



**PUNJAB SKILLS DEVELOPMENT FUND**

**Tender Document Provision of the Printer & Photocopier Toners**

**December , 2018**

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**Submission Date for Sealed Bids: 03rd Jan 2019, by 03:00 PM**

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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 firms/companies for - Provision of the Printer & Photocopier Toners (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender document and provide relevant information along with 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 the Printer & Photocopier Toners for PSDF)** "Technical Proposal" and "Financial Proposal"
- b) The bidders shall submit complete standard documentation appended as Annex's 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.
- d) 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.
- e) 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.
- f) The financial bids of the organizations 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.
- g) 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.
- h) Financial bids will only be opened for bids that have been technically accepted at the predetermined time, venue and date communicated to the bidders.
- i) Minimum passing marks are 65, a bidder who shall obtain minimum 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.
- j) Technical evaluation shall be done for pass and fail purpose only and no weightage shall be given even, if the bidder scores 65 or more than 65 marks in the technical evaluation.
- k) A joint venture of any kind is not allowed to participate in the bid. (Please provide a declaration on letterhead)

## 3- Conditions for Eligibility

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

- a) The Firm/Company must be regular tax-payer (Last year tax return, 16-17 )
- b) Provide NTN, GST/PST details, if applicable. (Copy of Registration is required)
- c) Evidence of the firm/company's registration/incorporation is required. (Copy of certificate required)
- d) Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations (Declaration on stamp paper)
- e) Bidding Vendor must be an authorized Tier 1 or Tier 2 Partner of the Principle (Must present the latest letter of ranking from Principle)

Any, failure to provide information as per the above mentioned or fulfillment under the requirement of, "Eligibility Criteria Checklist" (**Annex B**) shall be 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- Terms of Reference/ BOQ**

1. The BOQ is attached in **Annex-E**
2. PSDF technical department shall inspect and check the Printer & Photocopier Toners supplied at the time of the delivery.
3. The bidder will submit complete specifications of required Printer & Photocopier Toners with pictures in the technical proposal for approval of PSDF.
4. The total quantity of Printer & Photocopier Toners required mentioned in Annex-E, however, PSDF can increase or decrease the quantity of required Printer & Photocopier Toners at the time of Purchase Order issuance. Also, PSDF can issue a partial Purchase order based on the requirement as when required.
5. Bidder must provide undertaking on company/firm letterhead to ensure the timely delivery of tonner (printer/photocopier )
  - a. All toner replacement or issue rectification will be made within 24 hours of issue notification.
  - b. It is mandatory for the bidding organization to keep all the items in their backup inventory for rectification within 24 hours of issue reporting.
6. All Toners should be Genuine and Compatible with our existing infrastructure if the printer\copier raises alert of non-compatibility bidder will change it with compatible one within 24 hours.

#### **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 deem 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 the 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 a hard copy in a sealed envelope for "Provision of the Printer & Photocopier Toners for PSDF." The envelope containing hard copies of the 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  
E-mail: [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) Phone: +92-42-35752408-10, Fax: +92-42-35752190.
- g) 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.
- h) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- i) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before Date 31-Dec-2018. For any other related information please contact the undersigned.
- j) PSDF shall enter into a formal contract with the successful Bidder only and reserves the right to terminate the contract if the 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**

- a) 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 the mutual consent of both parties.
- b) The duration of the contract shall be one year, If PSDF chooses to cancel the contract during the contract period, a notice period of one month will apply.
- c) The successful company will sign a contract and shall provide the agreed services within the stipulated agreed time of issuance of the Purchase Order.
- d) The penalty shall be imposed to the successful bidder if he fails to deliver the goods on agreed terms & conditions mentioned in the bidding document and contract.
- e) In case of any dispute regarding goods/services, the decision of the PSDF shall be final & binding.
- f) 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/Company, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- g) The PSDF undertakes to pay the valid and complete invoice based on the successful performance of the successful bidders within thirty (30) days after the delivery of goods.
- h) All taxes will be deducted in accordance with applicable laws.
- i) 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 **Annex F**.

#### **8- Delivery Timelines**

Unless agreed otherwise, Printer & Photocopier Toners shall be provided within 2 weeks from the date of execution of the contract/PO issuance.

#### **9- Performance Security**

- a) The successful bidder will submit a performance guarantee (or any other form of performance security acceptable to PSDF) of 2% of contract value at the time of signing the contract which will be returned after completion of the contract.
- b) Any delay in delivery of Goods/Services as per agreed time frame will be subject to a penalty of @1% per day, up to a maximum 10% of the total contract value.

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

This document is governed by the procedure approved by PSDF management and PSDF, Procurement Rule, 2016. The technical proposal of eligible organizations will be evaluated against requirements specified in the in "**Annex – D**".

#### **11- 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 Annex – F".

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

A complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidence must be submitted before closing dated i.e.-Jan 03, 2019 at 3:00 PM-. Technical proposals will be publicly opened on the same day Jan 03, 2019, at 3:30 PM--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 the successful bidder.

**a. Bid Security**

Bid Security of Rs. 5,000 (Five Thousand) in the form of pay order or demand draft favoring 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 and must be enclosed with the financial bid.

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

**A cover letter as specified in Annex / shall be submitted with the proposal.**

**Annexs**

**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 organization? 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 Firm/Company must be regular tax-payer	(Last year tax return, 16-17 or 17-18)	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide NTN, GST/PST details, if applicable.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Evidence of the firm/company's registration/incorporation is required.	(Copy of certificate required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations (Declaration on stamp paper)	(Declaration on stamp paper)	<input type="checkbox"/>	<input type="checkbox"/>
5	Bidding Vendor must be an authorized tier 1 Partner or tier 2 Partner of the Principle (Must present the latest letter of ranking from Principle)	Letter by the principal 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 the 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 2009 to September 2017)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of firms/companies	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)
<b>1</b>	<b>Client Portfolio</b>	<b>25</b>		Documentary proof (copies of the contractor work order or contact details of clients) should be furnished.
	Worked with above 15 local/international, Telecom, MNC clients, government and semi government /autonomous bodies.		25	
	Worked with more than 10 but less than or equal to 15 locals/international, Telecom and/or MNC clients, government and semi government /autonomous bodies.		15	
	Worked with 5 but less than or equal to 10 locals /international, Telecom, MNCs' clients, government and semi government /autonomous bodies.		10	
<b>2</b>	<b>Relevant Experience</b>	<b>25</b>		Documentary proof (copies of the contract or purchase orders) should be furnished.
	Providing Printer & Photocopier Toners for more than 7 years		25	
	Providing Printer & Photocopier Toners for more than 5 years but less than or equal to 7 years		15	
<b>3</b>	<b>Financial Capability</b>	<b>25</b>		Copy of last financial audit report done by ICAP/SBP registered auditing Firm/Company or tax return of last year
	Annual revenue/turnover of the company should be greater than Rs. 20 million		25	
	If annual revenue/turnover is less than or equal to Rs. 20 million but greater than 15 million		15	
	If annual revenue/turnover is less than or equal Rs.15 million but greater than 10 million		10	
<b>5</b>	<b>The Firm/Company Local Office presence</b>	<b>25</b>		Documentary details of the office in lahore should be provided
	Local Office in Lahore.		25	
	Office in Pakistan		15	
		<b>100</b>		

Note: Please mark/flag the supporting documents for Technical Evaluation Criteria.

Annex- E Specification of Printer & Photocopier Toners

<b>Bill of Quantity Category-I</b>		
<b>S#</b>	<b>Toner Model</b>	<b>Qty.</b>
<b>Printers Toner Details</b>		
1	CF287A	7
2	CF226A	22
3	CF410A,CF411A,CF412A,CF413A(Four Colors)=1 Set	6
<b>Bill of Quantity Category-II</b>		
<b>S#</b>	<b>Toner Model</b>	<b>Qty.</b>
<b>Photocopier Toner Details</b>		
1	NPG-51	3

**Note:** The above Toners will be used in the following machines and provided material should be compatible with the machines below. In case of any alert raised by the machine related to noncompliance / incompatibility bidder should replace it with the compatible one within 24 hours.

<b>Category-I</b>	
<b>S#</b>	<b>Printer Model</b>
<b>Printers Toner Details</b>	
1	HP LaserJet M506
2	HP LaserJet M402dw
3	HP Color LaserJet M452nw / HP Color LaserJet M452dw
<b>Category-II</b>	
<b>S#</b>	<b>Photocopier Model</b>
<b>Photocopier Toner Details</b>	
1	Canon IR2520 / Canon 2525

Form of Bid/ Financial Proposal

Category-I					
Sr. No.	Description	Quantity	Unit Price without Applicable Taxes PKR	Applicable Taxes PKR	Total Price with Applicable Taxes PKR
1	CF287A mentioned in Annex E	7			
2	CF226A mentioned in Annex E	22			
3	CF410A,CF411A,CF412A,CF413A(Four Colors)=1 Set mentioned in Annex E	6			
<b>Total Cumulative Cost inclusive of all applicable Taxes</b>					

Category-II					
Sr. No.	Description	Quantity	Unit Price without Applicable Taxes PKR	Applicable Taxes PKR	Total Price with Applicable Taxes PKR
1	NPG-51 mentioned in Annex E	3			
<b>Total Cumulative Cost inclusive of all applicable Taxes</b>					

❖ Business shall be awarded based on accumulated cost of each category.

- ❖ The quoted prices shall be applicable for entire contract period i.e. one year

**Annex - G Key Management Staff**

Key Management Staff of Company				
Sr #	Name of Management Staff	Designation	Area of Expertise	Number of Years with the Company
1				
2				
3				
4				

**Annex- H Declaration**

**Declaration**

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

**Annex- I Cover Letter**

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

[Firm/Company letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

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

Dear Sir,

We offer to provide the Goods for [Provision of the Printer & Photocopier Toners] 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.

Further, we hereby also 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: