



# PUNJAB SKILLS DEVELOPMENT FUND

## Tender Document

Procurement No: 36/SYIG/PSDF/BB&B

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### Provisioning of PSDF Branded Bags & Badges

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**JULY 2023**



**Submission Date for Sealed Bids: Aug 01, 2023, on or before 03:00 PM**

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



UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: [psdf.org.pk](http://psdf.org.pk)

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## 1) Invitation to Bids

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

Sealed bids/proposals are invited from established firms/companies for **“Provisioning of PSDF Branded Bags & Badges”** (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.

						
<b>Invitation to Bid for Provisioning of PSDF Branded Bags &amp; Badges</b>						
<p>Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan, established in 2010 as a not-for-profit company set up by the Government of Punjab (GoPb).</p> <p>PSDF invites bids under single stage two envelopes bidding procedure from well-reputed, experienced and tax registered companies / firms against the above-mentioned services. The interested companies / firms can obtain the bidding document containing all details with its evaluation criteria and terms &amp; conditions from PSDF e-tendering portal (<a href="https://etender.psd.org.pk/esop/guest/go/public/opportunity/current">https://etender.psd.org.pk/esop/guest/go/public/opportunity/current</a>) and PPRA website (<a href="http://www.ppra.punjab.gov.pk">www.ppra.punjab.gov.pk</a>)</p>						
Sr. No.	Description	Procurement No.	Total Tenure of Contract	Bid Submission Deadline (Date & Time)	Technical Bid Opening Date & Time	Estimated Cost
1	Provisioning of PSDF Branded Bags & Badges	036/SYIG/PSDF/BB&B	One Year	Aug 01, 2023, by or before 03:00 PM	Aug 01, 2023, on 03:30 PM	PKR 17.5 Million
<p><b>For further details and terms of reference, please visit:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://etender.psd.org.pk/esop/guest/go/public/opportunity/current">etender.psd.org.pk/esop/guest/go/public/opportunity/current</a></li> <li>• PPRA website <a href="http://www.ppra.punjab.gov.pk">ppra.punjab.gov.pk</a></li> </ul>						
<p><b>Important Information:</b></p> <ul style="list-style-type: none"> <li>• Follow instructions on <a href="https://etender.psd.org.pk">etender.psd.org.pk</a></li> <li>• Bids submitted only through E-Tender Portal shall be accepted while submission by other means shall be rejected.</li> <li>• The bidding procedure shall be governed strictly in accordance with the Punjab Procurement Rules 2014 through national competitive bidding procedure.</li> </ul>						
<p><b>Procurement Department, Punjab Skills Development Fund</b>                  21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan.                  UAN: 042-111-11-PSDF(7733)   Toll Free:0800-48627 (HUNAR)   Website: <a href="https://psdf.org.pk">psdf.org.pk</a></p>						





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## **2) Instruction to Bidders**

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

- a) The bid shall be submitted through E-tendering portal under Technical and Financial/Commercial envelopes with all the supporting documentary evidence.
- b) In the first instance, technical envelope shall be opened on the E tender portal, and the envelope marked as “Financial Proposal” shall be retained unopened.
- c) PSDF shall evaluate Technical Proposals in a manner prescribed in section– **03 and 10** (Technical Envelope) available on the portal, without reference to the price and shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments to Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the financial/commercial envelope (on E-tender portal) shall be opened for technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, with in the bid validity period.
- f) The financial bids found technically non-responsive shall be rejected.
- g) Financial (Commercial Envelope) Proposal shall be evaluated based on PSDF’s evaluation criteria as provided in section **11** of the bidding document and envelopes available on portal.
- h) Minimum passing marks are 65, a bidder who obtains a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.
- i) The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later: provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency
- j) The lowest evaluated bid shall be awarded the contract.
- k) This document has different sections carrying information on eligibility, technical evaluation, Scope of work, conditions of tender and form of contract, etc. to assist potential bidders to develop their Technical Proposals.

## **3) Conditions for Eligibility (Mandatory Requirement)**

The bidders, fulfilling the following criteria, shall be considered eligible for the bidding process.

1. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization (Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required.)

2. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Please attach copy of Affidavit on stamp paper of Rs 100, declaring that the company is not blacklisted.)
3. Evidence of the bidding firm/company's registration/Incorporation is required (Please attach copy of certificate of incorporation/company registration certificate.)
4. Must be an Active Taxpayer as per "Active Taxpayer List" of FBR (Please attached Proof for "Active Taxpayer List" of FBR).

