

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

PROVISION OF OFFICE STATIONERY & GROCERY FOR PSDF

December 2020



Submission Date for Sealed Bids: on or before 11:00 AM, 21 December 2020

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

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1) Invitation to Bids

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from the bidder for tender organizations/companies/firms for Provision of office stationery & grocery for PSDF. All interested and eligible applicants are requested to go through the Tender and provide relevant information and supporting documents mentioned.

2) Instruction to Bidders

The selection of Goods will be based on **Least Cost Selection Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”.
- b) In the first instance, the “Technical Proposal” shall be opened, and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of PSDF.
- c) PSDF shall evaluate Technical Proposal in a manner prescribed in section-09 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments in Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- f) The financial bids found technically non-responsive shall be returned un-opened to respective bidders.
- g) The Technical and Financial Proposal will be evaluated based on PSDF’s evaluation criteria as provided in section-09 and 10 of document.
- h) This document has different sections carrying information on eligibility, technical evaluation, Scope of work, conditions of tender and form of contract, etc. to assist potential bidders to develop their Technical Proposals. Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Minimum passing marks are 65, a bidder who shall obtain a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.

3) Conditions for Eligibility

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

1. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization (Copy of Registration is required).
2. Should be an Active Taxpayer as per “Active Taxpayer List” of FBR (Proof Required)
3. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Original required)
4. Joint venture of any kind is not allowed to participate in the bid. (Please provide a declaration on letterhead)

If the bidder fails to provide information as per the above-mentioned or does not fulfill the requirement of, “Eligibility Criteria Checklist” (Annexure B) shall be disqualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

Note (Please mark the supporting documents for Eligibility Criteria Checklist).

4) Scope of Work

1. Scope of work is attached in Annexure-E.

5) Condition for Contract /General Guidelines

The successful bidder shall agree to the following terms of references to provide goods to PSDF:

- a) PSDF reserves the right to award or not to award this contract, bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, if not properly sealed, marked, signed, and stamped.
- b) PSDF shall be entered into a formal contract with the successful bidder only and reserves the right to terminate the contract if the performance of the Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be considered.**
- d) All documents and information received by PSDF from bidders will be treated in the strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Only short-listed bidders fulfilling the eligibility criteria will be considered for technical evaluation.

- g) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” as a hard copy in a sealed envelope for “**Office Stationery and Grocery.**” The envelope containing separate hard copies of the technical and financial proposal shall be received at the postal address given below.

Procurement Department

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- h) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal if required. PSDF also reserves the right to verify any information provided by the applicants.
- i) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- j) **Questions about this bidding document can be made only in writing through a letter or E-mail: at Procurement@psdf.org.pk and must be asked before COB December 08, 2020.**

Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

6) Form of Contract

- a. The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.
- b. The successful bidder will sign a contract and will provide the agreed goods within the stipulated agreed time of issuance of the Purchase Order.
- c. The duration of the contract shall be 1 year however, it can further be extended up to 1 year based on the satisfactory performance of the bidder with the mutual consent of both parties on the same rates & terms and conditions.
- d. If PSDF cancels the contract during the contract period, a notice period of 1 month will apply.
- e. In case of any dispute regarding goods & services, the decision of the PSDF shall be final & binding.
- f. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.

- g. All taxes will be deducted in accordance with the applicable laws.
- h. The bid shall remain valid for the period of **120 days** from the date of bid opening.

7) Form of Bid

The Bidders shall follow the Form of Bid specified in **Annexure F**.

8) Delivery Timelines or Completion Date

Unless agreed otherwise, the supply of stationery & grocery item & General Supplies shall be provided within one week from the date of the Purchase Order issuance.

9) Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organizations will be evaluated against requirements specified in the in **“Annexure – D”**.

10) Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding, and the person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in Annexure – F”.

11) Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidence must be submitted before closing dated i.e.- December 21, 2020 at 11:00 AM-. Technical proposals will be publicly opened on the same day December 21, 2020 at 11:30 AM-in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security of Rs. 5,000 (Five Thousand) in the form of pay order or demand draft favoring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed with a financial bid.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Note: Please provide the required Information/Response to all Annexure mentioned in this document and mark them while submitting the bid.

