BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD.

BIDDING DOCUMENTS OF DIFFERENT KINDS OF CLOTH ITEMS

For Tender No.328-SS/2019
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INVITATION TO BID

1. Last date of sale of tenders is **23-10-2019**.
2. Last date of submission of tenders will be **24-10-2019** at 01:00 p.m.
3. The technical proposals will be opened on same day at 01:30 p.m. in the presence of bidders / representatives of the bidders.
4. The specification of cloth bags will get be checked by well recognized Laboratory at the time of samples and supply at the own expenditure incurred by concerned firm.
5. Tender must be sealed/complete in all respect and should reach in the office of the Secretary BISE, Faisalabad before the closing date and time.
6. The purchases will be made under PPRA rules (Single Stage Two Envelopes).
7. Bid Security @ 5% (CDR) of estimated price must be attached in favour of Secretary BISE, Faisalabad. Tender shall not be accepted without CDR.
8. Incomplete and late tenders will neither be accepted nor entertained.
9. The department reserves the right under PPRA Rules 35 to accept or reject all tenders/bids.
10. The tender’s rates will valid for 90 days.
11. The tender documents can be obtained immediately after the publication of date of Tender from Store Branch on the payment of Rs. 1500/- in the shape of draft / pay order / challan form in the favour of Secretary BISE. In case of the tender documents are required through post / courier, Rs.300/- may be added as postal charges.
12. The rates will be evaluated / compared item wise.
13. Tender Notice can also be seen at PPRA Govt. of the Punjab website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) and Board’s website [www.bisefsd.edu.pk](http://www.bisefsd.edu.pk).
1. Definitions

1.1. "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

1.2. "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

1.3. "Contract" means the agreement between the Purchaser and the supplier, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

1.4. "Supplier" means the person whose Tender has been accepted by the Purchaser.

1.5. "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

1.6. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportionable to the Goods or Services in question.

1.7. "Day" means calendar day.

1.8. "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damage in Goods and Services provided, under the Contract.

1.9. "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

1.10. "Goods" means equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.

1.11. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.


1.13. "Purchaser" means the BISE Faisalabad.

1.14. "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.

1.15. "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Supplier is required to provide to the Purchaser under the Contract.

1.16. "Taking-Over Certificate" means the certificate to be issued by the Purchaser to the Supplier, in accordance with the Contract.

1.17. "Works" means work to be done by the Contractor under the Contract.

2. Tender Cost

2.1. The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

3. Amendment of the Tender Document

3.1. The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the prospective Tenderer(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the prospective Tenderer(s).

3.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers who have purchased the tender document from BISE Faisalabad. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.
4. Preparation / submission of Tender.

4.1. The Tenderer will bid for BISE Faisalabad.
4.2. The tender and all documents relating to the tender exchanged between the tenderer and the purchaser shall be in English.
4.3. The tender shall be file in / accompanied by the prescribed form annexes schedule etc. which shall be typed completely filled, stamped and signed by the tenderer or his authorized representative.
4.4. The bid shall complete a single package containing two envelopes. Each envelope shall contain the Financial Proposal and Technical Proposal as single stage / two envelope procedure.
4.5. The envelope shall be marked as Financial Proposal and Technical Proposal in bold and legible letters to avoid any confusion.
4.6. Tender form-A will be used for Technical Proposal and Tender form-B for Financial Proposal.
4.7. The Tender shall be in two parts i.e the technical proposal and the financial proposal.
4.8. The technical proposal shall comprised the following, without quoting the price.
  4.8.2. Evidence of conformity of the goods to the tender documents.
  4.8.3. Evidence that the quoted goods are genuine and error free.
  4.8.4. Technical brochure / literature.
  4.8.5. Details of Warranty and After-Sale Service
  4.8.6. Power of Attorney, if an authorized representative is appointed
4.9. The Financial Proposal shall comprise the following:
  4.9.1. Tender Form
  4.9.2. Financial proposal-B.
  4.9.3. Tender Security
4.10. The Tenderer shall again seal the sealed envelopes of Technical Proposal and the Financial Proposal in an outer envelope, duly marking the envelope as under:

Strictly Confidential
Open on [Last Date of submission of the Tender]
[Name of the Tender Category]
[Name of the Purchaser]
[Address of the Purchaser]

[Name of the Tenderer]
[Address of the Tenderer]
[Phone No. of the Tenderer]

5. Tender Price

5.1. The quoted price shall be:
5.2. best / final / fixed and valid until completion of the Contract i.e. not subject to variation / escalation;
5.3. Inclusive of all taxes, duties, levies, insurance, freight, etc.
6 Tender Security

6.1 The tenderer shall furnish the tender security as under:
6.1.1 For the whole tender
6.1.2 for a sum equivalent to 5% of the total tender price
6.1.3 In a currency of PKR.
6.1.4 Have a minimum validity period of 90 days from the last date for submission of the tender or until furnishing of the performance security whichever is later.

6.2 The proceeds of the tender security shall be payable to the purchaser, on the occurrence of any / all of the following conditions.
6.2.1 If the tenderer withdraw the tender during the period of the tender validity specified by the tenderer on the tender form.
6.2.2 If the tenderer does not accept the correction of his total tender price or
6.2.3 If the tenderer have been notified of the acceptance of the tender by the purchaser during the period of validity, fail to furnish the performance security, in accordance with the tender documents.
6.2.4 The tender security shall be returned to the unsuccessful Tenderer upon award of the Contract. The Tender Security shall be returned to the successful Tenderer on furnishing the performance security.

7 Tender Validity

7.1 The Tender shall have a minimum validity period from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Tender security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Tender security.

8 Modification / Withdrawal of Tender

8.1 The tenderer may, by written notice served on the purchaser, modify or withdraw the tender after submission of the tender, prior to the deadline for submission of the tender.
8.2 The tender, withdrawn after the deadline for submission of the tender and prior to the expiration of the period of the tender validity, shall result in forfeiture of the tender security.

9 Opening of the Tender.

9.1 Tenders shall be opened, at the given place, time and date, in the presence of the Tenderer(s) for which they shall ensure their presence without further invitation.

10 Evaluation of the Tenders.

10.1 The technical evaluation committee shall evaluate the sample / technical bid. The financial proposal will be opened only of those bidders whose technical proposals / samples found as per specification / acceptable.
11 Rejection / Acceptance of the Tender.

11.1 The Purchaser shall have the right, at his exclusive discretion, to accept or reject all the tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning reason or obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

11.2 The Tender shall be rejected if it is:

11.2.1 substantially non-responsive; or
11.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
11.2.3 incomplete, un-sealed, un-signed, printed (hand written), partial, conditional, alternative, late; or without CDR.
11.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
11.2.5 the Tenderer submits more than one Tenders; or
11.2.6 the Tenderer refuses to accept the corrected Total Tender Price; or
11.2.7 the Tenderer has conflict of interest with the Purchaser; or
11.2.8 the Tenderer triesto influence the Tender evaluation / Contract award; or
11.2.9 The Tenderer engages in corrupt or fraudulent practices in competing for the Contract award.

12 Acceptance Letter.

12.1 The Purchaser shall, send the Acceptance Letter to the successful Tenderer, prior to the expiry of the validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

13 Performance Security.

13.1 The successful Tenderer shall furnish Performance Security as under where needed.

13.1.1 within three working days of the receipt of the Acceptance Letter from the Purchaser;
13.1.2 in the form of a CDR, issued by a scheduled bank, or in another form acceptable to the Purchaser;
13.1.3 for a sum equivalent to 10% of the contract value.
13.1.4 In PKR.
13.1.5 have a minimum validity period of 90 days from the date of Award Notification or until the date of expiry of warranty period, whichever is later.
13.2 The proceeds of the Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:
13.2.1 If the Contractor commits a default under the Contract;
13.2.2 If the Contractor fails to fulfill any of the obligations under the Contract;
13.2.3 If the Contractor violates any of the terms and conditions of the Contract.

