Tender Notice No. PEF/Admn/029
“Designing and Printing of PEF Wall Calendar, Planner and Envelop for the Year 2015”

Punjab Education Foundation (PEF) is striving for promotion of quality education through Public Private Partnership in under privileged areas of Punjab.

Sealed Technical & Financial Proposals are invited from the firms in accordance with Clause 38 (2) (a) “Single stage two envelops bidding procedure” of Punjab Procurement Rules 2014 in line with the Tender Document that can be purchased from Director (HRM), PEF Secretariat Building, 87-B1, Off M.M Alam Road, Gulberg III, Lahore on a formal request and cash payment of Rs. 1000/- (Rupees one thousand only) from Admin Department, PEF at the same office building.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wall Calendar</td>
<td>1000</td>
</tr>
<tr>
<td>2</td>
<td>Planner</td>
<td>500</td>
</tr>
<tr>
<td>3</td>
<td>Envelop</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Note:** Specifications are mentioned in Technical specification of Tender Document.

**Terms and Conditions for Submission of Proposal:**

1. The Proposals must reach to Director (HRM), PEF Secretariat Building, 87-B1, M.M Alam Road, Near Pizza Hut, Gulberg III, Lahore on December 26th, 2014 till 10:00 am.
2. Each bid shall comprise of one single envelope, containing separately, financial proposal and technical proposal will be opened by PEF Purchase Committee on the same day at 11:00 am in the Board Room of PEF, in presence of Tenderers or their authorized representatives who wish to witness the Tender opening. After the technical evaluation, Financial Proposals of only technically qualified firms shall be opened on a date/time to be announced subsequently.
3. The bid security equal to 3% (Three Percent) of the tender price must be attached with the Financial Proposal in the form of Pay Order/ Demand Draft/CDR in favour of Punjab Education Foundation.
4. The bid validity period shall be 90 days.
5. The Financial Proposal shall be inclusive of all taxes.
6. The Firm must be registered with Sales Tax and Income Tax Departments (if applicable). Copy of NTN Certificate & Sales Tax Certificate should be provided.
7. An undertaking must be provided that the company has never been blacklisted by any Government/Semi-Government/Private Organization or autonomous body.
8. Firm must have working experience on similar type of at least five successful projects with the public/private sector with at least one in Public Sector.
9. Firm must provide list of their valued clients in Government/Public Sector, along with their Contact Names, Addresses and Telephone numbers.
10. Firm must provide Financial Statements/Revenue Statements/Bank Statements of last 06 months.
11. The firm shall deliver sample design for Wall Calendar, Planner and Envelop within 05 (Five) days after signing the contract, and shall deliver printed Wall Calendar, Planner and Envelop within 08(eight) working days after confirmation of design.
12. Punjab Education Foundation reserves the right to reject all the proposals, submitted in response to this Tender Notice prior to acceptance.
13. Incomplete proposals shall be rejected.
14. This Tender Notice has already been posted on both website www.pef.edu.pk and PPRA website.<http://ppra.punjab.gov.pk>