PROCUREMENT OF ECE KITS AT QUAIID-E-AZAM ACADEMY FOR EDUCATIONAL DEVELOPMENT, DISTRICT HAFIZABAD

TO BE DEPOSITED IN THE OFFICE OF DISTRICT QAED HEAD HAFIZABAD

Last Date of Submission: ____________

Cost of Tender Documents Rs. 3.948 Million

Syed Muhammad Zaheer (Chairman)
Telephone: 0547-580030, Cell No.0300-6527950

Amjad Ali Bhatti (Member)
Cell No.0321-6163698
Email: dtschfz@gmail.com

Procurement of ECE Kits at District QAED HAFIZABAD
IMPORTANT NOTE

Bidding documents are immediately available after date of publication. CDR of Rs. 197400/- (05% of Estimated Price) should be submitted in the name of Principal, QAED Hafizabad.

Bids must be delivered on 15-11-2019 till 1:00 pm and will be opened on same day at 1:30 pm.

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents may be rejected at the initial stage itself. The valid documentary evidences as detailed hereinafter should be submitted by the Bidder for preliminary and detailed examination.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules 2014, as amended from time to time and instructions of the Government of the Punjab received.
INVITATION TO BID
(Tender Notice)

Sealed bids are invited from Firms/ Suppliers who have experienced of manufacturing/supplying of Early Childhood Education (ECE) resource materials/ECE kits for the Development ECE Rooms mentioned below districts.

<table>
<thead>
<tr>
<th>Sr #</th>
<th>District Name</th>
<th>ECE School</th>
<th>E/Cost</th>
<th>E/Money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quaid-e-Azam Academy for Educational Development, Hafizabad</td>
<td>84</td>
<td>3.948 M</td>
<td></td>
</tr>
</tbody>
</table>

The firms should be registered with Income Tax and Sales Tax Departments. Tender fee is Rs. 1000/- (Non-Refundable). For further queries firms may contact/visit District QAED concerned during official hours. Copy of Tender Notice is also available for information on the website of Punjab Procurement Regulatory Authority i.e. www.ppra.punjab.gov.pk. The bidding documents are available for sale from the date of publication of this advertisement.

1) The procurement will be carried out in accordance with the provision of Procurement (PPRA) Rules 2014.
2) Prototype/samples of the ECE kit items can be seen in the office of the concerned district QAED Head on the working days during office hours.
3) Detail of all Items will be provided with the Bidding documents.
4) Prescribed tender forms duly signed by the District QAED Head Hafizabad can be obtained immediately from the date of publication of this advertisement from the office of the District QAED Head Concerned during office hours.
5) The below mentioned items/documents should also be submitted for issuance of the tender form;
   i) Bank receipt of Tender fee.
   ii) Deposit bid security @ 5% of estimated cost (as mentioned against each in the shape of CDR/demand draft) issued in the name of the District QAED Head Hafizabad.
6) Tender rates and amounts should be filled in figures as well as in words. Tender should be sealed as per general direction given in the tender documents.
7) Bids will be opened by Tender Opening Committee in the office of by the District QAED Head concerned in the presence of contractors/their authorized representatives, who choose to be present. The last date for submission of tender document is 15-11-2019 at 01:00 PM the tender will be opened on the same date at 01:30 PM.
8) The Competent Authority, the District QAED may reject all bids or proposal at any time prior to the acceptance of bid or proposal as per procurement rules 2014.

Principal/Head
QAED Hafizabad
03006527950
Table of Content

INSTRUCTION TO BIDDER

1. General
  1.1 Punjab Procurement Rules to be followed
    1.1.1 Punjab Procurement Rules 2014 will strictly be followed. These may be obtained from PPRA’s website.
    1.1.2 In this document, unless otherwise mentioned to the contrary, “Rule” means a Rule under the Punjab Procurement Rules 2014.
  1.2 Mode of Advertisement(s)
    1.2.1 As per Rule 12(1), this Tender is being placed online at PPRA’s website, website of Procuring agency in addition to the advertisement on newspaper as per the required of rule ibid.
  1.3 Type of Open Competitive Bidding
    1.3.1 As per Rule 38 (2) (b) of Punjab Procurement Rules 2014, Single Stage – two Envelope Bidding Procedure shall be followed.
      1.3.1.1 The bid shall be a two package containing technical and financial bid.
      1.3.1.2 The procuring agency shall evaluate the technical and financial bid in the manner prescribed by the PPRA rule 2014.
      1.3.1.3 The lowest evaluated bidder shall be awarded the contract.

2 Bidding Details
  2.1.1 Bidding Details All bids must be accompanied by Bid Security (Earnest Money), as per provisions of this tender document clause “Bid Security” in favor of “Principal QAED Hafizabad”. The complete bids as required under this tender document, must be delivered into the Tender Box placed in the office of Principal District QAED Hafizabad, not later than 1:00 pm on last date of submission of bids i.e 15-11-2019, late bids shall not be accepted.
    2.1.2 The bid shall be publicly opened at District QAED Hafizabad at 1:30 pm on the same day.
    In case the last date of bid submission falls in/ within the official holidays, the last date for submission and opening of the bids shall be the next working day.
    2.1.3 Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the works must be received in writing to the Procuring agency till 13-11-2019. Any query received after said date may not be entertained. All queries shall be responded to within due time.
    2.1.4 The bidder shall submit bid complying with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clauses regarding “Determination of Responsiveness of Bid” and “Rejection of the Bid” for making their bids substantially responsive to the requirements of the Bidding Document.
2.1.5 It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Procuring agency. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

2.1.6 The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/ cost quoted in the Bid to cover all obligations under this Bid Process.

2.1.7 It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Procuring agency will be permitted throughout the period of completion of the contract.

2.1.8 The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Procuring agency under this contract.

2.1.9 The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

**Primary Contact**
Name: Syed Muhammad Zaheer
Designation: Principal QAED Hafizabad
Contact no: 0300-6527950

**Secondary Contact**
Name: Amjad Ali Bhatti
Designation: Education Officer
Contact No: 0321-6163698
Email: dtschfz@gmail.com

2.1.10 Bidders should note that during the period from the receipt of the bid and until further notice, all queries should be communicated via the Primary Contact and in writing only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

2.1.11 Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder’s authorized representative through whom all communications shall be directed until the process has been completed or terminated.

2.1.12 The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
3 Notice

3.1.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the Procuring agency, the same shall be:

3.1.2 in writing;

3.1.3 issued within reasonable time;

3.1.4 Served by sending the same by email/ courier to their principal office in Pakistan or such other address as they shall notify for the purpose; and

3.1.5 The words "notify", "certify", "order", “consent”, “approve”, "instruct", shall be construed accordingly.

3.1.6 Failure to complete required Works within the specified time period will invoke penalty as specified in this document. TERMS AND CONDITIONS OF THE TENDER