13.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity.
14 Contract.
14.1 The purchaser shall, after receipt of the performance security from the successful Tenderer, send the contract provided in the tender document, to the successful tenderer. Within the working days of the receipt of such contract, the tenderer shall sign and date the contract and return it to the purchaser. An agreement will be made on stamp paper @ 0.25% of total value of the tender which will be provided by the supplier.

15 Contract Language
15.1 The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

16 Standards
16.1 The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest industry standards.

17 Labeling.
17.1 The Goods supplied under the Contract, shall be clearly labeled so as to correspond with the delivered documentation, with proper labeling scheme provided by the client.

18 Delivery
18.1 The Supplier shall deliver the Goods at BISE Jhang Road, Faisalabad within stipulated period.
18.2 The Service shall remain at the risk and under the physical custody of the Contractor until the delivery and testing of the Goods is completed.
18.3 The Supplier shall ensure that the Goods shall be delivered complete without interruption.
18.4 Good / Well Condition Vehicle / Mazda may be used for delivery of Cloth Items.

19 Spare Parts and Support
19.1 The Supplier shall further ensure that the Services provided by the Contractor, under the Contract shall have no defect, arising from design, materials, installation, configuration, or from any act or omission of the Contractor that may develop under normal use of the provided Service.

20 Inspection and Testing
20.1 The Purchaser shall inspect and test the Goods supplied, the Services provided or the Works carried out, under the Contract, to verify their conformity to the Technical Specifications.
20.2 The inspections and tests shall be conducted at the premises of BISE Faisalabad.
20.3 The Purchaser may reject the Goods, the Services or the Works if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost to the Purchaser.
20.4 The specification of cloth bags will be checked by well recognized Laboratory at the time of samples and supply at the own expenditure incurred by concerned firm.

21 Warranty
21.1 The Supplier shall warrant to the Purchaser that the material is as per given specifications as provided in the Contract.
21.2 The Supplier shall further warrant that the Goods supplied by the Contractor, under the Contract shall have no defect, arising from design, materials, workmanship or from any act or omission of the Contractor that may develop under normal use of the supplied Goods.
21.3 The Warranty Period shall start from the date of supply.
21.4 The purchaser shall served, by written notice served on the supplier a promptly indicate any claim(s) arising under the warranty.
21.5 The Contractor shall, within the prescribed time period, after receipt of such notice, repair or replace the defective / damaged Goods or parts thereof on site, without any cost to the Purchaser.

22 Payment
22.1 The Purchaser shall make payment for the Goods supplied, the Services provided and the Works done, to the Contractor, as per Government policy, in the currency of the PKR, through cheque.
23 Price

23.1 The Supplier shall not charge prices for the Goods supplied, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

24 Liquidated Damages.

24.1 If the Supplier delays in supply of material under the Contract, the fine will be imposed @ Rs. 1000/- per day. The Secretary BISE Faisalabad is empowered to delay condone on given solid reason / grounds.

25 Blacklisting.

25.1 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Supplier, either indefinitely or for a stated period, for future tenders in public sector.

25.2 If the Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.

26 Forfeiture of Performance Security

26.1 If the Supplier fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Supplier.

27 Termination for Convenience

27.1 The Purchaser may, at any time, by written notice served on the Supplier, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Supplier.

27.2 The Goods and the Services which are complete or to be completed by the Supplier, within thirty working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining Goods, the Purchaser may elect:

27.2.1 To have any portion thereof completed and delivered.

28 Force Majeure

28.1 The Supplier shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance / discharge of obligations under the Contract is the result of an event of Force Majeure.

