

**ITB NO. PEF/PROC/FIN/2018-19/11**  
**INVITATION TO BID NOTICE FOR PROCUREMENT OF LABOR SERVICES**

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 of advertisement of this ITB notice), Rule 38 (2) (a), “Single Stage - Two Envelope Bidding Procedure” are invited from registered bidders for hiring of Labor Services as stated below:

<b>Activities</b>	<b>Description</b>	<b>Activity Frequency</b>	<b>No. of books</b>	<b>Weight in tons (Approx.)</b>
Activity - 1	Labor for loading, off - loading (including sorting, merging and stacking) of books at Central Warehouse Lahore.	As and when required during one year	Approx. 9 million	3,337
Activity - 2	Labor for distribution/ handing over of books (including sorting, merging and stacking) at Central warehouse Lahore	As and when required during one year	Approx. 0.7 million	258

It is compulsory to bid for both activities. The proposals should be submitted in line with the Bidding Document that can be purchased from the office of Deputy Director Procurement.

**ELIGIBILITY CRITERIA**

Eligible bidder is a bidder who:

1. Is registered with Tax Authorities for NTN and GSTN/ PSTN as per relevant laws in Pakistan (Whichever is applicable);
2. Provides copies of audited financial statements of FY 2016 – 17 and 2017 – 18 depicting sound financial strength (minimum Rs.5.0 million turnovers in a financial year). In case of non-availability of audited financial statements, copies of contracts/ work orders/ MOUs, etc. depicting the Rs.5.0 million turnovers per year, minimum, shall be furnished;
3. Has submitted bid security of Rs.80,000/- in form of a PO / CDR / DD / BC in favor of Punjab Education Foundation as per bid security Rule of Punjab Procurement Rules – 2014 (Amended till date of advertisement of this ITB notice), which states that a procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the price of procurement as estimated by the Procuring Agency;
4. Does not apply in the capacity of joint venture;
5. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan;
6. Has purchased Bidding Document upon a formal request and cash payment of Rs.500/- (nonrefundable).

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

**TERMS AND CONDITIONS**

1. A pre-bid meeting will be conducted on **November 13, 2018 at 03:00 pm** in order to clarify the queries of the prospective bidders.
2. The proposals must reach the PEF office at the below mentioned address on or before **November 19, 2018 till 03:00 pm**.
3. Technical Proposals will be opened on the same day at **03:30 pm** in presence of bidders or their authorized representatives who wish to witness the tender opening.
4. After the technical evaluation, Financial Proposals of only technically qualified bidders shall be opened on a date and time which will be announced subsequently.
5. Bidding Document is available immediately after the publication of this Invitation to Bid notice.
6. Incomplete proposals shall be rejected. Late bid will not be accepted.
7. PEF reserves the right to reject all the proposals, submitted in response to this Invitation to Bid notice prior to acceptance.

**Director (HR and Admin),**  
**Punjab Education Foundation, 29-A, Model Town, Lahore. Ph. # 042-99232774-5**