

**PUNJAB SKILLS DEVELOPMENT FUND**

**Disposal Document**

**No: 83/PSDF/DOV**

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**Disposal of Vehicles of PSDF**

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**February 2025**



Submission Date for Sealed Bids: **February 27, 2025**, on or before **03:00 PM**

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

**UAN: 042-111-11-PSDF (7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk**

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## 1 Invitation to Bidders

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 (now Companies Act 2017) by the Government of Punjab (GoPb). PSDF is revolutionizing the TVET sector through its innovative initiatives for vocational and technical training ensuring an economically bright and sustainable future for poor and vulnerable youth of Punjab.

Sealed bids/proposals are invited from bidders for "Disposal of Vehicles of PDF" to PSDF. All interested and eligible bidders are requested to go through the Tender document and provide relevant information along with supporting documents mentioned in this tender document and must be submitted in hard form.

					
Disposal of Vehicles of PSDF					
Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan, established in 2010 as a not-for-profit company set up by the Government of Punjab (GoPb). PSDF invites bids under single stage one envelope bidding procedure from well-reputed, experienced and tax registered bidders against the below-mentioned vehicles. The interested bidders can obtain the disposal documents containing all details with its evaluation criteria and terms & conditions from PSDF website ( <a href="http://www.psdf.org.pk">www.psdf.org.pk</a> ) and PPRA website ( <a href="http://www.ppra.punjab.gov.pk">www.ppra.punjab.gov.pk</a> ). <b>Tender No. 83/PSDF/DOV.</b>					
Sr. No.	Make	Model	Engine Capacity	QTY	Estimated Price (PKR)
1	Suzuki Swift / Car	2011	1328cc	4	34,789,350
2	Suzuki Jimny / Car	2012	1328cc	3	
3	Suzuki Cultus / Car	One Vehicle 2015 Two Vehicle 2016	998cc	3	
4	Honda City / Car	One Vehicle 2015 Four Vehicle 2014	1300cc	5	
5	Toyota Corolla / Car	One Vehicle 2016 Two Vehicle 2013	1299cc	3	
6	Honda CD 100 / Motor Bike	2012	100cc	4	
<b>Important Information:</b> <ul style="list-style-type: none"><li>• Bids submitted only in hard form shall be accepted while submission by other means shall be rejected.</li><li>• Last date and time for bid submission is February 27, 2025, before 03:00 PM. Late Bids shall be rejected. The bids will be open on the same date at 03:30 PM.</li><li>• In the case of official holiday on the day of submission, the next day will be treated as closing date (time of closing and opening of bid will remain the same).</li></ul>					
Procurement Department, Punjab Skills Development Fund 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan. UAN: 042-111-11-PSDF(7733)   Toll Free:0800-48627 (HUNAR)   Website: <a href="http://psdf.org.pk">psdf.org.pk</a>					

## 2 Instructions For Bidders

### 2.1 Terms & Condition:

This disposal of vehicles of PSDF is subject to the following terms and conditions.

1. Unsealed/open bid(s) shall not be entertained.
2. PSDF reserves the right to accept or reject any/all proposals/bids without assigning any reason(s) thereof.
3. Bid should accompany the following / Eligibly conditions:
  - a. Signed declaration form that bidder is not-blacklisted (as per format at Section 7 – Affidavit)
  - b. NTN & PST/GST (where applicable) must be registered and active as the case may be.
  - c. Minimum 10% earnest money of the total bid amount in shape of demand draft in favor of “Punjab Skill Development Fund”. Bids received without earnest money shall not be entertained.
4. If the bidder fails to provide information as per the above-mentioned or does not fulfil the requirement of, “Eligibility conditions” shall be disqualified and declared ineligible from the bidding process and its financial evaluation shall not be carried out.
5. Bid(s) should be valid for 180 days commencing from the bid closing date.
6. No offer/bid shall be accepted after bid closing time and date.
7. All applicable Govt. taxes i.e. WHT (10 % for filer & 20% for non-filer) shall be paid by bidder over and above the price of successful bidder.
8. Transfer letter of Vehicles will be issued in the name of successful bidder only. Transfer charges will be borne by successful bidders.
9. Complete files (if any) and registration books of each vehicle are available with PSDF.
10. Motor Vehicle / Token taxes are paid for all vehicles till date.
11. All logistics, transportation and handling charges shall be borne by the potential buyer at the time of inspection of the vehicles and for picking up the same from PSDF’s premises.
12. The highest evaluated bidder in each vehicle would be considered the successful bidder, however, in case the successful bidder fails to submit the balance amount, his earnest money would be confiscated by PSDF, and if PSDF Disposal Committee agrees then the second highest bidder would be considered the winner.
13. Envelope should be marked with “vehicles No.”.
14. Balance of ninety percent (90%) of the bid amount to be deposited in the shape of bank draft/pay order drawn in favor of Punjab Skills Development Fund (PSDF) by the successful bidder within the next Seven (07) working days after the award, failing which PSDF shall be entitled to cancel the bid and forfeit the earnest money deposited with no future claim from the bidder.
15. The vehicles will be handed over to the successful bidder after receiving the full payment.
16. The decision of PSDF’s Disposal Committee shall be binding in all cases.
17. Condition of vehicles is unknown and will be on “AS IS WHERE IS BASIS” and PSDF shall bear no responsibility after collection of vehicles by the successful bidder.
18. Successful bidders shall uplift the vehicles within Ten (10) days after depositing the full amount and in case of non-compliance earnest money along with the deposited amount shall be forfeited and bid will be cancelled with no future claim from the bidder.

