

PUNJAB SKILLS DEVELOPMENT FUND

TENDER DOCUMENT

Provision of Office Stationery & Grocery for PSDF

September 2019



Submission Date for Tender: October 14, 2019 before 11:00 AM

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore Pakistan

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1- Invitation to Bids

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from established organizations/companies/firms for **Provision of Office Stationery & Grocery for PSDF** (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender and provide relevant information and supporting documents mentioned in this tender document.

2- Instruction to Bidders

The selection of Goods will be based on **Least Cost Selection Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately Technical and Financial proposals. The envelopes shall be marked as **(Provision of office Stationery & Grocery for PSDF)** "Technical Proposal" and "Financial Proposal".
- b) The bidders shall submit complete standard documentation appended as Annexures along with any specific documents required by PSDF.
- c) In the first instance, the "Technical Proposal" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF. PSDF shall evaluate Technical Proposal in a manner prescribed in the document, without reference to the price and condition shall be entitled to reject any proposal which does not conform to specified requirements. During the technical evaluation no amendments in Technical Proposal shall be permitted.
- d) After the evaluation and approval of technical proposals, PSDF shall open financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- e) The financial bids of the organisations found technically non-responsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated based on PSDF evaluation criteria as provided in this document.
- f) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender, type of contract etc. to assist potential contractors to develop their technical proposals. Financial bids will only be opened for bids that have been technically accepted at predetermined time, venue and date communicated to the bidders.
- g) Minimum passing marks are 65, bidder who shall obtain minimum 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.

3- Conditions for Eligibility

The successful bidder, fulfilling the following criteria, will be considered as an eligible bidder for the evaluation process;

- a) The bidder must have local presence/office in Lahore. (Provide the details on the letter head)
- b) Provide copy of Tax Returns of last year 2017-18. (Copy of Tax Return Required)
- c) Must not be blacklisted by any government/ semi-government/autonomous body/ any organization (Declaration on stamp paper)
- d) Provide NTN, GST/PST details, if applicable. (Copy of Registration is required).

Any, failure to provide information as per the above mentioned or fulfilment under the requirement of, "Eligibility Criteria Checklist" (**Annexure B**) shall deemed to be or declared ineligible for the bidding process and its technical evaluation will not be carried out.

Please mark/flag the supporting documents for Eligibility Criteria Checklist.

4- Scope of Work

1. Scope of work is attached in **Annexure-E**.

5- General or Special Conditions of Contract

- a) PSDF reserves the right to award or not to award the contract and Bidders who fail to complete and attach all the relevant documents shall be deemed to be or declared to be ineligible.
- b) No tender document shall be accepted, if not **properly sealed, marked, signed and stamped**.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be accepted.**
- d) All documents and information received by PSDF from applicants will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Documents shall be submitted in hard copies in a sealed envelope marked as "PROPOSAL" as hard copy in a sealed envelope for "Supply of stationery & grocery to PSDF." The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.

Procurement Department: -

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

- g) E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.
- h) PSDF also reserves the right to verify any information provided by the applicants or may visit business premises to verify the information shared in tender documents.
- i) Bidder presenting information intentionally incorrectly or fraudulently shall be disqualified.
- j) Questions about this technical proposal can be made only in writing: a letter or an E-mail: at Procurement@psdf.org.pk and must be asked by or before COB October 9, 2019.
- k) Pre-Bid meeting will be held on October 7, 2019 at 11:00 AM at PSDF Office Board Room.
- l) PSDF shall enter into a formal contract with the successful Bidder only and reserves the right to terminate the contract, if performance of Bidder is unsatisfactory.

*** Although adequate thought has been given in the drafting of this document, errors such as typos may occur without any responsibility on PSDF's part.

6- Form of Contract

- 1) The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- 2) The duration of the contract shall be one year however, it may be extended for one year with the mutual consent of the both parties on the same term and conditions. If PSDF chooses to cancel the contract during the contract period, a notice period of one month will apply.
- 3) Successful company will sign a contract and shall provide the agreed goods within the stipulated agreed time of issuance of the Purchase Order.
- 4) Penalty shall be imposed to successful bidder, if he fails to deliver the goods on agreed terms & conditions mentioned in the bidding document and contract.
- 5) In case of any dispute regarding goods the decision of the PSDF shall be final & binding.
- 6) The PSDF may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any firm, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- 7) The PSDF shall make the payment based on the successful delivery of goods within thirty (30) days after the submission of invoice.
- 8) All taxes shall be deducted in accordance with applicable laws.
- 9) The bid shall remain valid for the period of **150 days** from the date of opening.

7- Form of Bid

The Bidders shall follow the Form of Bid specified in Annexure F.

8- Delivery Timelines or Completion Date

Unless agreed otherwise, supply of stationery & grocery item shall be provided within one weeks from the date of the Purchase Order issuance. Any delay in delivery of Goods as per agreed time frame will be subject to a penalty @1% per day, up to maximum 10% of the total contract/Purchase Order value.

9- Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated against requirements specified in the in “**Annexure – D**”.

10- Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in Annexure – F”.

11- Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidences must be submitted before closing dated i.e.-October 14, 2019 at 11:00 AM. Technical proposals will be publicly opened on the same day October 14, 2019 at 11:30 AM--in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to successful bidder.

a. Bid Security

Bid Security of Rs. 25,000 (Twenty-five Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Annexures

Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B Eligibility Response Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	The bidder must have local presence/office in Lahore. (Provide the details on the letter head)	(Provide the details on the letter head)	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide copy of Tax Returns of last year 2017-18.	(Copy of Tax Return Required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Must not be blacklisted by any government/ semi-government/autonomous body/ any organization	(Declaration on stamp paper)	<input type="checkbox"/>	<input type="checkbox"/>
4	Provide NTN, GST/PST details, if applicable.	(Copy of Registration is required).	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C Relevant Experience

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Goods/Services (For example – Jan 2010 to September 2019)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex – D Technical Evaluation Criteria

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Client Portfolio	20		
	Worked with above 10 local/international/ Telecom /MNC clients/ government/semi government / autonomous bodies for Providing Office Stationery or Grocery or General Supplies.		20	Documentary proof (copies of contract or purchase orders) should be furnished.
	Worked with more than 5 but less than or equal to 9 local/international/ Telecom /MNC clients/ government/semi government / autonomous bodies for Providing Office Stationery or Grocery or General Supplies.		15	
	Worked with 3 but less than or equal to 5 local/international/ Telecom MNC clients/ government/semi government / autonomous bodies for Providing Office Stationery or Grocery or General Supplies.		10	
2	Relevant Experience	20		
	Providing Office Stationery or Grocery or General Supplies for more than 03 years		20	Documentary proof (copies of contract or purchase orders) should be furnished.
	Providing Office Stationery or Grocery or General Supplies for more than 02 years but less than or equal to 03 years.		15	
	Providing Office Stationery or Grocery or General Supplies for more than 01 years but less than or equal to 02 years.		10	
3	Financial Capability	20		
	Annual revenue of company should be greater than Rs. 3 million		20	Copy of 17-18 financial audit report done by ICAP/SBP registered auditing firm or tax return of 17-18
	If annual revenue is less than or equal to Rs. 3 million but greater than 2 million		15	
	If annual revenue is less than or equal Rs. 2 million but greater than 1.5 million		10	
4	Inspection of Samples	40		Samples
Total Points Awarded		100		

- Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.
- Minimum 35 Marks are required to get for the Inspection of the samples.

Annex – E Scope of Work

Detail Specification of each item will be shared in pre-bid meeting or can be obtained through an email to Procurement@psdf.org.pk.

Category -1 Stationery

Sr. #	Item Name	Sr.#	Item Name	Sr.#	Item Name
1	Ball Pen	27	Register (Stock)	53	Paper Ream
2	Ball Pen	28	Stamp Pad	54	Envelop
3	Ball Pen	29	Stapler	55	Envelop
4	Ball Pen	30	Stapler	56	Envelop
5	Ball Pen	31	Stapler Pin Remover	57	Window Envelope
6	Ball Pen	32	Stapler Pin	58	L- Folder
7	Ball Pen	33	Stapler Pin	59	L- Folder
8	Ball Pen	34	Stamp Pad Ink	60	Plastic File
9	Ball Pen	35	Separator	61	Packing Tape
10	Binding Tape	36	White Board	62	RFID PVC CARD
11	Binding Tape	37	White Board	63	Scissor
12	Battery Cell	38	White Board	64	Executive File Folder
13	Battery Cell	39	Eraser	65	Highlighter
14	Box File with Clip	40	Ruler Paper	66	Writing Pad
15	Gum stick	41	Cutter	67	Writing Pad
16	Highlighter	42	Stapler	68	Writing Pad
17	Lead Pencil	43	Sticky Notepad	69	PVC Card Jacket
18	Masking Tape	44	Flag for File	70	Yoyo for Employee Card



Skills For Success

19	Marker	45	Notice Board	71	Binder Clip Large
20	Marker	46	Correction Pen	72	Binder Clip Med
21	Marker	47	Sharpener	73	Binder Clip Small
22	Plastic Folder	48	D-ring File	74	3 Tier Paper Trey Steel Mesh
23	Paper Clip	49	Pin Thumb	75	Letter Size Envelope
24	Punch Machine	50	Tape Scotch	76	Key Chain Wire Rope Employee Card
25	Register (For letter Received)	51	Calculator	77	Card Holder Leather
26	Register (For letter Dispatched)	52	Paper Ream	78	Executive Box File (Blue & White)

Category-2 Grocery

Sr.#	Item Name
1	Dry Milk
2	Tea Bag
3	Green Tea Bag
4	Biscuits
5	Coffee
6	Sugar
7	Cardamom Tea

