

BID DOCUMENTS

For

Printing for PEEF Scholarship Forms



Punjab Educational Endowment Fund (PEEF), Link Wahdat Road,
Lahore. Tel: 042-99260051-54, Ext: 115

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The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and forms. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

In case of any conflict of instructions/provisions herein with the Punjab Procurement Rules, 2014 (“duly amended up to date”), the Rules shall prevail.

Punjab Educational Endowment Fund (PEEF)

Invitation of Bids

1. Punjab Educational Endowment Fund, hereinafter referred to as “PEEF” or “the Client”, requires sealed bids for procurement of Scholarship Forms.
2. The successful bidder will be bound to provide the Printing of scholarship forms in a given time period as decided by the Client.
3. Interested firms and contractors, having successful relevant past experience of, and registered with income tax, and sales tax department, are invited to bid.
4. The Client invites sealed bids under Single Stage One Envelope under Rule 38(1) of Punjab Procurement Rules 2014.
5. Bidders may obtain further information, review sample of forms, inspect and acquire the bidding documents from the office of the Manager Admin. & HR, Punjab Educational Endowment Fund.
6. Bidding Documents are available on PEEF website and PPRA website. Interested companies can download those documents free of cost from PEEF web site. www.peef.org.pk and www.ppra.punjab.gov.pk
7. Incomplete and overwritten bids will be rejected.
8. PEEF will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids.
9. In case of official holiday on last submission date, next day will be the last date of submission.

Instruction to bidders

Introduction

1. Scope

1.1 The Client wishes to receive bids for Printing of office stationery as specified in Technical Specifications attached hereto (hereinafter referred to as “The Printing of Scholarship Forms”).

1.2 The bid is to be completed and submitted to the Client in accordance with the instructions to Bidders and relevant rules/regulations.

2. Eligible Bidder

The invitation for Bids is open to the well reputed printing companies/firms having requisite experience of similar projects based in Pakistan and registered with Income and Sales Tax Department.

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Client will in no case be responsible or liable for those costs.

Bidding Documents

4. Contents of Bidding Documents

4.1 The Services required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bidding documents include:

- a) Instructions to Bidders
- b) Technical Specifications
- c) Bid Form
- d) Schedules:
 - Schedule-A Conditions of Contract
 - Schedule-B Price Schedule
- e) Form of Contract Agreement
- f) Appendices

4.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.

5. Clarification of Bidding Documents

The prospective bidder requiring any further information or clarification of the bidding documents may notify the Client in writing or by visiting at the following address:

Manager Admin. & HR, Punjab Educational Endowment Fund, Link Wahdat Road, Near Government Pilot School, Wahdat Road, Lahore.

PEEF will respond in writing to any request for information or clarification of the bidding documents received prior to the deadline for the submission of bid which it receives.

6. Amendment of Bidding Documents

6.1 At any time prior to the deadline for submission of bid, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.

6.2 The amendment shall be part of the bidding documents, pursuant to Clause 6.1.

6.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Client may, at its discretion, extend the deadline for the submission of bid.

Bid Preparations

7. Language of Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Client shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.

8. Documents Comprising the Bid

The evaluation of Bid submitted shall be inclusive of, but not limited to, the following factors:

a) Bid Form

The Bidder shall complete the Bid Form in accordance with Clause 9.

b) Price Schedule

The Bidder shall complete the appropriate Price Schedule provided in the Bidding Documents for one or all the items as mentioned therein in accordance with Clauses 9 and 10.

Submission of Bid

9. Bid Form

The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules provided in the bidding documents.

10. Bid Prices

10.1 The bidder shall complete Schedule-B for all or any one of the items on which he wants to quote rate as per the instructions contained in this document.

10.2 Prices quoted in the price schedule for the services should be entered in the following manner:

- a) The price of the forms will be quoted for Lahore at the address provided in Schedule-A.
- b) Bidders shall quote rate for one or more items in Schedule-B and should write nil against item not quoted.
- c) The price is to be submitted in Pak Rupees (PKR) only and should include all taxes.

10.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

11. Bid Currencies

Prices shall be quoted in Pak Rupees (PKR).

12. Period of Validity of Bid

12.1 The bid shall remain valid for ninety (90) days from the date of bid closing prescribed by the Client.

12.2 Notwithstanding Clause 12.1 above, the Client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or fax. The bidder will not be required or permitted to modify its bid.

13. Format and Signing of Bid

13.1 The bidder shall submit Bidding Document.

13.2 Prescribed Bid Form and Schedules shall be used and not to be retyped. The original bid shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid. All pages of the bid where entries and amendments have been made shall be initialed by the person signing the bid.

13.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

14. Sealing and Marking of Bid

14.1 The bidder shall seal the original Bid into a single envelope.

14.2 The Technical Bid/Technical Specifications should be clearly and legibly written with relevant price quoted in front of each of the items.

14.3 The envelopes shall:

(a) be addressed to the following address:

Manager Admin. & HR, Punjab Educational Endowment Fund, Link Wahdat Road, Near Government Pilot School, Wahdat Road, Lahore. Tel: 042-99260051-54, Ext: 115

(b) bear the following identification:

Bid for "Procurement of Scholarship Forms"

Do Not Open Before **12:30 PM on 12.10.2018**

Closing time for submission of bids is **12:00 PM on same day (12.10.2018)**

14.4 In addition the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late".

14.5 Fax/E-mail bid will **not be entertained**.

15. Deadline for Submission of Bid

15.1 The original bid must be received by the Client at the address and time specified in Clause 14.3 (a) (b) above.

15.2 The Client may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 6, in which case all rights and obligations of the Client and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late Bid

The bid received by the Client after deadline for submission of bid prescribed by the Client, pursuant to Clause 15, will be rejected and returned unopened to the bidder.

Opening of Evaluation of Bid

17. Opening of Bid

17.1 The bid shall be opened, on the same date after the submission deadline, by the Client in the presence of the bidder's representatives who choose to attend at the time and date specified in Clause 17.1, at the office of the Client, given in Clause 14.3(a). The bidder's representatives who are present shall sign a register evidencing their attendance.

17.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the Client, at its discretion, may consider appropriate will be announced and recorded at the opening.

17.3 Bids shall be awarded as per Technical Evaluation based on overall lowest cost using least cost method.

18. Clarification of Bid

To assist in the examination, evaluation and comparison of bid, the Client may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

19. Determination of Responsiveness of Bid

19.1 Prior to the detailed evaluation of the bid, pursuant to Clause 24, the Client will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:

- (a) Meets the eligibility criteria specified in Clauses 2
- (b) Has been properly signed on the Bid Form;
- (c) Is accompanied by the required Securities and these Securities are valid and in good order;
- (d) The technical specifications should meet the major technical criteria as specified in Technical Specifications/Technical Bid Form of this document;
- (e) Offers fixed price quotations i.e. the bid do not offer an escapable price quotation;
- (f) Is otherwise complete and generally in order;
- (g) Conforms to all the terms, conditions and Specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one that:
 - (i) affects in any substantial way the scope, quality or performance of the Services; or
 - (ii) limits in any substantial way, inconsistent with the bidding documents, the Client's rights or the bidder's obligations under the Contract.

19.2 The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

19.3 The bid determined as not substantially responsive will be rejected by the Client and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.

19.4 The Client may waive any minor informality or non-conformity or irregularity in the bid.

20. Evaluation and Comparison of Bids

The Client will evaluate and compare the bids previously determined to be substantially responsive, pursuant to Clause 19, as stated herein.

21. Basis of Evaluation and Comparison of Bid

The Bids of only those Bidders who are substantially responsive to the requirements of the Bidding document will be considered for the evaluation and comparison of the Bid will be done based on the requirements of the Client as mentioned in the Technical Specifications. The offer/contract will be awarded to those Bidders who are technically sound whose evaluated Bid Price for item based for one or all items is the lowest.

22. Contacting the Client

Any effort by a bidder to influence the Client in the Client's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

23. Client's Right to Accept the Bid or Reject the Bid

The Client reserves the right to reject the bids pursuant to Rule 35 of the Rules at its sole discretion and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder(s) as to justification for the Client's action.

Award of Contract

24. Post-qualification and Award Criteria

24.1 The Client will determine to its satisfaction whether the bidder has offered the Services at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the Contract and in doing so, may allow the bidder to make up any shortcoming in the bid which does not negatively impact the performance and financial value of the services/the Services to be provided.

24.2 An affirmative determination will be prerequisite for award of the Contract to the bidder. A negative determination will result in rejection of the bidder's Bid.

24.3 Subject to Clause 21 above, the Client will award the Contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and consistent with the current prevailing market prices as determined by the Client, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

25. Client's Right to Vary Quantities at Time of Award

The Client reserves the right at the time of award of Contract to increase or decrease the quantity of the Services to be procured, without any change in unit prices or other terms and conditions.

26. Notification of Contract Award

26.1 Prior to the expiration of the period of bid validity, the Client will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.

26.2 The notification of award will constitute the formation of a contract, until the Contract has been affected pursuant to Clause 28 below.

27. Signing of Contract

27.1 After the acceptance of performance security, if applicable, by the Client, the Client may send to the successful bidder a formal agreement format incorporating all the terms and conditions herein.

27.2 Within two (2) days of the receipt of such formal agreement, the bidder/Service Provider shall sign and date the same and return it to the Client.

28. Income Tax, General Sales Tax

The Client may make inquiries on income tax to the concerned authorities of Income Tax and (If Applicable) General Sales Tax Department, Government of Pakistan.

Technical Specifications

- Detail of items for printing and delivery is as mentioned below.
- Printing will be done on framework contract spread over a period of one year
- Sample of the items can be seen and reviewed at PEEF office.

Sr. No.	Item Description	Quantity
01	100,000 Scholarship forms comprising of total 06 (Six) pages <ul style="list-style-type: none">• 01 Page single side printing FLS Size (80 grams)• 02 pages front back printing on FLS Size (80 grams)• 01 Page of Sample of Affidavit A4 Size (80grams)• FLS Size (8.5 x 13.0 inches)• A4 Size (8.3 × 11.70 inches)	100,000

Total estimated cost of supply of printing materials is **0.8 Million Rupees.**

BID FORM

To:

Manager Admin. & HR, Punjab Educational Endowment Fund, Link Wahdat Road, Near
Government Pilot School, Wahdat Road, Lahore. Tel: 042-99260051-54, Ext: 115

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda, if any.
- (b) We offer to provide the Services for the Client in conformity with the Bidding Documents;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:

- (d) The discounts offered and the methodology for their application is:

- (e) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative/revised offers in accordance with the Bidding Document and or relevant laws;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Client or the Government of Punjab;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (j) We agree to permit the Client or its representative to inspect our accounts and records and other documents relating to the bid submission, or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

(k) We undertake, if our above stated individual Bids for any or more items are accepted, we shall be bound to complete the work in accordance with the Contract Execution Schedule provided in the Schedule-A conditions of the Contract to Bid.

(l) We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening pursuant to Clause 21 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

(m) Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

(n) We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other bidder for the Works.

(o) We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

(p) We understand that all the Appendices/Schedules/Documents attached hereto form part of this Bid and further declare that we have completely read and understood the same, the contents whereof shall be binding on us.

Name: -----

In the capacity of: -----

Signed : -----

Duly authorized to sign the Bid for and on behalf of: -----

Bidder Signature and Seal

Signature -----

Name-----

Title: -----

Address: -----

SCHEDULE–A: Conditions of Contract

For ease of reference, certain information and Conditions of Contract applicable to the Contract are set forth herein.

1. The scholarship forms shall be delivered as **The Punjab Educational Endowment Fund, link wahdat road, near Government Pilot Higher School, Lahore**. Tel: 042-99260051-54 Ext 115
2. As required within the time period determined by the Client.
3. Any delay in delivery of goods or professional negligence may be liable to a penalty of up-to 10% of the total bid price.

SCHEDULE-B: Price Schedule

1. The total Bid Price shall include all Applicable Taxes & Duties and Charges to be provided under the Contract.
2. Where no prices are entered against any item, the price of that item shall be deemed to be nil and can be considered that the Bidder is not interested to compete for this specific item.
3. The proposals or bids should include the suggested terms of payment and full breakdown of all costs must be given.

Signature of Bidder _____

Financial Proposal

The financial proposal must be submitted on letterheads, indicating the name of the company.

Sr. No.	Item Description	Quantity	Per Unit / Price
01	100,000 Scholarship forms comprising of total 06 (Six) pages <ul style="list-style-type: none">• 01 Page single side printing FLS Size (80 grams)• 02 pages front back printing on FLS Size (80 grams)• 01 Page of Sample of Affidavit A4 Size (80grams)• FLS Size (8.5 x 13.0 inches)• A4 Size (8.3 x 11.70 inches)	100,000	
Total			

*Note: Rate include-All Government Taxes and other applicable Companies / Firms are required to record their rate per item and will be responsible to provide required qualities at the similar rates.

Form of Contract Agreement

THIS AGREEMENT made on the --- day of -----, 2018, between PEEF of ----- (hereinafter “the Client”), of the one part and ----- of ----- hereinafter called the Supplier, of the other part:

WHEREAS the Client invited bids for certain Services viz., _____ and has accepted a Bid by the Supplier for the supply of those Services in the sum of _____ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Client’s Notification to the Supplier of Award of Contract (Letter of Acceptance);
- (b) the Form of Bid and the Price Schedules submitted by the Supplier;
- (c) the General Conditions of Contract;
- (e) the Schedule to Bid (other than Price Schedule);
- (f) Appendices to Bid;
- (g) Specifications; and
- (h) Drawings, if any.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Client to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Client to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Supplier in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan on the day, month and year indicated above.

Signature of the Supplier Signature of the Client

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness: `Witness

_____, (Name, Title and Address) (Name, Title and Address)

TECHNICAL EVALUATION CRITERION

(Appendix-A)

Following information is to be provided by the bidder for technical evaluation.

Sr. No	Description	Requirement
1	Proof of Registration Individuals/Firms/Company	Mandatory
2	Registration with NTN & General Sales Tax	Mandatory
3	Compliance with Technical Requirements	Mandatory
4	Affidavit on Rs.100 stamp paper declaring that the company is not blacklisted by any Government Department/Authority/Agency/Company	Mandatory
5	Firm/Company must have local setup in Lahore	Mandatory

Bidders fulfilling above requirements shall be considered as substantially responsive bidders, and among technically responsive bidders, the bidder with lowest financial bid will be awarded the contract.