

BID DATA SHEET (INFORMATION FOR THE BIDDERS)

1.	Procuring Agency	Population Welfare Training Institute
2.	Tender Number	2018/2019
3.	Name of Tender	Supply of Stationery/General Items
4.	Cost of Tender Document	Rs.500/-
5.	Bid Security is within 5% of the estimated cost.	Of total estimated amount in shape of CDR in favour of "Principal PWTI". <ul style="list-style-type: none">• Lot No.1 bid security = Rs.9000• Lot No. 2 bid security = Rs.3900
6.	Performance Guarantee	10% of Contract Value
7.	Tender Addressed to	Principal PWTI, Lahore.
8.	Contact Number	042-99230809
9.	Due Date, Time and Place of submission of Tender Document	31-01-2019 till 11:00am Accountant, PWTI.
10.	Date, Time and Place of Technical Bid Opening	31-01-2019 at 11:30am In the office of Principal, PWTI Lahore.
11.	Date, Time and Place of Financial Bid Opening	Shall be intimated subsequently

APPLICATION

Subject: TENDER FOR THE SUPPLY OF STATIONERY/ GENERAL ITEMS

1.)	NAME OF FIRM:
2.)	OWNER OF FIRM:
3.)	CNIC:
4.)	GST NUMBER:
5.)	NTN:
6.)	IS AFFIDAVIT ATTACHED?:
7.)	CONTACT NO:
8.)	E-MAIL:
9.)	OFFICE ADDRESS:



**POPULATION WELFARE TRAINING INSTITUTE
POPULATION WELFARE DEPARTMENT
GOVERNMENT OF THE PUNJAB**



TENDER ELIGIBILITY/MANDATORY PARAMETERS

Eligible Bidder/Tenderer is one who:-

- i. has valid registration certificate for Income Tax and Sales Tax and active NTN Number / active taxpayer by FBR.
- ii. has paid professional tax for current period where required.
- iii. is registered with Punjab Revenue Authority where required.
- iv. Has deposited bid security of total estimated amount in shape of CDR in favour of "Principal PWTI" that is within 5% of the estimated cost.
 - a. Lot No.1 bid security = Rs.9000
 - b. Lot No. 2 bid Security = Rs.3900
- v. due date of submission is 31.01.2019 at 11:00am.
- vi. date of opening of the tender is 31.01.2019 at 11:30am.
- vii. an Affidavit on original stamp paper of Rs. 100/- should be provided by the tenderer that their firm has not been blacklisted by any Government Department/Organization.
- viii. an Affidavit on original stamp paper of Rs. 100/- should be provided by the tenderer regarding acceptance of the term & conditions in this document and tender notice.
- ix. experience of supply of similar items to government or reputable private organization.

EVALUATION CRITERIA

- i. Technical bids shall be evaluated Lot wise on the basis of specifications mentioned in the requirement/specification schedule and conditions mentioned in the Tender Eligibility/Mandatory Parameters.
- ii. The rates should be valid for financial year 2018-19 and cannot be changed till the whole year complete. The year will start after the signing the contract. The rates should be including all the applicable taxes and luggage charges including taxes applicable during the provision of items till the contract completes. There shall be no any hidden charges.
- iii. In case all the bidders or more than one bidders quote equivalent rates the procuring agency shall decide the matter in the presence of bidders upon unanimously acceptable procedure.

TERMS & CONDITIONS

1. PWTI invites sealed bids from only eligible bidders. The bid should be addressed to the Principal, PWTI.
2. The qualified bidder/bidders shall provide the goods to PWTI till expiry of financial year 2018-19 after the issuance of Purchase Order as per the requirement of the PWTI.
3. In case the quality is found unsatisfactory and not as per the specifications settled between the successful bidder and PWTI the bidder shall pay the penalty of Rs.10,000/- (rupees ten thousand) per item alongwith replacement of item.
4. The procuring agency reserves the rights to cancel the contract at any time and re-tender any lot or all the lots in case of poor quality of items and inefficient services.
5. If the successful bidder at any time during the contract intends to withdraw the contract he/she shall inform the PWTI 03 months before alongwith reason that may be considered by the procuring agency on certain grounds and limits.
7. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion.
8. Initially only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
9. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of PWTI without being opened.
10. The Technical Committee of the PWTI shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price as per approved specification.
11. Tender process would be through "Single Stage -Two Envelope Procedure" as per Punjab Procurement Rules, 2014, as under:-
 - i. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
12. The bidder should have an active vendor number in Accountant General Office Punjab.

TECHNICAL PROPOSAL (Envelop A): Details to be furnished in the Technical Proposal:

- a) Covering Letter.
- b) Tender Documents of Technical Proposal.
- c) Copies of Professional Tax, Sales Tax and Income Tax Certificate.
- d) Check List duly filled, signed and stamped by authorized representative.
- e) Affidavit on original stamp paper regarding acceptance of very terms and conditions.
- f) Technical Specifications as per Technical Annex-A on bidder's letter head mentioning full detail. Bid should contain only one Brand/Model/Make for each item. No alternate options for one item.

