

**INVITATION TO BID NOTICE FOR HIRING OF SERVICES FOR BINDING OF FINANCIAL
RECORD FY 2023-2024**

ITB No. PEF/PROC/FINANCE/2023-24/19

1. 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.
2. Sealed Bids on a Framework contract basis, are invited from Bidders i.e. firms/companies/sole proprietor/ general order suppliers] engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc) under PPR-14 Rule 38 (2) (a), “Single Stage - Two Envelope Bidding Procedure” to procure the following goods/services according to details mentioned below:

Sr. #	Description	QTY	Bid Security 02% of Estimated Price	Estimated Price
1.	Binding of Financial records in Booklets	500	Rs.8,000/-	Rs.400,000/-

Note: Detailed specifications of the goods/services required and eligibility criteria are given in the relevant bidding document.

3. Bidding Document would be immediately available for purchase after the publication of this notice. Detailed Eligibility Criteria, Bid Scope and Terms & Conditions can be found in the Bid Document which will be binding on bidders. PEF will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids
4. Punjab Education Foundation reserves the right to reject all the proposals at any time prior to the acceptance of a bid or proposal.
5. Interested eligible bidders may obtain bidding documents in the English language and further information from the office of Deputy Director (Procurement) only, on cash payment of Rs.500/- (non-refundable).
6. Sealed Bids must be delivered to Dak Section of Punjab Education Foundation located at 52-L, Gulberg – III near Kalma Chowk, Lahore till **11:00 a.m. on February 01, 2024** and must be accompanied by a **Bid Security of Rs.8,000/-** which is **02%** of the price of procurement estimated by PEF in the form of CDR/Bank Guarantee / Demand Draft / Pay Order from a Scheduled Bank of Pakistan. Late bids shall not be accepted.
7. Bids will be opened in the presence of representatives of bidders who choose to attend at **11:30 a.m.** in the office of Punjab Education Foundation at **52 – L, Gulberg – III near Kalma Chowk, Lahore**, on the date of tender submission.
8. In case of an official holiday on the day of submission, the next day will be treated as the closing date.
9. The Bid shall have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the bid.
10. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.
11. Punjab Procurement Rules 2014 shall be applicable during the procurement process.
12. The Bidding document may be downloaded from the PPRA website: <https://ppra.punjab.gov.pk>.

Deputy Director (Procurement)
Punjab Education Foundation
52 – L, Gulberg – III near Kalma Chowk, Lahore.
Ph. # 042-99232791