



Board of Intermediate Education  
Bakhtiari Youth Center, North Nazimabad,  
Karachi - 74700

Phones: { 99260211  
99260212  
99260213

NO: BIE/ADMIN GEN/ /2015

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

**SUBJECT: - TENDER PROFARMA FOR SUPPLY OF STATIONARY AND CONSUMABLE ARTICLES-2014-15**

Sealed Tenders are invited from reputed and financially sound Stationers, Stokers or Importers for the supply of Stationary & Consumable Articles addressed to the Secretary Board of Intermediate Education, Karachi List of Items along with specification is enclosed.

**TERMS & CONDITIONS**

1. Tender should be accompanied with the Pay Order of 5% of the total quoted value as Bid Security in favor of the Secretary, Board of Intermediate Education, Karachi. Pay Orders of unsuccessful Tenderers shall be returned within 15 days after opening of Tenders.
2. Complete supply has to be made at site within stipulated time failing which penalty @ 2% of the total value of the bill shall be imposed for delay.
3. Conditional Tenders and Tenders without Pay Orders shall not be entertained.
4. If any Tenderer backs out on any pretext after submission of the Tender, the Bid Security of the party concerned shall be forfeited and the Tender profarma shall be subject to cancellation.
5. No deviation shall be allowed from the specification of the item. In case of any deviation, whole or part consignment shall be returned at the cost of the Tenderer and Bid Security shall be forfeited.
6. The office has the right to increase or decrease the quantity of items or amend any kind which the office deems proper.
7. The Tender documents shall be obtained any working day between 10.00 a.m. to 5:00 p.m. from **08-01-2015** to **23-01-2015** and submitted latest by **26-01-2015** at 2:30 p.m. .and will be opened in the office of Secretary on the same day at 03:00 p.m. in presence of the Tenderers who wish to be present at that time.
8. Income Tax shall be deducted from the bills as per Govt. rules.
9. Attested Photocopy of Registration Certificate with Sale Tax Department and Income Tax Office is attached with the Tender Form. Copy of last Income Tax Assessment Order will have to be submitted with the tender document.

Contd.....Page No.02



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10. If any dispute arises between Board and the party the decision of the Chairman shall be final and acceptable to both the parties.
11. Rates should be quoted with GST and All other Govt. Taxes. No increase shall be admissible over & above the quoted rates subsequently on any grounds.
12. The rate must be quoted on enclosed proforma along with Specification / Brand (Photocopy of Proforma is acceptable).
13. Tender will be evaluated by the Board Authorities keeping in view the following requirements / manners:-
  - i) Relevant experience and Past performance.
  - ii) Capabilities with respect to personnel available and performance.
  - iii) Financial position.
  - iv) Appropriate managerial capabilities.
  - v) The company is not black listed by any Private or Government Organization.
14. "The Procuring Agency may reject all or any bids subject to the relevant provision of PPRA rules".

**( QAZI ARSHAD HUSSAIN SIDDIQUI )**  
**SECRETARY**

**(SYED NAJMUL HASAN)**  
**DEPUTY SECRETARY**