

## INVITATION TO BID NO. PEF/PROC/IT/2017-18/18

### Procurement of New Toners, Recycling and Refilling of toners FY2017-18

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of the Government of the Punjab, committed to the promotion of Quality Education through Public Private Partnership. Sealed Technical and Financial Proposals in accordance with Punjab Procurement Rules-2014 (amended till date), Clause 38 (2) (a), "Single Stage - Two Envelope Bidding Procedure" are invited for Procurement of New Toners, Recycling and Refilling of toners FY2017-18 in quantity stated below:

Lot No.	Sr. No.	Name of Items	Qty.	Required Bid Security (Rs.)
A	1	HP New Toners (Genuine)	104	27,000/-
B	1	HP Toners refilling & recycling	200	18,000/-

**Note: Detailed technical specifications are given in the Bidding documents.**

#### **ELIGIBILITY CRITERIA**

Eligible Bidder is a Bidder who:

- Ñ Is an active tax payer of National Tax (NTN) and General Sales Tax (GST)/ Punjab Sales Tax (PST) (if applicable);
  - Ñ Provides audited financial statements / copies of work orders / contracts signed in FY 2015-16 or 2014-15 depicting sound financial strength:
  - Ñ [For New Toners: minimum Rs.3 million in a financial year];
  - Ñ [For Toner refilling/recycling: minimum Rs.2 million in a financial year];
  - Ñ Has relevant experience of last three years supported by copies of contracts / work orders
  - Ñ Provides authorization certificate of distribution/ dealership or authorization certificate of reseller via dealer shall be provided) for only Lot (A).
  - Ñ Does not apply in the capacity of Joint Venture;
  - Ñ Has submitted bid security mentioned in above table in form of a Pay Order/CDR/Demand Draft in favor of Punjab Education Foundation as per bid security clause of Punjab Procurement Rules 2014 (amended till date) which states that a procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the estimated price of procurement;
  - Ñ Has purchased Bidding Document from the office of Deputy Director (Procurement) only, on cash payment of Rs. 500/- (nonrefundable).
  - Ñ Bidder must have the capacity to provide required toners within 24 hours.
  - Ñ Bidder must have minimum 3 resources (service engineer) on company's payroll. (only for LOT B).
  - Ñ Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- .Note:** Verifiable documentary proof for all above requirements is mandatory.

#### **TERMS AND CONDITIONS**

- A pre-bid meeting will be conducted at **11:00 am** on **July 3, 2017** in order to clarify the queries of the prospective bidder(s).
- The proposals must be submitted in the office of Deputy Director Procurement till **July 7, 2017** before **12:00 pm** at the below mentioned address.
- Technical Proposals will be opened publically by a Committee at **12:30 pm** on the last day of submission of proposals in the presence of Bidders or their authorized representatives who wish to witness the tender opening. After the Technical evaluation, Financial Proposal of only technically qualified bidders shall be opened on a date and time to be announced subsequently.
- Tender Document is available immediately after the publication of this Invitation to Bid.
- Punjab Education Foundation reserves the right to reject all the proposals at any time prior to the acceptance of bids or proposals.

**Punjab Education Foundation**  
**Deputy Director (Procurement),**  
**29A, Model Town, Lahore.**  
**Ph # 042-99232774-75**