Documents:

- Issuance:** Bid Documents will be issued from the first date of publication/hoisting to Thursday 27-10-2016 up to 12:00 Noon.
- Submission:** Last date will be Thursday 27-10-2016 up to 01:00 p.m.
- Opening:** will be opened on Thursday 27-10-2016 up to 02:00 p.m.
- Un-responded Tenders:** will be again issued/submitted opened on following dates:-  
Attempt: (a) Issue Date: (b) Submission & opening Date:  
2<sup>nd</sup> Friday 28-10-2016 Thursday 16-11-2016



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### **5. 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

*(Detailed Terms & Conditions are mentioned in bidding documents)*

**b) Bid Validity Period:** 90 days from the date of opening of Tender.

**c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended 2013).**

**d) Purpose and Scope:** Smooth conduct of SSC Examinations.

**(ACTING SECRETARY)**  
**BOARD OF SECONDARY EDUCATION KARACHI**  
**NAZIMABAD KARACHI-75990**



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

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

### **BID DATA SHEET**

<b>INTRODUCTION</b>		
<b>ITB 1.1</b>	Name of Contract	Procurement of Marks Sheets and Answer Scripts for SSC Examinations-2017
<b>ITB 4.1</b>	Name of Procuring Agency	Board of Secondary Education Karachi
<b>ITB 6.1</b>	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Secondary Education Nazimabad, Karachi-75990 Tel: 99260252-6 Tel: 99260268 Fax: 99260262
<b>ITB 8.1</b>	Language of the bid	English, Urdu or Sindhi

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

<b>PREPARATION AND SUBMISSION OF BIDS</b>		
<b>ITB 13.3 (a)</b>	Manufacturer's Authorization Form	The bidder should submit documentary evidence in shape of "Manufacturer's Authorization Form" in case a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods.



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<b>PREPARATION AND SUBMISSION OF BIDS</b>		
<b>ITB 13.3 (d)</b>	Qualification Requirements	<ul style="list-style-type: none"><li>• 03 years experience in the relevant field</li><li>• Turn-over of at least last three years having a sum of minimum Rs.2,000,000/- (Rupees Two Million) per annum as summarized below:- Rs.2,000,000/- for the year 2014 Rs.2,000,000/- for the year 2015 Rs.2,000,000/- for the year 2016</li><li>• Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax in case of procurement of goods</li><li>• Registration with the Sindh Revenue Board (SRB) in case of procurement of works and services</li><li>• An Affidavit on Stamp Paper (Rs.500/-) that the firm has never been Blacklisted</li></ul>
<b>ITB 15.1</b>	Amount of bid security (refundable)	<ul style="list-style-type: none"><li>• 2% (two percent) of the bid price, which should be submitted in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.</li></ul>
<b>ITB 16.1</b>	Bid Validity Period	90 days from the date of opening of Tender.
<b>ITB 17.1</b>	Number of copies	02 Copies of the Bid shall be submitted by the bidder. One original and one photocopy of the same.
<b>ITB 18.2 (a)</b>	Address for bid submission	The office of the <i>Secretary</i> (Room No. 33), 1 <sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.
<b>ITB 18.2 (b)</b>	IFB title and number	Title: Procurement of Marks Sheets and Answer Scripts for SSC Examinations-2017  IFB No: <i>BSE/P&amp;P/489/2016</i> <i>dated 05-10-2016</i>
<b>ITB 19.1</b>	Deadline for bid submission	<u>Thursday 27-10-2016 up to 01:00 p.m</u> Sealed bids duly filled-in, mentioning on top of the envelope " <i>Tender for Procurement of Marks Sheets and Answer Scripts for SSC Examinations-2017</i> "
<b>ITB 22.1</b>	Time, date, and place for bid opening	Bids duly stamped on each document must be submitted in the office of the <i>Secretary</i> (Room No. 33), 1 <sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi, in a sealed cover up to <u>01:00 P.M</u> and will be opened on the same day at <u>02:00 P.M</u> in the presence of bidders' representatives who choose to attend at <u>02:00 P.M</u> on <u>Thursday 27-10-2016</u> .



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<b>ITB 25.4 (b)</b>	Delivery schedule	The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
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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 quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e complete in all respects.

The offered products should be prime quality products.

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

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



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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 (GCC CLAUSE 1)**

1)	<b>GCC 1.1 (g)</b>	The Procuring agency is:	Board of Secondary Education Karachi.
2)	<b>GCC 1.1 (h)</b>	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	<b>GCC 1.1 (j)</b>	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)	<b>GCC 7.1</b>	The amount of performance security, as a percentage of the Contract Price, shall be Ten (10) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary 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)	<b>GCC 29.1</b>	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 (P&P) Room No. 40, 1<sup>st</sup> Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.





