

**BOARD OF INTERMEDIATE &
SECONDARY EDUCATION,
RAWALPINDI.**

No.100/Store

Date:13-09-2025

**STANDARD BIDDING
DOCUMENTS**

FOR FINANCIAL YEAR 2025-2026.

PROCUREMENT OF:

Lot. 1.

Different types of Envelopes

Sr. No	Type of Envelopes	Size	Specification
1.	Postal size	7.5"X 5.5"X 1.5"	80g, Khaki Craft paper fine quality
2.	Certificate Size	12"X 10"X 2.5"	80g, Khaki Craft paper fine quality
3.	Envelope A for paper setter	10"X 6"X 1.5"	80g, white paper fine quality
4.	Envelope B for paper setter	12.5"X 8"X 2.5"	80g, white paper fine quality inside envelope white MALMAL
5.	Envelopes for acceptance of examiner No. 267	10.5"X 5"X 10.5"	80g, white paper fine quality
6.	Envelopes for acceptance of examiner No. 268	10.5"X 5"X 10.5"	80g, white paper fine quality
7.	Envelopes for return material	15 envelopes set different size	80g, Khaki Craft paper fine quality
8.	Envelopes for OCP	15"X 11"X 4"	140g, Craft paper high finish laminated inside polythin fine quality
9.	Local Marking Envelopes for bubbles	15"X 11"X 2"	120g, Khaki Craft paper fine quality
10	Envelope No. 270	18.5"X 15"X 2.5"	80g, Khaki Craft paper fine quality inside envelope white MALMAL

Lot. 2

Sr. No	Type of Envelopes	Size	Specification
1.	Multi layer envelop with printing (bio-degradable)	18"X 14"X 2" and 15"X 12"X 2"	Sheet 130 micron minimum \pm 5% Black inside and white outside single colour printing on both sides as per office specimen flap 2.5 cm. Sealing Strip. Envelope life shelf life 3 years open year life 06 months.

NOTE:

Bids only through E-Pak Acquisition & Disposal System (E-PADs) will be entertained; no Bid other than E-PADs will be accepted.

(Opening Date: -29-09-2025)

انٹرنیٹ وٹانوی تعلیمی بورڈ، راولپنڈی

(34)

ٹینڈر برائے طہارت و تہاری لٹافہ جات (مختلف اقسام) برائے سال 2026ء

بورڈ ہذا کو درج ذیل تفصیل کے مطابق لٹافہ جات مختلف اقسام برائے سال 2026ء کی خرید کے سلسلہ میں مستحکم مالی حالت اور انکم ٹیکس، سیلز ٹیکس کے تحت رجسٹرڈ فرموں سے E-Procurement کے تحت بذریعہ EPAD ٹینڈر مطلوب ہیں۔ "ٹینڈر برائے لٹافہ جات" لٹافہ کے اوپر دائیں جانب واضح تحریر ہونا چاہیے۔

لاٹ: 01

نمبر شمار	نام لٹافہ	مطلوبہ تعداد
01	لٹافہ برائے ڈاک، سائز "80, 7.5"x5.5"x1.5" گرام خاکی کرافٹ پیپر اعلیٰ کوالٹی	250,000 عدد
02	لٹافہ جات سرٹیفائیڈ سائز "12"x10"x2.5" 80 گرام خاکی کرافٹ پیپر اعلیٰ کوالٹی	100,000 عدد
03	لٹافہ "اسے" برائے پریچساز، سائز "80, 10"x6"x1.5" گرام سفید کاغذ اعلیٰ کوالٹی	2,000 عدد
04	لٹافہ (بی) برائے پریچساز، سائز "80, 12.5"x8"x2.5" گرام سفید کاغذ اعلیٰ کوالٹی اندرونی سائڈ (Inside) سفید ملل	3,000 عدد
05	لٹافہ رضامندی ایگزیکٹو نمبر 267، سائز "80, 10.5"x5"x1.5" گرام سفید کاغذ اعلیٰ کوالٹی	1,000 عدد
06	لٹافہ رضامندی ایگزیکٹو نمبر 268، سائز "80, 10.5"x5"x1.5" گرام سفید کاغذ اعلیٰ کوالٹی	3,000 عدد
07	لٹافہ جات واپسی میٹرل 15 لٹافوں کا سیٹ (مختلف سائز)، 80 گرام خاکی کرافٹ پیپر اعلیٰ کوالٹی	500 سیٹ
08	لٹافہ برائے OCP، سائز "140, 15"x11"x4" گرام کرافٹ پیپر ہائی ٹینس سیمی ٹیڈ ان سائڈ مع پوٹی ٹینس (Colourless) اعلیٰ کوالٹی	100,000 عدد
09	لوکل مارکنگ لٹافہ برائے ہبلو، سائز "120, 15"x11"x2" گرام خاکی کرافٹ پیپر اعلیٰ کوالٹی	100,000 عدد
10	لٹافہ کپڑے والا نمبر 270، سائز "80, 18.5"x15"x2.5" گرام خاکی کرافٹ پیپر اعلیٰ کوالٹی	10,000 عدد
	تخمینہ لاگت	4,882,100/- روپے
	CDR / بنک گارنٹی @5%	244,105/- روپے