Annexures

Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B Eligibility Response Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/ Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
2	Should be an Active Taxpayer as per “Active Taxpayer List” of FBR (Proof Required).	(Proof Required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization.	(Original required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Joint venture of any kind is not allowed to participate in the bid.	(Please provide a declaration on letterhead)	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C Relevant Experience

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Goods/Services (For example – Jan 2010 to September 2020)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex – D Technical Evaluation Criteria

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Relevant Experience	20		
	3 years or more experience of providing Office Stationery or Grocery or General Supplies.		20	Documentary proof (copies of contract or Purchase Orders) should be furnished.
	Minimum 1 years or more but less than 3 years' experience of providing Office Stationery or Grocery or General Supplies.		15	
2	Client Portfolio	20		
	Currently working with 5 or greater than 5 clients of providing Office Stationery or Grocery or General Supplies.		20	Documentary proof (copies of contract or Purchase Orders) should be furnished.
	Currently working with 3 or greater than 3 but less than 5 clients of providing Office Stationery or Grocery or General Supplies.		15	
3	The Firm/Company Head office	10		
	Firm/Company must have Head office in Lahore		10	
4	Financial Capability/Annual Turn Over/Sales/Revenue	15		
	If greater than Rs. 5 million		15	Copy of last year tax return or audit report done by ICAP registered auditing firm
	If greater than Rs. 3 million but less than Rs. 5 million		10	
5	Inspection of Samples	35		Complete Category Compliance with Specification
Total Points Awarded		100		

- **Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.**
- **Minimum 35 Marks are required to get for the Inspection of the samples each category.**

Annex- E Scope of Work

Category -1 Stationary

Sr.#	Item Name	Item Specification	Offered Brand
1	Ball Pen	Local / China	
2	Ball Pen	gonomic triangular shape for relaxed and easy writing Particularly smooth writing performance Particularly smooth writing performance Push-button clip in ink colour Indelible ink conforming to ISO 12757-2 (*) Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft	
3	Ball Pen	gonomic triangular shape for relaxed and easy writing Particularly smooth writing performance Particularly smooth writing performance Push-button clip in ink colour Indelible ink conforming to ISO 12757-2 (*) Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft	
4	Ball Pen	gonomic triangular shape for relaxed and easy writing Particularly smooth writing performance Particularly smooth writing performance Push-button clip in ink colour Indelible ink conforming to ISO 12757-2 (*) Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft	
5	Ball Pen	gonomic triangular shape for relaxed and easy writing Particularly smooth writing performance Particularly smooth writing performance Push-button clip in ink colour Indelible ink conforming to ISO 12757-2 (*) Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft	
6	Ball Pen	gonomic triangular shape for relaxed and easy writing Particularly smooth writing performance Particularly smooth writing performance Push-button clip in ink colour Indelible ink conforming to ISO 12757-2 (*) Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft	
7	Ball Pen	gonomic triangular shape for relaxed and easy writing Particularly smooth writing performance Particularly smooth writing performance Push-button clip in ink colour Indelible ink conforming to ISO 12757-2 (*) Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft	
8	Ball Pen	Recycled Material(s): No Line Width: 0.5mm Tip Width: 0.7mm to 0.7mm Permanent/Non-Permanent: Permanent Retractable: No Eraser: No	
9	Ball Pen	Recycled Material(s): No Line Width: 0.5mm Tip Width: 0.7mm to 0.7mm Permanent/Non-Permanent: Permanent Retractable: No Eraser: No	
10	Binding Tape	China / Local	
11	Binding Tape	China / Local	
12	Battery Cell	Classification: Alkaline Chemical System: Zinc-Manganese Dioxide (Zn/MnO ₂) Designation: ANSI-13A, IEC-LR20 Nominal Voltage: 1.5 volts Nominal IR: 200 to 400 milliohms (fresh) Operating Temp: -18°C to 55°C (0°F to 130°F) Typical Weight: 139 grams (4.9 oz.) Typical Volume: 56.0 cubic centimeters (3.4 cubic inch) Jacket: Plastic Label Shelf Life: 10 years at 21°C Terminal: Flat Contact Manufactured: Made in the USA	
13	Battery Cell	Classification: Alkaline Chemical System: Zinc-Manganese Dioxide (Zn/MnO ₂) Designation: ANSI-13A, IEC-LR20 Nominal Voltage: 1.5 volts Nominal IR: 200 to 400 milliohms (fresh) Operating Temp: -18°C to 55°C (0°F to 130°F) Typical Weight: 139 grams (4.9 oz.) Typical Volume: 56.0 cubic centimeters (3.4 cubic inch) Jacket: Plastic Label Shelf Life: 10 years at 21°C Terminal: Flat Contact Manufactured: Made in the USA	
14	Box File with Clip	1) Size: Foolscap, A4 , 2) Material: Paper Board, 3) Colour: All Colours 4) Generic: Box File ,5) Capacity: 65-70 MM Spine width	
15	Gum stick	The glue stick with a unique screw cap that prevents the glue from drying out. The glue formula consists of 98% natural ingredients (including water) and is solvent free. Glues strong, fast and	

		<p>durable, glides smoothly, is highly efficient and of course cold washable. Additionally the container of the stic is made from 50% recycled plastic.</p>	
16	Highlighter	<p>Highlighter with large ink reservoir for extra-long highlighting performance INK-JET SAFE – does not smudge inkjet printouts and handwritten texts Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft Ultra-soft chisel tip approx. 1 – 5 mm ,Fast-drying, Twist cap for easy opening</p>	
17	Lead Pencil	<p>2.0 MM lead for use on paper and drawing card</p>	
18	Masking Tape	<p>Local / China</p>	
19	Marker	<p>Excellent smudge-proof and waterproof qualities on almost all surfaces, Dries in seconds, therefore ideal for left-handed users, Colour-intensive, low-odour Lightfast (black and green for over 10 years on paper) Black and green are weatherproof, DRY SAFE – can be left uncapped for days without drying up (Standard atmosphere according to ISO 554), Linewidth approx. 2 mm</p>	
20	Marker	<p>Excellent smudge-proof and waterproof qualities on almost all surfaces, Dries in seconds, therefore ideal for left-handed users,Colour-intensive, low-odour Lightfast (black and green for over 10 years on paper), Black and green are weatherproof DRY SAFE – can be left uncapped for days without drying up (Standard atmosphere according to ISO 554), Linewidth approx. 2 mm</p>	
21	Marker	<p>Can be dry-wiped from whiteboards and surfaces like glass and porcelain without leaving a trace Fast-drying, low odour, Locked tip, DRY SAFE – can be left uncapped for days without drying up (Standard atmosphere according to ISO 554), PP barrel and cap guarantee long service life Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft Linewidth approx. 2 mm, Refillable with refill station 488 51</p>	
22	Plastic Folder	<p>China / Local</p>	
23	Paper Clip	<p>China / Local</p>	
24	Punch Machine	<p>China / Local</p>	
25	Register (For letter Received)	<p>China / Local</p>	
26	Register (For letter Dispatched)	<p>China / Local</p>	
27	Register (Stock)	<p>China / Local</p>	
28	Stamp Pad	<p>China / Local</p>	
29	Stapler	<p>Specification : 30sheets/75g FeatureFull strip, load 150pcs staples, Staple Type24/6 or 26/6 staples ,Spec. 1Metal pull bar, Spec. 217.6x4.3x6.7cm</p>	
30	Stapler	<p>HEAVY DUTY STAPLER , Specification : 210sheets/80g, MaterialTPE + Full metal material FeatureFront Loading mechanism, Staple Type23/6~23/23 staple, ≤100 pcs of staples</p>	
31	Stapler Pin Remover	<p>China / Local</p>	
32	Stapler Pin	<p>China / Local</p>	
33	Stapler Pin	<p>China / Local</p>	
34	Stamp Pad Ink	<p>China / Local</p>	
35	Separator	<p>China / Local</p>	
36	White Board	<p>China / Local</p>	
37	White Board	<p>China / Local</p>	
38	White Board	<p>China / Local</p>	

39	Eraser	Premium quality for first-class erasing performance, Minimal crumbling, Protective cellophane wrapper with practical tear-and-open strip, Sliding sleeve for convenient handling, Phthalate and latex free, Age-resistant, Best erasing performance with little wear, No discolouration of the eraser on paper	
40	Ruler Paper	China / Local	
41	Cutter	China / Local	
42	Stapler	Specification Staples - 26/6, Material Zinc plated wire iron material, Packaging 100pcs/row, 1000 pcs per box, Spec. 1Staple up to 30 sheets(70gsm)	
43	Sticky Notepad	Specification 76x101mm 3"x4" sheet, Material Paper, glue Packaging 4x25 sheets/OPP bag, Paper 70gsm paper, Quantity 4x25 sheets	
44	Flag for File	Specification 43x12mm tab, Material BOPP, glue Packaging 5x20 sheets/PVC sheet holder Accessoris With PVC sheet holder, Quantity 5x20 sheets	
45	Notice Board	43x12mm tab	
46	Correction Pen	For perfect precision in correcting, Handy and versatile Quick-drying, With high-quality metal tip including miniature protective cap	
47	Sharpener	China / Local	
48	D-ring File	China / Local	
49	Pin Thumb	China / Local	
50	Tape Scotch	Local / China	
51	Calculator	Type : Mini Desk Type, Digit : 12 Digit, Rapidly calculates quotient and remainder Tax calculation, Automatic calculation of price plus tax, price less tax, discount, selling price, tax amount, discount amount, and margin amount. Time calculation, Time calculation allows easy input and calculation of hour, minute, and second values., Day/Date calculation, Day/Date calculations allow easy input and calculation of duration or date. Two-way power (Solar + Battery) Solar powered when light is sufficient, battery powered when light is insufficient. Function command signs, A symbol (+, -, x, ÷) on the display indicates the status of operation you are currently performing. Key rollover Key operations are stored in a buffer, so nothing is lost even during high-speed input. Extra Large display Larger display makes more data easier to read. Plastic keys Designed and engineered for easy operation.	
52	Paper Ream	Copy paper 80 Gsm. Paper size Legal Two-sided usage gives the paper sheet high opacity. Smooth paper surface makes sharp printing and copying. Should be Smooth paper surface Should be Use Two-sided Should be Bright Appearance gives high print contrast to the printing Should be Sharp cutting edges prolongs performance of copying machine Should be Anti-curl quality reduces paper jams in the copier Should be Low dust content minimizes copier running cost Should be 500 sheets of paper guarantee in Each Pack	
53	Paper Ream	Copy paper 80 Gsm. Paper size A4 (210 X 297 mm.) Two-sided usage gives the paper sheet high opacity. Smooth paper surface makes sharp printing and copying. Should be Smooth paper surface Should be Use Two-sided Should be Bright Appearance gives high print contrast to the printing Should be Sharp cutting edges prolongs performance of copying machine Should be Anti-curl quality reduces paper jams in the copier Should be Low dust content minimizes copier running cost Should be 500 sheets of paper guarantee in Each Pack	
54	Envelop	> Two-sided usage gives the paper sheet high opacity.	
55	Envelop	> Smooth paper surface makes sharp printing and copying.	
56	Envelop	> Available size paper 250 sheets and paper 500 sheets (1ream)	
57	Window Envelope	China / Local	
58	L- Folder	China / Local	

59	L- Folder	China / Local	
60	Plastic File	China / Local	
61	Packing Tape	China / Local	
62	RFID PVC CARD	Materials :PVC, PET, ABS, PET-G, etc. Chip Available :TK4100, EM4200, Hitag2, F08, MIFARE 1K, MIFARE 4K, MIFARE Ultralight, MIFARE DESFire EV1, I CODE SLI, Alien H3, Alien H4, Monza 4/5/6, etc. Protocol : ISO11784/ ISO14443A/ ISO15693/ IS18000-6B/ EPC C1 GEN2 ID Number Printing : Jet dot printing/ Thermo transfer/ Laser engrave Surface : Frosted/Glossy/Matte Finishing Printing Options: Full color offset printing, Silk-screen printing, etc.	
63	Scissor	China / Local	
64	Executive File Folder	Leatherite Executive File Folder Legal Size	
65	Highlighter	Highlighter with large ink reservoir for extra-long highlighting performance INK-JET SAFE – does not smudge inkjet printouts and handwritten texts Airplane-safe - automatic pressure equalization prevents pen from leaking on board aircraft Ultra-soft chisel tip approx. 1 – 5 mm Fast-drying Twist cap for easy opening Made with recycle material	
66	Writing Pad	China / Local	
67	Writing Pad	China / Local	
68	Writing Pad	China / Local	
69	PVC Card Jacket	Max Card Insert Dimensions: 3 3/8" x 2 1/8" Outside Dimensions: 3 1/2" H x 2 1/4" W Credential Orientation: Convertible Color: Black	
70	Yoyo for Employee Card	The diameter of reel should be 1-1/4 inches. The retractable cord on this reel measures 34 inches long and will be tested to last 100k uses! The extra strong strap is fiber-reinforced so it can withstand lots of use	
71	Binder Clip Large	China / Local	
72	Binder Clip Med	China / Local	
73	Binder Clip Small	China / Local	
74	3 Tier Paper Trey Steel Mesh	LOOKS PROFESSIONAL & LIGHTWEIGHT, With product weight under 1lb moving is effortless. 2" gap between trays helps to easily access papers and high quality rubber feet avoids desktop scratches. DIMENSIONS: L13.9" H10.3" W11.6"	
75	Letter Size Envelope	Made with 100 Imported paper size 9x4	
76	Key Chain Wire Rope for Employee Card	Heavy Duty Retractable Key Chain Keyring Non-Slip Badge Reel Clips with 60cm/ 23.6 Inches Steel Wire Rope, Black Material: durable plastic/ ABS (Metal clip/ key ring) Metal pull rope: approx 60cm/ 3.6 inches Components: metal clip, retractable reel, metal key ring Application: suitable for ID card, badge holder, entrance card, keys, lanyards, etc.	
77	Card Holder Leather	Wallet measures 3.93 * 2.56 * 0.75 inch. Specifications: Color : Carbon Fiber RFID Card Holder. Weight : 85g. Size : 9.8cm*6.5cm*1.5cm. Material: aluminum alloy + top layer leather.	
78	Executive Box File (Blue & White)	Colored Lever Arch Box File- 1270-Blue	
79	80Gram A4 Size Recycled Paper Ream	A4 Recycled Paper is made with a minimum of 75% post-consumer recycled pulp. It is de-inked without bleaching and free from optical brightening agents, providing a low whiteness paper ideal for everyday home or office printing. Even the packaging is recycled	
80	80Gram Legal Size Recycled Paper Ream	Legal Size Recycled Paper is made with a minimum of 75% post-consumer recycled pulp. It is de-inked without bleaching and free from optical brightening agents, providing a low whiteness paper ideal for everyday home or office printing. Even the packaging is recycled	

**Category-2
Grocery/Kitchen Items**

Sr.#	Item Name	Item Specification	Offered Brand
1	Dry Milk (2KG PKT)	Calories: 139 Calories from Fat 51.3 Total Fat 5.7g Saturated Fat 0g Total Carbohydrate 15.81g Dietary Fiber 0g Sugars 0g Protein 6.15g Est. Percent of Calories From: FAT 36.9% Carbs 45.5% Protein 17.7%	
2	Tea Bag (600 Tea Bag Pkt)	Black Tea	
3	Green Tea Bag (100 Tea Bag Pkt)	Green Tea, Lemon peels, Lemon flavour & Lemon grass flavour	
4	Biscuits (6 Roll Pkt)	Cereals 49.3% (Wheat Flour 33.7%, Whole Wheat Flour 15.6%) Sugar, Vegetable Oil (Palm, Rapeseed and Sunflower), Glucose Syrup, Wheat Starch, Lactose and Milk Proteins, Raising Agents (Ammonium Acid Carbonate)	
5	Coffee (475 Gram Jar)	100% pure coffee beans	
6	Sugar (5 Kg Pkt)	Simple sugars are called monosaccharides and include glucose (also known as dextrose), fructose, and galactose	
7	Cardamom Tea (500 Gram Pkt)	Sugar, Milk & Tea extract (50%)	

**Category - 3
Miscellaneous Items**

Sr.#	Item Name	Item Specification	Offered Brand
1	Tissue Box	Number of Sheets: 150 Double Ply Sheet Size: (205 X 155 mm) ± 5mm Ultra Soft Highest Quality Material with Finest Tissue	
2	Tissue Rolls	Roll Length: 24 m, Roll Width: 100 mm. Ultra Soft, Finest Tissue	
3	Hygiene Towel Tissue	White Colour Hi-Jeen Tissue	
4	Windows & Glass cleaning Liquid	Anti-Mist and Anti-Static additives that gives sparkling streak-free shine	
5	Multipurpose liquid Cleaner	Multi surface cleaner ,3x cleaning power on kitchen grease, burnt on food and bathroom dirt Kills 99.9 percentage of bacteria, such as E. coli Can be used neat as well as diluted Leaves a fresh fragrance	
6	Dish Wash Soap	Power of 1000 lemons, Cut tough grease and leaves dishes sparkling and germ-free	
7	Duster	Simple Cotton Duster for Kitchen Use 2' x 3'	
8	Insect Killer	"Insect Seeking Fly Spray" uses the active ingredients Allethrin (2.09 g/kg) and Resmethrin (0.39 g/kg), both Pyrethroid neurotoxins which are considered generally safe in typical doses,	

		although one study have found an association between exposure to pyrethroids and attention-deficit/hyperactivity disorder	
9	Floor Mop	Thread Mop 3' Local	
10	Phenyl	Local	
11	Dish Wash Liquid	Anti-bacterial kills 99.9% germs on utensils and kitchen surfaces allowing you to entirely wash away more than just tough grease and giving you peace of mind that your dishes, pots, pans and glasses are as clean as can be. Tough on grease and germs, gentle on hands, it is highly recommended for cleaning children's utensils.	
12	Toilet Sweep	hydrochloric acid (10%) as the active ingredient, along with butyl oleylamine and others in an aqueous solution	
13	Dustbin	The body of 120L pedal bin stacked, outside with wrapping film; The wheels: finished assembling The plug: Hang at the back of the handle of the 120L pedal bin The plug: Hang at the back of the handle of the 120L pedal bin Lid: 1pc with a polybag 120l pedal bin 4.Outdoor using pedal bin Sizwe 55*49*93	
14	Dustbin	Office Dustbin Steel Mesh	
15	Air freshener	Scented oils, Freshmatic Ultra, FreshmaticCompact, Scent ribbons, Scented candles	
16	Handwash liquid Soap	Local / Anti-Bacterial	
17	Handwash liquid Soap	Total 10 Germ Protection Hand Wash contains our patented ingredient, Activ Natural Shield, ensuring your hands are clean and protected against germs. The special formula is proven to remove 99.9% of germs in just 10 seconds	
18	Chrome & metal Polish	Safely cleans and polishes chrome, stainless steel, brass, bronze and copper Brings out the reflective sparkle and shine Helps restore metals to "like-new" condition Helps restore metals to "like-new" condition Removes or minimizes pitting or spotting of metals	
19	Floor Mention Wax Polish	High performance, Easy to apply & Effective long shelf life, Gives and Instant Shine	
20	Auto Air Freshener Dispenser		
21	Auto Soap Dispenser	features: easy to install.smart-looking and elegant design. made of good quality material, durable to use. Descriptions: Power:6V DC,By 4 x aaa battery Sense:0.5s sense time Capacity : 800ml Material :Abs plastic	
22	Towel Tissue Dispenser	Diemension 1x1, Material ABS with Transparent Lid cover	
23	Dust Bin (stainless steel/Pedal/hydraulic)	1)Good material strength 2) Sturdy and Light weight 3) Do not bend and have longer life 4) Material = SS202 or SS304 Grade 3) Do not bend and have longer life 4) Material = SS202 or SS304 Grade 5) Volumetric Capacity = Ranging from 10 ltrs to 30 ltrs 6) With Hydrolic lid 9) Mirror and Matt Finish	
24	Paper Bin Steel Mesh	China Paper Waste Bin	

