



THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF

TENDER DOCUMENT

**The Punjab Educational Endowment Fund (PEEF)
(A Company Setup under section 42 of the Companies Ordinance 1984)**

Tender Notice

Punjab Educational Endowment Fund (PEEF) invites sealed bids for the printing & supply of 25,000, PVC 4 color identity cards for students.

The bidding documents, containing detailed terms & conditions, could be obtained from our official website www.peef.org.pk and PPRA website www.ppra.punjab.gov.pk

Requirements

1. Four color printing.
2. PVC Plastic cards. (As per sample)
3. Two years guarantee of printed cards by the vendor that color & quality of the printed cards will not be faded/ affected.
4. Estimated cost of cards Rs: 625,000/- (Rupees six hundred and twenty five thousand only)

The bids shall accompany **5% Bid Security (Estimated)** in form of a CDR/Bank Draft/PO in favor of **The Punjab Educational Endowment Fund.**

The sealed bids must be submitted on or before Friday February 21, 2020 at **11:00 am** to the undersigned in a sealed envelope marked with the name of item.

The bids will be opened on Friday February 21, 2020 at **11:30 am** on the same date in the presence of bidders and/or their authorized representatives.

**Manager Administration & HR
The Punjab Educational Endowment Fund (PEEF)
Link Wahdat Road, Lahore.
Phone: 042-99260051-54
www.peef.org.pk**

**Instruction to Bidders
&
General Terms and Conditions**

1. Only sales tax registered and N.T.N. holder firms may participate in the tender.
2. Rate of each item must be quoted separately inclusive of sales tax, where applicable. It should clearly be mentioned on the quotation letter that “the rates are inclusive of GST, PST and all other taxes”. If The Quotation letter does not bear the above mentioned statement, it shall not be considered.
3. **Earnest money @ 5%** of the total estimated purchase price in the shape of CDR/Bank Draft of schedule bank should accompany the tender otherwise tender will not be entertained.
4. The office Tender Committee will open the tenders in the presence of the bidders or their representatives.
5. **5% earnest** money is refundable and will be returned to the unsuccessful bidders after the award of purchase order to the selected bidder.
6. Quotation filled by the bidders with over writing/ tempering/ cutting/ erasing will be canceled.
7. Taxes will be deducted at source as per government rules.
8. Quantity of supply may change according to PEEF requirements. The supplier will be bound to accept the repeat orders as per quoted rates till June 2021.
9. Delivery of the desired goods/services will be completed after the issuance of purchase order and agreed timelines between both parties.
10. It will be the responsibility of the supplier to take back the supply declared not according to the specification at his own risk and cost.
11. Tender envelop must be signed and stamped by the competent authority of the firm otherwise tender will not be entertained.