

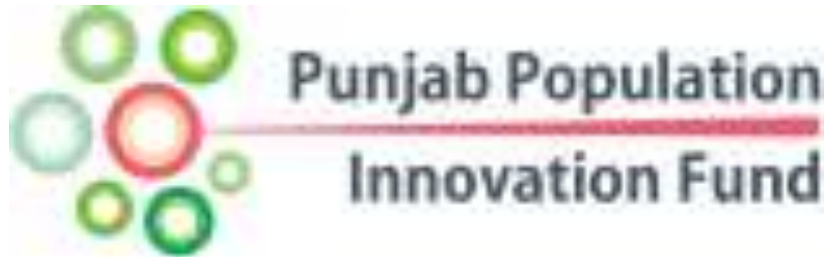
PUNJAB POPULATION INNOVATION FUND

Tender Document

“Provision of Sign Boards and Stickers”

(Re-Advertisement)

April, 2021



Submission Date for Sealed Bids: 7th April, 2021 (11:30 am)

125-Abu Bakar Block, New Garden Town, Lahore Pakistan

Phone: +92-42-99231190-92

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1- Invitation to bids

Punjab Population Innovation Fund (PPIF) is a section 42, not-for-profit Public Sector Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from Suppliers (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for preparing, printing and providing sign boards and stickers. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

Technical and financially qualified bidder will be issued with the purchase order for provision of above-mentioned items.

2- Instruction to bidders

The selection of supplier agency/company will base on Least Cost Selection method. PPIF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. 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 the PPIF. The PPIF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PPIF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PPIF evaluation criteria as provided in the document.

Bidders those will get minimum 65 marks in technical evaluation will be short-listed for financial bid opening.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing Giveaway Items;

- a) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- b) GST and Income Tax registration (Copy required)
- c) Regular tax payer (copies of tax returns of last year required)
- d) Minimum five (05) years of experience (from 2015 and onward) of providing/printing flexes/signboards and stickers to the Corporate and/or Government offices. (Copies of work order of each year required)

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Organization Information
Annex – B:	Eligibility Response Checklist
Annex – E:	Financial bid form

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

- a) Specifications of required items with proposed design are provided in Annexure – C.
- b) Technically and financially qualified Bidder will have to provide the sample of required items within agreed time for approval after the issuance of purchase order. After approval of sample, go ahead will be issued for the supply of required quantity of items.
- c) Successful bidder will ensure quality of supplied items (material, printing etc.) otherwise all items will be returned to the contractor and purchase order will be cancelled and PPIF will not be responsible for any incurred costs.
- d) Successful bidder will have to deliver the printed signboards and stickers complete in all respects to Multan, Muzaffargarh, Rawalpindi, Lahore and Rahim Yar Khan as per distribution plan at Annex-D at the addresses provided thereafter. Any firm offering only the printing job without delivery at designated locations will be considered as partial bid and disqualified.
- e) Details of printing of each flex for signboard is at Annex-E.

5- Terms of Reference

To provide Items, the bidder will agree on following terms of references:

- a) Prices quoted shall remain valid for a period of 120 days from the closing date of proposal.
- b) Rates quoted should be in Pak. Rs. inclusive of all applicable taxes.
- c) PPIF will issue the purchase order for the supply of required items.
- d) Delivery will be done as per provided addresses.
- e) PPIF reserves the right to increase or decrease the total number as per PPRA Rules 2014.
- f) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- g) In case of any dispute regarding quantity, quality of items and specification, the decision of the PPIF shall be final & binding.
- q) The payment will be made at the successful delivery of required items at designated places as per PPIF rules.

6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for financial proposals. The financial proposal of technically qualified bidder will be opened for further evaluation.
- b) All documents and information received by PPIF from applicants will be treated in strictest confidence.

- c) Documents submitted to PPIF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” for ‘Provision of Signboards and Stickers’. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- f) Technical and financial proposals received thereafter will not be accepted.
- g) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- h) PPIF reserves the right to verify any information provided by the applicants.
- i) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 5th April, 2021. For any other related information please contact the undersigned.

Postal Address

Manager Procurement
Punjab Population Innovation Fund
125, Abu Bakar Block, New Garden Town, Lahore
Phone: +92-42-99231190-92
Email: hashim.hussain@ppif.org.pk

7- Estimated Cost

The estimated cost of the whole procurement is PKR 750,000.

8- Financial Proposal

Put bid price of each item in costing sheet of annexure –E. The financial proposal must contain the cost of required items separately.

- i. The given financial proposal forms should be used for submitting cost estimates.
- ii. Applicable taxes should be mentioned separately against bid price where applicable.
- iii. Bidder has to participate for all items including delivery.