لاٹ: 02

اقسام لٹافہ	تقریبات	سائز و مطلوبہ تعداد	کل تعداد	تخمینہ لاگت
ملٹی لیر لٹافہ بصر پرکھ (Biodegradable)	Sheet 130 Micron minimum (±5%) Black Inside & White Outside Single Color Printing on both sides as per office specimen Flap 2.5cm Sealing Strip. Envelope Life Shelf Life 03 years Open Air Life 06 Months	18"x14"x2" عدد 45,000 عدد 35,000 15"x12"x2" عدد 15,000 عدد 15,000 عدد 15,000	80,000 عدد	3,026,500/- روپے زیر ضمانت 5% @ 151,325/- روپے

- 1- ٹینڈر مورخہ 25-9-29 بوقت 11:00AM تک بذریعہ EPADS پورٹل (Punjab.eprocure.gov.pk) پر آن لائن موصول/Submit ہو جانے چاہئیں۔ آن لائن ٹینڈر کی ٹیکنیکل اور فنانشل بڈز کی ہارڈ کاپی بعد ضروری دستاویزات بروقت دفتر ہذا میں بذریعہ کوریئر سروس ا دستی پہنچ جانی چاہئیں بذریعہ EPADS آن لائن موصول ہونے والے ٹینڈر ہی قابل قبول ہونگے۔ تاخیر سے موصول ہونے والے ٹینڈر کو مقابلہ میں شامل نہیں کیا جائے گا۔
- 2- ہر بڈ کو تخمینہ لاگت کا 5% بڈ سیکورٹی CDR / بنک گارنٹی کی صورت میں (جو کہ کسی شیڈول بنک سے جاری شدہ ہو) ٹینڈر کے ساتھ لازمی منسلک کرنا ہوگی۔ چیک ہرگز قابل قبول نہ ہوگا۔ اصل CDR / بنک گارنٹی ٹینڈر میں دیے گئے مقررہ وقت تک دفتر ہذا کو فراہم نہ کرنے والی فرم کا ٹینڈر مقابلہ میں شامل نہیں کیا جائے گا۔
- 3- یہ ٹینڈر راسی روز بوقت 11:30AM ٹینڈر بندگان اہل اختیار نامہ نگارن جو بھی موجود ہونگے کی موجودگی میں کھولے جائیں گے۔
- 4- مشروط اور مکمل ٹینڈر پر غور نہ ہوگا۔ نمونہ جات دیکھے بغیر ٹینڈر میں حصہ نہ لیں کیونکہ ٹینڈر جمع کرانے سے یہ مطلب لیا جائے گا کہ آپ نے ٹینڈر نمونہ جات شرائط دیکھ کر تسلیم کر لی ہیں۔
- 5- مجاز اتھارٹی بورڈ ہذا کو یہ اختیار حاصل ہوگا کہ وہ PPRA روز 2014 کے تحت وجہ بتا کر تمام ٹینڈرز کو مسترد کر دیں۔
- 6- ٹینڈر بورڈ کی ویب سائٹ www.biserawalpindi.edu.pk اور PPRA کی ویب سائٹ www.ppra.punjab.gov.pk پر ملاحظہ اڈاؤن لوڈ کیا جاسکتا ہے اس سلسلہ میں ٹینڈر شرائط کو بھی مد نظر رکھا جائے۔
- 7- ٹینڈر کی اشاعت کے فوری بعد ٹینڈر ڈاؤن لوڈیشن / نمونہ جات اشراط بورڈ ہذا کی سٹور برانچ واقع مورگاہ، راولپنڈی سے بھی میسر ہوں گے (فون نمبر: 051-5450930)