3.1.7 Tender Scope

. To meet the department requirements, following goods and services are required: -
<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Item</th>
<th>Description</th>
<th>Unit Quantity</th>
<th>Total Quantity</th>
<th>Total Amount including all taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Sand paper letters (English &amp; Urdu)</td>
<td>26 small, 26 capital English and 37 Urdu alphabets, cut out of sandpaper, letters pasted with double sided tape on 2.mm, thick pressed lamination sheet pieces. Sand paper of Grade Number 1x180 shell be in brownish color for cut out. Consonants on pink and vowels should be on blue boards. Small letter may be pasted on pink and capital letters may be on blue pieces or any color and Urdu alphabets may be on red. Size of each tiles should be 4x3 inches. Each set of 26 small, 26 capital and 37 Urdu lettersshell be properly packed in three separate transparent plastic boxes of size 7x5x3 with colored lid. As per sample available at ECE Implementation Unit, QAED</td>
<td>01 sets each</td>
<td></td>
<td></td>
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<tr>
<td>02</td>
<td>Flashcards (Urdu &amp; English alphabets)</td>
<td>52 wooden English and 76 wooden Urdu i.e. 26 alphabets and 26 matching pictures for English, 38 alphabets and 38 matching pictures in Urdu in box in color printing on art card 300g and laminated. size of each flashcard be 3x3. Flashcard pasted on 2.5mm thick medium density fiber board (MDF pieces) packed in a plastic box. As per sample available at ECE Implementation Unit, QAED</td>
<td>01 sets each</td>
<td></td>
<td></td>
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<tr>
<td>03</td>
<td>Phonetic object box</td>
<td>A box containing 10 - 12 objects at least 2&quot; in size, of wood or sturdy plastic accompanied by word cards 3&quot; x 3&quot; printed on MDF. E.g. Bus, car, hat, box, dog, cat, peg, pin, mat, fan, pot, bug. As per sample available at ECE Implementation Unit, QAED</td>
<td>01 set</td>
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<tr>
<td>#</td>
<td>Item Description</td>
<td>Details</td>
<td>Quantity</td>
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<tr>
<td>04</td>
<td>Magnetic board with English alphabets</td>
<td>26 capital alphabets &amp; numbers along with mathematical symbols +, -, =, x and divide accompanied by a 12&quot; x 12&quot; magnetic white board. As per sample available at ECE Implementation Unit QAED</td>
<td>01 set</td>
<td></td>
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<tr>
<td>05</td>
<td>Daily Planner</td>
<td>Daily weather, day, date and season to be incorporated on the planner. Parachute or flex material to be utilized for developing the pictured model. Velcro to be used to allow children to manipulate the daily plan. As per sample available at ECE Implementation Unit QAED</td>
<td>01 piece</td>
<td></td>
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<tr>
<td>06</td>
<td>Puppets</td>
<td>Flexible to operate with hand, 04 family character puppets with one cartoon character made from colorful material. As per sample available at ECE Implementation Unit QAED</td>
<td>1 set of 05 puppets (04 family characters and 01 cartoon character)</td>
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<tr>
<td>07</td>
<td>Book rack</td>
<td>The work shall include but not be limited to the fabrication and supply of Complete Book Rack size Length=36inche, width=18inch and Height=36inche made from double sided bright color laminated chip board sheets of 16mm thickness and minimum density of 700 kg/m³ all as per ANSI.A208.2. All edges shall be covered with glued and tapped with TVC and back side will be 16mm wide and 3.2 mm thick pressed lamination MDF. Nails shall be fixed @ 4 nails per running foot. As per sample available at ECE Implementation Unit QAED</td>
<td>01</td>
<td></td>
<td></td>
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<tr>
<td>08</td>
<td>Books</td>
<td>Big books on numbers, alphabets, first words, picture dictionary and atlas. AlifLaila &quot;BabluBhai series in Urdu&quot;. Board books on language &amp; literacy by local publishers i.e. Apple, Caravan and Dreamland.</td>
<td>20 books (04-05 big books 05 AlifLaila Books 10 board books)</td>
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<tr>
<td></td>
<td>Description</td>
<td>Details</td>
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<tr>
<td>09</td>
<td>Numbers Flashcards</td>
<td>Wooden puzzle pairs to allow matching illustrated objects to corresponding number. Size 7x9.5 inches pictures printed on both sides of art card and laminated with round corner packed in a packing box in following categories: Opposite 20Nos, action 20 Nos, fruits and vegetables 20 Nos, occupation 20 Nos. As per sample available at ECE Implementation Unit QAED. 02 sets each.</td>
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<tr>
<td>10</td>
