

**Invitation to Bid Notice No. PEF/PROC/NSP/2017-18/17**  
**PROCUREMENT OF STATIONERY ITEMS AND SCHOOL BAGS**

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of the Government of the Punjab, committed to the promotion of Quality Education through Public Private Partnership. Sealed Technical and Financial Proposals in accordance with Punjab Procurement Rules-2014 (Amended till date), Clause 38 (2) (a), “Single Stage - Two Envelope Bidding Procedure” are invited from reputed bidders. The proposals should be submitted in line with the Bidding Document that can be purchased from the office of Deputy Director Procurement. Details of required goods are as under:

Lot	Sr. #	Item Description	Quantity	Units
A	1	Note Book Printed with PEF Logo – Four Lined (English)	=4,000/-	No.
	2	Note Book Printed with PEF Logo – Broad Lined (Urdu)	=4,000/-	No.
	3	Note Book Printed with PEF Logo – Box Lined (Mathematics)	=4,000/-	No.
B	1	Sketch Book (Drawing)	=4,000/-	No.
	2	Lead Pencils	=12,000/-	No.
	3	Erasers	=4,000/-	No.
	4	Sharpeners (Lead Pencil)	=4,000/-	No.
	5	Scale (6” Plastic)	=4,000/-	No.
	6	12 Color Pencil Pack	=4,000/-	Pack
	7	Pencil Case	=2,000/-	No.
	8	Writing Slate with Box of Writing Chalks (Slaty)	=2,000/-	No.
C	1	School Bag with Embroidered PEF and Govt. of Punjab Logos	=2,000/-	No.

**Note:** Detailed specifications of the goods are mentioned in the bidding document.

**Eligibility Criteria**

Eligible bidder is a bidder who:

1. Is registered with Tax Authorities for NTN and GSTN/ PSTN as per relevant laws in Pakistan;
2. Provides audited financial statements / copies of work orders / contracts signed in FY 2015-16 or 2014-15 depicting sound financial strength: [minimum Rs.2 million in a financial year];
3. Has submitted bid security amounting to Rs.7,000/-, Rs. 25,000/- and Rs. 40,000/- for Lots-A, B and C respectively in form of PO / CDR / DD / BC in favor of Punjab Education Foundation as per bid security Rule of Punjab Procurement Rules-2014 (amended till date), which states that a procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the estimated price of procurement by the procuring agency;
4. Provides copies of five (05) work orders/ contracts showing supply of related items.
5. Is not applying in the capacity of joint venture for this tender.
6. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan.
7. Has purchased Bidding Document from the office of undersigned upon a formal request and cash payment of Rs. 500/- (nonrefundable).

**Note:** Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification.

**Terms and Conditions**

1. A pre-bid meeting will be conducted on January 09, 2018 at **03:00 pm** in order to clarify the queries of the prospective bidder(s).
2. The proposals must reach the office of the under signed on or before **January 16, 2018 till 03:00 pm**.
3. Technical Proposals will be opened on the same day at **03:30 pm** in presence of Bidders or their authorized representatives who wish to witness the bid opening.
4. After the Technical evaluation, Financial Proposals of only technically responsive bidders shall be opened on a date/time which shall subsequently be informed to the technically responsive bidders.
5. Incomplete proposals shall be rejected. Late bid will not be accepted.
6. PEF reserves the right to reject all the proposals, submitted in response to this Invitation to Bid Notice prior to acceptance.
7. The bidding documents will be immediately available for purchase after the publication of this Invitation to Bid Notice.

**DIRECTOR (HRM)**

**Punjab Education Foundation, 29-A, Model Town, Lahore Ph. # 042-99232774-5**