سیکرٹری

TERMS & CONDITIONS

INVITATION OF BID:

1. Firms/Companies registered under Sales Tax Act / Income Tax and active tax payer having good reputation are eligible to participate in the Tender. All Tenders should be in the name of Secretary Board of Intermediate & Secondary Education, Rawalpindi. Procuring agency reserves the right to reject all tenders/bids within the provisions of Rule 35 (1) of PPR-2014. **The Tender procedure shall be "Single Stage Two Envelope" as per rule 38 (2)(a) of PPRA-2014.**
2. Bids only through e-Pak Acquisition and disposal system (EPADS) will be entertained (<https://punjab.eprocure.gov.pk>). No bid other than EPADS will be accepted. Bid security 5% of Estimated Price will be submitted before closing of tender through courier or physically in the office of Assistant Secretary (Store), Board of Intermediate and Secondary Education, Rawalpindi, (Tel: 051-5450930). Bidder will also upload the complete scanned copy of their bid in EPADS.
3. Bidding documents, containing detailed terms and conditions can be downloaded from the websites of PPRA (<https://punjab.eprocure.gov.pk>) or BISE Rawalpindi. (www.biserawalpindi.edu.pk).
In case of any query, guidance can be sought from in the office of Assistant Secretary (Store), Board of Intermediate and Secondary Education, Rawalpindi, (Tel: 051-5450930) during office hours.

INSTRUCTION TO BIDDERS:

1. The Board Invites Bids from firms/suppliers/contractors and distributors for supply as per technical specifications given in the tender document.
2. All firms/suppliers/contractors and distributors having two year experience and who fulfill the criteria as per given in advertisement will stand eligible for the Bidding.
3. The Bidder should not have been blacklisted by any government, semi government or autonomous bodies etc.
4. The Bidding Documents should be read in conjunction with any Addenda issued in accordance with the terms and conditions given below.
5. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addenda.
6. The Technical & Financial offers will be upload separately on EPADS.
7. 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/indirectly from the Purchaser.
8. To give prospective Bidder 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 Bids.
9. 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. The Bidder shall submit the **Technical Bid and Financial Bid on prescribed Performa given by Board in Tender documents**. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid. Unless otherwise indicated in the Bidding Documents (BDs), alternative Bids shall not be considered.
11. **Bid Security @5%** of "Estimated Price" in favor of Secretary, Board of Intermediate and Secondary Education, Rawalpindi in the shape of Bank Guarantee or CDR issued by any branch of scheduled bank will be submitted before closing of tender through courier or physically in the office of Assistant Secretary (Store), Board of Intermediate and Secondary Education, Rawalpindi, otherwise tender of that firm can be cancelled.
12. The successful bidder will furnish the @10 performance security (returnable) within 07 days of the receipt of notification of award from the purchaser
13. The Bid security @5% of the successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security @ 10% of the total cost before the signing of contract/agreement that will be made on stamp paper value of 0.25% of contract value.
14. Bids shall remain valid for the period of specified in the BDs after the Bid submission deadline date i.e. 90 days from the opening of Technical Bid. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
15. 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.
16. The bid prepared in accordance with the instructions contained in the bidding documents must be submitted on EPADS by 29-09-2025 till 11:00 AM. The Bids will be opened on the

same day at 11:30 AM in the presence of Bidders or their representative who make them available on that date and time in the meeting room of BISE, Rawalpindi.