<td>Model clocks</td>
<td>01 set of 04 hands held models and one wall mountable model clock sized 12”x12” made out of colored plywood. As per sample available at ECE Implementation Unit QAED. 01 set of 05 clocks.</td>
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<tr>
<td>11</td>
<td>Wooden Abacus</td>
<td>The size of Abacus 12”x12” containing 10 rows and 10 colored plastic beads in each row. As per sample available at ECE Implementation Unit QAED. Set of 01.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Geo board</td>
<td>A 12”x12” hard wood sheet with nails on it with the distance of 2”. Include strong rubber bands. Umbrella-head pins to keep rubber bands in place. As per sample available at ECE Implementation Unit QAED. Set of 05.</td>
<td></td>
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<tr>
<td>13</td>
<td>Pink tower</td>
<td>10 pink wooden cubes ranging from 1 cm³ up to 10 cm³ in increment of 1 cm³ of base packed in a cardboard box. As per sample available at ECE Implementation Unit QAED. 01 set.</td>
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<tr>
<td>14</td>
<td>Brown stairs</td>
<td>Supply of wooden rods, the item shall include but not be limited to fabricate and supply wooden rods made of seasoned and knot free kale wood. Sanded to sizes and bright brown painted in fine enameled and lacquered finish placed on. 01 set.</td>
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<tr>
<td>No.</td>
<td>Item Description</td>
<td>Details</td>
<td>Quantity</td>
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<td>15</td>
<td>Pattern Blocks</td>
<td>Set of 32: pattern/polygonal blocks in 3 shapes and color to fit together for. 3 shapes: triangle (8), rhombus (16) &amp; square (8). Total: 32 pieces. Properly packed in a wooden box. As per sample available at ECE Implementation Unit QAED</td>
<td>01 set</td>
<td></td>
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<tr>
<td>16</td>
<td>Small Magnetic board with capital and small alphabets</td>
<td>Alphabets capital &amp; small. As per sample available at ECE Implementation Unit QAED</td>
<td>02 sets</td>
<td></td>
<td></td>
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<tr>
<td>17</td>
<td>Geometrical solids 3D with flashcards</td>
<td>3D wooden geometrical solids (sphere, cone, cylinder, cuboid, pyramid) accompanied by flashcards with the shapes' names on them. As per sample available at ECE Implementation Unit QAED</td>
<td>One Set of 10 geometrical solids 3D as pictured.</td>
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<tr>
<td>18</td>
<td>Number rods with cards</td>
<td>Supply of 10 wooden rods, the item shall include but not be limited to fabricate and supply wooden rods made of seasoned and knot free kale wood. Each rod is colored in an alternating red and blue pattern. All dimensions are in cm.</td>
<td>01 Set of 10 number rods accompanied by corresponding number cards with base stand.</td>
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<tr>
<td>19</td>
<td><strong>Cushions with learn to dress skills</strong></td>
<td>Size 14/14 inches filled with polyester 350 in inner cover with zip and finally wrapped in colorful (Blue, red, yellow, green cloth) to incorporate dress up skills i.e. buckle, tie, lace, button, zip and snap on them packed in a polythene bag. As per sample available at ECE Implementation Unit QAED</td>
<td>01 set of 06 cushions</td>
<td></td>
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<tr>
<td>20</td>
<td><strong>Incentive badges</strong></td>
<td>5- types of badges 8 each (well motivated, friendly, independent, participative, clean and tidy) As per sample available at ECE Implementation Unit QAED</td>
<td>01 set of 40 badges.</td>
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<tr>
<td>21</td>
<td><strong>Soft board</strong></td>
<td>Rectangular corkboards sized at least 2 feet x 3 feet. As per sample available at ECE Implementation Unit QAED</td>
<td>01 soft boards</td>
<td></td>
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<tr>
<td>22</td>
<td><strong>Framed Mirror</strong></td>
<td>Glass with frame: Size 36x18 inches, thickness 5mm with 2 mm MDF bag sheet and colored plastic fancy frame with 2 strong metallic hooks for hanging with wall on back. Properly packed with thermo pore sheet from front side and then wrapped with cardboard sheet for transportation to avoid breakage. As per sample available at ECE Implementation Unit QAED</td>
<td>01 set</td>
<td></td>
<td></td>
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<tr>
<td>23</td>
<td><strong>ECE House</strong></td>
<td>The work shall include but not be limited to the fabrication and supply of complete doll house size: L=42, W=12, H=36 made from double sided bright color laminated chip board sheets of 16mm thickness and minimum</td>
<td>01 piece</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
density of 700 kg/m³ all as per ANSI.A208.2.

