



## Punjab Vocational Training Council

Government of the Punjab

### vii. Authority Table for Purchase of Items or Services

| Amount limits                     | Authorized Official | Procedure               |
|-----------------------------------|---------------------|-------------------------|
| Up to Rs. 5,000                   | Principal           | As per clause 6(i & ii) |
| From Rs. 5,000 up to Rs. 10,000   | Principal           | As per clause 6(i & ii) |
| From 10,000 up to Rs. 50,000      | Executive Member    | As per clause 6 (iii)   |
| From Rs. 50,000 to Rs. 200,000    | President DBOM      | As per clause 6 (iv)    |
| From Rs. 200,000 to Rs. 500,000   | President DBOM      | As per clause 6 (V)     |
| From Rs. 500,000 to Rs. 1,000,000 | DBOM                | As per clause 6 (V)     |
| Above Rs. 1,000,000               | Chairman PVTC       | As per clause 6 (V)     |

### 7. PURCHASES / PROCUREMENTS UNDER TENDERING / BIDDING:

#### 7.1 General

- i. Any offer which is not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
  - a. Received without earnest money.
  - b. It is received after the time and date fixed for its receipt.
  - c. The tender is unsigned
  - d. The offer is ambiguous
  - e. The offer is conditional
  - f. The offer is from a black listed firm.
  - g. The offer is received by fax or e-mail
  - h. Offer received with shorter validity than required.
  - i. The offer is not conforming to specifications indicated in the tender enquiry.
  - j. The tender documents are not signed by the supplier or his authorized person(s).
- ii. Offer will remain valid for at least 30 days from the date of opening the tender.