17. Technical bids information relating to the examination, evaluation, comparison, and post qualification of Bids will be communicated accordingly, however, contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
18. Any effort by a Bidder to influence the purchaser in the examination, evaluation, comparison, and post qualification of the Bids or contract award decisions may result in the rejection of its Bid.
19. A substantially responsive Bid is one that confirms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission.
20. The Procuring Agency reserves the rights under PPRA Rules 35 may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
21. The purchaser shall award the Contract to Bidder whose offer has been determined to be technically sound and financially lowest evaluated and is substantially responsive to the Bidding documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
22. At the time, the contract is awarded, the Procuring Agency reserves the right to increase or decrease the quantity of items to be purchased as per PPRA rules originally specified in tender. Schedule of requirement, without any change in the unit prices or other terms and conditions of the Bid. (not more than 15%)
23. Prior to the expiration of the period of Bid validity, the purchaser shall notify the successful Bidder, in writing that its Bid has been accepted.
24. Instructions, Terms & Conditions and Specifications are devised for strict compliance and enforcement. No escalation of cost, except arising from increase in quantity by the Bidder(s) on the demand after approval of the Procuring Agency / the Office, will be permitted throughout the period of the contract / Work/Supply Order.
25. The successful Bidder(s) will be responsible for all the deliveries and deliverables to the Procuring Agency / Board of Intermediate and Secondary Education, Rawalpindi within stipulated time or otherwise locations described as per provision regarding delivery time or execution schedule of the Tender Documents.
26. Bidder(s) are required to state clearly, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the Bidder(s)'s authorized representative through whom all communications shall be directed until the process has been completed or terminated.
27. Supply should be completed within time frame as mentioned on work order. The Board reserve the right to claim compensation for the loss caused due to delay by the contractor in delivery of Store at the rate 0.50% per day up to 10 days @ 1% per day for further 10 days and @ 2% per day of the tender cost for further period of delay if the Chairman considers that cancellation of contract will not be in the interest of Board. However, grant of extension and condone of delay in supply period may be granted by the Chairman on the request of bidar. Request of extension in supply period will be entertained if made prior to completion of supply period.
28. Supply must be in accordance with the office specifications / approved sample, otherwise supply will be rejected. In such event the Board may forfeit CDR / Pay Order and take any punitive action as deemed appropriate.
29. All Government Taxes (Federal /Provincial) including Income Tax / Sales Tax, S.E. Duty and Professional Tax, PRA Tax / PST etc. will have to be paid by the firm(s) under the prevailing procedure / law.
30. In case of abnormal quoted rates, the Firm(s)/Bidder(s) shall be responsible.
31. Rates must be quoted in Pakistani Currency including all Taxes.
32. For examination of samples or obtaining any other information regarding tenders, Store Branch can be visited during office hours on any working day. Bidder(s) shall communicate all queries via Store Branch.

The Bid security may be forfeited:

- a) If a Bidder withdraws its Bid during the period of Bid validity specified in bidding documents.
- b) If the successful Bidder fails to:
 - i. Sign to the contract in accordance with the above said terms and conditions.
 - ii. Furnish a performance guarantee/security @ 10% of the total cost of Bid.

- iii. Provide to be indulged in corrupt practices.
- iv. Provide stamp paper for agreement.
- 33. Any dispute or difference between the firm/ contractor and Secretary BISE Rawalpindi shall be settled by the Chairman BISE Rawalpindi as sole arbitrator will be considered as binding and his decision shall not be challenged in any court of law.
- 34. A Separate Bank Guarantee/CDR for each lot will have to be submitted.
- 35. Technical evaluation shall be carried out by the Board authorized person's (Technical Committee) to evaluate the bidders as per detail given by them in their Technical Bids.
- 36. The responsive Firm/ Contractor with lowest financial bid will be considered successful.
- 37. The selection is subject to the decision of the Purchase Committee /Authority and cannot be challenged in any court of law.

REJECTION/ACCEPTANCE OF THE BID

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any Bidder(s), the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of invoking discretion provided under sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Bidder(s). However, prospective Bidder(s) shall be informed in due course about the rejection of the bids if any (As per Rule 35 of Punjab Procurement Rules, 2014).

TENDER COST

The Bidder(s) shall bear costs/expenses with regard to preparation and submission of the Tender(s) and the Procuring Agency shall not responsible/liable for those costs/ expenses.

AMENDMENT OF THE TENDER DOCUMENT

The Procuring Agency may, at any time prior to the deadline for submission of the Tender, at its own initiative vested with exclusive discretion or in response to a clarification requested by the Bidder(s), amend the Tender Document, on account of any reason. Where after all such amendment(s) shall be considered part of the Tender Document and binding on the Bidder(s) as per Punjab Procurement Rules, 2014 Rule 25(4).

BID SECURITY (EARNEST MONEY)

- a. The Bidder(s) shall furnish the Bid Security (Earnest Money) as under:
 - i. for a sum equivalent to 5% of the estimated price of each lot in the form of Bank Guarantee/Call Deposit Receipt, in the name of the Secretary, Board of Intermediate and Secondary Education, Rawalpindi.
 - ii. Denominated in Pak Rupees.
 - iii. Have a minimum validity period of One Hundred & Eighty days (180 days) from the last date for submission of the Tender.
- b. The Bid Security (Earnest Money) shall be forfeited by the Procuring Agency, on the occurrence of any or all of the following conditions:
 - i. if the Bidder(s) withdraws the Tender during the period of the Tender validity specified by the Bidder(s) on the Tender Form or
 - ii. if the Bidder(s) does not accept the corrections of his Total Tender Price;
 - iii. if the Bidder(s), having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, in accordance with the Tender Document.
 - iv. If the bidder fails to provide stamp paper for agreement.

CORRECTION OF ERRORS/AMENDMENT OF TENDER

- a. The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
 - i. if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern;
 - ii. if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected;
 - iii. if there is a discrepancy in the actual sum of the itemized total prices and the total Tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern;
- b. The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder(s).
- c. Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- d. No credit shall be given for offering delivery period earlier than the specified period.

e. PPRA Section 33(2) "The procuring Agency may, if necessary, after the opening of the bids, seek and accept such clarifications of the bid as do not change the substance of the bid" shall be applied.

Acceptance Letter/Purchase Order

The Procuring Agency shall issue the Acceptance Letter/Purchase Order to the successful Bidder(s), within reasonable time of announcement of bid evaluation report (Rule-55 of PPRA Rules, 2014) and prior to the expiry of the original bid validity period or extended bid validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

Terms & Conditions of Contract Form

Terms & condition laid down in contract document/form are part & parcel of the Bid documents and shall be applied to the successful bidder under the Tender.

Redressal of Grievances by the Procuring Agency

a. The Procuring Agency may constitute a committee comprising of odd number of persons / members, with proper powers and authorizations, to address the complaints of Bidder(s) that may occur prior to enforcement of the Procurement Contract.

b. Any Bidder(s) feeling aggrieved by any act of the Purchaser after the submission of bid may lodge a written complaint concerning grievances within five days of announcement of technical evaluation report and ten days after issuance of final evaluation report.

c. The Committee may investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Instruction For Preparation of Power of Attorney/Letter of Authority

a) To be executed by an authorized representative of the Bidder(s) on Firm/ company letterhead enclosing attested Copy of National Identity Card.

b) The mode of execution of the Power of Attorney/Letter of Authority should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

c) Also, wherever required, the Bidder(s) should submit for verification the extract of the charter documents such as a resolution/ power of attorney etc.

d) In favor of the person executing the Power of Attorney/Letter of Authority for the delegation of power hereunder on behalf of the Bidder(s).

e) In case the Tender Documents are signed by an authorized Director/ Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney/Letter of Authority.

FORM OF BID

Forms, Specifications of Items/Goods and Detail of Standards of Tender/Items are attached.

**Authorized Signature & Stamp
of Firm / Bidder**

AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: BIDDING DOCUMENTS FOR THE PURCHASE OF Different types of Envelopes

1.	We have examined the Tender/Bid Document and we undertake to meet the requirements. Regarding supply of Items as required and is prescribed in the Tender Document.
2.	It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3.	We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to
4.	We agree to unconditionally accept all the terms and conditions set out in the Tender/Biding Document
5.	We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document
6.	We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7.	We agree that the Procuring Agency is not bound to accept the lowest or any of the bids received. We also agree that the Procuring Agency reserves the right in absolute sense to reject all the products/services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8.	We declare that our Firm/Company is not blacklisted by Board of Intermediate and Secondary Education, Rawalpindi and PPRA Punjab. We also declare that our firm/Company is not involved in any case or litigation pending in any court of law in Pakistan.

**Name and Signature
of authorized Person along with stamp**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION RAWALPINDI.
EVALUATION CRITERIA

1. Name of Bidder/ Lead Bidder _____
(In Capital Words)
 2. Status of Firm/Company/JV/Group _____
 3. Address _____
 4. Cell No. _____ E-mail _____
 5. Income Tax No. _____
 6. Sales Tax Registration No. _____
 7. Date of Establishment of Business _____
 8. Financial Position Bank Statement issued by the bank (01.01.2025 to 30.06.2025) and minimum annual turnover is 20% of the Estimated Cost for each lot.
 9. **Ability to Supply Items.**
According to Specifications.
 10. General Experience, minimum two work orders in similar work (attach Copies of work orders)
9. Bank Guarantee /CDR No. _____ Amount _____ dated _____
- Name of Bank _____ Branch _____

