



**GOVERNMENT OF THE PUNJAB
POPULATION WELFARE DEPARTMENT**



**Expression of Interest (EOI) for Hiring Consultancy
Services for Standardized Training Manual**

Population Welfare Department is soliciting proposals/Bids from interested Consultant/ Firms/ institutions with relevant expertise/ experience for provision of standardized Training Manual on Office Management as per Terms of Reference (TOR).

- The TOR may be obtained from the office of the Principal, PWTI, 169-A, Ahmed Block, Garden Town Lahore on any working day from **1000 hours to 1500 hours latest by, 9th December, 2015.**
- Procurement shall be governed by the Punjab Procurement Rules, 2014.
- 2% Earnest money in shape of deposit at call issued in favour of Secretary, Population Welfare Department, will be attached with the bid.

1. Single Stage – Two envelope bidding procedure based on “Technical” & “Financial” Proposals as per rule 38 (2) (a) of Punjab Procurement Rules, 2014, shall be applied.

- i) Tenders may be submitted comprising a single sealed package containing two separate envelopes. Each envelop will contain separately **“Financial Proposal”** and **“Technical Proposal”**.
 - ii) Envelop shall be marked as “Financial Proposal” and “Technical Proposal” in Bold and legible letters to avoid confusion. The financial proposal envelop will only be opened after technical proposal is found responsive.
 - iii) The firms already under process of disciplinary action, defaulter or black listed with any government/organization are not allowed to participate.
- The deadline for the submission of Proposals/Bids is **11:00 A.M. on, 10th December, 2015.** Which will be opened at **11:30 A.M on the same day** at Secretary PWD Office 58- Abu Bakar Block, Garden Town, Lahore.
 - Procuring agency reserves the rights to reject all Bids or Proposals at any time prior to the acceptance of a Bid or Proposal.

**Secretary/Project Director
Population Welfare Department**