

PUNJAB SKILLS DEVELOPMENT FUND

Disposal Document

No: 97/PSDF/DOV

Disposal of Vehicles of PSDF

June 2025



Submission Date for Sealed Bids: **July 10, 2025**, 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

Table of Contents

1	Invitation to Bidders	3
2	Instructions For Bidders	4
2.1	Terms & Condition:	4
3	Estimated / Reserved Price	6
3.1	Total Estimated / Reserved Price for vehicles:	6
4	Financial Bid Form.....	7
4.1	Financial bid form for Vehicle Number:.....	7
5	Bid Data Sheet.....	8
6	Bidder Profile Form	9
7	Affidavit.....	10
8	Check List	11

1 Invitation to Bidders

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 (now Companies Act 2017) by the Government of Punjab (GoPb). PSDF is revolutionizing the TVET sector through its innovative initiatives for vocational and technical training ensuring an economically bright and sustainable future for poor and vulnerable youth of Punjab.

Sealed bids/proposals are invited from bidders for “Disposal of Vehicles of PDF” 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 and must be submitted in hard form.

					
Disposal of Vehicles of PSDF					
<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 one envelope bidding procedure from well-reputed, experienced and tax registered bidders against the below-mentioned vehicles. The interested bidders can obtain the disposal documents containing all details with its evaluation criteria and terms & conditions from PSDF website (www.psdf.org.pk) and PPRA website (www.ppra.punjab.gov.pk). Tender No. 97/PSDF/DOV.</p>					
Sr. No.	Make	Model	Engine Capacity	QTY	Estimated Price (PKR)
1	Suzuki Swift / Car	Four Vehicle 2011	1328cc	4	23,778,900
2	Suzuki Cultus / Car	Two Vehicle 2016 One Vehicle 2015	993cc	3	
3	Honda City / Car	Four Vehicle 2014 One Vehicle 2015	1300cc	5	
4	Toyota Corolla / Car	One Vehicle 2016	1299cc	1	
5	Honda CD / Bike	Four Vehicle 2012	100cc	4	
<p>Important Information:</p> <ul style="list-style-type: none">• Bids submitted only in hard form shall be accepted while submission by other means shall be rejected.• Last date and time for bid submission is July 10, 2025, before 03:00 PM. Late bids shall be rejected. The bids will be open on the same date at 03:30 PM.• In the case of official holiday on the day of submission, the next day will be treated as closing date (time of closing and opening of bid will remain the same).					
<p>Procurement Department, Punjab Skills Development Fund 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</p>					

2 Instructions For Bidders

2.1 Terms & Condition:

This disposal of vehicles of PSDF is subject to the following terms and conditions.

1. Unsealed/open bid(s) shall not be entertained.
2. PSDF reserves the right to accept or reject any/all proposals/bids without assigning any reason(s) thereof.
3. Bid should accompany the following / Eligibly conditions:
 - a. Signed declaration form that bidder is not-blacklisted (as per format at Section 7 – Affidavit)
 - b. NTN & PST/GST (where applicable) must be registered and active as the case may be.
 - c. **10%** earnest money of the total bid amount in form of **Pay Order** in favor of “Punjab Skills Development Fund” (NTN: 3704870-8). Bids received without earnest money shall not be entertained.
4. Each bidder shall be required to submit earnest money equivalent to **ten percent (10%)** of their total bid amount **separately** for **each vehicle** on which they **place a bid**.
5. If the bidder fails to provide information as per the above-mentioned or does not fulfil the requirement of, “Eligibility conditions” shall be disqualified and declared ineligible from the bidding process and its financial evaluation shall not be carried out.
6. Bid(s) should be valid for **180 days** commencing from the bid closing date.
7. No offer/bid shall be accepted after bid closing time and date.
8. All applicable Govt. taxes i.e., WHT (10 % for filer & 20% for non-filer or any tax as per the applicable law) shall be paid by bidder over and above the successful bidder price. Any change in the Tax Slab will be implemented/invoked at the time of payment.
9. Transfer letter of Vehicles will be issued in the name of successful bidder only. Transfer charges will be borne by successful bidders.
10. Complete files (if any) and registration books of each vehicle are available with PSDF.
11. The token taxes before the handing over of the vehicle by the successful bidder shall be the responsibility of PSDF.
12. All logistics, transportation and handling charges shall be borne by the potential buyer at the time of inspection of the vehicles and for picking up the same from PSDF’s premises.
13. The highest offer in each vehicle would be considered the successful bidder, however, in case the successful bidder fails to submit the balance amount, his earnest money would be confiscated by PSDF, and if PSDF Disposal Committee agrees then the second highest bidder would be considered the winner if they match the price quoted by the highest bidder.
14. Bid price below the reserve price will not be acceptable, decision of PSDF in this case shall be considered final.
15. PSDF will negotiate with the highest bidder to get further improved offers.
16. Envelope should be marked with “**Vehicles No.**”.
17. Balance of the bid amount as per the filling status to be deposited in the form of Pay Order/Demand Draft drawn in favor of Punjab Skills Development Fund (PSDF) by the successful bidder within the next Seven (07) working days after the award, failing which PSDF shall be entitled to cancel the bid and forfeit the earnest money deposited with no future claim from the bidder.
18. The vehicles will be handed over to the successful bidder after receiving the full payment.

