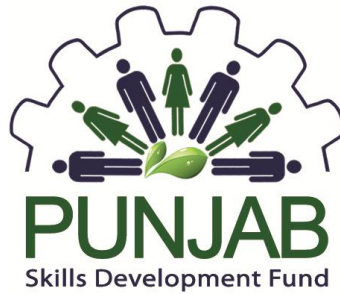


PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

“Provision of Stationery and General Items”

March, 2017



Submission Date for Sealed Bids: 13th April, 2017 (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 General Order Suppliers (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for providing Stationery and General Items. PSDF requires Stationery and General Items for its three offices. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

Technical and financially qualified bidder will be offered a rate contract of one year which will be extended annually, based on performance for another term or terms. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (bidder and PSDF).

2- Instruction to bidders

The selection of stationery and general item supplier agency/company will base on Least Cost Selection method. PSDF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. 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. The PSDF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PSDF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PSDF evaluation criteria as provided in section 7 of the document.

This document has different sections carrying information of eligibility, technical and financial evaluation and terms of references to assist potential general order suppliers to develop their technical and financial proposals. Bidders those will get minimum 65 marks in technical evaluation will be short-listed for financial bid opening.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing Stationery and General Items;

- a) Certificate of Registration / Incorporation (Copy required)
- b) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)

- c) Minimum 05 years' experience of providing Stationery and General Items (copies of contract or work order or contact details of clients) should be furnished.
- d) Served at least 10 major companies in Lahore. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
- e) GST, PST and Income Tax registration (Copy required)
- f) Regular tax payer (copies of tax returns of last three years required)
- g) Currently working with at least 5 major clients including government organizations in same category of business. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
- h) Minimum company turnover of 3 million (Financial audit report of last year or bank statement required).

Kindly fill the annexure – B for above mentioned criteria and also fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Organization Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Relevant Experience
Annex – D:	Technical Evaluation Form
Annex – E:	Financial Evaluation/Costing Form

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

- a) Successful general order supplier (contractor) will provide uninterrupted supply of Stationery and General Items for three offices of PSDF office.
- b) Contractor will provide the required items within three (3) days after the issuance of purchase order.
- c) Contractor will ensure quality of supplied items otherwise all items will be returned to the contractor and purchase order will be cancelled. Offered type/model/specification will be written in contract and supply will be done according to the agreed items.

5- Terms of Reference

To provide uninterrupted supply of Stationery and General Items, the contractor will agreed on following terms of references:

- a) The contractor shall have its established office in Lahore with proper arrangement of delivery service and delivery staff.
- b) Prices quoted shall remain valid for a period of 120 days from the closing date of proposal.
- c) Rates quoted should be in Pak. Rs. inclusive of all applicable taxes.

- d) PSDF will issue the purchase order for the supply of required items when required, usually on monthly basis but it may be more than one time during the month on requirement basis.
- e) Contractor will be bound to provide the required within 3 days after issuance of purchase order. Delivery will be done at PSDF Lahore office.
- d) In case of delay, a penalty @ 10% of total cost will be charged on each day delay.
- f) In case of delay over 5 days after issuance of purchase order, the issued purchase order will be cancelled and services of contractor may be suspended and/or CDR may be forfeited.
- g) Contractor needs to have adequate resources to provide backup/urgent delivery at any time in case of any emergency.
- h) In case of toners (IT equipment), only original/genuine toners will be accepted and in case of electric kettle (Kitchen ware), only kettle with valid warranty will be accepted.
- i) PSDF reserves the right to increase or decrease the total number of Stationery and General Items as per the requirement during the contract period.
- j) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- k) In case of any dispute regarding quantity, quality of items and specification, the decision of the PSDF shall be final & binding.
- q) Successful contractor will be offered a rate contract of one year which may be extended for further term/terms if mutually agreed by both parties. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (bidder and PSDF).
- r) The payment for the provision of Stationery and General Items will be made at the successful delivery of required items as per PSDF rules.

6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical and financial proposals. The financial proposal of technically qualified bidder will be opened for further evaluation.
- b) All documents and information received by PSDF from applicants will be treated in strictest confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” for ‘Provision of Stationery and General

Items'. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.

- f) The closing date and time for receipt of technical proposal and financial proposal is 13th April, 2017 (**11:00 AM**) and will be publically opened on same day i.e. 13th April, 2017 at 11:30 AM in the conference room PSDF Lahore Office, in the presence of the interested bidders or their representatives who may wish to attend.
- g) Technical and financial proposals received thereafter will not be accepted.
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PSDF reserves the right to verify any information provided by the applicants.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **7th April, 2017**. For any other related information please contact the undersigned.

Postal Address

Associate Procurement
Punjab Skills Development Fund
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore
E-mail: Rizwan.akhtar@psdf.org.pk
Phone: +92-42-35752408-10
Fax: +92-42-35752190

7- Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D. Score will be awarded on the base of following details;

a) Relevant experience of Stationery and General Items

In this section of annexure – D, bidder has to prove the experience of Stationery and General Items. Fill the section of form and attached the required copies of work orders or contract which prove mentioned experience. As per eligibility criteria, minimum 5 years of experience is required with minimum 10 companies in Lahore. Failing to provide, will not considered as eligible. Also provide currently working evidence with at least 5 companies for providing Stationery and General Items.

b) Financial capability

In this chapter bidders should attached the signed financial audit report of the last year or bank statement of one year. The financial audit report should be prepared by an ICAP/SBP registered audited firm.

c) Company

In this chapter, bidders should mention the following information;

- i. Details of key management staff of the company.
- ii. Details of delivery service of company i.e. delivery van.
- iii. Client list of the company

d) Working Staff

In this chapter bidders should provide the details including number of staff working currently including purchasers, delivery boy etc.

8- Financial Proposal

Put bid price of each item in costing sheet of annexure – G. The financial proposal must contain the cost of required items separately. Mentions the offered model/type of item with name that will be locked in the contract incase of bidder qualify for contract award.

Please refer to the data sheet titled “Financial Proposal” and “Costing Sheet”, attached as annexure – E.

- i. The given financial proposal forms should be used for submitting cost estimates.
- ii. Applicable taxes should be included in bid price where applicable.
- iii. No separate tax should be mentioned in anywhere.
- iv. Any bidder can bid for any/several/all items

9- Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. Financial bid evaluation will be done on the basis of lowest evaluated bid price given in annexure - E.

10- Type of Contract

The type of contract will be rate contract which will based on unit bid price of each item that includes but not limited to terms of references. Initially, PSDF will offer a rate contact of one year to the successful bidder which may be extended for further term/terms if mutually agreed by both parties (bidders and PSDF). Extension of contract will be on same cost and TORs under Punjab Procurement Regulatory Authority rules 2014.

11- 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	

12- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR; all required information and documentary evidences may be submitted before 11:00 AM on 13th April, 2017. Technical proposals will be publically opened on the same day i.e. 13th April, 2017 at 11:30 AM in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after award of contract.

Call Deposit Receipt (CDR)

CDR of five percent (5%) for the value of the grand total bid price of all items, 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 12 months and enclosed in financial bid. CDR must be enclosed in financial proposal.

Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal and Financial 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 technical Proposal and financial proposals 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:

Important Note: 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. The bids should be submitted in sealed envelope clearly mentioned “**BID (TECHNICAL & FINANCIAL PROPOSALS) FOR PROVISION OF STATIONERY AND GENERAL ITEMS**”

Annexures

Annex – A

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 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Sole Proprietor	
		Others (Please specify)	
6	Name and designation of ‘Head of Company’		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of ‘Contact Person’:		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Certificate of Registration / Incorporation (Copy required)		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
2	Regular tax payer Attach copies of tax returns of last three years		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
3	Mention National Tax Number (NTN) or General / Punjab Tax Number (GST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General / Punjab Sales Tax Number (GST)	
4	Worked with at least 10 major clients in Lahore. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached
5	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
6	Minimum company turnover of 3 million (Financial audit report of last year or bank statement required).		Copies Attached
			Copies Not Attached
7	Minimum 05 years' experience of providing Stationery and General Items. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached

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 (City)	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing Stationery and General Items (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of Stationery and General Items provided	i.
		ii.
		iii.
		iv.
		v.

Annex – D

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	Relevant Experience	10		
	5 years' experience of providing Stationery and General Items.		5	Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Less than 5 years' experience of providing Stationery and General Items.		0	
	Providing Stationery and General Items to at least 5 major companies		5	
	Providing Stationery and General Items to less than 5 major companies		0	
	Current Contracts			
	Currently working with at least 5 major clients If fulfils completely	5		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	If less than three		0	
	Experience with Govt, Semi Government or Autonomous bodies If greater than 5 years	10		
	If greater than 3 but less than 5 years		7	
	If greater than 1 but less than 3 years		5	
	If less than 1 year		0	
2	Financial Capability	15		
	Annual turnover of Stationery and General Items company should be greater than 3 million		15	Copy of last financial audit report done by ICAP/SBP registered auditing firm or bank statement of one year.
	If less than 5 million but greater than 3 million		10	
	If less than 3 million but greater than 2 million		7	
	If less than 2 million but greater than 1 million		5	
	If less than 1 million		0	

