

# VOCATIONAL TRAINING INSTITUTE JAMPUR

Ref.No: VTI/JMP/2017/435



# TENDER DOCUMENTS

**FOR THE PURCHASE OF TRAINING &  
TEACHING MATERIAL FOR MIX TRADES**

## Technical Proposal

(To be submitted in separate sealed envelope)

**Rs. 1000/-**

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Gulshan Saeed Colony Mullan Wala Road Near Al-Kamal Boys High School Jampur  
Ph:0604-569110, 0333-4339611 E-Mail vtijampur@pvtc.gop.pk

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Signature & Stamp of bidder



**VOCATIONAL TRAINING INSTITUTE, JAMPUR**  
Government of the Punjab

## *TERMS & CONDITIONS*

### 1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
- Received without earnest money or less than quoted rate.
  - it is received after the time and date fixed for its receipt
  - not signed by authorized person on each page of tender document
  - the offer is ambiguous
  - the offer is received by fax or e-mail
  - the offer is from a black listed firm
  - offer received with shorter validity than required
  - the offer is not conforming to specifications indicated in the tender documents ( In case of equipment specification ambiguity, clarification can be taken from Senior Manager Administration for finalization before supply/installation)
  - the offer / quoted rates shall be furnished other than tender documents
  - Any conditional offer
  - In Technical evaluation will be made on quality basis and Financial Evaluation will be made on trade wise total cost basis.
- 1.2 Only Income & Sales tax registered firms are eligible to participate in the tender.
- 1.3 Bid will remain valid for a period of 45 days from the date of opening the tender. No change in price will be made in case of Pak rupees variation against US\$.
- 1.4 The cover envelop should indicate particulars of tender and date of opening. The technical & financial envelops must be properly sealed and enclosed further in one envelope properly sealed
- 1.5 The earnest money / security shall be forfeited if:
- The acceptance of tender is not received within ten days of issuance of order
  - The offer is withdrawn, amended or revised.
  - The contractor fails to execute the contract strictly in accordance with terms and conditions.
- 1.6 The bidder should indicate their National Income Tax No. / Sales Tax No. / circle of Income Tax Department.
- 1.7 Offered rates will be on the basis of free delivery and installation to Vocational Training Institutes (VTI Jampur) and shall be inclusive of all taxes.
- 1.8 All the tenders can be cancelled by the Competent Authority (VTI Jampur) before acceptance of the bid (s) as per PPRA Rules 2014, Clause 35
- 1.9 Purchase order will be issued by VTI after the approval of Competent Authority.
- 2.0 If any firm not quoted specification as per requirement, will be disqualified and financial bid will not be opened.**

### 2. Time Period:

The bidder will have to provide complete supply within **02 weeks** from the date of issuance of purchase order.

**3. Extension of Delivery period:**

In special circumstances/force majour, request for extension of delivery period may be considered by approving authority (VTI Jampur) on the written request of the firm before the target date of supply.

**4. Cancellation / Penalty of Delay:**

4.1 If the purchase order issued during the validity period of the tender is not accepted / fulfilled by the bidder, the earnest money will be forfeited and the items will be purchased at bidder risk and cost.

4.2 In case the bid / offer is withdrawn, amended or revised by the bidder, the earnest money shall be forfeited.

4.3 In case bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, earnest money will be encashed and the store / item will be purchased/ at the risk and cost of contractor.

**5. Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the contractor against invoice, which will be carried on satisfactory performance report by the concerned technical committee and satisfactory report by the technical committee and submission of bank guarantee.

**6. Performance Bond:**

06 Month Performance Bond (quality) in the shape of Bank guarantee or furnish of equivalent amount DD in favor of VTI Jampur equivalent to 05% of the total purchase order amount will have to be furnished at the time of delivery of uniforms against purchase order. Performance guarantee will be returned after successful completion of the contract period of 01 year and in case of non-satisfactory performance report by the VTI, performance bond will be en cashed by VTI.