If the bidder fails to provide information as per the above-mentioned or does not fulfil the requirement of, "Eligibility Criteria Checklist" (Annex B) shall be disqualified and declared ineligible from the bidding process and its further technical evaluation shall not be carried out.

#### **4) Scope of Work**

Scope/ Specification of work is attached in Annex-D.

#### **5) Condition for Contract /General Guidelines**

The successful bidder shall agree to the following terms to provide PSDF Branded Bags & Badges

- a) PSDF reserves the right to award or not to award this contract, bidders who fail to submit complete and attach all the relevant documents shall be disqualified.
- b) PSDF shall enter into a formal contract with the successful bidder only and reserves the right to terminate the contract if the performance of the Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted online through E-tendering portal by or before the closing date and time.
- d) All documents and information received by PSDF from bidders will be treated strictly confidential.
- e) All expenses related to participation in this bidding process shall be borne by the bidder.
- f) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal, if required.
- g) PSDF reserves the right to verify any information provided by the bidder and can visit business premises to verify the information.
- h) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- i) 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.
- j) Successful bidders shall work with close coordination of PSDF Marketing team.

- k) All the services shall be checked and verified by PSDF Marketing team.
- l) Successful Bidder will ensure that effective systems are in place for preventing and responding to acts of sexual exploitation and abuse.
- m) Bidder shall provide the details of the staff to contact with PSDF on regular basis to provide the services without any failure.
- n) **Clarifications/ queries may be requested by July 27, 2023, before 5:00 PM through message box option of e-tendering portal and no response shall be given, if not requested through the message box of e-tendering portal.**
- o) Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 will be applicable for this procurement.
- p) 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**

- a. The successful bidder shall sign and execute the standard contract of PSDF (tentative Draft attached as **annex-I**) 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 successful bidder shall provide the agreed services within the stipulated time agreed in the contract.
- c. The duration of the contract shall be 1-year.
- d. If PSDF cancel the contract during the contract period, a notice period of 1 month shall apply.
- e. In case of any dispute arises regarding the services, the decision of the PSDF shall be considered final & binding.
- f. Failure to comply with any terms and conditions in the tender document and contract given out to the successful bidder could incur imposition of penalties as spelled out later in the contract.
- g. All the payments will be done on post monthly basis, after verification of satisfactory services by the Marketing team of PSDF based on actual services rendered.
- h. All taxes will be deducted in accordance with the applicable laws.
- i. The bid shall remain valid for the period of **120 days** from the date of bid opening.

#### **7) Form of Bid**

The Bidders shall follow the Form of Bid specified in **Annex F** to submit the financial bid.

## 8) Delivery Timelines or Completion Date

Unless agreed otherwise, Provision of PSDF Branded Bags & Badges shall be delivered as per the requirement within 10 to 15 days from the date of execution of the contract and issuance of Purchase Order (PO).

## 9) Performance Guarantee

The successful bidder will submit a performance guarantee in the form of pay-order or bank guarantee 2% of the contract value at the time of signing the contract which will be returned after completion of the contract.

## 10) Technical Evaluation Criteria

The technical proposal of eligible organizations will be evaluated against requirements specified in the in “Annex – E”.

## 11) Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified will 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 opening. Please provide information regarding Financials in Annex – F” and commercial envelope of the E-tendering portal.

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

Complete bid containing the Technical (Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures must be submitted on the e-tendering portal before closing dated i.e., **Aug 01, 2023, at 03:00 PM**. Technical proposals shall be publicly opened on the same day **Aug 01, 2023, at 03:30 PM** in the presence of bidder’s representatives who wish to attend it.

### a. Bid Security

Bid Security of 1% of estimated cost (i.e., 175,000/- PKR) in the form of a pay-order or demand draft OR bank guarantee favouring Punjab Skills Development Fund shall reach to PSDF, **Procurement Department on 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan** before the opening of the bid (Please mention the title of the procurement on envelope). If original bid security is not delivered before the opening of the bid, the bidder shall be disqualified for further proceeding. ***The Bid Security should be valid for a period not less than 6 months and a scanned copy must be attached in the financial envelope of the e-tendering portal.*** Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder on request.

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

A cover letter as specified in “Annex H” shall be submitted with the proposal.

## Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	The 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	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization.	Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization.	(Please attach copy of Affidavit on stamp paper of Rs 100, declaring that the company is not blacklisted, and original affidavit must be delivered to PSDF office as per the mentioned address before the closing date and time of the bid.)	<input type="checkbox"/>	<input type="checkbox"/>
3	Evidence of the bidding firm/company's registration/Incorporation is required.	(Please attach copy of certificate of incorporation/company registration certificate.)	<input type="checkbox"/>	<input type="checkbox"/>
4	Must be an Active Taxpayer as per "Active Taxpayer List" of FBR (Please attached Proof for "Active Taxpayer List" of FBR).	(Please attached Proof for "Active Taxpayer List" of FBR)	<input type="checkbox"/>	<input type="checkbox"/>

Relevant Experience		
Sr. #	Required Information	Response  (Please provide exact information with the 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 2010 to September 2020)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

## Annex – D (Specification/Scope of Work)

### Objective:

- Distribute the bags and uniforms to PSDF trainees as per business requirement.

Successful Bidder will be responsible for:

### Production:

- Bidder is responsible of producing/developing badge and bags to the acceptable quality as communicated by PSDF
- PSDF representative will visit the bidder's production facility and randomly check the samples only after getting the approval on the production batch, bidder will dispatch the items
- PSDF will provide the required artworks to produce badge and bag etc.

### Warehousing and stock/inventory management:

- Bidder is sole responsible for warehousing, processing orders and maintaining statistical and delivery records.
- Liaising with courier delivery company, ensuring that quality objectives and delivery deadlines are met.
- Administering stock control.
- Delivery will be required over the contract period on monthly or quarterly basis based on the PSDF requirement.

### Packaging:

- A carton to be packed with tentative 25 badges and 25 bags and properly sealed or quantity of the bag and badge will be communicated by the PSDF for the dispatch to the Training Service Providers

### Delivery:

- Bidder has the sole responsibility of managing courier delivery service ensuring successful delivery of the package.
- Delivery addresses to be shared by PSDF (tentative delivery locations 1,000+ across Punjab) All packages to be delivered within 48 hours to required destination of Training Service Provider across Punjab. Destination addresses to be provided by PSDF. PSDF reserves to right to impose penalty of 10% on invoice value for the specific delivery on location.

### Instructions:

- PSDF will issue the purchase order as per the quantity agreed in the contract. Number is absolute, required quantity is fixed.
- In case of any dispute regarding quantity, quality of items and specification, the decision of the PSDF will be final & binding.
- The payment will be made on monthly basis upon confirmation of the delivery to the training services providers. Bidder will submit the delivery report of courier company along with invoice.



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Bidder is required to submit the sample for bags and badges, and will be evaluated on the following criteria:

Assessment	Description
Excellent	The bidder's sample exceeds tender specifications required and includes improvement through innovation/added value and exceeds the level of detail, visual appeal and finish
Good	The bidder's sample meets the tender specifications required meets the level of detail, visual appeal and finish
Inadequate	The bidders sample significantly fails to meet the tender specifications required. The bidder's sample does not meet the level of detail, visual appeal and finish

**Specifications of the items:**

**Badges:**

- Material: Acrylic
- Thickness: 4mm
- Size: 2" x 2.50"
- Cutting Finish: Laser
- Printing Quality: UV Printing
- Backside: Imported Plastic Body Safety Pin
- Packing: Each Badge packed in plastic Envelop

**Bags:**

- Material: Parachute
- Color: Royal Blue
- String: Yellow Color
- Inside Stitching with overlock
- Size: 14" x 18"
- Printing Quality: Single Side Screen Printing
- Packing: Each Bag packed in plastic Envelop

**Corrugated Carton Box:**

- Material: 3 ply
- Size: 12.5 x 11.5 x 12 Inches

**Quantity Required**

Sr. No.	Item	Quantity
1	Badges	50,000
2	Bags	50,000
3	Corrugated carton box	2000

Technical Evaluation Criteria			
S. No.	Descriptions	Category 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>Relevant Experience (15 Marks)</b>		Documentary proof (copies of contract or Purchase Orders/ service order) should be furnished.
	Experience of the bidder as a giveaway producer for 5 years or more	<b>15</b>	
	Experience of the bidder as a giveaway producer for 3 or more years but less than 5 years	<b>10</b>	
<b>2</b>	<b>Client Portfolio (25 Marks)</b>		Documentary proof (copies of contract or Purchase Orders/ service order) should be furnished.
	The client portfolio consists of at least 10 or more Telco/National/Multinational/ FMCG clients/Government or semi government clients	<b>25</b>	
	The client portfolio consists of at least 7 or more but less than 10 Telco/National/Multinational/ FMCG clients/Government or semi government clients	<b>15</b>	
<b>3</b>	<b>Financial Capacity (20 Marks)</b>		Copy of 21-22/22-23 financial audit report done by ICAP/SBP registered auditing firm or Annual tax return of 21-22/22-23
	Annual turnover/ revenue is 50 million PKR or more	<b>20</b>	
	Annual turnover/ revenue is greater than 40 million PKR but less than 50 million PKR	<b>10</b>	
<b>4</b>	<b>Team Members (15 Marks)</b>		Must submit CV that details at least three (3) assignments carried out in last 3 years i.e., Name of the client, client's contact details (email and telephone), the value of the assignment, the description of corporate giveaways produced
	Project Manager- must possess at least 3 years experience in the design and production of corporate giveaways	<b>7</b>	
	Organogram with staff of 10 people working in the organization	<b>5</b>	
	Warehouse staff – must possess at least 2 years experience in warehousing	<b>3</b>	