Annex – F Financial Proposal

COSTING SHEET OF STATIONERY & GROCERY & GENERAL ITEMS

Category -1 Stationary

Sr.#	Item Name	Item Specification	Offered Brand	UOM (Unit of Measure)	Unit Rate Rs.
1	Ball Pen				
2	Ball Pen				
3	Ball Pen				
4	Ball Pen				
5	Ball Pen				
6	Ball Pen				
7	Ball Pen				
8	Ball Pen				
9	Ball Pen				
10	Binding Tape				
11	Binding Tape				
12	Battery Cell				
13	Battery Cell				
14	Box File with Clip				
15	Gum stick				
16	Highlighter				
17	Lead Pencil				
18	Masking Tape				
19	Marker				
20	Marker				
21	Marker				
22	Plastic Folder				
23	Paper Clip				
24	Punch Machine				
25	Register (For letter Received)				



26	Register (For letter Dispatched)				
27	Register (Stock)				
28	Stamp Pad				
29	Stapler				
30	Stapler				
31	Stapler Pin Remover				
32	Stapler Pin				
33	Stapler Pin				
34	Stamp Pad Ink				
35	Separator				
36	White Board				
37	White Board				
38	White Board				
39	Eraser				
40	Ruler Paper				
41	Cutter				
42	Stapler				
43	Sticky Notepad				
44	Flag for File				
45	Notice Board				
46	Correction Pen				
47	Sharpener				
48	D-ring File				
49	Pin Thumb				
50	Tape Scotch				
51	Calculator				
52	Paper Ream				
53	Paper Ream				
54	Envelop				



55	Envelop				
56	Envelop				
57	Window Envelope				
58	L- Folder				
59	L- Folder				
60	Plastic File				
61	Packing Tape				
62	RFID PVC CARD				
63	Scissor				
64	Executive File Folder				
65	Highlighter				
66	Writing Pad				
67	Writing Pad				
68	Writing Pad				
69	PVC Card Jacket				
70	Yoyo for Employee Card				
71	Binder Clip Large				
72	Binder Clip Med				
73	Binder Clip Small				
74	3 Tier Paper Trey Steel Mesh				
75	Letter Size Envelope				
76	Key Chain Wire Rope for Employee Card				
77	Card Holder Leather				
78	Executive Box File (Blue & White)				
79	80Gram A4 Size Recyclable Paper Ream				

Category-2
Grocery/Kitchen Items

Sr.#	Item Name	Item Specification	Offered Brand	UOM (Unit of Measure)	Unit Rate Rs.
1	Dry Milk				
2	Tea Bag				
3	Green Tea Bag				
4	Biscuits				
5	Coffee				
6	Sugar				
7	Cardamom Tea				

Category - 3
Miscellaneous Items

Sr.#	Item Name	Item Specification	Offered Brand	UOM (Unit of Measure)	Unit Rate Rs.
1	Tissue Box				
2	Tissue Rolls				
3	Hygiene Towel Tissue				
4	Windows & Glass cleaning Liquid				
5	Multipurpose liquid Cleaner				
6	Dish Wash Soap				
7	Duster				
8	Insect Killer				
9	Floor Mop				
10	Phenyl				
11	Dish Wash Liquid				
12	Toilet Sweep				
13	Dustbin				
14	Dustbin				

15	Air freshener				
16	Handwash liquid Soap				
17	Handwash liquid Soap				
18	Chrome & metal Polish				
19	Floor Mention Wax Polish				
20	Auto Air Freshener Dispenser				
21	Auto Soap Dispenser				
22	Towel Tissue Dispenser				
23	Dust Bin (stainless steel/Pedal/hydraulic				
24	Paper Bin Steel Mesh				

- **The bidders who meet the technical criteria (35 Marks in Sample Inspection and overall, 65 Marks) and lowest in the cost of each category will be awarded the business.**
- **Samples will be asked to submit to PSDF any time during technical evaluation (Bidders who are Eligible). After the award of contract to successful bidder, all the samples will be returned to their respective bidders.**
- **The submitted samples must meet the required technical specifications of the items as per Annex-E.**
- **The submitted samples must meet the required specifications of the items which will be shared.**

Payment Terms:

- **Payment shall be made within 30 days after the submission of invoice for the respective deliveries.**

Annex- H Declaration

Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Annex- I Cover Letter

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Goods for [Provision of Office Stationery & Grocery for PSDF] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: