Skills For Success

Punjab Skills Development Fund

A not-for-profit company set up by the Government of the Punjab

PRE-BID MEETING · 26 OCTOBER 2026

Procurement of Tool Kits (Round-V) — General Order Supplies

Procurement No. 135/PSDF/TGOS-R-V · Single Stage – Two Envelope

SOP, eligibility, technical & financial proposals, and required documents

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore · psdf.org.pk

Agenda

01 Overview & key dates

02 Lots, specifications & samples

03 Bidding SOP & responsiveness

04 A · Eligibility & its documents

05 B · Technical proposal & its documents

06 C · Financial proposal & its documents

07 D · Award, delivery & payment

08 Forms, do's & don'ts and Q&A

Tender at a glance

Tender p. 5–6, 38, 41–45

PKR 22.66 M

Estimated cost (incl. taxes)

3 Lots

560 kits: sewing machines, kitchen utensils, pattern kits

45 Days

Delivery of complete kits to PSDF, Lahore

1%

Bid security per lot, via PSID

180 Days

Bid validity from opening

65%

Required in every technical criterion

General Order Supplies – Round V

Samples due at PSDF by the deadline

Online bids only – Punjab e-Procurement System

Tender p. 5–6, 41–44

Key dates – October & November 2026

1

26 Oct

11:00 AM

Pre-Bid Meeting

Online via MS Teams (ID 480 897 936 284 574)

2

28 Oct

05:00 PM

Clarification deadline

Queries only through the Punjab e-Procurement System

3

02 Nov

one day before

Bid security (PSID)

1% of each lot's budget at Bank of Punjab

4

03 Nov

03:00 PM

Bid submission

Online e-bid, plus samples & original affidavit at PSDF

5

03 Nov

03:30 PM

Technical opening

Public opening at PSDF Procurement Dept., Gulberg II

Late bids are not accepted by the portal. If the submission day becomes a public holiday, the next working day applies at the same time.

Tender p. 38, 65

Three lots — quantities, budgets & bid security

Lot	Lot name	Sub-lot / item	Qty	Est. budget (PKR)	Budget per unit (PKR)	Bid security 1% (PKR)
1	Fashion Design	Sewing Machines	160	8,192,000	51,200	81,920
2	NVC Level 2 in Hospitality (Cook)	Kitchen Utensils	140	4,480,000	32,000	44,800
3	NVC Level 2 in Textile Pattern (Pattern Drafting & Grading)	Pattern Drafting & Grading Kits	260	9,984,000	38,400	99,840
	Total — 3 lots		**560**	**22,656,000**		**226,560**

Performance guarantee: 2% of contract value per lot. Budget per unit = estimated budget ÷ quantity, for guidance only. PSDF may vary quantities at award.

Tender p. 38–40

Technical specifications by lot

Lot 1 · Sewing machine

Brother JA1400 / JV1400 or equivalent

- 14 built-in stitches; up to 750 SPM
- 4-step buttonhole; top-load drop-in bobbin
- Stitch width 5 mm, length 4 mm; LED light
- 100% new, imported from manufacturer

Lot 2 · Kitchen utensils

Westpoint Pakistan or equivalent

- Juicer, blender, chopper, dry / wet grinder, vegetable cutter
- 450 W, 220–240 V; 1,750 ml jar
- Overheat protection & safety lock

Lot 3 · Pattern kit

Brother JA001 or equivalent

- Portable free-arm sewing machine
- 14 stitches; 4-step buttonhole; LED
- Auto stitch length & width
- Feet, bobbins, needles, controller in box

"Or equivalent" is accepted if every specification is met. Only complete sets are accepted — incomplete toolkits will be rejected.

Tender p. 40, 44, 47

Sample inspection — a knock-out stage

How to submit samples

- Sealed and wrapped, delivered to PSDF by 03 Nov, 3:00 PM
- Marked with lot number and lot name
- Must match Annexure A specifications exactly
- One sample for each lot you bid on
- Returned on request after technical evaluation

What PSDF checks

Final decision rests with PSDF

- Conformity with product specifications
- Quality and originality of the product
- Complete set with all accessories
- Compliant → technical scoring
- Non-compliant → non-responsive, disqualified

Tender p. 5–6, 40–44

How to submit your bid

1 Access the tender

Log in to the Punjab e-Procurement System; download the tender document and all addenda.

2 Seek clarification

Written queries through the e-Procurement System by 28 Oct, 5:00 PM. Other channels are not answered.

3 Pay bid security

1% of each lot's budget via PSID at Bank of Punjab, preferably by 02 Nov.

4 Prepare two envelopes

Technical (with manufacturer authorization) and Financial (price per lot), on letterhead.

5 Deliver samples & affidavit

Sealed, labelled samples per lot and the original attested affidavit to PSDF.

6 Upload & submit

Submit the complete e-bid before 03 Nov 2026, 03:00 PM. Late bids are not accepted.

Tender p. 40–48

How bids are evaluated

1 Technical opening

Opened publicly on 03 Nov, 3:30 PM; financial envelopes stay sealed.

2 Eligibility screening

Pass / fail check of the 4 knock-down criteria.

3 Sample inspection

Non-compliant samples make the bid non-responsive.

4 Technical scoring

65 overall and 65% in each of the 4 criteria.

5 Financial opening

Only technically qualified bids opened publicly.

6 Least-cost award

Each lot awarded separately to the lowest evaluated bid.

One bidder may apply for one lot or several. Each lot is evaluated and awarded on its own.

Tender p. 94

What makes a bid responsive

A responsive bid…

- Meets all 4 eligibility criteria
- Has a compliant sample for each lot
- Carries 1% bid security per lot (PSID)
- Uses the prescribed forms, on letterhead
- Signed, stamped, every page initialled
- Valid for 180 days from opening
- Submitted online before the deadline

Section IX checklist

Sign & stamp on letterhead; attach with technical bid

1. Bid security (1% per lot) via PSID
2. Active NTN registration (income tax)
3. Active STRN registration (sales tax)
4. Bid Form (Form 8.1)
5. Manufacturer's Authorization (Form 8.3)
6. Bidder Profile Form (Form 8.4)
7. General Information Form (Form 8.5)
8. Affidavit (Form 8.6), attested
9. Technical Bid Form (Form 8.8)
10. Financial Bid Form (Form 8.10)

PART A · ENVELOPE 1 — TECHNICAL ENVELOPE

Eligibility

Pass / fail screening of 4 knock-down criteria — BDS clause 13, Tender p. 42–43. Fail any one and the technical proposal is not evaluated.

Tender p. 41–43

General conditions for all bidders

No JV / consortium

Joint ventures of any kind are not allowed; attach a declaration on letterhead.

No sole proprietors

Only companies, firms or AOPs registered with SECP or the Registrar of Firms.

One bid per lot

Bid on one lot or several — a separate price for each lot.

Ineligible bidders

Firms from India or Israel; blacklisted or debarred firms.

Authorized supply

Manufacturer or distributor authorization earns technical marks.

Tax-registered only

Active on FBR income tax and GST / PST lists on submission day.

Tender p. 42–43

Eligibility Criteria (knock-down)

	REQUIREMENT	EVIDENCE TO ATTACH
1	**Legal registration** Tender p. 42–43	Company: SECP certificate. Firm / AOP: Form C / D or partnership deed. Sole proprietors not allowed.
2	**Active taxpayer – FBR** Tender p. 43	Proof the bidder is on FBR's Active Taxpayer List on the day of submission.
3	**Active taxpayer – GST / PST** Tender p. 43	Proof of active GST / PST status, where applicable.
4	**Not blacklisted – Affidavit 8.6** Tender p. 43	Stamp paper (up to Rs 300), attested. Copy in bid; original to PSDF before deadline.

Also attach a declaration on letterhead that you are not bidding as a JV
Fail any criterion and the bid is ineligible — no technical evaluation.

Tender p. 42–44, 73, 94

Eligibility – documents to upload

Upload with the bid (signed & stamped)

- SECP certificate, or Form C / D / partnership deed
- FBR Active Taxpayer List proof (NTN)
- GST / PST active status (STRN)
- Affidavit Form 8.6 — copy (original by hand)
- Declaration: not bidding as a JV
- Section IX checklist, on letterhead

Hard copy at PSDF

Before 03 Nov 2026, 03:00 PM

- Original affidavit, Form 8.6 — attested
- Sealed samples for each lot applied
- Samples marked with lot number & name

PART B · ENVELOPE 1 — TECHNICAL ENVELOPE

Technical proposal

Samples first, then 100 marks across four criteria — BDS 22, Tender p. 46–47. 65% is required in every criterion.

A Eligibility | B Technical | C Financial | D Award

Tender p. 45–47

100 marks across four criteria



Qualifying rules

65 passing marks overall

65% in each of the 4 criteria

0 marks without evidence

Samples are inspected before technical scoring
Only bidders whose samples comply move on to the four scored criteria.

Tender p. 46–47

Scoring bands for each criterion

1 · Experience — 30

30	General order supplies for more than 3 years
20	2 to under 3 years (minimum to qualify)

Evidence: Contracts, client satisfaction letters or purchase orders.

2 · Client portfolio — 25

25	More than 8 local / international clients
17	7 – 8 clients (minimum to qualify)

Evidence: Contracts, client satisfaction letters or purchase orders.

3 · Financial capability — 30

30	Annual turnover PKR 80 M or more
25	PKR 70 M – 80 M
20	PKR 60 M – 70 M (minimum)

Evidence: Audited accounts or tax returns, 2022-23 to 2024-25.

4 · Distributor authorization — 15

15	Authorized by the manufacturer or its distributor
10	Representative of an authorized dealer (minimum)

Evidence: Letter on manufacturer / distributor letterhead.

Tender p. 40, 44, 46–47

Technical evaluation – documents to attach

#	Criterion	Marks	Documents to attach	Tender p.
—	**Sample inspection**	**Pass / fail**	Sealed, labelled samples per lot at PSDF by the deadline	40, 44
1	**Experience**	**30**	Contracts / satisfaction letters / POs (2+ years)	46
2	**Client portfolio**	**25**	Contracts / satisfaction letters / POs for 7+ clients	46
3	**Financial capability**	**30**	Audited accounts or tax returns, 2022-23 to 2024-25	46–47
4	**Distributor authorization**	**15**	Manufacturer / distributor letter (Form 8.3)	47

The lowest band of each criterion is the 65% pass mark
Fall below it in any one criterion and the bid is technically disqualified.

Tender p. 46–47, 69–75, 94

Technical proposal – documents to upload

Technical evidence (scored)

- Supply contracts, client letters or POs (experience)
- Evidence for each client counted (portfolio)
- Audited accounts or tax returns (turnover)
- Manufacturer / distributor authorization letter
- Brand, make & model, and country of origin per item
- Copy of bid security (PSID) receipt

Forms on letterhead

Signed & stamped, technical envelope

- Form 8.3 Manufacturer's Authorization
- Form 8.4 Bidder Profile
- Form 8.5 General Information
- Form 8.8 Technical Bid Form
- Section IX checklist

PART C · ENVELOPE 2 — FINANCIAL ENVELOPE

Financial proposal

A price for each lot in PKR, inclusive of all taxes and delivery to PSDF Lahore within 45 days — Tender p. 42, 65, 88–90.

Tender p. 42, 45, 64, 88–90

How to quote your price

Quoting rules

- Quote each lot separately on Form 8.10
- Unit price excl. tax, tax %, unit price incl. tax
- Total = unit price incl. tax × quantity
- Include all taxes and delivery to PSDF Lahore
- State the brand offered for each lot
- Figures and words — words prevail
- Prices fixed for the contract — no adjustment

How the price is evaluated

Least Cost Selection Method

- Each lot ranked and awarded separately
- Bid on one lot or several
- Only technically qualified bids opened
- Quantities may be varied at award
- Payment in PKR within 30 days of delivery

Tender p. 88–89

Price schedule – format to fill for each lot

Lot	Item	Qty (N)	Unit price excl. tax	Tax %	Unit price incl. tax (A)	Total (A × N)	Brand offered
1	Fashion Design – sewing machines	160	_____	__%	_____	_____	_____
2	Hospitality (Cook) – kitchen utensils	140	_____	__%	_____	_____	_____
3	Textile Pattern – pattern drafting kits	260	_____	__%	_____	_____	_____
	Total of each lot — in figures and in words					_____	

Reproduce on letterhead, signed & stamped; attach with the financial bid only. All prices in PKR, inclusive of all applicable taxes.

Tender p. 38, 44, 66–92

Financial proposal – documents & bid security

Financial envelope

Sealed until technical qualification

- Bid Form 8.1 on letterhead, signed & stamped
- Financial Bid Form / Price Schedule 8.10, per lot
- Bid Security Form 8.11 / PSID payment proof

Bid security (PSID)

Pay by 02 Nov — one day before

- Lot 1: Rs 81,920
- Lot 2: Rs 44,800
- Lot 3: Rs 99,840
- Valid for at least 6 months

Awardee only

After notification

- Performance guarantee 2% within 15 days (Form 8.7, PSID)
- Contract Form 8.9
- Integrity Pact 8.12

Never disclose prices in the technical envelope. Not applicable here: Form 8.2 (JV members).

PART D · AFTER EVALUATION

Award & delivery

Least-cost award per lot, 2% performance guarantee, complete kits within 45 days, payment within 30 days — Tender p. 31, 44, 48, 63–65.

A Eligibility | B Technical | C Financial | D Award

Award & contract

Tender p. 31, 44, 48, 63, 92

Award & contract

- Least cost, ranked separately for each lot
- Notification of award / letter of intent
- Performance guarantee 2% within 15 days, via PSID
- Guarantee held to cover warranty obligations
- Contract signed or purchase order issued
- Integrity Pact for contracts of PKR 10 M or more

Delivery requirements

At PSDF, Lahore

- Complete kits within 45 days of the contract
- Brand new and free from defects
- All components, accessories & packaging
- Delivery challans and invoices with each delivery
- Incomplete toolkits are not accepted

Tender p. 63–65, 78, 90

Deliver on time, get paid in 30 days

45 days

Delivery window

From the contract's effective date; complete kits at PSDF Lahore.

1% / day

Late delivery

Liquidated damages, up to 10% of contract value.

30 days

Payment

After invoice and complete delivery, in PKR, after taxes.

Prices are fixed and not adjusted. The 2% performance guarantee is returned after the contract is completed.

Tender p. 66–94

Forms at a glance

Form	Title	Envelope	Key requirement
8.1	Bid Form	**Financial**	Letterhead, signed & stamped
8.3	Manufacturer's Authorization	**Technical**	On manufacturer's letterhead
8.4	Bidder Profile Form	**Technical**	Letterhead, signed & stamped
8.5	General Information Form	**Technical**	Letterhead, signed & stamped
8.6	Affidavit	**Technical + hard copy**	Stamp paper, attested
8.8	Technical Bid Form	**Technical**	Brand, model & country of origin
8.10	Financial Bid Form / Price Schedule	**Financial**	One table per lot, PKR
8.11	Bid Security Form	**Financial**	1% per lot via PSID
IX	Check List	**Technical**	Signed & stamped

Not applicable: 8.2 JV Members. Awardee only: 8.7 Performance Guarantee (2%), 8.9 Contract Form, 8.12 Integrity Pact.

Do's and don'ts

Do

- Deliver sealed, labelled samples by 03 Nov, 3:00 PM
- Pay 1% bid security per lot via PSID by 02 Nov
- Attach manufacturer / distributor authorization
- Quote brand, model & country of origin
- Quote per lot in PKR, incl. taxes & delivery
- Reach the lowest band in every criterion
- Hand in the original affidavit

Avoid

- Bidding as a JV or a sole proprietor
- Samples that differ from Annexure A
- Any price information in the technical envelope
- Experience claims without contracts, letters or POs
- Incomplete kits or missing accessories
- Used, refurbished or non-original products
- Contacting PSDF on your bid during evaluation

THANK YOU

Questions & clarifications

Written queries

Through the Punjab e-Procurement System only, by 28 Oct 2026, 5:00 PM.

Samples & affidavit

Sealed samples and the original affidavit to PSDF before 03 Nov 2026, 3:00 PM.

Contact PSDF

UAN 042-111-11-PSDF (7733)
Toll free 0800-48627 (HUNAR)
psdf.org.pk

PSDF
Skills For Success

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