5	Sample Evaluation (25 Marks)		
	Excellent - The bidders sample exceeds tender specifications required and includes improvement through innovation/added value and exceeds the level of detail, visual appeal and finish	25	
	Good - The bidders sample meets the tender specifications required meets the level of detail, visual appeal and finish	15	
	Average - The bidders sample significantly fails to meet the tender specifications required. The bidders sample does not meet the level of detail, visual appeal and finish	5	
<b>Total</b>		<b>100</b>	

**Minimum passing marks for technical qualification are 65. Please attach supporting documents for technical qualification and scoring.**

SR #	Description	Quantity	Unit Price in PKR Inclusive of Taxes	Tax %	Total Price (PKR) Inclusive of all Taxes
1	Bags (As per specifications mentioned in Annexure D)	50,000			
2	Badges (As per specifications mentioned in Annexure D)	50,000			
3	Corrugated Carton Box (As per specifications mentioned in Annexure D)	2000			
4	Delivery Charges per Box	2000			
<b>Total Financial Cost (PKR) Inclusive of Taxes (Only for Financial Evaluation Purposes)</b>					

**Note:**

- **Business shall be awarded based on Least Cost Selection Method.**
- **Payment shall be made within 30 days after submission of Invoice with satisfactory delivery.**
- **All the payments shall be made in PKR after applying all the applicable taxes.**

**Declaration**

Kindly provide the declaration as per the 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- H Cover Letter**

[Firm/company's letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

**Re:** Proposal in respect of Provisioning of PSDF Branded Bags & Badges

Dear Sir,

We offer to provide the Service for [Provisioning of PSDF Branded Bags & Badges] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents on E-tendering portal.

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 if any. We undertake that we will provide PSDF Branded Bags & Badges as per the client's request if our proposal is accepted in compliance with scope of work and specification mentioned in this bidding document. 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:

**Note: Kindly fill all the above relevant annexures and attach with the proposal.**



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## Annex- I Integrity Pact

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SERVICE PROVIDER IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

**Contract Number:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Contract Value:** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

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[Buyer]

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[Seller/Supplier]



**Annex- J Tentative Draft Contract.**

**DATED \_\_\_\_\_ 2023**

**AGREEMENT FOR PROVISIONING OF PSDF BRANDED BAGS & BADGES**

**BETWEEN**

**Punjab Skills Development Fund**

**AND**

**[-]**

**THIS AGREEMENT** is made at Lahore, Pakistan this \_\_\_\_\_ day of \_\_\_\_\_ **2023:**

**BETWEEN**

**PUNJAB SKILLS DEVELOPMENT FUND**, a company incorporated under the Companies Act 2017, having its office at 21-A, H Block, Dr. Mateen Fatima Road, Gulberg II, Lahore (hereinafter referred to as “**PSDF**” which expression shall, wherever the context so requires or permits, include its successors and assigns);

**AND**

[**Details of the Service Provider**] (hereinafter referred to as “**Service Provider**” which expression shall, wherever the context so requires or permits include, its successors and assigns).

(PSDF and Service Provider shall individually be referred to as a “Party” and collectively as “Parties”)

**WHEREAS**, PSDF is a not-for-profit company established by the Government of Punjab to provide quality skills and vocational training opportunities to the underprivileged segment of the population in order to improve their livelihood prospects. PSDF now wishes to engage the Service Provider for the purpose of provisioning of PSDF branded bags and badges (“**Services**”).

**AND WHEREAS** Service Provider is desirous of providing the aforesaid Services and submitted its bid on -- and the bid has been deemed successful for awarding of this Agreement.

**AND WHEREAS**, Service Provider has agreed to offer and PSDF has agreed to procure the envisaged Services on the terms and conditions set out herein below.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained herein and other good and valuable consideration, the adequacy of which is hereby acknowledged, the Parties agree as follows:

#### **1. RECITALS**

1.1 The Recitals hereof shall form an integral part of this Agreement.

#### **2. SCOPE OF WORK**

2.1. Service Provider agrees to provide the Services in accordance with the terms of reference detailed in **Appendix A and Appendix B**.