28.2 If a Force Majeure situation arises, the Supplier shall, by written notice served on the Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform under

28.3 the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

29 Dispute Resolution

29.1 The Purchaser and the Supplier shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

29.2 In case of any dispute the decision of the Chairman will be final and not liable to be challenged in any court of law.
SCHEDULE- A: SPECIAL STIPULATIONS

For ease of reference, certain Special Stipulations are as under:

| Tender Security | For a sum equivalent to 5% of the Total Tender Price; denominated in a currency of the Tender; Have a minimum validity period of 90 days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later. |
| Performance Security | The successful Tenderer shall furnish Performance Security as under where deemed necessary within three working days of the receipt of the Acceptance Letter from the Purchaser; in the form CDR, issued by a scheduled bank operating in Pakistan, for a sum equivalent to 10% of the contract value; Have a minimum validity period of 90 days from the date of Award Notification or until the date of expiry of warranty period, whichever is later. Or 10% of total contract will be retained from the bill which will be released in the light of report submitted by the concerned branch. |
| Delivery Point of Goods & Services | The Supplier shall deliver the Goods at BISE Faisalabad as specified by the Purchaser at the time of delivery. |
| Time Line | Within the period given in time frame. |
| Liquidated damages for failure / delay in supply / Installation / configuration of Goods / Services / Works by the Supplier | In case of delay in supply a fine of Rs. 1000/- per day will be deducted as liquidated damages from the bill of the firm. |

30 Taxes and Duties

30.1 The Supplier shall be entirely responsible for all taxes, duties and other such levies imposed outside and within Pakistan. Taxes and duties shall be deducted as per Law. The Supplier may make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.
TENDER FORM

To:

Secretary
Board of Intermediate & Secondary Education, Faisalabad.

Gentlemen:

1. We, [Name and Address of the Tenderer], having read, understood and accepted the Tender Document, including the Addendum(s), if any, offer to supply, install, configure, test, train and support the Goods and the Services, in conformity with the said Tender Document, to [Name and Address of the Purchaser], for the Total TenderPrice of PKR (in figures ____________________) (in words ____________________), in accordance with the financial proposal-b.

2. We undertake that the Tender shall have a minimum validity period of 90 days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.

3. We undertake to provide the Performance Security to give satisfactory assurance of our ability and intention, for due performance / execution of the Contract in accordance with the terms and conditions of the Contract, in case of acceptance of the Tender.

4. We undertake to be bound by the Tender and the Acceptance Letter, which shall constitute a contract, until execution of the formal Contract.

Date this ________________day of 2019.

TENDERER
Signature __________________
CNIC #  __________________
Name  __________________
Designation __________________
Address __________________

WITNESSES
Signature __________________ Signature __________________
CNIC #  __________________ CNIC #  __________________
Name  __________________ Name  __________________
Designation __________________ Designation __________________
Address __________________ Address __________________

Note: The Tender Form should be on the letterhead of the Tenderer.
AFFIDAVIT

1. We, [Name and Address of the Tenderer], do hereby declare on solemn affirmation that:

2. We have not been involved in litigation with any client during the last 3 years.

3. We acknowledge that we have read, understood and accepted the Tender Document.

4. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s).

5. We understand that the Purchaser shall have the right, at his exclusive discretion, to accept/reject all tender(s), cancel/annul the Tendering process at any time prior to award of Contract and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

Date this ________________day of 2019.

TENDERER
Signature __________________
CNIC # ________________
Name ____________________
Designation ________________
Address __________________

WITNESSES
Signature ________________ Signature ________________
CNIC # ________________ CNIC # ________________
Name __________________ Name __________________
Designation ________________ Designation ________________
Address __________________ Address ________________

Note: The Affidavit should be on the Stamp Paper.
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD.