Category – 3
Miscellaneous Items

Sr.#	Item Name
1	Tissue Box
2	Tissue Rolls
3	Hygiene Towel Tissue
4	Windows & Glass cleaning Liquid
5	Multipurpose liquid Cleaner
6	Dish Wash Soap
7	Duster
8	Insect Killer
9	Floor Mop
10	Phenyl
11	Dish Wash Liquid
12	Toilet Sweep
13	Dustbin
14	Dustbin
15	Air freshener
16	Handwash liquid Soap
17	Handwash liquid Soap
18	Chrome & metal Polish
19	Floor Mention Wax Polish
20	Auto Air Freshener Dispenser
21	Auto Soap Dispenser
22	Towel Tissue Dispenser
23	Dust Bin (stainless steel/Pedal/hydraulic
24	Paper Bin Steel Mesh

Annex – F Financial Proposal

Detail Specification of each item will be shared in pre-bid meeting or can be obtained through an email to Procurement@psdf.org.pk.

COSTING SHEET OF STATIONERY & GROCERY & GENERAL ITEMS

Category -1 Stationery

Sr.#	Item Name	Required Quality	Description /Specification	UOM (Unit of Measure)	Unit Rate Rs.
1	Ball Pen				
2	Ball Pen				
3	Ball Pen				
4	Ball Pen				
5	Ball Pen				
6	Ball Pen				
7	Ball Pen				
8	Ball Pen				
9	Ball Pen				
10	Binding Tape				
11	Binding Tape				
12	Battery Cell				
13	Battery Cell				
14	Box File with Clip				
15	Gum stick				
16	Highlighter				
17	Lead Pencil				
18	Masking Tape				
19	Marker				
20	Marker				
21	Marker				
22	Plastic Folder				
23	Paper Clip				



24	Punch Machine				
25	Register (For letter Received)				
26	Register (For letter Dispatched)				
27	Register (Stock)				
28	Stamp Pad				
29	Stapler				
30	Stapler				
31	Stapler Pin Remover				
32	Stapler Pin				
33	Stapler Pin				
34	Stamp Pad Ink				
35	Separator				
36	White Board				
37	White Board				
38	White Board				
39	Eraser				
40	Ruler Paper				
41	Cutter				
42	Stapler				
43	Sticky Notepad				
44	Flag for File				
45	Notice Board				
46	Correction Pen				
47	Sharpener				
48	D-ring File				
49	Pin Thumb				
50	Tape Scotch				
51	Calculator				



52	Paper Ream				
53	Paper Ream				
54	Envelop				
55	Envelop				
56	Envelop				
57	Window Envelope				
58	L- Folder				
59	L- Folder				
60	Plastic File				
61	Packing Tape				
62	RFID PVC CARD				
63	Scissor				
64	Executive File Folder				
65	Highlighter				
66	Writing Pad				
67	Writing Pad				
68	Writing Pad				
69	PVC Card Jacket				
70	Yoyo for Employee Card				
71	Binder Clip Large				
72	Binder Clip Med				
73	Binder Clip Small				
74	3 Tier Paper Trey Steel Mesh				
75	Letter Size Envelope				
76	Key Chain Wire Rope for Employee Card				
77	Card Holder Leather				
78	Executive Box File (Blue & White)				

Category-2 Grocery

Sr.#	Item Name	Required Quality	Description /Specification	UOM (Unit of Measure)	Unit Rate Rs.
1	Dry Milk				
2	Tea Bag				
3	Green Tea Bag				
4	Biscuits				
5	Coffee				
6	Sugar				
7	Cardamom Tea				

Category – 3 Miscellaneous Items

Sr.#	Item Name	Required Quality	Description /Specification	UOM (Unit of Measure)	Unit Rate Rs.
1	Tissue Box				
2	Tissue Rolls				
3	Hygiene Towel Tissue				
4	Windows & Glass cleaning Liquid				
5	Multipurpose liquid Cleaner				
6	Dish Wash Soap				
7	Duster				
8	Insect Killer				
9	Floor Mop				
10	Phenyl				
11	Dish Wash Liquid				
12	Toilet Sweep				
13	Dustbin				

14	Dustbin				
15	Air freshener				
16	Handwash liquid Soap				
17	Handwash liquid Soap				
18	Chrome & metal Polish				
19	Floor Mention Wax Polish				
20	Auto Air Freshener Dispenser				
21	Auto Soap Dispenser				
22	Towel Tissue Dispenser				
23	Dust Bin (stainless steel/Pedal/hydraulic				
24	Paper Bin Steel Mesh				

- The bidders who meet the technical criteria (35 Marks in Sample Inspection and overall 65 Marks) and lowest in the cost of each category (it is compulsory to bid all the items in each category) will be awarded the business.
- Samples will be asked to submit to PSDF any time during technical evaluation (Bidders who are Eligible). After the award of contract to successful bidder, all the samples will be returned to their respective bidders.
- The submitted samples must meet the required technical specifications of the items as per Annex-E.
- The submitted samples must meet the required specifications of the items which will be shared in pre-bid meeting or can be obtained through an email to Procurement@psdf.org.pk.

Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Annex- I Cover Letter

Cover Letter for the Submission of Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Goods for [Provision of Office Stationery & Grocery for PSDF] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: