

# **PUNJAB SKILLS DEVELOPMENT FUND**

## **Tender Document**

**August 2018**

---

### **“Office Stationery & General Supplies”**



**Submission Date for Sealed Bids: August 10, 2018 by 3:00 PM**

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

Phone: +92-42-35752408-10

Fax: +92-42-35752190

| <u>Table of Contents</u>   | <u>Page No</u> |
|--|----------------|
| <b>1-Invitation to Bids</b>  | <b>2</b>       |
| <b>2-Instruction to Bidders</b>                                    | <b>2</b>       |
| <b>3-Conditions for Eligibility</b>                                | <b>3</b>       |
| <b>4-Terms of Reference/Scope of Work</b>                          | <b>3</b>       |
| <b>5-Condition for Contract /General Guidelines</b>                | <b>3</b>       |
| <b>6-Form of Contract</b>  | <b>4</b>       |
| <b>7-Form of Bid</b>   | <b>4</b>       |
| <b>8-Delivery Timelines or Completion Date</b>                     | <b>4</b>       |
| <b>9-Penalty:</b>  | <b>5</b>       |
| <b>10-Technical Evaluation Criteria</b>                            | <b>5</b>       |
| <b>11-Financial Evaluation Criteria</b>                            | <b>5</b>       |
| <b>12-Submission of Bids (Technical and Financial Proposal): -</b> | <b>5</b>       |
| a. Call Deposit Receipt (CDR)                                      | 5              |
| b. Cover Letter for the Submission of Technical Proposal           | 5              |
| <b>Annexures</b>   | <b>7</b>       |
| <b>Annex – A Organizational Information</b>                        | <b>7</b>       |
| Annex – B Eligibility Response Checklist                           | 8              |
| Annex – C Relevant Experience                                      | 9              |
| Annex – D Technical Evaluation Criteria                            | 10             |
| Annex – E Scope of Work  | 11             |
| Annex – F Financial Proposal                                       | 14             |
| Annex – G Cover Letter   | 15             |
| Annex- H Declaration   | 16             |

## 1- Invitation to Bids

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Bidder set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from bidders for Office Stationery and General Supplies on behalf of PSDF. All interested and eligible bidders are requested to go through the Tender and provide relevant information and supporting documents mentioned

## 2- Instruction to Bidders

The selection of Office Stationery and General Supplies Bidder will be based on **Least Cost Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and technical proposal. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
- b) In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PSDF.
- c) PSDF shall evaluate the technical proposal in the manner prescribed in section-**10**, without reference to the price and shall reject any proposal which does not conform to the specified requirements.
- d) During the technical evaluation no amendments in the technical proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- f) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders.
- g) The technical and financial proposal will be evaluated based on PSDF evaluation criteria as provided in section – **10** and **11** of this document.
- h) 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 bidders to develop their technical proposals. Bidder who is eligible, technically responsive will be short-listed for financial bid opening.
- i) Contract shall be awarded on, the bidder who is technically responsive and quote the lowest in the financial proposal.
- j) Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- k) Technical evaluation shall be done for pass and fail purpose only and no weightage shall be given even, if the bidder score 70 or more than 70 marks in the technical evaluation at the time of financial evaluation.

### 3- Conditions for Eligibility

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

- a) Minimum 3 years of proven experience of providing Office Stationery and General supplies services and working with three clients currently of multinationals, telecom, autonomous bodies/international clients. (copies of contract or work order by clients should be furnished)
- b) The bidder must have office in Lahore. (office address on signed letter head)
- c) Provide copy of Tax Returns of last year 2016-17. (Copy of Tax Return Required)
- d) Affidavit on stamp paper, declaring that Bidder is not black listed by any agency / authority/organization. (Original required)
- e) NTN and GST/PST (if applicable) registration certificate. (Registration Copy required)

*If bidder fail to provide information as per the above mentioned or does not fulfil the requirement of, "Eligibility Criteria Checklist" (**Annexure B**) shall be dis-qualified and declared ineligible from the bidding process and its technical evaluation will not be carried out. **Please mark the supporting documents for Eligibility Criteria Checklist.***

### 4- Terms of Reference/Scope of Work

- Detailed Scope of work is attached as annexure- E

### 5- Condition for Contract /General Guidelines

- a) PSDF reserves the right to award or not to award this contract and Bidders who fail to complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, if not **properly sealed, marked, signed and stamped.**
- b) 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.
- 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 considered.**
- d) All documents and information received by PSDF from bidders 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) Only short-listed bidders fulfilling the eligibility criteria will be considered for technical evaluation.
- g) Documents shall be submitted in hard copies in a sealed envelope marked as "TECHNICAL PROPOSAL" as hard copy in a sealed envelope for "Office Stationery and General Supplies." The envelope containing hard copies of technical 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

E-mail: [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- h) Sealed Technical Proposals received after due date & time, will not be accepted.
- i) PSDF reserves the rights to request submission of additional information from applicants to clarify/further understand aspects of technical proposal, if required. PSDF also reserves the right to verify any information provided by the applicants.
- j) **Questions about this bidding document can be made only in writing through a letter or E-mail: at [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) and must be asked by or before COB August 1<sup>st</sup> , 2018. Pre-Bid meeting will be held on August 1<sup>st</sup>, 2018 at 11:00 AM at PSDF Office Board Room .**
- k) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- a. Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

#### **6- Form of Contract**

- l) The duration of the contract will be 1 year, If PSDF cancel the contract during the contract period, a notice period of 1 month will apply. Contract may be extended for one year based on the performance of the bidder on same terms & conditions.
- m) Successful Bidder will sign a contract and will provide the agreed supplies within the stipulated agreed time of issuance of the Purchase/Service Order. In case late delivery of supplies, penalty will be imposed agreed mutually while signing the contract with successful bidder.
- n) In case of any dispute regarding services the decision of the PSDF shall be final & binding.
- o) The competent authority 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 bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- p) The PSDF undertakes to pay the valid invoice within thirty (30) days after the delivery of supplies. All taxes will be deducted in accordance with the applicable laws.
- q) The bid shall remain valid for the period of **150 days** from the date of bid opening.

#### **7- Form of Bid**

Please submit the financials in **Annexure- F**

#### **8- Delivery Timelines or Completion Date**

The bidder shall provide the supplies within 5 working days after the issuance of Purchase Order.

#### **9- Penalty:**

Any delay in delivery of Supplies as per agreed time frame will be subject to a penalty as agreed at time of agreement.

#### **10- Technical Evaluation Criteria**

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

#### **11- Financial Evaluation Criteria**

- a) The Financial Proposals of only eligible bidders with technically responsive will be opened in the presence of all the bidders participated in the tender. All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. Chairperson or member of the evaluation committee 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.
- b) Please provide information regarding Financials in Annexure – F”.

#### **12- Submission of Bids (Technical and Financial Proposal): -**

Complete bid containing Technical and Financial proposal along with CDR, all required information and documentary evidences must be submitted before closing dated i.e.-**August 10, 2018 at 3:00 PM**-. Technical proposals will be publicly opened on the same day i.e. – **August 10, 2018 at 3:30 PM** in the presence of bidder’s representatives who wish to attend it. CDRs of disqualified bidders will be returned after awarding the business to successful bidder.

##### **a. Call Deposit Receipt (CDR)**

CDR of Rs. 25,000 (Five Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and must be enclosed in financial bid.

##### **b. Cover Letter for the Submission of Technical Proposal**

A cover letter as specified in **annexure G** shall be submitted with the proposal.

**Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid.**



## Annexures

### Annex – A Organizational Information

| Organization Information |   |                            |  |
|--------------------------|---|----------------------------|--|
| S #                      | 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 Bidder          |  |
|                          |   | Public Ltd. Bidder         |  |
|                          |   | Private Ltd. Bidder        |  |
|                          |   | 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  | Evidence/Proof Required                                     | Attached Supporting Documents/Proof and mark Yes/No |                          |
|                        |   |   | Yes   | No                       |
| 1                      | Minimum 3 years of proven experience of providing Office Stationery and General supplies services and working with three clients currently of multinationals, telecom, autonomous bodies/international clients. | Evidence of copies of contract or purchase order by clients | <input type="checkbox"/>                            | <input type="checkbox"/> |
| 2                      | The Bidder must have office in Lahore.  | Proof required of office address on signed letter head      | <input type="checkbox"/>                            | <input type="checkbox"/> |
| 3                      | Provide copy of Tax Returns of last year 2016-17.   | Copy of tax returns for year 2016-17                        | <input type="checkbox"/>                            | <input type="checkbox"/> |
| 4                      | Affidavit on stamp paper, declaring that the Bidder is not black listed by any agency / authority   | (Declaration on Stamp Paper)<br><br>Original required       | <input type="checkbox"/>                            | <input type="checkbox"/> |
| 5                      | NTN and GST/PST (if applicable) registration  | Registration Copy required                                  | <input type="checkbox"/>                            | <input type="checkbox"/> |

- Please mark/flag the supporting documents shared for Eligibility Checklist.

**Annex – C Relevant Experience**

| Relevant Experience |  |  |
|---------------------|--|--|
| Sr. #               | Required Information   | Response<br><br>(Please provide exact information with organization name, location/s and duration)<br><br>Provide data in sequence given below |
| 1                   | Name of Organizations with addresses   | i.   |
|                     |  | ii.  |
|                     |  | iii.   |
|                     |  | iv.  |
| 2                   | Start and end dates of providing Office Stationery and General Supplies (For example – Jan 2009 to September 2017) | i.   |
|                     |  | ii.  |
|                     |  | iii.   |
|                     |  | iv.  |
| 3                   | 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<br>(Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded) |
| <b>1</b>                      | <b>Relevant Experience</b>   | <b>20</b>    |                    | Documentary proof (copies of contract or work orders) should be furnished.  |
|                               | 5 years or more experience of providing Office Stationery and General Supplies.  |              | 20                 |   |
|                               | Minimum 3 years or more but less than 5 years' experience of providing Office Stationery and General Supplies.         |              | 15                 |   |
| <b>2</b>                      | <b>Current Contracts</b>   | <b>20</b>    |                    | Documentary proof (copies of contract or work orders) should be furnished.  |
|                               | Currently working with 5 or greater than 5 clients of providing Office Stationery and General Supplies                 |              | 20                 |   |
|                               | Currently working with 3 or greater than 3 but less than 5 clients of providing Office Stationery and General Supplies |              | 15                 |   |
| <b>2</b>                      | <b>Financial Capability/Annual Turn Over/Sales/Revenue</b>   | <b>10</b>    |                    | Copy of last year tax return or Purchase Order which shows sales along with delivery challans                             |
|                               | If greater than Rs. 5 million  |              | 10                 |   |
|                               | If greater than Rs. 4 million but less than Rs. 5 million  |              | 5                  |   |
| <b>7</b>                      | <b>Inspection of Samples</b>   | <b>50</b>    |                    | Samples   |
| <b>Total Points Awarded</b>   |  | <b>100</b>   |                    |   |

- Minimum passing marks for technical qualification are 70. Please mark/flag the supporting documents shared for technical qualification scoring.

### 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](mailto:Procurement@psdf.org.pk).

## STATIONERY & GENERAL ITEMS LIST

### Category -1 Stationary

| Sr.# | Item Name                                 | Sr.# | Item Name                        | Sr.# | Item Name                                 |
|------|---|------|----------------------------------|------|---|
| 1    | Ball Pen(0.8 mm, Blue Color, Rubber Grip) | 31   | Register (Stock)                 | 57   | Paper Ream(A4, 80 grams, 500 pages/ream.) |
| 2    | Ball Pen (Blue, 0.7mm)                    | 32   | Stamp Pad                        | 58   | Envelop(Letter Size White)                |
| 3    | Ball Pen(Black, 0.7mm)                    | 33   | Stapler                          | 59   | Envelop(Legal Size White)                 |
| 4    | Ball Pen(Red, 0.7mm)                      | 34   | Stapler                          | 60   | Envelop(A4 Size White)                    |
| 5    | Ball Pen(Green, 0.7mm)                    | 35   | Stapler Pin Remover              | 61   | Window Envelope(A4 Size White)            |
| 6    | Ball Pen(Blue, 0.3mm)                     | 36   | Stapler Pin                      | 62   | L- Folder                                 |
| 7    | Ball Pen(Black, 0.3mm)                    | 37   | Stapler Pin                      | 63   | L- Folder                                 |
| 8    | Ball Pen(Blue, 0.5mm, Roller Pen)         | 38   | Stamp Pad Ink                    | 64   | Plastic File                              |
| 9    | Ball Pen(Black, 0.5mm, Roller Pen)        | 39   | Separator                        | 65   | Packing Tape                              |
| 10   | Binding Tape(2.5" , 36 yards)             | 40   | White Board(6' x 2', with stand) | 66   | RFID PVC CARD                             |
| 11   | Binding Tape(3.0" , 36 yards)             | 41   | White Board(4' x 2', with stand) | 67   | Scissor                                   |
| 12   | Battery Cell(AA, 1.5 V, Genuine)          | 42   | White Board(A4 size, with stand) | 68   | Executive File Folder                     |
| 13   | Battery Cell(AAA, 1.5 V, Genuine)         | 43   | Eraser                           | 69   | Highlighter                               |
| 14   | Box File with Clip                        | 44   | Ruler Paper                      | 70   | Writing Pad(80 gram / Large size)         |
| 20   | Gumstick                                  | 45   | Cutter                           | 71   | Writing Pad(80 gram / Medium Size)        |
| 21   | Highlighter                               | 46   | Stapler                          | 72   | Writing Pad(80 gram / Small Size)         |
| 22   | Lead Pencil                               | 47   | Sticky Notepad                   | 73   | PVC Card Jacket                           |
| 23   | Masking Tape                              | 48   | Flag for File                    | 74   | Yoyo for Employee Card                    |
| 24   | Marker(Black, 2mm, permanent)             | 49   | Notice Board                     | 75   | Binder Clip Large                         |
| 25   | Marker(Blue, 2mm, permanent)              | 50   | Correction Pen                   | 76   | Binder Clip Med                           |



Skills For Success

|    |                                   |    |  |    |                                    |
|----|-----------------------------------|----|--|----|------------------------------------|
|    | Marker(Black , Blue 2mm Erasable) | 51 | Sharpener                                    | 77 | Binder Clip Small                  |
| 26 | Plastic Folder                    | 52 | D-ring File                                  | 78 | Executive Box File ( Blue & White) |
| 27 | Paper Clip                        | 53 | Pin Thumb                                    |    |                                    |
| 28 | Punch Machine                     | 54 | Tape Scotch                                  |    |                                    |
| 29 | Register (For letter Received )   | 55 | Calculator                                   |    |                                    |
| 30 | Register (For letter Dispatched ) | 56 | Paper Ream(Legal, 80 grams, 500 pages/ream.) |    |                                    |

**Category-2  
Entertainment Items**

| 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**

| <b>Sr.#</b> | <b>Item Name</b>                          |
|-------------|---|
| 2           | Tissue Rolls                              |
| 3           | Hygiene Towel Tissue                      |
| 4           | Windows & Glass cleaning Liquid           |
| 5           | Multi purpose liquid Cleaner              |
| 6           | Dish Wash Bar                             |
| 7           | Duster                                    |
| 8           | Insect Killer                             |
| 9           | Floor Mop                                 |
| 10          | Phenyl                                    |
| 11          | Dish Wash Liquid                          |
| 12          | Toilet Sweep                              |
| 13          | Dustbin                                   |
| 14          | Dustbin                                   |
| 15          | Air freshner                              |
| 16          | Handwash                                  |
| 17          | Handwash                                  |
| 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 |

- **The bidders who meet the technical criteria (Sample meeting the specification and overall 70 Marks) and lowest in the cost of each item 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 specifications of the items which will be shared in pre-bid meeting or can be obtained through an email to [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk).**

**Annex – F Financial Proposal**  
**Form of Bid/ Financial Proposal**

| Sr.# | Item Name | Description /Specification | UOM (Unit of Measure) | Price including Taxes |
|------|-----------|----------------------------|-----------------------|-----------------------|
|      |           |                            |                       |                       |
|      |           |                            |                       |                       |

**Important Note:** contact will be awarded on the basis of least cost of each Item where meeting the specification.

**Payment Terms:** Payment shall be made within 30 days after the delivery

## **Annex – G Cover Letter**

### **Cover Letter for the Submission of Technical Proposal**

*[Company letterhead]*

*[Date]*

To

Chief Executive Officer

*[Address mentioned in Guide lines]*

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

Dear Sir,

We offer to provide the Services for *[Insert title of assignment]* in accordance with your Tender for

Proposal dated *[Insert Date of Tender advertised]*. We hereby submit our Proposal including the Technical Proposal, Financial Proposal and 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:



## Annex- H Declaration

### 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]"

|                       |  |
|-----------------------|--|
| <b>Name</b>           |  |
| <b>Designation</b>    |  |
| <b>Signature</b>      |  |
| <b>Date and Place</b> |  |