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### **7. PENALTY**

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
  - i. rejection of the unsatisfactory Supplied material
  - ii. Blacklisting of the firm
  - iii. deduction of amount from 2% to 10% per week of the total value of the bill
  - iv. forfeiting of whole Bid 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 Supply, after approval of the final proof
  - c) In case the rates 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 quantity or quality
- 2) In case any complaint received regarding short receipt/supply of Answer Script(s) due to missing Serial Number(s), a penalty of Rs.500/- (Rupees Five Hundred) per Answer Script will be imposed upon the Supplier and may be deducted from his bill.

### **8. 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 of the material at any stage before final machine proof is Okayed/approved.
- (e) of accepting whole or any part of the Tender for portion of the quantity offered by the Bidders on quality-cum-rate basis. The Contract Award will be given to one or all Bidders for part/or full supply against the lowest rates & quality approved by the Board.





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

- 1) Under following conditions bid will be rejected:-
  - i. Conditional and telegraphic bids/tenders
  - ii. Bids not accompanied by Bid Security of required amount and form
  - iii. Bids received after specified date and time
  - iv. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 6) The quoted rates shall be inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e complete in all respects.
- 7) The offered products should be prime quality products.
- 8) Inferior, low quality or substandard products will be rejected and Security Money shall be forfeited and the bidder may also be blacklisted.
- 9) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.
- 10) 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.
- 11) The Contract Award may be assigned at any time during the period of bid validity.
- 12) The rates should be written both in Figures as well as in Words as indicated against the specifications.
- 13) The successful bidder(s) shall be liable to provide documentary evidence in shape of “Manufacturer’s Authorization Form” in case a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods’ Manufacturer or producer to supply the goods.
- 14) The successful bidder will have to deposit Performance Security @ 10% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of supplies.



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- 15) 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.
- 16) Print Line must be given by the Printer on every Printed material.
- 17) The printed material shall be numbered and packed in lot containing 100 to 1000 (as may be required) shall be supplied in proper sequence with file cover or tagging or stapling properly, in required numbers, where required/necessary.
- 18) Before start of final printing the Supplier should get the specimen and final proof approved by the Concerned Officer(s), within one week of acknowledgement of the Award of Contract.
- 19) Placement of Contract Award will be subject to payment of Performance Security.
- 20) 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.
- 21) The delivery will have to be made at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
- 22) SPPRA Rules-2010 (Amended 2013) shall strictly be followed.

### **10. EQUIVALENCY OF STANDARDS AND CODES**

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

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.

## **SECTION-IV.**

# **SCHEDULE OF REQUIREMENTS**

### **SCHEDULE OF REQUIREMENTS:**

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



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### SECTION-V.

## TECHNICAL SPECIFICATIONS

<u>S. No.</u>	<u>SPECIFICATION</u>	<u>Quantity</u>	<u>Rates Including All Taxes i.e Complete in all respects</u>	
			<u>Rupees in Figures</u>	<u>Rupees in Words</u>
1)	Printing and Supply of <b>Marks Sheets for Successful Candidates (Class-X)</b> on Computer Paper Continuous Sheet. Rates should Cover Composing/Calligraphy, Printing, Serial Machine No. Board's name and Monogramme in ground printing in Size 8 ½ x 11" on Brazil Original Paper 70-75 Grams.	250 Boxes (Each Box containing 1000 Leaves)	Rs. _____ per Marks Sheet	
2)	Printing and Supply of <b>Marks Sheets for Un-Successful Candidates (Class-X)</b> on Computer Paper Continuous Sheet. Rates should Cover Composing/Calligraphy, Printing, Serial Machine No. Board's name and Monogramme in ground printing in Size 8 ½ x 11" on Brazil Original Paper 70-75 Grams.	150 Boxes (Each Box containing 1000 Leaves)	Rs. _____ per Marks Sheet	
3)	Printing and Supply of <b>Marks Sheets for Candidates of (Class-IX)</b> on Computer Paper Continuous Sheet. Rates should Cover Composing/Calligraphy, Printing, Serial Machine No. Board's name and Monogramme in ground printing in Size 9 ½ x 11" on Brazil Original Paper 70-75 Grams.	200 Boxes (Each Box containing 1000 Leaves)	Rs. _____ per Marks Sheet	