All edges shall be covered with glued and tapped with TVC and back side will be 16mm wide and 3.2 mm thick pressed lamination MDF. Hut shall be made with MDF from one corner to other corner and courtyards from 7mm MDF sheet and painted in red enamel. Nails shall be fixed @ 4 nails per running foot.

As per sample available at ECE Implementation Unit QAED

<p>| 24 | Pretend play toys | Role play to be promoted for introducing children to various occupations. Therefore 03 kits i.e. kitchen, garden and medical are proposed. The toys should be either of unbreakable plastic or wooden to ensure child safety and long term durability. | 01 sets (01 garden kit, 01 kitchen set, 01 doctors' kit) |
| 26 | Art supplies | Pencil Color, Crayons (full set), Poster Paint color, 05 pairs of round tipped / paper only scissors and 05 sticks of glue, 1 pencil color, 12 colored pencils large size packed in a cardboard packing, 12 crayons properly packed in a plastic box, poster paint: one set of 6 poster colors (Black, Yellow, red, Green, Blue and White), 30ml in a bottle properly packed in a zipper bag. Set of 6 paint brushes packed in a polythene bag (Non-toxics paint) | 01 sets |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Modeling Clay</td>
<td>Provide 05 bucket of 250 gm each modeling clay not play dough (Non-toxics paint)</td>
<td>01 set of 05 bucket of 250gm each.</td>
</tr>
<tr>
<td>28</td>
<td>Popsicle Sticks</td>
<td>Colored popsicle sticks as per sample.</td>
<td>02 packs of 100 sticks</td>
</tr>
<tr>
<td>29</td>
<td>Music Set</td>
<td>5 wooden musical instruments i.e. dholki, flute, bell, xylophones and duff packed in a zipper bag</td>
<td>Set of 05 music items</td>
</tr>
<tr>
<td>30</td>
<td>Puppet theatre</td>
<td>Puppet theatre should be of sturdy material to allow at least 2 children to stand behind it to perform. Size: 4 feet high &amp; 2.5 feet wide.</td>
<td>01 set</td>
</tr>
<tr>
<td>31</td>
<td>Texture box</td>
<td>Smooth, rough, silky and velvet Textures etc in wooden box.</td>
<td>01 set</td>
</tr>
<tr>
<td>32</td>
<td>Bar Magnet</td>
<td>Size: 100x18mm</td>
<td>03 pairs</td>
</tr>
<tr>
<td>33</td>
<td>Transportation Set</td>
<td>Transportation toys of good quality plastic to be divided into 03 categories of land (5), air (3) and sea (2), accompanied by only 03 items</td>
<td>1 set of 10 items</td>
</tr>
<tr>
<td>Item Number</td>
<td>Description</td>
<td>Specification</td>
<td>Quantity</td>
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<tr>
<td>34</td>
<td>Magnifying glass</td>
<td>Good quality magnifying glass with smooth grip &amp; durable quality. Dia=50mm with plastic handle with good quality length properly packed. As per sample available at ECE Implementation Unit QAED</td>
<td>03 pieces</td>
</tr>
<tr>
<td>35</td>
<td>Plastic / Rubber Animals</td>
<td>15 Number of animals or above with bifurcation of animals in the following two categories: 1. Wild animals (10) 2. Marine life (5). made from hard plastic properly packed in zipper bag. As per sample available at ECE Implementation Unit QAED</td>
<td>Set of 15 or above</td>
</tr>
<tr>
<td>36</td>
<td>Sand and water tubs</td>
<td>Rectangular plastic tubs sized 70 x 49.5 x 15 cm deep in primary colors with plastic sheets so that the equipment can be covered after play. As per sample available at ECE Implementation Unit QAED</td>
<td>Set of 04 (02 tubs for sand and 02 tubs for water)</td>
</tr>
<tr>
<td>37</td>
<td>World globe</td>
<td>H 33 cm x W 26 cm x Depth 25 cm with stand. As per sample available at ECE Implementation Unit QAED</td>
<td>01 piece</td>
</tr>
<tr>
<td>38</td>
<td>World Map Flex Poster</td>
<td>3 feet x 4 feet with wooden mounting. As per sample available at ECE Implementation Unit QAED</td>
<td>01 piece</td>
</tr>
<tr>
<td>39</td>
<td>Cellophane colour cards</td>
<td>Set of 4 pieces, 300g art card paper on front size pasted on 300g pleech card at backside. Textures cardboard size 7x4 cut for cellophane sheet 5x2 in red, blue, green and yellow colors packed in polythene bag. As per sample available at ECE Implementation Unit QAED</td>
<td>01 sets of 3 pieces</td>
</tr>
</tbody>
</table>
| 40 | **Sports Equipment** | Footballs: small and big Dia 4 inches and 8 inches. Bat and ball: a set of plastic bat and two balls properly packed in plastic sheet. 3 different kinds of Playing ball
As per sample available at ECE Implementation Unit QAED | 03 different kinds of sports' balls.
02 sets of cricket bat & ball.
02 Football (1 Big+1 Small)
2 Balls small |
| 41 | **Sequence Cards (health, hygiene & nutrition)** | 03 - 04 pieced sequence cards per situation to be printed for health, hygiene and nutrition in colored printing.
As per sample available at ECE Implementation Unit QAED | 01 sets |
| 42 | **Flex Posters (health, hygiene & nutrition)** | Good indoor quality flex poster with wooden mounting size 18x12 inches printed in bright colors with strong metal strips
As per sample available at ECE Implementation Unit QAED | 02 sets each |
| 43 | **Montessori mat** | Size 8 feet x 10 feet in bright color (Green/Blue).
As per sample available at ECE Implementation Unit QAED | 01 piece |
| 44 | **Washing lines with clips** | Colorful prime quality plastic pegs, 20 pegs packed in a polythene bag with a piece of 7 meter nylon rope.
As per sample available at ECE Implementation Unit QAED | 01 set |
| 45 | **String along shapes kit** | Each set contains 40 shapes square (6 Nos), rectangle (6 Nos), circle (6Nos), triangle (6 Nos), star (4 Nos), Pentagon (6 Nos) and Hexagon (6 Nos), different colors with whole in a center made from double lamination, MDF sheet, 16mm thick packed in a transparent plastic jar with colored lid.
As per sample available at ECE Implementation Unit QAED | 01 set |
<table>
<thead>
<tr>
<th></th>
<th>Jigsaw Puzzles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Made of wood pieces to assemble</td>
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<tr>
<td></td>
<td>- Shape of animals.</td>
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<tr>
<td></td>
<td>- Completing English alphabets and counting up to 26.</td>
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<tr>
<td></td>
<td>- Assemble a shape (4 to 10 piece)</td>
</tr>
</tbody>
</table>

As per sample available at ECE Implementation Unit QAED

02 sets Big with 10 pieces.
02 sets Small with 5-6 pieces
3.2.1 Picture will also be shared with the bidders if required.

