

To

Subject: - INVITATION TO TENDER NO. _____
DUE ON: 06/10/2021 at 11.30 AM

Dear Sir(s),

1. You are hereby invited to submit bid for the Supply/Purchase / Procurement of Literacy Kit (Center Kit & Learner Kit) for Non-Formal Basic Education Schools (NFBE) to be established under Punjab Non Formal Education Project Phase-II as detailed in the schedule to this invitation to tender subject to the conditions laid down in Bidding Documents. The contract resulting from this invitation to tender shall be governed by the conditions as contained in Bidding Documents. The bidder quoting against this invitation shall be deemed to have read and understood the conditions thereof and particulars of the Literacy Kit (Center Kit & Learner Kit), required and their specifications, etc.
2. The bidder shall quote on the prescribed schedule to this invitation to tender, on the basis indicated therein, and shall sign the certificate to the effect that Literacy Kit (Center Kit & Learner Kit) for Non-Formal Basic Education Schools (NFBE) shall be provided in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by bidder, otherwise it will be presumed that offer is strictly in accordance with the requirement of the bid notice.
3. In case of offers for supply of Literacy Kit (Center Kit & Learner Kit) for Non-Formal Basic Education Schools (NFBE), price quoted shall be inclusive of all taxes, duties and charges for packing, making, handling, Couriers etc. where sales tax is livable and is included in the price quoted it shall be indicated separately.
4. Failure to submit the bid in the manner prescribed in the invitation to tender will render it liable to be ignored.
5. The Procuring Agency does not pledge itself to accept the lowest bid and reserves the right of accepting the full or part quantity offered and the bidder shall provide the same at the rate quoted.

Yours faithfully

District Education Officer(Literacy),
Rawalpindi

SCHEDULE OF INVITATION OF BIDS AGAINST TENDER NO. -----

Tender Price	Rs.1000/- each
Delivery period.	Within 30 days after confirmed order
Selling Date.	18/09/2021 to 06/ 10 /2021
Last date and time for submission of bids.	06/10/2021 by 11:30 AM
Date and time of opening of Technical bids.	06/10/2021 by 12:30 PM
Bid Security	Bid Security (2% of estimated cost) in the shape of Call deposit receipt (CDR) in favor of District Education Officer (Literacy),Rwp. must be submitted along with Bid. Tender without bid security shall not be accepted.
Evaluation Criteria	The bids shall be evaluated on the basis of Evaluation Criteria, terms and conditions/ Instructions/ Specifications/ Special Conditions/Special Instructions/Conditions for submission of Bids etc. as given in the Bidding Documents.

TENDER INSTRUCTIONS:

i.	Offer shall remain valid for acceptance for 180 days from the date of opening of tender, failing which the offer will be ignored.
ii.	Incomplete offer/offer received after the notified date & time/offer not fulfilling any condition of the tender will be ignored/not entertained.
iii.	Rate should be quoted both in figures and words on the basis of free delivery at consignee's end/place of delivery. The quotation must include Sales Tax. However, the amount of Sales Tax at prevailing rate must be shown separately, as per format of Financial Bid annexed with these documents.
iv.	The successful bidder shall furnish Performance Guarantee @ 05% of the total value of contract in Pak Rupees which shall be retained by the Procuring Agency till successful completion of warranty period.
v.	Tendering firm / suppliers should be registered with the Sales Tax Department and Income Tax Department and quote their registration numbers in their quotation along-with address of the concerned office. Copies of Registration Certificate of Sales Tax and Income Tax should be submitted with the offer. The deduction of all relevant taxes is applicable.
vi.	Sales tax shall be paid against the prescribed sales tax invoice showing the amount of sales tax as per applicable laws/rules.
vii.	The bidder shall quote price of each item/pack separately. Evaluation will be done Item/pack wise.

SPECIFICATIONS

NFBE Center Kit

Sr. No.	Name of Item	Specification	Quantity Required
1	Mat (Chattal) (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.	340
2	Whiteboard with stand (01 per NFBE)	Size (36"x48"), Writable on both sides having wooden frame strengthened with Aluminium frame. 6 MM thickness of sheet size. Folding stand of 20 gauge iron pipe (1.5X1.5 inch pipe size)	340
3	Board Marker 04 markers for 01 session	Erasable and refillable markers made by renowned/national level brand	1360
4	Duster 01 for 01 session	Good quality, Standard size, Plastic body with foam and velvet cloth covering, Dual side usable	340
5	Board Marker erasable Ink	Size of each bottle 15 ml, pack of 5 bottles, erasable, good quality, renowned/national level brand	340
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	340
7	Table (Folding Plastic)	A grade new plastic top, Iron stand/base 20 gage with aluminium coating, permanent sticker/ embedded Govt. of the Punjab logo. 2x3 feet in size.	340
8	Registers Attendance /Admission / Withdrawal and Stock Register (03 per school)	Both sides printing, Single colour with minimum 100 leaves, Legal size 68 gram 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.	1020
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.	340

NFBE Learner Kit

Sr. No.	Name of Item	Specification	Quantity Required
1	Notebooks (for average 110 per school, 3-6 copies per learner Math+Urdu+English) for every session of 08 months	Size 9"x7", 68 gram or higher page, 56 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	37400
2	Geometry Box (Only for class 4 & 5 in NFBEs in PNFE) (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.)	1700

EVALUATION CRITERIA:

For the purpose of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, financial soundness and such other details as the Procuring Agency, at its discretion may consider appropriate shall be taken into consideration. The following merit point system for weighing evaluation factors/criteria shall be applied for the Technical Proposals. The number of points allocated to each factor shall be specified in the evaluation report.

Sr. No.	Description	Requirement / Points
	LEGAL (MANDATORY)	
	a) Valid Income Tax Registration	Mandatory
	b) Business experience of last three (03) years (minimum)	Mandatory
	c) Valid Sales Tax Registration (Status Active with relevant authority)	Mandatory
	d) Professional Tax Certificate	Mandatory
	e) Submission of undertaking on Stamp Paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or	Mandatory

	Autonomous Body or Private Sector Organization anywhere in Pakistan.		
	f) Compliance to Execution Schedule and Delivery Period mentioned in tender document (Undertaking		Mandatory
	RELEVANT EXPERIENCE AND PAST PERFORMANCE	25 points	
2	a) Establishment of firm (bidder) (Max. 05 Points)	Point for 3 years Point for 4 years Point 5 years & above	03 Points 04 Points 05 Points
	b) Number of similar nature projects completed during last ten years (min value of projects is 0.2 Million) No marks are awarded for project less than specified limit. (Max. 20 Points)	For every project 5 & more projects	4 Points 20 Points
	CAPACITY AND QUALITY	05 points	
3	Different National / International Certifications held by the applicant company in quality standards. (Max. 05 Points)	Points for each Certification 2 Certificates & more	2.5 Points 05 Points
	FINANCIAL POSITION OF THE BIDDER	20 points	
4	a) Income Tax Return (Max. 05 Points)	For last 2 years	05 Points
	b) Average Annual Sales of last 03 years (Max. 15 Points)	Rs.4 - 5 Million Above Rs.5 - 6 Million Above 6 Million	05 Points 10 Points 15 Points
Total Points		50 Points	

- After Technical Evaluation is complete, the bidders who have submitted proposals shall be informed about the technical scores obtained by their technical proposal and shall notify those bidders whose proposal did not meet the minimum qualifying marks which is 60% or were considered non-qualified, that their financial proposals shall be returned unopened after completing the selection process. It shall be intimated to the successful qualifying bidders, the date, time and location for opening the financial proposals. Bidders' attendance at the opening of financial proposals is optional.
- Financial Proposals shall be opened publicly in the presence of the bidders' representatives who choose to be present. The name of the bidder and the technical score of the bidder shall be read aloud. The financial proposal of the bidders who meet the minimum qualifying marks shall then be inspected to confirm that they have remained sealed and unopened. These financial proposals shall be then opened and the quoted price read aloud and recorded it appropriate.
- Announcement of Evaluation Report: The results of bid evaluation shall be declared prior to the award of procurement contract in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

INSPECTION:

- a. The Technical & Physical Inspection Committee of the Procuring Agency shall inspect the quantity, quality and specifications of NFEI Kit.
- b. The supplier will be responsible for free replacement of NFEI Kit, if the same is not found to be of the same specifications as required in the invitation of bid/substandard/spurious/ misbranded/expired. It will replace the unconsumed NFEI Kit without any further charges.
- c. If the NFEI Kit supplies are found during physical examination /inspection to be against the required specifications, approved samples, etc, even if it is of sub-standard quality, the supply may be rejected, and the supplier shall either replace the rejected Supplies or arrange alterations necessary for rectification of observation, to meet the required specifications free of cost. Replacement in lieu of the rejected supplies must be completed within 15 days from the date of communication of decision to the manufacturer /supplier by the District Education Officer (Literacy) District Rawalpindi. In case after replacement or alteration, the inspection committee again declare the item as of against the required specifications, the supply would completely be rejected and the securities would be forfeited to the government account and the firm shall be blacklisted minimum for one year. However, if the entire supplies/installments are declared as of against the required specifications, the securities shall be forfeited and the firm shall be blacklisted minimum for two years.

SPECIAL CONDITIONS:

1.	The bidders are required to submit the bids under Single Stage-Two Envelope procedure as per Rule 38 (2)(a) of Punjab Procurement Rules, 2014, amended time to time. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal. The inner envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the District Education Officer(Literacy), Rawalpindi.
2	The original Bid Security shall be attached with the Financial Proposal. A photocopy of the Bid Security shall be attached with the Technical Proposal.
3	Technical Evaluation Committee shall evaluate the Technical Proposal, without reference to the price and reject any proposal with does not conform to the specified requirements. During the technical evaluation, no amendments in the technical proposal shall be permitted. The Financial Proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the bidders in advance.
4	The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders. The bid found to be the lowest evaluated bid shall be accepted.
5.	The supplies of NFEI Kits should be brand new & in conformity with the tender specifications and free from any defect.
3.	The price quoted by the bidder shall be inclusive of freight charges at consignee's end and no separate payment on account of freight charges shall be made.
4.	The prices shall be fixed/quoted on delivery duty paid (DDP) basis inclusive of all taxes and duties delivered and installed at the place of delivery specified in the purchase order.
5.	The successful bidder(s) must provide the Samples of NFEI KIT within TWO days in the office of District Education Officer (Literacy), Rawalpindi.
6.	Warranty: The bidder shall provide a certificate along with the offer for a period of Three Months.

7.	In case of non-clarity in quoted specifications or for quality demonstration the Procuring Agency reserves the right for demonstration of the quoted item for scrutiny purpose at firm's cost.
8.	The bidding firm is required to quote the firm and final rates as there shall be no negotiation.
9.	The deduction, at source, of all relevant taxes at the prescribed rates is applicable.
10.	Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if: <ul style="list-style-type: none"> i. Received without Bid Security. ii. Received after the time and date fixed for its receipt. iii. The tender is unsigned. iv. The offer is ambiguous v. The offer is conditional. vi. The offer is from a blacklisted firm. vii. Offer received with shorter validity than required in the tender enquiry, and the offer is for supply of NFEI KIT not conforming to specifications indicated in the tender enquiry.
11.	The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
12.	(a) If the acceptance of tender issued during the validity period of offer is not accepted by the bidder, the Bid Security shall be forfeited. (b) In case, the offer is withdrawn, amended, or revised during the validity period of the offer, the Bid Security is liable to be forfeited. (c) In case, the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the securities deposited by him shall be forfeited and the store/services shall be purchased at his risk and expense.
13.	The Procuring Agency reserves the right to claim compensation for the loss caused by the delay in the Delivery of store/services.
14.	Payment will be made after the successful inspection.

SPECIAL INSTRUCTIONS:

1.	The delivery of NFEI KIT is required by the consignee as per requirement within 30 days of award of work/order.
	In case of delay in delivery period, the same may be extended with imposition of Liquidated Damages, at the discretion of Procuring Agency, on belated supplies at 0.25% per day not exceeding 20% of quoted bid amount.
2.	Bidders must quote on the prescribed Invitation to Tender Form.
3.	Proposals should be addressed to the District Education Officer(Literacy), Rawalpindi.
4.	Bidders should quote their firm and final rates both in words as well as in figures.
5.	The successful bidder may be required to furnish performance guarantee 05% in the form of Banker's Cheque / Bank Draft / Call Deposit Receipt/Pay Order/Bank Guarantee in favour of District Education Officer(Literacy) Rawalpindi (by designation only) within the period specified in Letter of Acceptance of Tender, failing which repurchase shall be made at his risk and expense.
6.	Any conditional, ambiguous, or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.

7.	Bidders should indicate in their bids, the complete address, or the place/places where the literacy kit will be offered for inspection.
8.	The bidders shall enclose catalogues/leaflets/literature and other technical data, if any in respect of stores/services offered by them.
9.	Bidders should specifically indicate their National Tax Number (NTN) and General Sales Tax (GST) Number. The bidder should be active tax payer regarding sales tax and income tax from FBR website. Payment shall be made through AG office, Punjab.
10.	Any erasing/cutting/crossing, etc, appearing in the offer, must be properly signed by the person authorized to sign the tender. Moreover, all pages to the tender must also be properly signed. Offers with any overwriting without authorized signatures shall in no circumstances be accepted.
11.	A certificate should be given by the bidders that they will be responsible for the free replacement of store/services if the same is found to be substandard and/or at variance with the specifications given in the tender enquiry. In case a similar store/services offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. supply of Literacy Kit (Center Kit & Learner Kit) for Non Formal Basic Education Schools (NFBE), offered of a specification superior to the one specified in the tender enquiry shall, however, be acceptable.
12.	The contract agreement shall be signed with the successful bidder on the Stamp Paper of worth @ 0.25 percent of total amount. The Stamp Paper shall be arranged by the successful bidder at its own cost.

CERTIFICATE:

1.	We hereby confirm to have read carefully the description of supply of Literacy Kit (Center Kit & Learner Kit) for Non-Formal Basic Education Schools (NFBE) and all terms and conditions of your tender No. _____ due for opening on _____ for the supply of specified in addition to the conditions as appended herewith and also all the special instructions attached to the said tender enquiry. We agree to abide by all those instructions/conditions.
2.	We also hereby confirm that the supply of Literacy Kit (Center Kit & Learner Kit) for Non-Formal Basic Education Schools (NFBE) offered by us are exactly to the particulars and specifications as laid down in your tender in all respects.
3.	The supply of Literacy Kit (Center Kit & Learner Kit) for Non-Formal Basic Education Schools (NFBE) offered by us are of (a) foreign origin or (b) local origin.
4.	We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.
5.	We hereby confirm to understand that the delivery period is the essence of the contract and it will be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies at 0.25% per day not exceeding 20% of quoted bid amount.
6.	We undertake that if we are declared successful, we shall execute contract agreement (as per specimen attached with the Bidding Documents) on Stamp Paper. The value of Stamp Paper shall be determined @ 0.25 percent of total amount. The Stamp Paper shall be arranged by the successful bidder at its own cost.
7.	Certified that the prices quoted to the department against tender No. _____ are not more than the prices charged from any other purchasing agencies in the country. In case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.

	Name of bidder _____ Signature of bidder _____ Designation of bidder _____ Seal _____
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Witness:

- (a) Name _____ Signature _____
- (b) Full address: _____
- (c) Date _____

CONDITIONS FOR THE SUBMISSION OF BIDS

1. The Procuring Agency is District Education Officer (Literacy), Rawalpindi.
2. The inspection authority will be one as specified in the contract resulting from this tender.
3. The bidder shall quote his firm and final price in Pak Rupees for each item of literacy kit separately inclusive of standard packing delivery on for basis for the unit specified in the invitation to tender.
4. For imported and/or indigenous goods offered ex-stock in Pakistan, the bidder shall quote firm and final price for each item separately inclusive of packing in rupees on free delivery to consignee basis as per financial bid form.
5. For indigenous goods not in stock, the bidder shall quote firm and final price for each item separately inclusive of packing in Rupees on free delivery to consignee basis as per financial bid form.
6. The quotation shall be submitted for the unit as specified in the invitation of tender.
7. The conversion of prices quoted in foreign currencies into rupees shall be done at the official rate of exchange on the date of opening of bidder.
8. The prices in case of local contracts shall mean "Free Delivery to Consignee (Place of Delivery)" without any additional charge.
9. The bidder shall quote their minimum guaranteed delivery period with a program of part shipment of delivery if possible.
10. The bidder shall keep his quotation valid for acceptance up to 180 days from the date of opening the tender unless otherwise specified.
11. The successful bidder shall furnish Performance Guarantee in the form of Banker's Cheque / Bank Draft / Call Deposit Receipt/Pay Order/Bank Guarantee equal to 5% of the value of contract for the satisfactory completion of the contract without any interest being charged on it.
12. The bidder, shall furnish with his quotation complete particulars, specifications and drawings, maker's technical features, guarantees and warranty of the goods offered by him. The details of supply of Literacy Kit shall be provided by the successful bidder, if so, required by the Procuring Agency.
13. The bidder shall furnish complete information and particulars as specified in the "invitation to tender"
14. The packing of the supply of Literacy Kit shall be suitable for transport by Sea, Rail, Road and Air unless other packing is specifically required in the Invitation to Tender. The cost of packing shall be always be included in the quoted price

TENDER FORM FOR FINANCIAL BID

From

To

Dear Sir,

With reference to your tender enquiry published on PPRA / L&NFBE Department's websites bearing Tender No. _____ due for opening on _____, whereby 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 Banker's Cheque / Bank Draft / Call Deposit Receipt/Pay Order/Bank Guarantee amounting to Rs. _____ on account of Bid Security is enclosed.

(a) NFEFS/ALCs CENTRE KIT

Sr. #	Item	Quantity	Unit Price (PKR)	Sales Tax (17 %)	Total Price including taxes (Rs.)	Total Price
1	Mat (Chattai)					
2	Whiteboard with stand					
3	Board Marker					
4	Duster					
5	Board Marker erasable Ink					
6	Arm Chair (Plastic)					
7	Table (Folding Plastic)					
8	Registers Attendance /Admission / Withdrawal and Stock Register (03 per school)					
9	Water Cooler with Stand					

(b) NFEFS/ALC LEARNER KIT

Sr. #	Items	Quantity	Unit Price (PKR)	Sales Tax (17 %)	Total Price including taxes (Rs.)	Total Price
1	Notebooks					
2	Geometry Box					

A.	Total Bid Amount without GST	Rs.
B.	Sales Tax as per applicable law.	Rs.
Gross Bid Amount(A+B)		Rs.

Signature _____ Date _____ Place _____

Name _____ Designation _____

Telephone No. _____ Fax No. _____ E-mail _____

GST No. _____ NTN No. _____

Company Seal _____