#### **3. TERM & PAYMENT**

3.1 This Agreement shall come into force on the date of execution of this Agreement and its duration shall be **one year**, extendable for a similar term on the same terms and conditions by mutual agreement between parties.

3.2 Time is of the essence in this Agreement and, whenever a date or time is set forth in this Agreement, the same has entered into and formed a part of the consideration for this Agreement. Penalties for delay may be imposed in accordance with Appendix A.

3.3 In consideration of the satisfactory provision of Services, PSDF shall pay an amount (inclusive of all applicable taxes) in accordance with **Appendix B** of this Agreement.

3.4 All payments made hereunder shall be made subject to applicable tax deductions.

#### **4. OBLIGATIONS**

4.1. Service Provider shall exercise reasonable care and due diligence in the performance of all obligations arising out of or in relation to this Agreement.

- 4.2. PSDF shall be entitled to conduct an audit for the purposes of ensuring that the services have been performed satisfactorily.
- 4.3. Service Provider shall carry out all activities under this Agreement with the highest standards of quality, professional and ethical competency, integrity.
- 4.4. Service Provider shall retain and maintain all records related to the Agreement during the life of the Agreement and 5 years after the expiry of this Agreement.
- 4.5. Service Provider shall provide all relevant documentation regarding the Services to PSDF.
- 4.6. All deliverables and milestones mentioned in the Terms of References are binding on the Service Provider.

## **5. WARRANTIES AND REPRESENTATIONS**

### **5.1. SERVICE PROVIDER'S WARRANTIES AND REPRESENTATIONS**

- 5.1.1. **SERVICE PROVIDER WARRANTS AND REPRESENTS THAT IT HAS SUBMITTED THE PERFORMANCE GUARANTEE OF TWO (02%) PERCENT.**
- 5.1.2. **SERVICE PROVIDER WARRANTS AND REPRESENTS THAT IT** has the legal right and capacity to enter into this Agreement and the execution and delivery of this Agreement has been duly and validly authorized and no proceedings on part of any person are necessary to authorize this Agreement or to consummate the transactions contemplated hereby.
- 5.1.3. Service Provider warrants and represents that it is legally entitled, validly existing and carrying on its business under the laws of Pakistan and complies with the eligibility criteria set out in the expression of interest.
- 5.1.4. **SERVICE PROVIDER WARRANTS AND REPRESENTS THAT** it has the required professional skills, knowledge, expertise technical and financial resources required for the purposes of providing the Services in relation to this Agreement.
- 5.1.5. Service Provider warrants and represents that it shall work in close coordination with the PSDF Marketing team and agrees that the Services are subject to check and verification by the PSDF Marketing team.
- 5.1.6. Service Provider warrants and represents that it shall provide details of the staff providing the Services to PSDF on a regular basis without fail.
- 5.1.7. Service Provider warrants and represents that the execution and performance of this Agreement does not constitute a violation of any applicable laws of Pakistan and/or any agreement/understandings to which the Service Provider is bound by.
- 5.1.8. Service Provider warrants and represents that there are no proceedings pending, or threatened, (i) for its dissolution or bankruptcy or (ii) that could adversely affect

the performance of its respective obligations under this Agreement or the transaction contemplated hereby.

- 5.1.9. Services Provider warrants and represents that they have in place effective systems in place for preventing and responding to acts of sexual exploitation and abuse at their place of work and business and for the provision of the Services under this Agreement.
- 5.1.10. Service Provider warrants and represents that it shall perform its obligations with all due diligence and efficiency and to the satisfaction of PSDF and shall exercise such skill and care in performance of the same in accordance with the best professional techniques, standards and practices in the industry in engagements of similar scope and complexity.
- 5.1.11. Service Provider warrants and represents that all goods produced under this Agreement shall be of the highest quality, which will be ensured by the PSDF Marketing team.
- 5.1.12. Service Provider warrants and represents that any good under their supervision or in the course of delivery, while providing the Service are not damaged.
- 5.1.13. This Agreement and all documents to be executed by the Service Provider and to be delivered to PSDF are/shall be duly authorized, registered, executed and delivered, and are/shall be legal, valid, and binding obligations of Service Provider.