(Attach original Bank Guarantee/CDR with Technical Bid)

CHECK LIST

Sr.No.	Criteria Qualification/ Evaluation Criteria	Marks	Obtain marks	PAGE NO.
1	Valid Income Tax Certificate (Along with NTN No.)	10		
2	Sales Tax Certificate	10		
3	Professional Tax Certificate (2025-26)	10		
4	Firm must have minimum two-year experience with Government/Semi Government institutions/ Organizations and shall also provide/attach two orders of similar nature.	20		
5	Bank Guarantee /CDR	20		
6	Conformance to the specification of Items given in the Bidding Documents and provisional of sample of paper/Envelopes.	10		
7	Bank Statement by the Bank (01.01.2025 to 30.06.2025). Annual turnover should not be less than 20% of the estimated Cost for each lot.	10		
8	An undertaking (as per attached format) must be provided on 100 Rupees Judicial Stamp paper that the participating firm/ company is not black listed in Board of Intermediate and Secondary Education Rawalpindi and PPRA Punjab. Through this Supplier/Vendor shall also certify that they have no case/litigation pending in any court of law in Pakistan.	10		
	Total Marks	100		

The Bidder 80% or above marks will be qualified for opening Financial Bids.

Note: - The Compliance of Sr. No. 1 to 6 are Compulsory. The Zero marking in any one Clause of Sr. No. 1 to 6 will automatically reject the tender.

**Authorized Signature & Stamp
of Firm / Bidder**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, RAWALPINDI
FINANCIAL BID.

Different types of Envelopes 2025-2026

Lot. 1.

Sr. No.	Name of Item	Specifications	Quantity	Rate Per Envelope with Taxes	Total Value
01	Postal size	7.5"X 5.5"X 1.5" 80g, Khaki Craft paper fine quality	2,50,000		
02	Certificate Size	12"X 10"X 2.5" 80g, Khaki Craft paper fine quality	1,00,000		
03	Envelope A for paper setter	10"X 6"X 1.5" 80g, white paper fine quality	2,000		
04	Envelope B for paper setter	12.5"X 8"X 2.5" 80g, white paper fine quality inside envelope white MALMAL	3,000		
05	Envelopes for acceptance of examiner No. 267	10.5"X 5"X 10.5" 80g, white paper fine quality	1,000		
06	Envelopes for acceptance of examiner No. 268	10.5"X 5"X 10.5" 80g, white paper fine quality	3,000		
07	Envelopes for return material	15 envelopes set different size 80g, Khaki Craft paper fine quality	500 sets		
08	Envelopes for OCP	15"X 11"X 4" 140g, Craft paper high finish laminated inside polythin fine quality	1,00,000		
09	Local Marking Envelopes for bubbles	15"X 11"X 2" 120g, Khaki Craft paper fine quality	1,00,000		
10	Envelope No. 270	18.5"X 15"X 2.5" 80g, Khaki Craft paper inside envelope white MALMAL fine quality	10,000		

Lot. 2.

Sr. No.	Name of Item	Specifications	Quantity	Rate Per Envelope with Taxes	Total Value
01	Multi-layer envelops with printing (bio-degradable)	18"X 14"X 2" and 15"X 12"X 2" Sheet 130 micron minimum ± 5% Black inside and white outside single colour printing on both sides as per office specimen flap 2.5 cm. Sealing Strip. Envelope life shelf life 3 years open year life 06 months.	18"X 14"X 2" 45,000 green colour printing 35,000 red colour printing Total 80,000 15"X 12"X 2" 15,000 green colour printing 15,000 black colour printing 15,000 Red colour printing Total 45,000		

Specific Instructions for Envelopes

The work order shall be issued to the firm(s) as per lot that has quoted the lowest rates overall in Lot 1 and overall in lot 2. Every firm participating in one or both Lots shall be bound to quote the rates of all envelopes specified in the respective Lots. Failure to quote the rate of any envelope shall render the Financial Bid of the firm liable to rejection.

The supplies of the successful firm shall be subject to verification of grammage/Micron of envelopes by the PCSIR Laboratory. All expenses incurred in this regard shall be borne by the firm.

Payment will be made after obtaining satisfactory report as per specifications of the office from the PCSIR Laboratories Lahore and the concerned branches of the office.

Bank Guarantee /CDR No _____ Amount _____ dated _____

Name of Bank _____ Branch _____

Name of Firm _____ Signature and Stamp _____