19. Successful Bidder shall make sure use of the vehicles is strictly in accordance with the prevailing applicable national and international laws. In case of any violation(s), the successful Bidder shall be fully liable without any responsibility to PSDF.
20. Sealed Bid envelop along with necessary documents shall be delivered through courier services or by hand to PSDF on the below mentioned address not later than 03:00 PM by February 27, 2025. The Disposal Committee will open the bids on the same day at 03:30 PM in the presence of the bidders, or their authorized representatives, who may like to be present.

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

21. PSDF employees & their families and Government Employees will not be entitled to participate in the disposal process.
22. The earnest money of the unsuccessful participants will be released within 5 days after the issuance of the award letter to the successful bidder whereas the earnest money of the successful bidder will be adjusted against the remaining payments.
23. Evaluation shall be made at total of Individual bid price for each vehicle. Bidders can participate in one or more than one vehicle. Incomplete or partially and conditionally filled bids against price schedule will be considered non-responsive for that vehicle.
24. Bidder is required to stamp every page of the disposal document along with signature and submit back along with the bid.
25. One person shall submit one bid against each vehicle and if one person submits more than one bid, the PSDF shall reject all such bids.
26. The interested parties can inspect the vehicles at the above-mentioned address during office hours before the last date of submission of bids, along with a request for inspection of the vehicles on the bidder's letterhead with authority.
27. Interested parties must bring their original CNIC with them at the time of the opening of the bids.
28. Bid will be considered non-responsive in case of submission of incorrect or non-submission of original earnest money along with Bid.
29. PSDF reserves the right to cancel / reject the disposal of any or all vehicles at any stage without assigning any reason.

### 3 Estimated / Reserved Price

#### 3.1 Total Estimated / Reserved Price for vehicles:

Sr. No.	Assets Code	Make	Engine Capacity	Registration Number	Model	Estimated Price
1	9	Suzuki – Swift	1328cc	LEJ-1124	2011	1,486,750
2	10	Suzuki – Swift	1328cc	LEJ-1123	2011	1,486,750
3	11	Suzuki – Swift	1328cc	LEJ-1284	2011	1,486,750
4	12	Suzuki – Swift	1328cc	LEJ-1283	2011	1,486,750
5	5	Suzuki – Jimny	1328cc	BRJ-20	2012	1,485,000
6	6	Suzuki – Jimny	1328cc	BRJ-19	2012	1,440,000
7	7	Suzuki – Jimny	1328cc	BRJ-17	2012	1,530,000
8	20	Suzuki – Cultus	998cc	LEJ-1319	2016	1,425,000
9	21	Suzuki – Cultus	998cc	LEJ-1318	2016	1,425,000
10	22	Suzuki – Cultus	998cc	LEJ-1528	2015	1,353,750
11	15	Honda – City	1300cc	LEJ-1052	2014	2,385,000
12	16	Honda – City	1300cc	LEJ-1051	2014	2,385,000
13	17	Honda – City	1300cc	LEJ-1050	2014	2,493,750
14	18	Honda – City	1300cc	LEJ-1012	2014	2,398,750
15	19	Honda – City	1300cc	LEJ-1150	2015	2,565,000
16	24	Toyota – Corolla	1299cc	LEJ-1397	2016	3,277,500
17	25	Toyota – Corolla	1299cc	ZC-429	2013	2,280,000
18	26	Toyota – Corolla	1299cc	ZC-441	2013	2,280,000
19	1	Honda – CD 100	100cc	BRJ-23	2012	27,000
20	2	Honda – CD 100	100cc	BRJ-25	2012	35,000
21	3	Honda – CD 100	100cc	BRJ-26	2012	26,600
22	4	Honda – CD 100	100cc	BRJ-24	2012	30,000
<b>Total</b>						<b>34,789,350</b>