3.2.2 Department invites sealed technical and financial bid to procure the above mentioned Work.

3.2.3 Successful bidder is required to provide the above mentioned goods at District QAED Hafizabad

3.2.4 The successful bidder will submit stamp duty @ 0.25% of the total value of contract / purchase order at the time of submission of bill to the end user.

4 Tender Eligibility/ Qualification Criteria

Eligible Bidder/ Tenderer is a Bidder/ Tenderer who:

4.1 Has valid National Tax Number (NTN);

4.1.1 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

4.1.2 Must have sufficient experience in related field and attach work orders and satisfactory performance certificate in this regards.

4.1.3 will submit an affidavit on judicial paper worth Rs. 100/- stating therein that the prices quoted against this tender are not more than the prices charged from any other purchase organization in the Punjab and in case of any discrepancy, the tenderer hereby undertakes to refund the prices charged in excess. If this affidavit is not attached, the tender will not be accepted. (Very important)

Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance will lead to disqualification.

4.2 Tender Cost

The Tenderer shall bear all costs/ expenses associated with the preparation and submission of the Tender(s) and the Procuring agency shall in no case be responsible/ liable for those costs/ expenses.

4.3 Examination of the Tender Document

The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions.

5 Clarification of the Tender Document

5.1 The Tenderer may require further information or clarification of the Tender Document, before 15-11-2019 in writing. The clarification and its replies will be shared with all prospective bidders.

2.2 Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

5.3 Amendment of the Tender Document

5.3.1 The Procuring agency may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the
Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

5.3.2 The Procuring agency shall notify the amendment(s) in writing to the prospective Tenderers as per rule-25 (4) of Punjab Procurement Rules, 2014.

5.3.3 The Procuring agency may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25 (3) of Punjab Procurement Rules, 2014.

6 Preparation/ Submission of Tender

6.1 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Procuring agency, shall be in English.

6.2 Technical Bid shall comprise the following:

6.2.1 Complete bidding document with each page duly signed and stamp along with following annexures to be reproduced on the letter head of the firm/contractor.

6.2.2 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) and Affidavit (Integrity Pact) (Annexure-B&C)

6.2.3 Covering letter duly signed and stamped by authorized representative. (Annexure-D)

6.2.4 Certificate of Company/Firm Registration/Incorporation.

6.2.5 Evidence of conformity of the Works to the Tender Document.

6.2.6 Submission of undertaking on legal valid and attested stamp paper of Rs. 100 that the firm is not Blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

6.2.7 Valid Registration Certificate for Income Tax & General Sales Tax/ Provincial Sales Tax

6.2.8 Power of Attorney, if an authorized representative is appointed (Annexure-E)

6.3 Financial Bid shall comprise the following

6.3.1 Bid Submission Form (Annexure-A)

6.3.2 Bid Security Rs.197400/- (original CDR attached).

6.3.3 Price Schedule (Annexure-F)

6.4 The Firm shall seal the Technical and Financial Bid separately in an outer envelope duly marked as under:

Strictly Confidential

Technical and Financial Bid for

Tender No. [Number of Tender & Title]
[Name of the Procuring agency] [Address of the Firm]
[Name of the Firm] [Address of the Firm]
[Phone No. of the Firm]
6.5 The Tender shall be dropped in the prescribed Tender Box placed at the office of Procurement Officer, not later than **01:00 pm** on last date of submission of bids. No late bid shall be accepted.

6.6 This is made obligatory to **affix authorized signatures** with official stamp on all documents, annexures, copies, certificates, letters, forms and all relevant documents as part of the bids submitted by the tenderer

7 Opening of the Tender

7.1 The bid shall be opened at **01:30 pm** on the last date of submission of bids i.e. **15-11-2019** in the presence of the Tenderer(s) who may choose / wish to be present without further invitation. In case the last date of bid submission falls in/ within the official holidays, the last date for submission of the bids shall be the next working day.

7.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Procuring agency may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

7.3 Single stage two envelop procedure as per rule 38(2)(a) of PPR-14 shall be adopted.

7.4 In the first instance, technical bids shall be opened and evaluated as per evaluation criteria. After completion of technical evaluation all, the bidders shall be informed as whether they have been technically qualified or not through a written letter. Financial bids of only technically qualified bidders shall be opened on the date and time as will be mentioned in the said letter. Financial bids of the technically non-qualified bidder shall be returned un-opened as per Rule 38(2)(a)(vii) of PPR-2014

7.5 The Procuring agency will open all bids in the presence of bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders’ representatives who are present shall sign an attendance sheet evidencing their presence.

7.6 The bidders’ names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 18.

7.7 Bids (and modifications sent pursuant to ITB Clause 19.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

7.8 The Procuring agency will prepare minutes of the bid opening.

8 Tender Price

8.1 The quoted price shall be:

8.1.1 Best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation;

8.1.2 Inclusive of all taxes duties, levies, insurance, freight, etc.;

8.1.3 If not specifically mentioned in the Tender, it shall be presumed that the quoted price is as per the above requirements.

8.1.4 Price Schedule shall only be submitted with the financial Bid (**Annexure-F**).
8.1.5 The bidder must provide price of each job as per Price Schedule.
8.1.6 Bid with the lowest price will be awarded the contract.
8.1.7 The Bid shall be checked for any arithmetic errors which shall be rectified, as follows:

8.1.8 If there is a discrepancy between the amount in figures and the amount in words for the Total Bid Price entered in the Bid Form, the amount which tallies with the Total Bid Price entered in the Price Schedule, shall govern.

8.1.9 If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

8.2 If there is a discrepancy in the actual sum of the itemized total prices and the total bid price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

8.2.1 The Bid price as determined after arithmetic corrections shall be termed as the corrected total bid price which shall be binding upon the Bidder.

8.2.2 Adjustment shall be based on corrected Bid Prices. The price determined after making such adjustments shall be termed as Evaluated Total Bid Price.

8.2.3 The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the terms and conditions of the Contract / Technical Specifications, shall be added to the corrected Bid Price for comparison purposes only. No credit shall be given for offering delivery period earlier than the specified period.

8.2.4 The Bidder shall state the Bid Price for the payment terms outlined in the Conditions of Contract will be considered for the evaluation of the Bid.

8.2.5 Any discount offered by the bidder shall be included in the conclusive bid price.

9 Bid Security (Earnest Money)

The Tenderer shall furnish the Bid Security (Earnest Money) as under:
9.1 Shall be in the form of Call Deposit Receipt/DD/PO in the name of District QAED HEAD HAFIZABAD;
9.2 Shall be a sum of Rs.197400/-
9.3 Denominated in Pak Rupees;
9.4 Shall be included in the envelop of financial Bid;
9.5 Having a minimum validity period of one twenty days from the last date for submission of the Bid or until furnishing of the Performance Guarantee, whichever is later;
9.6 The unsuccessful bidders shall be returned the bid security only. The Bid Security shall be returned to the successful Bidder on furnishing the Performance Guarantee.

10 Tender Validity

The Tender shall have a minimum validity period of one twenty (120) days from the last date for submission of the Tender. The Procuring agency may solicit the Tenderer's consent to an extension of the validity period of the Tender. The
request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security as per Clause 28(4)(c).

11 Modification/Withdrawal of the Tender

11.1 The Tenderer may, by written notice served on the Procuring agency, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

11.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security and other penalties as mentioned in PPR-14 as may be determined by the competent authority.

12 Clarification of the Tender

The Procuring agency shall have the right in case of any discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm any ambiguity/the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the Procuring agency.

13 Determination of Responsiveness of the Bid (Tender)

The Procuring agency shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

13.1 Meets the eligibility criteria given herein this tender document;
13.2 Offers fixed price for all Works as per Price Schedule;
13.3 Is accompanied by the required Bid Security as part of financial proposal;
13.4 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

Note: A material deviation or reservation is one which affects the scope, quality Works or limits the Procuring agency's rights or the Tenderer's obligations under the Contract.

13.5 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation.

