



**THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF**

**TENDER DOCUMENT**  
**FOR HEAVY DUTY PRINTER SERVICES FIRM**

# The Punjab Educational Endowment Fund (PEEF)

(A Company Setup under section 42 of the Companies Ordinance 1984)

## Procurement of Services -Heavy Duty Printer

The Punjab Educational Endowment Fund (PEEF) is seeking to hire a service provider rental basis firm to provide Heavy Duty Printing Services.

- The interested firm should provide the following documents.
  - 1- Details related to relevant experience with list of clients.
  - 2- Organizational Structure of the firm /company.
  - 3- Technical capabilities in terms of human resources.
  - 4- Valid NTN, GST, PRA company/firm registration certificates
- Interested Firms are requested to submit single envelop technical and financial proposals in sealed envelope along with detailed profile at the address mentioned below, latest by **Tuesday 19<sup>th</sup> June 2018** at 11:00 am, technical and financial bid will be opened same day at 11:30 am.
- Detailed TORs of the assignment can be downloaded from PEEF website [www.peef.org.pk](http://www.peef.org.pk) or PPRA website <http://ppra.gop.pk> or can be obtained from address mentioned below.
- Estimated Cost of Procurement is **1.0 Million Rupees**.

Manager Administration & HR  
The Punjab Educational Endowment Fund (PEEF)  
Link Wahdat Road, Lahore.  
042-99060051-54 Ext: 115

## **GENERAL INSTRUCTIONS**

### **1. Background**

The PEEF facilitate the Needy and Talented students all over the Punjab and provides quota base scholarship for other provinces of Pakistan. PEEF intends to hire Heavy Duty Printing Services firm for the period of twelve (12) months. Starting from July 2018 to June 2019. Interested parties preferably possessing expertise in IT Equipment rental services can apply for the above mentioned project. The PEEF will hire responsive Service Provider Firm on the lowest rates offered for operation on assigned task.

### **2. Terms and Conditions**

- Three Heavy Duty Printers / Copiers are required to be installed at The Punjab Educational Endowment Fund, PEEF office, with minimum specification of 45 ppm/cpm or higher.
- Estimated Prints/copies per month 125,000/- at PEEF office which includes A4, A3and Legal prints..
- Backup machines will be provided for printers/copiers.
- There will be no fixed cost no printing limit no repair and maintenance cost of printers. Cost of spare and consumables including toner etc. under this contract are also to be borne by the service firm.
- The PEEF will deduct taxes as per applicable Government regulations.
- The bidder shall provide the printers as per the actual requirement of the client without any extra cost and any printer can be replaced for up gradation with mutual consent of the client and the bidder.
- The service provider shall provide the installation of printers within one week after issuance of Purchase Order.
- The bidder will provide troubleshooting services and shall depute an engineer and technical resource who will visit PEEF office and will check all the printers for trouble shooting on daily basis or as per agreed schedule with PEEF.
- The bidder's engineers/technical resource will visit as per schedule for inspection, for quality assurance and troubleshooting etc.
- In case of machine failure service firm engineer will provide immediate services.
- Paper will be provided by PEEF.

### **3. Contract Period**

The prospective Heavy Duty Printer services Firm is required to bid for providing three (03) printers with back up. The successful bidder will be required to provide Heavy Duty Printers for the period of twelve (12) months.

#### **4. General Condition of Bid**

- The proposals from bidders should reach on or before **Tuesday 19<sup>th</sup> June 2018** no later than 11:00 am.
- Bid submitted by bidders must remain valid and open for acceptance for sixty (60) days from the bid submission date. During this period the bidder shall maintain the availability of resources offered in proposals.
- The PEEF will determine to its satisfaction whether the Bidder, having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- The office Tender Committee will open the tenders in the presence of the bidders or their representatives.
- Bid documents filed by the bidders with over writing/ tempering/ cutting/ erasing will be canceled.
- Each bidder will submit a certificate clearly indicating the amount of bid, amount of CDR, No and date of CDR.

#### **5. Proposal Submission**

Proposal may have include both Technical and Financial Proposals sealed in separate envelopes and then put in single envelope.

##### **a. Technical Proposal**

The bidders are required to submit following basic documents for technical assessment:

Details related to experience with all supporting documents are line:

- List of firm's major clients.
- Technical capabilities in terms of human resources.
- List of available machines
- Valid NTN company/firm registration certificates
- Valid PRA company/firm registration certificates
- Only sales tax registered and N.T.N. holder firms may participate in the tender.
- Refundable Earnest money @ 2% of the total estimated purchase price in the shape of CDR/Bank Draft of schedule bank should accompany the tender otherwise tender will not be entertained.
- All Government Taxes will be applicable

##### **b. Financial Proposal**

- The financial proposal must be submitted on letterheads, indicating the name of the company.
- Financial proposal must share per page printing cost.
- PEEF office may provide paper and electricity for heavy duty printers.
- Repair and maintenance (including parts and tonner of printers) of heavy duty printers will be responsibility of vendor.
- The prospective bidder will furnish rates Per Print in PKR inclusive of all applicable taxes.
- Rate of each item must be quoted separately inclusive of sales tax, where applicable. It should clearly be mentioned on the quotation letter that "the rates are inclusive of GST and all other taxes". If The Quotation letter does not bear the above mentioned statement, it shall not be considered.

**\*Note:** Companies/Firms are required to record their rate per single Print/Copy and will be responsible to provide all prints/copies at similar rates.

## **6. Award of Contract**

The PEEF will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has claimed the lowest rate, provided that such Bidder has been determined to be eligible.

The PEEF, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in operator capacities, may require the operator to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not: Provided that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

Payment will be made on the monthly basis against actual invoice.