9- Financial Evaluation

Financial bid evaluation will be done on the basis of lowest evaluated bid price given in annexure - E. Evaluation will be done by comparing lump sum cost.

10- 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	

11- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR of **PKR 22,500/-** (3% of estimated cost) **in favour of Punjab Population Innovation Fund**; all required information and documentary evidences may be submitted before 11:30 am on 7th April, 2020. Technical proposals will be publically opened on the same day i.e., 7th April, 2020 at 12:00 pm in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after award of order.

The CDR should be valid for a period not less than 06 months and enclosed in financial bid.

Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

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

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals 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:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PPIF 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. The bids should be submitted in sealed envelope clearly mentioned “**BID (TECHNICAL & FINANCIAL PROPOSALS) FOR PROVISION OF SIGNBOARDS AND STICKERS**”

One person one bid.- (1) In any procurement, one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids

Annexures

Annex – A

ORGANIZATION INFORMATION			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General 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	
		Sole Proprietor	
	Others (Please specify)		
6	Name and designation of 'Head of Company'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

ELIGIBILITY RESPONSE CHECKLIST			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Regular tax payer Attach copies of tax returns of last year		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
2	Mention National Tax Number (NTN) or General Sales Tax Number (GST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General Sales Tax Number (GST)	
3	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
4	a) Minimum five (05) years of experience (from 2015 and onward) of providing/printing flexes/signboards and stickers to the Corporate and/or Government offices. (Copies of work order of each year required)		Copies are attached
			Copies are Not attached

SCOPE OF JOB

Sr. #	Item	Specification	Quantity
1	PPIF partner Sign Board	20 Gauge 1x1 inch pipe Iron pipe for frame, Size 1.5x2 Feet (1.5 feet height, 2 feet length), 3 inch extra base pipe on sides for fixing with wall, 10 inch piece of 1.5x1.5 inch angle iron full sooter to be welded with pipes for fixing with wall with nails/screws. 3 holes in each angle piece Iron sheet of 26 gauge on both sides of signboard, Vinyl with double sided pasting, Plotter cutting. design sample as below	100
3	PPIF and Govt. of Punjab Logo Stickers	Sabri 2000 vinyl with lamination with pasting from back, Length 2.5 feet Width 1 feet, colour printed, design sample as below	1,000

Note: Please clarify any confusion regarding scope of job before submitting bids.

1. Design for printing of Sign Board



2. Design for Vinyl Sticker Printing



Distribution Plan

No.	Firm	Destination	Number of the sign	Number of the Stickers	Delivery Address
1	International Rescue Committee	Multan	40	80	House No. 12, Mohala Ghareeb Shah, Ward No: 4, Dewan Market, Shujja Abad Road, Jalal Pur Wala.
2	DoctHERS	Multan	26	40	Greenstar Social Marketing Pakistan (Guarantee) Limited, 116-B, Zafar Hayyat Street, KALMA Chowk, Near Nawan Shaher, Multan. 0333-2621851
3	HANDS	Muzzafargarh	18	-	HANDS office, Garden road, Gohar town, near Misali Girls School, Muzafargarh. 03468209597
4	AHKRC	Rawalpindi	9	-	Akhtar Hameed Khan Resource Centre, Site No.3, 2nd Floor, Ali Akbar House, G-8, Markaz, Islamabad, Care of Yumna Hasany
5	Greenstar	Lahore	0	200	House 36B, Block E/1, Gulberg-III, Lahore 0320-5590992
6	International Rescue Committee	Rahim Yar Khan	0	100	96-A, Abbasia Banglow, Muneeb House Corner Side, Rahim Yar Khan, 0300-7823968
	TOTAL		93	420	

Note: Remaining 580 stickers will be delivered at PPIF Lahore office.

Details of printing on signboard flex and distribution is as below:

1. MULTAN (International Rescue Committee)

No.	Name of the Clinic	Name of the Doctor	Credentials	Partner Logo
1	Kaneez Bashir Memorial Clinic	Dr. Asma Noreen	Doctor	IRC
2	Al Shifa Clinic	Dr. Zubaida Hadi	Doctor	IRC
3	Jalal Clinic and maternity home	Dr. Saima Nishtar	Doctor	IRC
4	Mother and Child Care Clinic	Dr Robina Zain	Doctor	IRC
5	Madni Clinic	Dr. Qaisar Sultana	LHV	IRC
6	Badar Clinic and maternity home	Ms. Rozina Abid	LHV	IRC
7	Ali maternity Home	Ms. Shamim Akhtar	MW	IRC
8	Haider maternity Home	Ms. Shahla Bilal	LHV	IRC
9	Ahmad maternity Home	Ms. Kaneez Fatima	LHV	IRC
10	Ahmad Clinic	Ms. Samia Bibi	MW	IRC
11	Zaryab Clinic	Ms. Neelam Qureshi	LHV	IRC
12	Meerab Clinic	Ms. Mehnaz	CMW	IRC
13	Ali Clinic UC	Ms. Ruggia Bibi	MW	IRC
14	Tehseen surgical Hospital and maternity Home	Ms. Shahida Samreen	MW	IRC
15	Al-Rehman Clinic	Ms. Samina Bibi	MW	IRC
16	Ahmad Fareedy Clinic	Ms. Amna Jabeen	LHV	IRC
17	Asma Maternity Home	Ms. Asma Sajid	MW	IRC
18	Bismillah Clinic	Ms. Fozia Bashir	MW	IRC
19	Taqqi Family Planning and Maternity Home	Ms. Nusrat Jamil	LHV	IRC
20	Hareem Clinic and Maternity Home	Ms. Mehvish Shabbir	LHV	IRC
21	Ali Raza maternity Home	Ms. Azra Perveen	LHV	IRC
22	Zubaida Clinic and Maternity Home	Ms. Zubaida Parveen	MW	IRC
23	AL Fatima Medical Center and Maternity Home	Ms. Kaneez Fatima	LHV	IRC
24	Faisal maternity Home	Ms. Saima Rafiq	LHV	IRC
25	Zainab Clinic	Ms. Maira Kanwal	LHV	IRC
26	Fatima Family Care Clinic	Ms. Rukhsana Abbas	LHV	IRC
27	Ameer Haider sha Clinic	Ms. Syeda Saghir Fatima	CMW	IRC
28	Family Planning Clinic	Ms. Mumtaz Bibi	LHV	IRC
29	Iqra Clinic	Ms. Shazia Kareem	LHV	IRC
30	AL Abasia Clinic	Ms. Nusrat Sultana	CMW	IRC
31	Malik Clinic and Maternity Home	Ms. Madiha Akram	LHV	IRC
32	Malik Clinic and Maternity Home	Ms. Robina Manzoor	LHV	IRC
33	Abdul Haseeb Clinic	Ms. Sidra Sajjad	LHV	IRC
34	Shazia Maternity Home	Ms. Shazia Rafique	CMW	IRC
35	Usman Maternity Clinic	Ms. Haseena BIBI	MW	IRC
36	AL Shifa Clinic	Ms. Sajida Saeed	CMW	IRC
37	Tabinda Maternity Home	Ms. Tabinda Malik	LHV	IRC
38	Khawaja Abdul Sami Clinic	Ms. Kausar Sami	LHV	IRC

39	AL Shifa Fatima Clinic	Ms. Gulshan Bibi	CMW	IRC
40	Malik Clinic and Maternity Home	Ms. Sadia Akram	LHV	IRC

Mailing Address: House No. 12 Mohala Ghareeb Shah, Ward No, 4, Dewan Market, Shujja Abad Road Jalal Pur Wala

2. MULTAN (DoctHER'S)

No.	Name of the Clinic	Name of the Doctor	Credentials	Partner Logo
1	NOOR CLINIC AND MATERNITY HOME	TASLEEM KAUSER	LHV	DoctHERS
2	ARBAB CLINIC	ROBINA NAAZ	LHV	DoctHERS
3	YASHFA CLINIC	HINA SHAMSHAD	LHV	DoctHERS
4	ARBAB CLINIC	SHEHLAZ NAWAZ	LHV	DoctHERS
5	MEHMOOD METERNITY HOME	TASLEEM RASHEED		DoctHERS
6	AL- SHAFI CLINIC	SAGHIRA BB	CMW	DoctHERS
7	AL MADINA CLINIC AND MATERNITY HOME	AINI SUMIYA	MID-WIFE	DoctHERS
8	FARAZ CLINIC	MISS KISHWAR	LHV	DoctHERS
9	AL AZIZ MATERNITY HOME	SAIMA JAVED	CMW	DoctHERS
10	DANISH CLINIC	MEMONA YASMEEN	CMW	DoctHERS
11	MISS ANEELA CLINIC	ANEELA FARHAT	CMW	DoctHERS
12	MISBAH IRUM CLINIC	MISBAH IRUM	CMW	DoctHERS
13	TAMSEELA NAWAZ CLINIC	TAMSEELA NAWAZ	CMW	DoctHERS
14	NAILA SHAREEF CLINIC	NAILA SHAREEF	CMW	DoctHERS
15	MISS MUSARRAT CLINIC	MISS MUSARRAT	CMW	DoctHERS
6	AL FATEH CLINIC	MISBAH IDREES	LHV	DoctHERS
17	FATIMA CLINIC	SAMINA KAUSER	LHV	DoctHERS
18	NABEELA MATERNITY HOME	NABEELA NADEEM	LHV	DoctHERS
19	ARSHMAN MATERNITY HOME	NOREEN ANJUM	LHV	DoctHERS
20	AL SHIFA RABI MATERNITY HOME	IQRA SHEHZADI	LHV	DoctHERS
21	AYAN MATERNITY HOME	MISS SADIA	LHV	DoctHERS
22	AMEEN MATERNITY HOME	TABASUM BB	LHV	DoctHERS
23	FARAZ CLINIC	MISS KISHWAR	LHV	DoctHERS
24	DANISH CLINIC	MEMONA YASMEEN	CMW	DoctHERS
25	NAILA SHAREEF CLINIC	NAILA SHAREEF	CMW	DoctHERS
26	NABEELA MATERNITY HOME	NABEELA NADEEM	LHV	DoctHERS

Mailing Address: Greenstar Social Marketing Pakistan (Guarantee) Limited, 116-B, Zafar Hayyat Street, KALMA Chowk, Near Nawan Shaher, Multan.

3. Muzafargarh (HANDS)

No.	Name of the Clinic	Name of the Doctor	Credentials	Partner Logo
1	Zohaib Clinic	Shamim Nawaz	LHV	HANDS
2	Azhar Clinic	Sumaira Bibi	LHV	HANDS
3	Fatima USG Center	Nadia Nasreen	LHV	HANDS
4	Sarim Clinic	Zaiba Noreen	MW	HANDS
5	Dua Clinc	Hajra	CMW	HANDS
6	Al- Rauf	Sumaira	CMW	HANDS
7	Ali Gynea Clinic	Shehnaz	CMW	HANDS
8	Saiqa Clinic	Saiqa	CMW	HANDS
9	Al-Khair Clinic	Rukhasana	CMW	HANDS
10	Dhanak Clinic	Ghazala Noreen	CMW	HANDS
11	Al-Shifa Ladies Clinic	Shagufta	CMW	HANDS
12	Zara Batool Clinic	Rukhsana	CMW	HANDS
13	Life Care Clinic	Saima Nawaz	CMW	HANDS
14	Sobia Clinic	Sobia Mehnaz	CMW	HANDS
15	Sumera Shakeel Clinic	Sumera Parveen	CMW	HANDS
16		Saeeda Perveen	LHV	HANDS
17		Maria Yousaf	LHV	HANDS
18		Naseem Akhter	LHV	HANDS

Mailing Address: HANDS office, Garden road, Gohar town, near misali girls school, Muzafargarh 03468209597

4. Rawalpindi/Islamabad (AKHRC)

No.	Name of the Clinic	Name of the Doctor	Credentials	Partner Logo
1	Family Health Clinic	Ms. Shamsa	LHV	AHKRC
2	Ibadat Clinic	Ms. Khadija	LHV	AHKRC
3	Doctors Lab	Ms. Saeeda	LHV	AHKRC
4	Family Clinic	Ms. Robeena Shareef and Ms. Sumaira	LHV	AHKRC
5	Rahnuma - Family Planning Association of Pakistan Clinic	Dr. Sehrish	MBBS	AHKRC
6	Pak Medical Centre & Maternity Home	Ms. Tasleem	LHV	AHKRC
7	Sher Agha Clinic	Dr. Sher Agha	MBBS	AHKRC
8	Faiz Clinic	Dr. Riaz	MBBS	AHKRC
9	Health Care Medical Lab	Dr. Abid Nawaz	MBBS	AHKRC

Mailing Address: Akhtar Hameed Khan Resource Centre Site No.3, 2nd Floor, Ali Akbar House, G-8, Markaz, Islamabad, Care of Yumna Hasany.

Annexure-E

FINANCIAL BID FORM

Sr. #	Item	Quantity	Unit Price Rs. (Incl. of tax)	Total Amount Rs. (Incl. of Taxes)
1	PPIF Partner Signboards, 1.5x2 feet size, complete unit ready for fixing	100		
2	PPIF with Govt Punjab Logo Vinyl Sticker, Colour printed 1x2.5 feet size	1,000		
	Grand Total			

Prices must be inclusive of all applicable taxes and delivery charges to designated locations.