TECHNICAL PROPOSAL OF
DIFFERENT KINDS OF CLOTH ITEMS

Tender No. 328/SS  Dated: 28-09-2019

<table>
<thead>
<tr>
<th>SR.#</th>
<th>NAME OF ITEMS</th>
<th>SPECIFICATION</th>
<th>QTY</th>
<th>ESTIMATED PRICE (RS.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cloth for Cleaning</td>
<td>Best Quality</td>
<td>100 Meter</td>
<td>5,250</td>
</tr>
<tr>
<td>2.</td>
<td>Cloth Bag size 24” x 22”</td>
<td>PC-76x68 30x30 (Dark Blue)</td>
<td>7000 Bags</td>
<td>389,550</td>
</tr>
<tr>
<td>3.</td>
<td>Cloth Bag size 24” x 22”</td>
<td>PC-76x68 30x30 (Sky Blue)</td>
<td>8000 Bags</td>
<td>445,200</td>
</tr>
<tr>
<td>4.</td>
<td>Cloth Bag size 24” x 22”</td>
<td>PC-76x68 30x30 (White)</td>
<td>22500 Bags</td>
<td>1,252,125</td>
</tr>
<tr>
<td>5.</td>
<td>Cloth Bag size 54” x 36”</td>
<td>PC-76x68 30x30 (White)</td>
<td>500 Bags</td>
<td>52,500</td>
</tr>
</tbody>
</table>

CERTIFICATE

It is certified / verified that:

1. We have read Terms & Conditions and accept it and shall follow the same.
2. We are agreed to supply the item according to the specifications as described.
3. We quoted the rates according to the specifications.
4. Bid security @ 5% (CDR) bearing Serial No………………………. dated ……………….. of estimated price has been attached with the technical proposal in the favour of Secretary BISE, Faisalabad.
5. The delivery and installation will be completed in thirty days after the issuance of work order.
6. We have attached the client list with the technical proposal.

Name______________________________________________________________________________________________
CNIC No.__________________________________________________________________________________________
Phone No.__________________________________________________________________________________________
Cell # ___________________________________________________________________________________________
Fax # ___________________________________________________________________________________________
NTN No. __________________________________________________________________________________________
Sale Tax No. _______________________________________________________________________________________
E-Mail Address_____________________________________________________________________________________
Address__________________________________________________________________________________________
Signature with Stamp_____________________________________________________________________________
**BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD.**

**FINANCIAL PROPOSAL**

**OF DIFFERENT KINDS OF CLOTH ITEMS**

Tender No. **328/SS**  
Dated: **28-09-2019**

<table>
<thead>
<tr>
<th>SR.#</th>
<th>NAME OF ITEMS</th>
<th>SPECIFICATION</th>
<th>ESTIMATED PRICE (RS.)</th>
<th>QTY</th>
<th>Unit Price</th>
<th>Amount GST if applicable</th>
<th>Unit Price With GST</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cloth for Cleaning</td>
<td>Best Quality</td>
<td>5,250</td>
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<td>Cloth Bag size 24” x 22”</td>
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<td>7000</td>
<td>Bags</td>
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<td>8000</td>
<td>Bags</td>
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<td></td>
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<td>4.</td>
<td>Cloth Bag size 24” x 22”</td>
<td>PC- 76x68 30x30 (White)</td>
<td>1,252,125</td>
<td>22500</td>
<td>Bags</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Cloth Bag size 54” x 36”</td>
<td>PC- 76x68 30x30 (White)</td>
<td>52,500</td>
<td>500</td>
<td>Bags</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Value of Tender ___________________

Note: In case of any discrepancy between unit price and total amount the unit price will prevail.

**CERTIFICATE**

It is certified / verified that:

1. We have read Terms & Conditions and accept it and shall follow the Terms & Conditions.
2. We quoted the rates according to the specifications as described by the department.

Name ____________________________________________  
CNIC No. ____________________________________________  
Phone No. ____________________________________________  
Cell # ____________________________________________  
Fax # ____________________________________________  
NTN No. ____________________________________________  
Sale Tax No. _________________________________________  
E-Mail Address ______________________________________  
Address ____________________________________________  
Signature with Stamp_______________________________