## 4 Financial Bid Form

4.1 Financial bid form for Vehicle Number: \_\_\_\_\_

*(to be filled by bidder for each vehicle separately)*

Sr. No.	Assets Code	Make	Registration Number	Model	Quoted Price (PKR) (without tax)
1					

**Important Note:**

1. In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.
2. The highest evaluated bidder in each vehicle would be considered the successful bidder.
3. One bidder can apply for only one vehicle or more than one vehicle.
4. The contract shall be awarded based on the highest price selection method in each vehicle separately.
5. Financial evaluation will be conducted on prices quoted without applicable taxes.
6. Overwriting, cutting, use of fluid etc., are not allowed, which may lead to cancelation of bid offered.
7. Conditional or Incomplete bid shall be treated as non-responsive.
8. Interested bidders may inspect the vehicles before submission of bids available at PSDF facility located at Lahore during office hours before the last date of submission of bids.

Stamp and Signature of Bidder \_\_\_\_\_

## 5 Bid Data Sheet

Sr. No.	Description	Detail
1	Bid For	Disposal of vehicles of PSDF
2	End Date & Time for submitting of disposal bids / documents	February 27, 2025, till 03:00 PM
3	Time for the opening of Bids	February 27, 2025, till 03:30 PM
4	Venue	21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan. UAN: 042-111-11-PSDF (7733)   Toll Free:0800-48627 (HUNAR)   Website: psdf.org.pk
5	Earnest Money	10% of Bid value.
6	Language of the bid	English
7	Disposal Procedure	Open Competitive Bidding and single stage one envelope
8	Name of Disposal Agency	Punjab Skills Development Fund



## 6 Bidder Profile Form

The bidder must fill in the following data sheet complete in all respects for personal information.

Bidder's Full Name	
Bidder's CNIC No (if any)	
Bidder's NTN Number	
Bidder's GST / PST Number (if any)	
Bidder's Commercial / Office Address (if any)	
Bidder's Residential Address	
Bidder's Contact Landline No.	
Bidder's Contact Mobile No.	
Bidder's Contact email	

## 7 Affidavit

*[To be printed on not less than PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]*

Name: \_\_\_\_\_

*(Applicant)*

I, the undersigned, do hereby certify that all the statements made in the disposal document and in the supporting documents are true, correct and valid to the best of knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *PSDF* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *PSDF*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is neither currently blacklisted by *PSDF* nor is any litigation pending before *PPRA* or any other court of law competence in this regard against any such blacklisting order.
- (ii) The documents/photocopies provided with Bid are authentic. In case any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.

*[Name of the Bidder]* undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

## 8 Check List

The provision of this checklist is an essential prerequisite along with submission of bid.

Sr.#	Detail	Responsive	Non-responsive
1	Earnest Money of 10% of bid value in the form of a pay-order or demand draft favoring Punjab Skills Development Fund shall reach to PSDF, Procurement Department on 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan before the opening of the bid (Please mention the title of the disposal on envelope). If the original earnest money is not delivered before the opening of the bid, the bidder shall be disqualified for further proceedings. The earnest money should be valid for a period of not less than 6 months.		
2	Active Registration with Income Tax Authorities (National Tax Number NTN)		
3	Copy of active Registration with Sales Tax Authorities PST / GST.		
4	Financial Bid Form (as per section 4 of disposal documents), duly signed and stamped.		
5	Bidder Profile Form (as per section 6 of disposal documents) duly signed and stamped.		
6	Affidavit (as per section 7 of disposal documents) on non-judicial Stamp Paper of not less than Rs. 100/- duly attested by <b>Oath Commissioner</b> .		
7	Bidder is required to stamp every page of the disposal document along with signature and submit it back along with the bid.		