FINANCIAL PROPOSAL (Envelop B): Details to be furnished with Financial Proposal:

- a) The Financial Proposal shall be inclusive of all taxes.
- b) Financial Proposal Covering Letter
- c) Price Schedule
- d) Bid Security

INSTRUCTIONS TO BIDDERS

- i. Bidder should quote items according to the specifications given in requirement schedule.
- ii. Committee may reject any proposal which does not conform to the specified requirements given in Specifications/Requirement Schedule.
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted.
- iv. Evaluation committee may ask bidder for explanation of any item/information given in bidder's proposals.
- v. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- vi. After the evaluation and approval of the technical proposal, Population Welfare Training Institute shall publicly open the financial proposals of the technically accepted bids only.
- vii. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders and the bid found to be the lowest evaluated bid shall be accepted.
- viii. **The bidders may be asked to provide the samples to check the quality before issuance of purchase order.**
- ix. Tenderers shall submit complete details of their firm, offices, along-with postal address, Phones / Fax numbers etc.
- x. The tenders should specifically indicate their NTN / GST No. and proof of professional tax paid for current period where required.
- xi. Any erasing / cutting / crossing etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed. Offer with any overwriting shall in no circumstances be accepted.
- xii. All prices must be in Pak Rupees and prices offered should be valid for financial year 2018-19 .
- xiii. If warrant/guaranty is required as per specifications, there will be 10 % security in form of CDR for the total amount of purchase order which will remain in the custody of department till the expiry of warranty/guaranty.
- xiv. The bidders are expected to examine the bidding documents / tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information / documents or submission of a bid not substantially responsive to the bidding documents / tender notice in any aspect would result in the rejection of the bid.
- xv. Only those bidders are qualified for financial opening whose specifications are equivalent or higher to the approved specification.
- xvi. Bidder should mentioned company profile, and list of key personnel shall be attached.
- xvii. The firm shall deliver the services / goods at PWTI till expiry of financial year 2018-19 on day to day basis as per the requirement of PWTI after issuing the purchase order.
- xviii. The Tender Notice & Bidding Documents are available on website of PWTI <http://pwd.punjab.gov.pk> and on PPRA website <http://ppra.punjab.gov.pk>
- xix. There will be a grievances redressal committee of consisting of Asst. Director(PnP), Instructor and Research Associate to address the complaints of bidders.
- xx. Bidders may be disqualified / blacklisted as per PPRA Rules—2014 amended upto date.

**(PRINCIPAL) POPULATION WELFARE TRAINING
INSTITUTE**

(Document Ended)



**POPULATION WELFARE TRAINING INSTITUTE
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SPECIFICATIONS/REQUIREMENT SCHEDULE**



**LOT NO. 1
Stationery Items**

Sr no	Items	Unit	Approximate Quantity
1	Paper Ream White A4 80 gsm	Ream	70
2	Paper Ream White F4 80 gsm	Ream	10
3	Executive File Cover	Nos	120
4	File Cover Plastic	Nos	260
5	Ballpoint Pen	packet	75
6	Scotch Tape 1.5"	roll	10
7	Packing Tape	roll	6
8	Binding Tape 2"	roll	4
9	Box Files Executive	Nos	12
10	File Stand	Nos	12
11	Stapler Pins Large	packet	25
12	Plastic Card Cover with Ribbon	nos	700
13	UHU Tube Large	Nos	6
14	Paper Cutter	nos	6
15	Photo Paper	packet	35
16	Double Tape 3"	roll	1
17	Single Puncture	nos	3
18	Liquid Glue	bottles	4
19	Usb Drive 8gb	nos	10
20	Stock Register	nos	4
21	Pointer	nos	50
22	Carbon Paper	packets	1
23	Color Paper (Light Green)	packets	4
24	Flags For Files (Assorted colours)	packets	10
25	Fax Paper Roll	roll	3
26	Stapler Pins Remover	nos	6
27	Correction Fluid	nos	12
28	Stapler Pins	box	3
29	Noting Sheets	Ream	2
30	Paper Clips	packets	4
31	Office Table Set	nos	4
32	Cartridges Of Hp400 Laserjet	nos	1
33	Cartridges Of Hp1005 Laserjet	nos	1
34	Cartridges Of Hp125 Laserjet	nos	2
35	Cartridges Of Hp1536 Laserjet	nos	1
36	Cartridges Of Hp1320 Laserjet	nos	3

LOT NO. 2

General Items

Sr no	Items	Unit	Approximate Quantity
1.	Scouring Pad	Nos	80
2.	Flower Broom	Nos	28
3.	Toilet Mop	Nos	40
4.	Dish Wash Liquid	bottles	60
5.	Soap 115grms	bar	500
6.	Dettol Liquid 1L	bottles	20
7.	Glass And Surface Cleaner	nos	5
8.	Duster	Nos	122
9.	LED Energy Saver 24W	Nos	30
10.	LED Energy Saver 36W	Nos	20
11.	Tissue Box 150 * 2ply	Nos	80
12.	Tissue Roll	Nos	155
13.	Bin Bag Plastic	kg	6
14.	Multipurpose Cell AAA	Dozen	2
15.	Multipurpose Cell AA	Dozen	3
16.	Handwash Liquid 5L	bottles	3
17.	Sweep Acid	bottles	15
18.	Drinking Glass	Dozen	3



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Description	Check
1. Technical tender document	
2. NTN certificate	
3. GST registration	
4. Proof of professional tax	
5. Affidavit	
6. Computerized nation identity card (copy)	
7. List of clients	
8. List of similar tasks	
9. Original receipt of fee of tender documents deposited in PWTI	
10. Detailed specifications on bidder's letterhead (signed & stamped)	
11. Copy of CDR	
12. Vender number in AG office	