

Invitation to Bid Notice No. PEF/PROC/COM/2017-18/18
PROCUREMENT OF SOUVENIRS INCLUDING PRINTED MATERIAL, SHIELDS,
EXECUTIVE PENS AND PRINTED MUGS

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.

PEF invites 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" from reputed bidders. The bidders shall submit the proposals in line with the Bidding Document that can be purchased from the office of undersigned. Description and quantity of goods required is as under:

Sr. #	Description of Goods	Quantity
1	PEF Bags Brown Colour (Small)	=500/-
2	PEF Bags (Big)	=500/-
3	Shields	=250/-
4	Executive Pens with Boxes	=250/-
5	Printed Mugs along with Boxes	=250/-
6	Scribbling Pads / Note Pads	=1,000/-
7	DVD Covers with DVDs	=200/-

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

ELIGIBILITY CRITERIA

Eligible Bidder is a Bidder who:

1. Is an active tax payer of National Tax (NTN) and General Sales Tax (GST)/ Punjab Sales Tax (PST) (whichever is applicable);
2. Provides documentary proof like copies of audited financial statements or of work orders/ contracts/ MOUs, etc. for the FY/ CY 2014-15 or 2015-16 depicting sound financial strength (minimum Rs. 5 million in a Financial/ Calendar year);
3. Has experience of providing related items supported by documentary proof like copies of five (05) work orders/ contracts/ MOUs, etc. of the same;
4. Is not applying in the capacity of joint venture;
5. Has submitted bid security amounting to Rs. 40,000/- in form of a 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 the bid security not exceeding five per cent of the estimated price of procurement;
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 will lead to disqualification.

TERMS AND CONDITIONS

1. A pre-bid meeting will be conducted on February 1st, 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 **February 12, 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