14 Rejection of the Bid

The Procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring agency shall incur no liability, solely, by virtue of rejection of bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014). The Tender shall be rejected if it is:

14.1 Substantially non-responsive in a manner prescribed in this tender document; or
14.2 Submitted in other than prescribed forms, annexes, documents by other than specified mode; or
14.3 Incomplete, partial, conditional, alternative, late; or
14.4 The Tenderer has conflict of interest with the Procuring agency; or
14.5 The Tenderer tries to influence the Tender evaluation/ Contract award; or
14.6 The Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
14.7 The Tenderer fails to meet the requirements of Tender Eligibility/ Qualification Criteria
14.8 There is any discrepancy between bidding documents and bidder’s proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
14.9 The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

15 **Performance Guarantee**

The successful contractor shall furnish Performance Guarantee as under:

15.1 Within Five (07) working days of the receipt of the Letter of Acceptance (LoA) from the Procuring agency;
15.2 In the form of a CDR/ Pay Order/ Demand Draft, issued by a scheduled bank operating in Pakistan;
15.3 For a sum equivalent to 5% (Five Percent) of the contract value;
15.4 In Pak Rupees;
15.5 The proceeds of the Performance Guarantee may be payable to the Procuring agency, on occurrence of any/ all of the following conditions:

15.5.1 If the contractor commits a default under the Contract;
15.5.2 If the contractor fails to fulfill any of the obligations under the Contract;
15.5.3 If the contractor violates any of the terms and conditions of the Contract

15.6 The contractor shall cause the validity period of the Performance Guarantee to be extended for such period(s) as the contract performance may be extended. The Performance Guarantee shall be returned to the contractor within forty five (45) days after successful completion of work and after the issuance of satisfactory report by the procuring agency to the bidder/contractor.

16 **Award Criteria**

The eligible bidder/ tenderer will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all coral formalities.

17 **Award Letter**

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Procuring agency shall issue Award Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of Punjab Procurement Rules, 2014) and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.
18 Redressed of grievances by the procuring agency

The Procuring agency has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

18.1 Any bidder feeling aggrieved by any act of the Procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

18.2 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

18.3 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

18.4 Any bidder not satisfied with the decision of the committee of the Procuring agency may lodge an appeal to the Director General QAED Punjab.
ANNEXURES

ANNEXURE-A

To be attached with Financial Bid, To be reproduced on letter head of the firm/contractor.

BID SUBMISSION FORM

To (Name and address of Procuring agency) [Location, Date]

Dear Sir,

We, the undersigned, offer to provide the _ (Insert title of assignment) _ in accordance with your Bidding Document No. dated _ (insert date)_. Our attached Bid is for the sum of _ (insert amount in words and figures) _. This amount is inclusive of all taxes.

Our Bid shall be binding upon us up to expiration of the validity period of the Bid, i.e. before the date indicated in _ of the Bid Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us blacklisted on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)
(In full and initials)
Name and Designation of Signatory

Name of Firm
Address
ANNEXURE-B

To be attached with technical bid
To be reproduced on letter head of the firm/contractor

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information/documents.

Dated this day of 20

Signature

(Company Stamp)

________________________

In the capacity of

Duly authorized to sign bids for and on behalf of:
Annexure-C

To be attached on legal stamp paper with technical bid

AFFIDAVIT

(Integrity Pact)

We (Name of the bidder/contractor) being the first duly sworn on oath submit, that Mr. /Ms. __________________________

(If participating through agent / representative) is the agent / representative duly authorized by _(Name of the bidder company)_ hereinafter called the Contractor to submit the attached bid to the _(Name of the Procuring agency)_.

Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the _(Name of the Procuring agency)_ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Procuring agency and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support. The Seller/Supplier/Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all person in respect of or related to the transaction with the Procuring agency and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresentation facts or taking any action likely to defeat the purpose of this declaration, representation and warranty/support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Procuring agency under any law, contract or other instrument, be voidable at the option of Procuring agency. Notwithstanding any rights and remedies exercised by the Procuring agency in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Procuring agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Procuring agency in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Procuring agency.

Subscribed and sworn to me this day of 20

Notary Public
ANNEXURE-D

To be attached with technical bid
To be reproduced on letter head of the firm/contractor.

Bid Submission Form/Forwarding Letter

To
[procuring agency name]

Having examined the bidding documents including Addenda Nos. [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 2% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under Clause _____ 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.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Authorized Signed & Stamp of the Firm/Contractor
ANNEXURE-E

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

a) To be executed by an authorized representative of the bidder.

b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common stamp affixed in accordance with the required procedure.

c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.
Format of Power-of-Attorney
To be submitted with technical proposal
To be reproduced on letter head of the firm/contractor.

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Procuring agency) including signing and submission of all documents and providing information/responses to (name of the Procuring agency) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this day of 20
For ____________________________

(Signature)
(Name, Designation and Address)
Accepted

(Signature)
(Name, Title and Address of the Attorney)
Date:

Annexure F
To be submitted with Bid Form
To be reproduced on letter head of firm/contractor