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3	Company			
	Total working experience of company If greater than 10 years	10		Share copy of registration or letter of incorporation
	If greater than 7 but less than 10		7	
	If greater than 7 but less than 10		5	
	If less than 5		0	
	Has company its own delivery van Yes?	5		Share copy of registration of delivery van and details of driver
	No, alternative sources		2	
	Number of key management staff If 5 and above	10		Company profile showing the complete list of key management staff with designations and contact details. Or complete list key management staff with designations and contact details on company letter head with sign and stamp by authorities
	If 3 and above		7	
	If 2 and above		5	
	If less than 2		0	
4	Working Staff			
	Total number of working staff (purchase, delivery boy etc) held with the company in total. Above 10	10		Company profile showing the number or details of Stationery and General Items staff. Or number/details of Stationery and General Items staff on company letter head with sign and stamp by authorities
	Above 7		7	
	Above 5		5	
	Less than 5 but above 2		3	
5	Clients with Company			
	Number of total clients If 15 and above	15		Company profile showing the total clients. Or detail of clients on company letter head with sign and stamp by authorities
	If 10 and above		10	
	If 5 and above		7	
	Less than 5		0	
	Number of Govt, Semi Govt or Autonomous clients If 7 and above	10		Company profile showing the total Govt clients. Or detail of details of clients on company letter head with
	5 and above		7	

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	3 and above		5	sign and stamp by authorities
	Less than 3		3	
Total Points Awarded		100		

<u>COSTING SHEET OF STATIONARY & GENERAL ITEMS 2015-2016</u>					
Sr. No	CATEGORY WISE ITEMS REQUIRED BY PSDF		ITEMS WITH THEIR BID PRICE OFFERED BY BIDDER		
			Offered Brand with packing /measuring unit, by Bidder	Model/Description & Complete Specification offered by bidder	Bid Price inclusive of all taxes (WHT, GST, etc)
CAT-I	STATIONERY ITEMS	DESCRIPTION			
1	Rim Paper 90 gram A4 Size	90gm			
2	Rim Paper 80 gram A4 Size	80gm			
3	Rim Paper 74 gsm A4 Size	74gm			
4	Rim Paper Legal Size	90gm			
5	Rim Paper Legal Size	80gm			
6	Colored Papers	80gm			
7	File Covers (Single & Double hole) with threads	Card office file			
8	Stapler Machine Medium	Medium size			
9	Stapler Pins	Standard 24/6			
10	Staple Pin Remover	Normal size			
11	Punch Machine Medium	Medium size			
12	Rubber Soft-Eraser Box	Standard size			
13	Sharpener	Standard size			
14	Lead Pencil-Packet	2B			
15	Gel pens (Blue, Black, Green, Red)	Smooth round & narrow tip with rubber grip			
16	Ball pens packet	Clear Stick, Smooth round & narrow tip			
17	Gum Sticks	20 gm			
18	Envelops Legal Size	80 gm White			

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19	Envelops A4 Size	80 gm White			
20	Envelops Size 11x5 inches	80gm White / Khaki			
21	Envelops Size 9x4 inches	80gm White / Khaki			
22	Scotch Tape transparent 1" 72 yard Deer	Stick master or equivalent			
23	Scotch Tape transparent 3" 72 yard Deer	Stick master or equivalent			
24	Mask Tape (White Paper Tape) 1 inch	1 Inch			
25	Registers (Small)	16 no. / 20 no.			
26	Registers (Medium)	16 no. / 20 no.			
27	Registers (Large)	16 no. / 20 no.			
28	Highlighter (Yellow, Green, Sky Blue, Red)	Cut tip			
29	Calculators Medium	Two way power, 12 Digit			
30	Paper Cutter Knife	Metal body			
31	Scale Steel 12"	Stainless steel			
32	Telephone Index (Dairy)	Standard dairy size			
33	Writing Pads (Small)	68 Grm			
34	Writing Pads (Medium)	68 Grm			
35	Writing Pads (Large)	68 Grm			
36	Box File with clips	Hard file with steel clip			
37	Attendance Register - 4 No	68 gm 100 pages			
38	Stamps	Rubber Stamps			
39	Board Markers (Erasable)	Black, Blue, Green, Red			
40	Markers (Permanent)	Black, Blue, Green, Red			
41	Duster for White Board	For erasable markers			
42	Pastable Pads (Small) Yellow	Sticky notes			

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43	Pastable Pads (Big) Yellow	Sticky notes			
44	Paper Pads (non Pastable)	Size 4.5 x 3.75 inches			
45	Ring Binder Files(Legal Size)	Hard card			
46	Ring Binder Files(Letter Size)	Hard card			
47	Visiting Cards Diary	30 to 40 pages			
48	File Separators [A-4 size] Plastic	Plastic			
49	File Separators [A-4 size] Paper	Paper			
50	Paper Clips Packet	Metallic/Steel			
51	Common Pins Packet	Metallic			
52	Binder Clips (32mm) Packet	Metallic			
53	Binder Clips (41mm) Packet	Metallic			
54	Paper Weight	Marble			
55	Scissors 5 inch size	Stainless steel			
56	File Sticker- Colored	Colored stickers			
57	Stamp Pads	Blue, Black			
58	Stamp Pads Ink	Blue, Black			
59	Transparent Files (Legal Size)	Transparent			
60	Transparent Files (Letter Size)	Transparent			
61	Transparent Files folders (Legal Size)	Hard Plastic			
62	Transparent Files folders (Letter Size)	Hard Plastic			
63	Hard Card Blue folders No. 555, (Letter Size)	China made hard card, Lever Arch Folders			
64	White Board (hanged on wall)	Medium size			
65	White Board (hanged on wall)	Small size			
66	White Board With Stand	Medium size			

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67	White Board With Stand	Small size			
68	Peon Dairy/Dispatch Book - 4 No	Standard			
69	Plastic File Tray in-out for paper carrying	Plastic Body			
70	Thumb Pins	Standard Size			
71	Board Pins	Standard Size plastic different colors			
72	Tags for binding of one hole files	White Thread			
73	Paper Cutter with lever	Good Quality Metal body			
74	Punch Machine with lever	Heavy Duty			
75	Stapler with Lever	Heavy Duty			
76	Brown Tape Or Packing Tape 3 inch	3 Inch			
77	Mail Receiving Register -4 No	Standard Size			
78	Mail Dispatching Register- 4 No	Standard Size			
79	Blanco Pens or Blanco Fluid with Thinner	Standard Size			
80	File Flags Colored Packet	For Files			
81	Table stand for Scotch Tape	Good quality			
CAT-II	IT ITEMS	DESCRIPTION			
82	CD-R	Original			
83	DVD-R	Original			
84	HP Printer Toner LJ 2035N (CE05A)	Original HP			
85	HP Printer Toner LJ Pro 400 M401n (CF280A)	Original HP			
86	Samsung Printer Toner ML-3470ND	Original Samsung			
87	Canon Photocopier iR2525L (NPG-51)	Original Canon			

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88	Canon Photocopier iR2320L (NPG-28)	Original Canon			
89	Canon Fax Toner L-140 (Fx9S)	Original Canon			
90	Panasonic Fax Toner KX- FL422CX (KX-FAT88A)	Original Canon			
CAT-III	JANITORIAL ITEMS	DESCRIPTION			
91	Hand Wash	Standard volume			
92	Phenyl Tablets Packet	Phenyl			
93	Phenyl Bottle Large	Phenyl			
94	Wash room cleaner harpic Bottles	Medium			
95	Tissue Rolls for wash rooms	For wash rooms			
96	Towels White	Medium size			
97	Dusting Cloths (white/ light grey)	Standard Size			
CAT-IV	KITCHEN ITEMS	DESCRIPTION			
98	Tea Whitener 1KG packet	1KG			
99	Tea Bags Packet	Standard packet			
100	Green Tea bags Packet	Lemon, Yasmeen & Elachi			
101	Coffee	100gm Bottle			
102	Sugar 1kg	White sugar			
103	Soap for dish Cleaning	Standard Size			
104	Subhi (Jali) for dish Cleaning	Jali for dish cleaning			
105	Surf 1 kg Packet	1KG			
106	Match Box Packet	Standard Size			

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107	Scotch Bright with foam	Standard Size			
CAT-V	OFFICE SUPPLIES	DESCRIPTION			
108	Tissue Box	Soft			
109	Fly Killer	Insect Killer			
110	Air Freshener	Jasmeen or lilly			
111	Sprayer for cleanliness of glass windows & farmika	Standard Medium			
112	Dori for binding - Roll	Plastic Dori			
CAT-VI	KITCHEN WARE (Fine Quality)	DESCRIPTION			
113	Glass	Good Quality glass			
114	Mugs	For Tea, China ware			
115	Cups with saucer	China Ware			
116	Bowls (Donga)	China Ware			
117	Dinner Plates	Large Size, Melamine			
118	Dinner Plates	Medium Size, Melamine			
119	Dinner Plates	Small size, Melamine			
120	Spoon for Bowls (Donga)	Stainless steel			
121	Spoon for Dinner Plates	Stainless steel			
122	Spoon for small size dinner plates	Small size, Stainless steel			
123	Electric Kettle with warranty	upto 2 KW power, upto 2 liter volume			