## 5.2. PSDF's warranties and representations

- 5.2.1. This Agreement and all documents executed or to be executed by PSDF and to be delivered to the Service Provider in connection herewith are/shall be duly authorized, executed and delivered, are legal, valid and binding obligations of PSDF enforceable in accordance with their respective terms, and do not violate the provisions of any agreement, judicial order, governmental ruling or applicable state or federal law or regulation to which PSDF is a party or to which PSDF is subject.

## 6. INDEMNITIES AND LIABILITIES OF SERVICE PROVIDER

- 6.1. Service Provider shall defend, indemnify and hold safe and harmless PSDF and its respective owners, employees, representatives and affiliates from and against any and all claims, demands, complaints or actions, including those by third parties (including employees of Service Provider, its subcontractors and government agencies), arising from or relating to this Agreement (including personal injury, death, property damage or damage to the environment) to the extent arising out of or in connection with the purchase, any breach of this Agreement or violation of law by Service Provider or any contractor thereof, and including claims of or actual joint or concurrent negligence, but not including any sole or gross negligence, or wilful misconduct of PSDF. The claims,



demands, complaints and actions covered hereunder include but are not limited to all settlements, losses, liabilities, judgments, court costs, reasonable attorneys' fees, fines, penalties and other litigation costs and expenses arising from or related to such claims, demands, complaints or actions.

## **7. INDEMNITIES AND LIABILITIES OF PSDF**

- 7.1. Except for a breach of this Agreement, in no event shall PSDF be liable to the Service Provider for any loss of profits, loss of business, interruption of business, or for indirect, special, incidental or consequential damages of any kind, even if such Service Provider received advance notice of the possibility of such damages.
- 7.2. Service Provider shall have no claim against PSDF for any liability whatsoever unless expressly provided in this Agreement. In this regard, PSDF's liability shall be excluded to the fullest extent permitted under law and to the extent it cannot be excluded under law; the maximum overall liability of PSDF shall not exceed value of the contract for any and all claims and losses.

## **8. TERMINATION**

- 8.1. Either Party may terminate the Agreement by giving a one (1) month written notice to the other Party if any of the following events occur:
- (i) If either Party commits a material breach of its obligations under the Agreement or any of the representations/warranties set out in the Agreement proves incorrect in any respect; or
  - (ii) If either Party becomes voluntarily or involuntarily the subject of proceedings (excluding any frivolous proceedings initiated by a party) under any bankruptcy or insolvency law, or other law or procedure for the relief of financially distressed debtors, or is unable, or admits in writing its inability, to pay its debt as they mature, or takes or suffers any action for its liquidation or dissolution, or has a receiver or liquidator appointed for all or a significant part of its assets.

## **9. EVENTS OF DEFAULT**

- 9.1. The following events shall each constitute an "Event of Default" by the Service Provider:
- 9.1.1. In addition to Clause 8, PSDF has the right to immediately terminate the Agreement upon the occurrence of any of the following events of default.
  - 9.1.2. If Service Provider violates or breaches, or materially fails to fully and completely observe, keep, satisfy, perform and comply with, any agreement, term, covenant, condition, requirement, restriction or provision of this Agreement and does not cure such violation, breach or failure within thirty (30) days after PSDF gives Service Provider written notice of such violation, breach

or failure, or, if such violation, breach or failure can be cured but not within thirty (30) days with the use of diligent efforts, if Service Provider does not commence to cure such violation, breach or failure within such thirty (30) day period.

9.1.3. If the Services provided do not conform to any requirements of PSDF and subject to the same being informed to the Service Provider in writing, the same is not rectified within 10 to 15 days.

9.2. PSDF reserves the right to terminate the Agreement at any point in time without assigning any reasons with a month's notice. The Service Provider may terminate this Agreement at any point without assigning any reason with a four-month notice.

## **10. INTELLECTUAL PROPERTY**

10.1. All the material produced by the Service Provider for the purposes of this Agreement shall be considered to be works produced during the course this Agreement which shall be the intellectual property of PSDF and the Service Provider shall not be a joint owner of any of the materials produced.

10.2. Service Provider may use the intellectual property of PSDF only for the purpose of this Agreement. However, it may not sub-license the intellectual property to any other entity or persons nor shall the Service Provider share the works with any third party during or after the term of this Agreement.

10.3. Service Provider shall in no event make use of any Intellectual Property Right of PSDF including Trademark, Copyright, Logo, Patent & Design or any other material without prior written approval of PSDF. Service Provider shall in no event represent itself as owner or licensee or assignee of the said Intellectual Property Rights.