**7. Earnest Money:**

7.1 Earnest money @ 2% of the tender will have to be deposited along with tender. It should be in the form of Pay Order / Bank Draft from a scheduled bank in favor of Vocational Training Institute, Jampur.

7.2 Earnest money of unsuccessful bidders shall be refunded on the finalization of the Contract / Tender whereas the earnest money of successful bidder shall be refunded on the supply of uniform and submission of performance bond in shape of bank guarantee.

**8. Delivery / Inspection of uniform:**

The uniforms will be inspected by VTI technical committee and will reject the supply, if not found according to the given specifications & performance and bank guarantee in lieu of advance will be encased by VTI.

**09. Deduction of Taxes:**

Any taxes (if applicable) will be deducted while making payments as per Government instructions/ notifications.

**10. Payment of Sales & other Taxes, Duties, Levies:**

Purchase shall be made from the firms registered with income tax and sales tax. All such levies taxes, import duty, surcharge and others (if any) will be liability of the contractor.

**11. Termination of Contract:**

Competent Authority may terminate contract for convenience assigning reasons to the contractor in writing with compensation of items/services delivered to the purchaser. However in case of non-compliance of terms of Tender /P.O./Contract, no compensation will be given.

**12. Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules 2014' Clause 67 & 68 in the following manner.

The dispute arising during the contract shall be resolved as

- 13.1 The arbitrator will be Mr. Capt.(R) Dr. Abdul Kareem Khan, Executive Member TMC VTI Jampur.
- 13.2 The contractor shall provide his grievances in writing within 15 days after the dispute.
- 13.3 The arbitrator shall decide the matter after hearing both parties within 30 days after receiving the written complaints from the contractor.
- 13.4 The decision of the arbitrator shall be final and binding for both the parties.

**13. Integrity Pact:**

Approved bidder will have to submit the following integrity pact in written form at the time of delivery of items:

“We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract”.

**14. Information about firms:**

The firms shall supply information along with tender about the following:

- a. Company profile and list of satisfied customers along with references
- b. Copy of income & sales tax registration certificates

**16. Technical Evaluation Criteria:**

Following must be complied by the bidders to qualify for further processing (financial bid) opening. Financial bids of only those bidders will be opened who are technically qualified.

<b>Item of Description</b>	<b>Mandatory/ Minimum Prerequisite</b>
Supplier Profile & Past	1. Provide complete profile

Experience	<ul style="list-style-type: none"> <li>i. A written description of expertise, supplies with minimum 01 years of experience.</li> <li>ii. Provide the list of at least 03 satisfied major buyers to whom mixed items have been supplied. (Mention their names, complete address, contact and nature / type of relevant work done etc.)</li> <li>iii. Provide at least 02 past performance references. Information includes the name of these organizations, physical address, name and designation of contact person, telephone number and official e-mail address and certificate of performance.</li> </ul>
<b>Technical Approach</b>	
Specifications	Provide the complete specifications of the offered items. Financial bid only be opened of those bidders who will be technically qualified.

**17. Date of Submission / opening:**

Receipt of Tenders : September. 01, 2017 till 10:00 AM (no tender will be received after 10:00AM)

Opening of Tenders : September 01, 2017 at 10:30 AM at VTI Jampur.

Near Al-Kamal Boys High School Jampur

# VOCATIONAL TRAINING INSTITUTE, JAMPUR



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### FOR THE PURCHASE OF TRAINING & TEACHING MATERIAL FOR MIXED TRADES

#### Financial Proposal

(To be submitted in separate sealed envelope)

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## TENDER DOCUMENTS

Supply of mixed items to Vocational Training Institute JAMPUR with following specifications

Training & Teaching Material for All Trades						
Sr.#	Item	Specification	Qty	Unit	Unit Price	Total Amount
1	Register	ATTENDANCE REGISTER, 30 pages English Style	60	Nos		
2	Register	REGISTER URDU 250 PAGES NO 25 HERO,SG	8	Nos		
3	Board Marker	WHITE BOARD MARKER BLACK/BLUE 2+2 DOLLAR, PACK	39	Pack		
4	Board Marker Ink	WHITE BOARD MARKER INK,DOLLAR, DABI	42	Dabi		
5	Color Marker	COLOR MARKER DIFFERENT COLOR,TEMPO, PACK	47	Pack		
6	Eraser	Eraser RUBBER ORO,	198	Nos		
7	Pointer	POINTER RED & BLACK, DOLLAR, PACK	18	Pack		
8	Punch Machine	PUNCH MACHINE Large Size	22	Nos		
9	Chart	CHART DIFFERENT COLOR LOCAL MADE	366	Nos		
10	Led Pencil	LED PENCIL ORO, COMPANY PACK	28	Dozen		
11	Shopner	SHORPNER CHINA MADE DOZEN	4	Dozen		
12	High Lighter	HIGH LIGHTER MERCURY,PACK	23	Pack		
13	Stapler	STAPLAR LARGE FUJI,T 45 24/6	22	Nos		
14	Stapler	STAPLAR PINS DOLLAR #3 NO 24/6 Pack	23	Pack		
15	Stick Gum	STICK GUM NAFEES,20 GRAM	40	Nos		
16	Ink Remover	INK REMOVER MERCURY	30	Nos		
17	Duster	DUSTER LOCAL CHINA MADE	58	Nos		
18	Office File	OFFICE FILE VIP	130	Nos		
19	Box File	BOX FILE , AIFA	152	Nos		
20	Steel Foot	STEEL FOOT ROLE LOCAL CHINA 01 Feet	25	Dozen		
21	Rim paper	RIM PAPER IMPORTED DOUBLE A (A4)80GRAM	185	Nos		
22	Rim paper	RIM PAPER LEGAL IMPORTED DOUBLE A,80 GRAM	28	Nos		
23	Pana flex	PANAFLEX 4*2 feet	58	Nos		

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24	Blower	BLOWER CHINA MADE KTC	4	Nos		
25	Ball Points	BALL POINTER BLUE/RED 4+2 PICASSO CLOUD,PACK	24	Pack		
26	Ball Points	Dollar Gel-1 Ultra Ink Red0.7 , Blue	120	Nos		
27	Gum Bottle	Gum Bottle Nafees / Dollar 01 KG	11	Nos		
28	Marker	Permanent Marker Black Color pack	9	Dozen		
29	Correction Pen	Correction pen ( OGO )	12	Nos		
30	Ring File	RING FILE PLASTIC COVER REX/CHINA	88	Nos		
31	Stamp Pad	STAMP PAD CRYSTAL CLASSIC	36	Nos		
32	Thumb Pin	THUMB PIN IN COLOR (CHINA)	26	Dobi		
33	Gift Paper	GIFT PAPER SHEETS IN GOOD QUALITY & BEAUTIFUL COLOR SCHEME	72	Nos		
34	Plastic Sheet	PLASTIC SHEETS FOR COVERING REGISTERS	102	Nos		
35	Tape	SCOTCH WHITE TAPE 1 INCH WIDE (KOALA BRAND)	26	Nos		
36	Clip	PAPER CLIP 36mm	6	Pack		
37	Scissors	SCISSORS 180mm(7") DELI	6	Nos		
38	Cutter Knife	CUTTER KNIFE SDI 0405	6	Nos		
39	Dust	DUSTING CLOTH (1 DOZEN PACKET)	24	Nos		
40	WD-40	WD-40(R) 400ML	18	Nos		
41	Ceiling Fan	CEILING FAN 56" SIZE GFC COMPANY	01	Nos		
42	Energy Saver	ENERGY SAVERS 25W PHILIPS COMPANY	08	Nos		
43	Sheet	Lasani Sheet 4*8feet	06	Nos		
44	File Bag	Clear Bag for Documents	15	Nos		
<b>Grand Total (Inclusive of All Taxes)</b>						



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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person/Design: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

NTN: \_\_\_\_\_

GST #: \_\_\_\_\_

Signature & Stamp of bidder: \_\_\_\_\_