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<u>S. No.</u>	<u>SPECIFICATION</u>	<u>Quantity</u>	<u>Rates Including All Taxes i.e Complete in all respects</u>	
			<u>Rupees in Figures</u>	<u>Rupees in Words</u>
4)	Printing and Supply of 'A' <b>TYPE ANSWER SCRIPTS OF 20 PAGES</b> (Including Title Page) on White Printing Paper (Flying/Century Paper High Finish) which should not be Ink-Smudged, in Size: 23 x 36/8" of 55 to 60 Grams. Rates should cover Composing, Printing, Folding, Gathering, Numbering (Machine Numbering), Ruling, Block making, Stitching by wire/thread, Pasting of Blue Coloured Spine size: 4.25" (50 Grams). The Board's Monogram will be appeared on each page, plus cost of White Printing Paper (Flying/Century Paper High Finishing) of 55-60 Grams and all other operations involved therein. Complete in all respects.	2,000,000 (S.No.500001 to Onwards)	Rs. _____ per Answer Script	
5)	Printing and Supply of 'B' <b>TYPE ANSWER SCRIPTS</b> of 08 Pages (Including Title Page) on White Printing Paper (Flying/Century Paper High Finish) which should not be Ink-Smudged, in size 23 x 36/8" of 55 to 60 Grams. Rates should cover Composing, Printing, Folding, Gathering, Numbering (Machine Numbering), Ruling, Block making, Stitching by wire/thread. The Board's Monogram will be appeared on each page, plus cost of White Printing Paper (Flying/Century Paper High Finishing) of 55-60 Grams and all other operations involved therein. Complete in all respects.	300,000 (S.No.500001 to Onwards)	Rs. _____ per Answer Script	



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<u>S. No.</u>	<u>SPECIFICATION</u>	<u>Quantity</u>	<u>Rates Including All Taxes i.e Complete in all respects</u>	
			<u>Rupees in Figures</u>	<u>Rupees in Words</u>
6)	Printing and Supply of ' <b>C</b> ' <b>TYPE ANSWER SCRIPTS (COMPUTER ANSWER SCRIPTS)</b> of 8 Pages (Including Title Page) on White Printing Paper (Flying/Century Paper High Finish) which should not be Ink-Smudged, in size 23 x 36/8" of 55 to 60 Grams (as per specimen). Rates should cover Composing, Printing, Folding, Gathering, Numbering (Machine Numbering), Ruling, Block making, Stitching by wire/thread. The Board's Monogram will be appeared on each page, plus cost of White Printing Paper (Flying/Century Paper High Finishing) of 55-60 Grams and all other operations involved therein. Complete in all respects.	70,000 (S.No.0001 to Onward)	Rs. _____ per Answer Script	
7)	Printing and Supply of ' <b>P</b> ' <b>TYPE ANSWER SCRIPTS (PRACTICAL ANSWER SCRIPTS)</b> of 8 Pages (Including Title Page) on White Printing Paper (Flying/Century Paper High Finish) which should not be Ink-Smudged, in size 23 x 36/8" of 55 to 60 Grams (as per specimen). Rates should cover Composing, Printing, Folding, Gathering, Numbering (Machine Numbering), Ruling, Block making, Stitching by wire/thread. The Board's Monogram will be appeared on each page, plus cost of White Printing Paper (Flying/Century Paper High Finishing) of 55-60 Grams and all other operations involved therein. Complete in all respects.	450,000 (S.No.200001 to Onward)	Rs. _____ per Answer Script	



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	<i>Rupees In Words</i>	<i>Rupees In Figures</i>
Total cost of the Bid: (as offered by the Bidder)		
2% (two percent) amount of the Bid Price Bid Security (Refundable)		
10% (ten percent) amount of the Contract Price Performance Security (Refundable)		

SUMMARY OF TURN-OVER OF LAST THREE YEARS		
<i>YEAR-2013</i>	<i>YEAR-2014</i>	<i>YEAR-2015</i>
<b>TOTAL:</b>		



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### **CERTIFICATE**

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the Bidding Documents and abide to the same.

I/We have briefly seen all the printable material and ensure that our rates for each and every item are inclusive with all involved operations such as Composing, Calligraphy, Folding, Gathering, Pad-making, Hole Punching, Perforation, Numbering, Wire Stitching etc. and all Taxes, Transportation, Material and Labour charges involved therein i.e Complete in all respects.

I/We guarantee to print/supply/deliver/serve the items exactly in accordance with the requirements and enclosed the Bid Security (Refundable) payable to Board of Secondary Education Karachi.

SIGNATURE WITH DATE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

FULL NAME OF CONCERNED PERSON: \_\_\_\_\_

CNIC NUMBER: \_\_\_\_\_

POSITION HELD IN: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

MOBILE NUMBER(S): \_\_\_\_\_

FAX NUMBER(S): \_\_\_\_\_

NATIONAL TAX NUMBER: \_\_\_\_\_

GENERAL SALES TAX NUMBER: \_\_\_\_\_

STAMP OF THE FIRM: \_\_\_\_\_

PAY ORDER NUMBER: \_\_\_\_\_

BANK & BRANCH NAME: \_\_\_\_\_

DATED: \_\_\_\_\_

FOR RUPEES: \_\_\_\_\_

DRAWN: \_\_\_\_\_

as Bid Security is enclosed herewith.