## **11. ENTIRE AGREEMENT**

This Agreement, together with the Appendices A, and B constitutes the entire agreement and understanding of the parties with respect to its object and supersedes and cancels any prior representation, commitment, undertaking or agreement between the parties, whether oral or written, with respect to or in connection with any of the matters or things to which such Agreement applies or refers.

## **12. WAIVER**

Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Agreement, nor time or other indulgence granted by one Party to the other, shall act as a waiver of such breach or acceptance of any variation or the relinquishment of any such right or any other right hereunder, which shall remain in full force and effect.

### **13. RECORD**

Service Provider shall retain all the records and working papers including monthly/quarterly reports, contracts, policies/ procedures Invoices, receipts and other documentary evidences in connection with the execution of this Agreement for a period of 5 years after the termination of this Agreement.

### **14. ASSIGNMENT AND SUB-CONTRACTING**

- 14.1. Service Provider shall not assign, transfer or in any other way alienate any of its rights or obligations under this Agreement whether in whole or in part without the prior written consent of PSDF.
- 14.2. Service Provider shall not sub-contract the provisioning of the Services or any related services without the express written permission of PSDF.

### **15. CONFIDENTIALITY**

- 15.1. Except as otherwise permitted by this Agreement, neither of the parties to this Agreement may disclose to third parties the contents of this Agreement or any information (other than Tax Advice) provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Either of the parties to this Agreement may, however, disclose such information to the extent that it:
- a) Is or becomes public other than through a breach of this Agreement;
  - b) Is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information;
  - c) Was known to the recipient at the time of disclosure or is thereafter created independently;
  - d) Is disclosed as necessary to enforce the recipient's rights under this Agreement; or
  - e) Must be disclosed under applicable law, legal process or professional regulations.
- 15.2. Either of the Parties to this Agreement may use electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement.

### **16. BLACKLISTING**

After signing the Agreement, if Service Provider is unable to fulfil its obligations and abandons Service Provider without any cogent reason, Service Provider may be blacklisted by PSDF and may be prohibited from participating in any PSDF funded schemes in the future.

### **17. FORCE MAJEURE**

- 17.1. Any event or circumstances beyond the reasonable control of a Party and unavoidable by the affected Party by exercise of due care shall be deemed as an ‘event of Force Majeure’. This shall include, but not be limited to, earthquakes, tsunami, fire, explosion, terrorism, storm, flood, lightening, pandemic, epidemic, war and hostilities.
- 17.2. If either party is affected by Force Majeure, it shall forthwith notify the other party of the nature and extent thereof.
- 17.3. Neither party shall be deemed to be in breach of this Agreement, or otherwise be liable to the other, by reason of any delay in performance, or non-performance, of any of its obligations under this Agreement to the extent that such delay or non-performance is due to any Force Majeure of which it has notified the other party, and the time for performance of that obligation shall be extended accordingly.

## 18. NOTICES

- 18.1. A notice or other communication under or in connection with this Agreement shall be:
- (a) in writing;
  - (b) in the English language; and
  - (c) delivered personally, sent by courier or transmitted by email to the Party to which it is intended to be delivered.

### 18.2. Addresses:

<b>PSDF</b>	<b>SERVICE PROVIDER</b>
Attention:  21 A Block H, Mateen Fatima Road  Gulberg II, Lahore  TEL:-	Attention:

## **19. SEVERABILITY**

In the event that any provision of this Agreement shall be found to be void or unenforceable, such findings shall not be construed to render any other provision of this Agreement either void or unenforceable, and all other provisions shall remain in full force and effect unless the provision(s) that is/are invalid or unenforceable shall substantially affect the rights or obligations granted to or undertaken by either Party.

## **20. VARIATIONS**

No variation of this Agreement shall be effective unless in writing and signed by or on behalf of all the Parties.

## **21. COUNTERPARTS**

This Agreement may be entered into in any number of counterparts and by the Parties to it on separate counterparts and each of the executed counterparts, when duly exchanged or delivered, shall be deemed to be an original, but taken together, they shall constitute one and the same instrument.

## **22. AMENDMENTS**

Any amendment to this Agreement shall only be binding if executed in writing by the parties through their duly authorized representatives.

## **23. ARBITRATION AND GOVERNING LAW**

- 23.1. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Pakistan and the parties' consent and submit to the jurisdiction and service of process to the courts in Lahore.
- 23.2. In case of any dispute arises regarding the provision of the Services, the decision of the PSDF shall be considered final & binding.
- 23.3. The Parties agree that in all other disputes, differences and questions in respect of any matter under this Agreement, whether during the term of this Agreement, or any renewals thereof, or after the expiry of this Agreement, arising between them may be referred to arbitration.

## **24. HARASSMENT**

Software Provider is expected to treat all persons with whom it interacts with respect and dignity. No worker shall be subjected to corporal punishment, abuse of power, threats, violence, intimidation, or harassment of any kind under the applicable laws.



Skills For Success

## 25. DISCRIMINATION

Software Provider shall not engage in discrimination based on race, colour, biological sex, nationality, religion, any type of disability or physical characteristics, marital status, sexual orientation, gender identity, social class and age.

**IN WITNESS THEREOF**, each Party has executed and delivered this Agreement as a deed on the date, which first appears above.

**PSDF**

**SERVICE PROVIDER**

<b>Name:</b> <b>Designation:</b> <b>On behalf of PSDF</b>	<b>Name:</b> <b>Designation:</b> <b>On behalf of the Service Provider</b>

Witnesses:

1.

2.

## APPENDIX A

### TERMS OF REFERENCE

#### **Scope, Duties and Responsibilities of the Service Provider**

##### **Objective:**

The objective of entering into this Agreement is for the Service Provider to distribute the bags and uniforms to PSDF trainees as per business requirement and the terms of this Agreement.

The Service Provider will be responsible for:

##### **Production:**

- Service Provider is responsible of producing/developing badge and bags to the acceptable quality as communicated by PSDF.
- PSDF representative will visit the Service Provider's production facility and randomly check the samples only after getting the approval on the production batch, Service Provider will dispatch the items.
- PSDF will provide the required artworks to produce badge and bag etc.

##### **Warehousing and stock/inventory management:**

- Service Provider is solely responsible for warehousing, processing orders and maintaining statistical and delivery records.
- Ensuring that liaising with courier delivery company, ensuring that quality objectives and delivery deadlines are met.
- Administering stock control.
- Delivery will be required over the contract period on monthly or quarterly basis based on the PSDF requirement.

##### **Packaging:**

- A carton is to be packed with tentative 25 badges and 25 bags and properly sealed or quantity of the bag and badge will be communicated by PSDF for the dispatch to the Training Service Providers.

##### **Delivery:**

- Service Provider has the sole responsibility of managing courier delivery service and ensuring successful delivery of the package.
- Delivery addresses are to be shared by PSDF (tentative delivery locations 1,000+ across Punjab).

All packages are to be delivered within 48 hours to required destination of Training Service Provider across Punjab. Destination addresses are to be provided by PSDF. PSDF reserves the right to impose penalty of 10% on invoice value for the specific delivery on location.

**Instructions:**

- PSDF will issue the purchase order as per the quantity agreed in the contract. Number is absolute, required quantity is fixed.
- In case of any dispute regarding quantity, quality of items and specification, the decision of the PSDF will be final & binding.
- The payment will be made on monthly basis upon confirmation of the delivery to the training services providers. Service Provider will submit the delivery report of courier company along with invoice.

**Specifications of the items:**

**Badges:**

- Material: Acrylic
- Thickness: 4mm
- Size: 2” x 2.50”
- Cutting Finish: Laser
- Printing Quality: UV Printing
- Backside: Imported Plastic Body Safety Pin
- Packing: Each Badge packed in plastic Envelop

**Bags:**

- Material: Parachute
- Color: Royal Blue
- String: Yellow Color
- Inside Stitching with overlock
- Size: 14” x 18”
- Printing Quality: Single Side Screen Printing
- Packing: Each Bag packed in plastic Envelop

**Corrugated Carton Box:**

- Material: 3 ply
- Size: 12.5 x 11.5 x 12 Inches

**Quantity Required**

Sr. No.	Item	Quantity
1	Badges	50,000



2	Bags	50,000
3	Corrugated carton box	2000

## APPENDIX B

### PAYMENT TERMS

- **TOTAL CONTRACT VALUE IS PKR \_\_\_\_/-**
- **PENALTIES MAY BE IMPOSED IN CASE OF DELAYS IN COMPLETING THE DELIVERABLES NOTED IN APPENDIX A:**

SR #	Description	Quantity	Unit Price in PKR Inclusive of Taxes	Tax %	Total Price (PKR) Inclusive of all Taxes
1	Bags	50,000			
2	Badges	50,000			
3	Corrugated Carton Box	2000			
4	Delivery Charges per Box	2000			
<b>Total Financial Cost (PKR) Inclusive of Taxes</b>					

### Payment Terms:

- Upon successful completion of deliverable as mentioned above, payment shall be made on a monthly basis within thirty (30) days after submission of invoice.
- All the payment shall be made in the PKR after the deduction of all applicable taxes.