19. The decision of PSDF's Disposal Committee shall be binding in all cases.
20. Condition of vehicles is unknown and will be on "AS IS WHERE IS BASIS" and PSDF shall bear no responsibility after collection of vehicles by the successful bidder.
21. Successful bidders shall uplift the vehicles within Ten (10) days after depositing the full amount and in case of non-compliance earnest money along with the deposited amount shall be forfeited and bid will be cancelled with no future claim from the bidder.
22. Successful Bidder shall make sure use of the vehicles is strictly in accordance with the prevailing applicable national and international laws. In case of any violation(s), the successful Bidder shall be fully liable without any responsibility to PSDF.
23. Sealed Bid envelop along with necessary documents shall be delivered through courier services or by hand to PSDF on the above-mentioned address not later than **03:00 PM by July 10, 2025**. The Disposal Committee will open the bids on the same day at **03:30 PM** in the presence of the bidders, or their authorized representatives, who may like to be present.

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

24. PSDF employees & their families and Government Employees will not be entitled to participate in the disposal process.
25. The earnest money of the unsuccessful participants will be released within 5 days after the issuance of the award letter to the successful bidder whereas the earnest money of the successful bidder will be adjusted against the remaining payments.
26. Evaluation shall be made at total of Individual bid price for each vehicle. Bidders can participate in one or more than one vehicle. Incomplete or partially and conditionally filled bids against price schedule will be considered non-responsive for that vehicle.
27. Bidder is required to sign/stamp every page of the disposal document along with signature and submit back along with the bid.
28. One person one bid concept be used for each vehicle and if one person submits more than one bid, the PSDF shall reject all such bids.
29. The interested parties can **inspect** the vehicles at the above-mentioned address during office hours (09:00 a.m. to 05:00 p.m.) on following dates along with a **request for inspection** of the vehicles on the **bidder's letterhead** with authority:-
 - Saturday, June 21, 2025
 - Sunday, June 22, 2025
 - Saturday, June 28, 2025
 - Sunday, June 29, 2025
30. Interested parties must bring their **original CNIC** with them at the time of the opening of the bids.
31. Bid will be considered non-responsive in case of submission of incorrect or non-submission of original earnest money along with the required Bid document.
32. PSDF reserves the right to cancel / reject the disposal of any or all vehicles at any stage without assigning any reason.

3 Reserve Price

3.1 Total Reserve Price for vehicles:

Sr. No.	Assets Code	Make	Engine Capacity	Registration Number	Model	Reserve Price
1	9	Suzuki – Swift	1328cc	LEJ-1124	2011	1,350,000
2	10	Suzuki – Swift	1328cc	LEJ-1123	2011	1,350,000
3	11	Suzuki – Swift	1328cc	LEJ-1284	2011	1,440,000
4	12	Suzuki – Swift	1328cc	LEJ-1283	2011	1,350,000
5	20	Suzuki – Cultus	998cc	LEJ-1319	2016	1,215,000
6	21	Suzuki – Cultus	998cc	LEJ-1318	2016	1,215,000
7	22	Suzuki – Cultus	998cc	LEJ-1528	2015	1,170,000
8	15	Honda – City	1300cc	LEJ-1052	2014	2,250,000
9	16	Honda – City	1300cc	LEJ-1051	2014	2,250,000
10	17	Honda – City	1300cc	LEJ-1050	2014	2,340,000
11	18	Honda – City	1300cc	LEJ-1012	2014	2,295,000
12	19	Honda – City	1300cc	LEJ-1150	2015	2,385,000
13	24	Toyota – Corolla	1299cc	LEJ-1397	2016	3,105,000
14	1	Honda – CD 100	100cc	BRJ-23	2012	23,400
15	2	Honda – CD 100	100cc	BRJ-25	2012	13,500
16	3	Honda – CD 100	100cc	BRJ-26	2012	13,500
17	4	Honda – CD 100	100cc	BRJ-24	2012	13,500
Total						23,778,900

4 Financial Bid Form

4.1 Financial bid form for Vehicle Number:

(to be filled by bidder for each vehicle separately)

Sr. No.	Assets Code	Make	Registration Number	Model	Quoted Price (PKR) (without tax)	WHT %	Quoted Price (PKR) (with tax)
1							
Total amount (with tax) in Figures (PKR):							
Total amount (with tax) in Words (PKR):							

Important Note:

1. In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.
2. The **highest offer** in each vehicle would be considered the successful bidder.
3. One bidder can apply for only a vehicle or more than one vehicle.
4. The contract shall be awarded based on the highest price selection method in each vehicle separately.
5. Overwriting, cutting, use of fluid etc., are not allowed, which may lead to cancelation of bid offered.
6. Conditional or Incomplete bid shall be treated as non-responsive.

Stamp/Signature of Bidder_____

5 Bid Data Sheet

Sr. No.	Description	Detail
1	Bid For	Disposal of vehicles of PSDF
2	End Date & Time for submitting of disposal bids / documents	July 10, 2025, till 03:00 PM
3	Time for the opening of Bids	July 10, 2025, till 03:30 PM
4	Venue	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
5	Earnest Money	10% of Bid Value
6	Language of the bid	English
7	Disposal Procedure	Open Competitive Bidding and Single Stage One Envelope
8	Name of Disposal Agency	Punjab Skills Development Fund

6 Bidder Profile Form

The bidder must fill in the following data sheet complete in all respects for personal information.

Bidder's Full Name	
Bidder's CNIC No (if any)	
Bidder's NTN Number	
Bidder's GST / PST Number (if any)	
Bidder's Commercial / Office Address (if any)	
Bidder's Residential Address	
Bidder's Contact Landline No.	
Bidder's Contact Mobile No.	
Bidder's Contact email	

7 Affidavit

[To be printed on not less than PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Bid]

Name: _____
(Bidder)

I, the undersigned, do hereby certify that all the statements made in the Disposal document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [name of Procuring Agency] of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [name of Procuring Agency]. The undersigned further affirms on behalf of the Bidder that:

- i The bidder is not currently blacklisted by the Procuring Agency.
- ii The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm/company shall be blacklisted as per Law/ Rules.
- iii Affidavit for correctness of information.

[Name of the Bidder] undertakes to treat all information provided as confidential.

Name of Bidder of: _____

Date: _____

8 Check List

The provision of this checklist is an essential prerequisite along with submission of bid.

Sr.#	Detail	Responsive	Non-responsive
1	Earnest Money of 10% of bid value in the form of a in form of Pay Order favoring 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 disposal on envelope). If the original earnest money is not delivered before the opening of the bid, the bidder shall be disqualified for further proceedings. The earnest money should be valid for a period of not less than 6 months.		
2	Active Registration with Income Tax Authorities (National Tax Number NTN)		
3	Copy of active Registration with Sales Tax Authorities PST / GST.		
4	Financial Bid Form (as per section 4 of disposal documents), duly signed/stamped.		
5	Bidder Profile Form (as per section 6 of disposal documents) duly signed/stamped.		
6	Affidavit (as per section 7 of disposal documents) on non-judicial Stamp Paper of not less than Rs. 100/- duly attested by Oath Commissioner .		
7	Bidder is required to stamp every page of the disposal document along with signature and submit it back along with the bid.		