

**OFFICE OF THE DISTRICT EDUCATION  
OFFICER (LITERACY), MUZAFFARGARH**



**TENDER DOCUMENTS, (SINGLE STAGE TWO ENVELOPS)**

**FOR**

**PROVISION OF Literacy Kit and Learner Kit items for NFEIS established  
under "Punjab Non Formal Education Project Phase-II"**

**TO**

**DISTRICT MUZAFFARGARH**

**During Financial Year 2021-2022**

**Issued to: .....**

**Document No.....**

**Dated.....**

**District Education Officer  
Literacy & NFEE Department  
Muzaffargarh**

## **INSTRUCTIONS TO THE BIDDERS**

- i. Procurement shall be made under Punjab Procurement Rules, 2014.
- ii. It will be clearly understood that the Terms and Conditions contained in this document are required to strictly be complied with.
- iii. Bidders must ensure that they submit all the required documents indicated in the Tender.
- iv. Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- v. Bids without supporting documents, undertaking, valid documentary evidence, and non-conforming to terms and conditions as laid down in the Tender Document shall be liable to rejection. Bids received after due time and date / without Bid Security (in shape of Bank Guaranty of CDR or Bank Draft) shall be rejected summarily.
- vi. The bidder must quote rates of all items /specification wise inclusive all federal and provincial applicable taxes.
- vii. Mode of open competitive bidding as per Rule No. 38(2) **single stage two envelopes procedure shall be followed with details given hereunder:**

*"The bid shall comprise a single sealed package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters as to avoid confusion."*

Initially, only the envelope marked "TECHNICAL PROPOSAL"(Annexure-A) shall be opened. The envelope marked as "FINANCIAL PROPOSAL"(Annexure-B) shall be retained under the custody of procuring agency without being opened

- viii. The financial proposals of technically qualified bidders shall be opened publicly at a time and venue announced / communicated to the bidders in advance.
- ix. The Purchaser shall evaluate the technical proposal under PPRA Rule 32 and in a manner prescribed in this document without reference to the price and reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted.
- x. After the evaluation and approval of the technical proposal the procuring agency shall at a time-within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.
- xi. The procuring agency / purchaser reserves the right to accept or reject all bids as per Rule 35 & 36 of PPRA, 2014 (Amended upto date)
- xii. The Bidder should not be a Govt. servant or any black listed contractor / firm.

## BID SUBMISSION FORM / BIDDING FORM

No: \_\_\_\_\_

Date: \_\_\_\_\_

**The District Education Officer (Literacy),  
Muzaffargarh**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, I / we,

the undersigned, offer to supply and deliver

\_\_\_\_\_ 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.

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

If my / our Bid is accepted, I / we will furnish bank guarantee **equivalent to 5% percent of the Contract Price** for the due performance of the Contract, in the form prescribed by the Purchaser.

**I / We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening** under Clause 22 of the Instructions to Bidders, and it shall remain binding upon me / 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 me / us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**[Signature]      [in the capacity of]**

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

2. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]



**Annexure-A (must be attached with Technical proposal)**

**Covering Letter of Technical Proposal**

To

The District Education Officer (Literacy),

Muzaffargarh.

Sir/Madam,

We/I are/am hereby submitting our/my Proposal in single sealed package which contains the Technical Proposal in separate envelope. We/I have attached the Technical Bid Form, Check List, Detailed Specifications and other requisite supporting documents along with our/my Technical Bid.

Yours sincerely,

Authorized Signature

Name and Designation of Signatory Name of Firm Address

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**Annexure-B (must be attached with Financial proposal)**

**Financial Proposal Form**

To

The District Education Officer (Literacy),

Muzaffargarh

Sir / Madam,

Reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

Please

Find attached our/my Financial Proposal for the sum of Rs. \_\_\_\_\_ in words  
\_\_\_\_\_). This amount is inclusive of all taxes.

We have attached the Bid Security of amount Rs. ( \_\_\_\_\_ ) having CNIC  
# \_\_\_\_\_ alongwith our / my Financial Bid.

Yours sincerely,

Authorized Signature

Name and Designation of Signatory Name of Firm Address

## AFFIDAVIT

1. We, Name and Address of the Applicant, do hereby declare on solemn affirmation that:
2. We have not been black listed from any Government Department / Agency.
3. We have not been involved in litigation with any client during the last 3 years.
4. We have quoted the best rates of item(s) and have not charged higher rate of same item provided to any other organization
5. We acknowledge that we have read, understood and accepted the Tender Document.
6. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Contractor(s).
7. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / reject any or all tender(s), cancel / annul the Tender process at any time prior to, without assigning any reason or any obligation to inform the Contractor of the grounds for the Purchaser's action, and without thereby incurring any liability to the Contractor and the decision of the Purchaser shall be final.

Date this \_\_\_\_\_ day of 2021.

### **CONTRACTOR**

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

### **WITNESSES**

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# BID DATA SHEET

The following specific data for provision of Literacy Kit and Learner Kit items for NFEIS established under "Punjab Non Formal Education Project Phase-II" to be required shall complement.

Introduction	
i	<b>Name of Procuring Agency:</b> <i>District Education Officer (Literacy), Muzaffargarh</i> Government of the Punjab
ii	<b>Name of Project:</b> Provision of Literacy Kit and Learner Kit items for NFEIS established under "Punjab Non Formal Education Project Phase-II" having vast experience in the relevant field during the financial year, 2021-2022.
iii	<b>Name of Contract:</b> -do-
iv	<b>Name of Procuring Agency :</b> <i>District Education Officer (Literacy), Muzaffargarh</i>
v	For clarification purposes, the Employer's address is: <i>District Education Officer (Literacy), Near Fayaz Park Muzaffargarh.</i> Requests for clarification shall be received by the Employer no Later than <b>during office hours</b>
	Language of the bid – English
Bid Price and Currency	
i	The price quoted shall be Delivered Duty Paid at the following locations in accordance with the Schedule of Requirements including the delivery charges.
ii	The price shall be in Pak Rupees, unconditional, firm and fixed.
Preparation and Submission of Bids	
i	Certificate of Incorporation of bidder's firm showing its location and the date of registration etc. <b>NTN and GST / PST Registration Certificate</b>
ii	Declared Income Tax Returns for the last Five financial years (up to June 2021).
iii	Financial Proposal shall accompany bid security 5% of the estimated cost & 5% performance guarantee in shape of bank guarantee for provision of Literacy Kit and Learner Kit items required for NFEIS established under "Punjab Non Formal Education Project Phase-II" mentioned in the Tender documents.
iv	<b>Number of Copies:</b> Original along with <b>one Copy</b> of the bid. Bids must be accompanied by unit price and total price.
v	<b>Address for Bid Submission:</b> <i>Committee Room, Deputy Commissioner office, Muzaffargarh</i>
vi	<b>IFB Title and Number:</b> <i>Addl. Deputy Commissioner (F&amp;P), Muzaffargarh</i>
vii	Deadline for <b>Bid Submission:</b> mentioned above & Tender Notice



### **EVALUATION CRITERIA**

S #	Parameters	Detail	Documents Attached		Marks
			Yes	No	
1	Documents	NTN certificate			5
		Valid Income Tax Registration Certificate			5
		Valid GST / PST Registrations (Status = Active)			5
		Affidavit (Submission of undertaking on legal valid and attested stamp paper of Rs.100/- that the firm is not blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body, anywhere in Pakistan. In case of involved in any litigation process, proof of dispute resolution is required.			5
2	Experience and past Performance	Having Minimum Three Years (03) Experience in <b>public sector</b> for Purchase / sale & <b>10 marks for each year OR</b> Minimum Five Years (05) Experience in <b>Private sector</b> (Well Reputed) for Purchase / sale & <b>06 marks for each year</b>			30
3	Financial Position / Status	Having Minimum financial position Less than 02 million but above 01 Million in past 03 years. <b>Bank Statement must be attached 10 marks for each year</b>			30
4	Income Tax Returns	Copies of Income Tax Returns of Last Four Years must be attached. <b>05 marks for each year</b>			20
		<b>Qualifying Marks 65 %</b>			100

**Note: -** It is pertinent to mention here that all the copies of desired documents must be attached which are required above and all the relevant documents demanded should be attached in a sequence & annex. If none of these documents not attached by Authorized Dealers / Distributors / wholesalers / stockiest / contractor General Order Suppliers then marks will not be awarded and no excuse will be acceptable after opening of Tender Documents.

## FINANCIAL BID DOCUMENTS

From

To

Dear Sir/Mam,

With reference to your tender enquiry published in newspapers and PPRA website bearing Tender No. \_\_\_\_\_ due for opening on \_\_\_\_\_ we hereby offer to supply the following goods at the price quoted against respective items, in accordance with the specifications, terms and conditions contained in bidding document. A bank draft/pay order/call at deposit amounting to Rs. \_\_\_\_\_ on account of Bid Security is enclosed.

**Note: All the Rates offered by the Contractor / Dealer / Firm Alongwith all Taxes**

### **Centre Kit Items for 335 NFBE in PNFEF Project Phase-II**

Sr. No.	Name of Item	Specification	Quantity Required	Unit Price (PKR)	Sales Tax (17%)	Total Price Including Taxes (Rs.)
1	Mat (Chattai) (01 per school/ One time)	One set of 03 pieces (Size of each 4'x14') made of PVC A grade Plastic attached with 8 MM foam sheet and cloth border on all sides.	335			
2	Whiteboard with stand (01 per NFEI)	Size (36"x48"), Writable on both sides having wooden frame strengthened with Aluminium frame. 6 MM thickness of sheet size. Folding stand of 20gauge iron pipe (1.5X1.5 inch pipe size)	335			
3	Board Marker 04 markers for 01 session per NFEI	Erasable and refillable markers made by renowned/national level brand	1340			
4	Duster 01 for 01 session	Good quality, Standard size, Plastic body with foam and velvet cloth covering, Dual side usable	335			
5	Board Marker erasable Ink	Size of each bottle 15 ml, pack of 5 bottles, erasable, good quality, renowned/national level brand	335			
6	Arm Chair (Plastic) (01 per school)	Plastic PVC resin A class new plastic, weight at least 3 kg with permanent sticker/ embedded Govt. of Punjab logo. Warranty for 02 years	335			
7	Table (Folding Plastic)	A grade new plastic top, 2X3 feet in size, permanent sticker / embedded Govt. of Punjab logo. Iron stand/base 20 gage with aluminium coating.	335			
8	Registers Attendance /Admission/ Withdrawal and Stock Register (03 per school)	Both sides printing, Single colour with minimum 100 leaves, Legal size 68gram high finish paper, binding having Department's Name, Govt. of Punjab logo and space for district name, teacher name and School code. Urdu Medium/ Urdu format.	1005			
9	Water Cooler with Stand	16 Litre A grade new Plastic cooler, Double wall. Iron stand; enamel painted, and 2 feet height with 1"x1" angle iron along with glass holder, minimum weight of stand 2.5 KG.	335			

### **LEARNER KIT ITEMS FOR 335 NFBE**

Sr. No.	Name of Item	Specification	Quantity Required	Unit Price (PKR)	Sales Tax (17%)	Total Price Including Taxes (Rs.)
1	Notebooks	Size 9"X7", 68 gram or higher page,56	36850			



	(for average 110 per school, 3-6 copies per learner Math+Urdu+English) for every session of 08 months	number of leaves per notebook or higher, Laminated printed title page with green back ground with white lettering of department name and Govt. of Punjab logo, Dist. Name				
2	Geometry Box (Only for class 4 & 5 in NFBES in PNFEF) (1 for each learner, Average 05 learner of class 04 & 05 in each NFBES, for every session of 8 months)	Good Quality Plastic geometry box with all essential accessories (like Parkar, D, Scale, Sharpener, Rubber etc.)	1675			

Signature \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

GST No. \_\_\_\_\_ NTN No. \_\_\_\_\_ Company Seal \_\_\_\_\_