

GOVERNMENT OF PAKISTAN
(NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION)
5th Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road,
ISLAMABAD

TENDER NOTICE

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/Income Tax Departments and having their own offices/stock/manpower/expertise in Rawalpindi/Islamabad for following procurements, works and services required by the National Vocational & Technical Training Commission (NAV TTC), Islamabad, during **FY-2016-17:-**

Name of Procuring Agency	National Vocational & Technical Training Commission, Islamabad.	
Number of Tender(s)	09 (Nine)	
Title of Procurements	1.	Stationery and Miscellaneous Items
	2.	Toner for Printers, Photocopiers and Fax Machines
	3.	IT & Computer Equipments
	4.	Pre-qualification of workshops for Repair/Maintenance of different make/models of vehicles/motorcycle i.e. Suzuki, Honda, Toyota, etc.
	5.	Courier & Pilot Services
	6.	Purchase of Physical Assets (Plant & Machinery)
	7.	Renovation of Kitchen and Bath Rooms
	8.	Photocopies of Documents/Booklets, etc.
	9.	Printing of Documents/Booklets, etc.
Contact Officer	Assistant Director (General Administration) Ph: 051-9044307	
Closing Time and Date & Place for receiving of bids	Upto 1100 hrs. on 06-10- 2016 , in NAVTTC HQs, Evacuee Trust Complex, F-5/1,Islamabad.	
Time & Place of publicly opening of bids.	At 1130 hrs. on 06-10-2016 , in NAVTTC HQs, Evacuee Trust Complex, F-5/1, Islamabad.	

2. Bids Security not exceeding 5% of quoted price of the tender amount in shape of Bank Draft/Pay Order (refundable) in favour of Assistant Director (GA), NAVTTC HQs, Islamabad must be attached with each bid separately.

3. Tender documents, list of items and detail terms/conditions can be collected free of cost from the undersigned during office timings, and are also available on official websites of NAVTTC (www.navttc.org) and PPRA (www.ppra.org.pk). The procuring agency reserves rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PP Rules-2004.

(Asif Imran Butt)
Assistant Director (GA)
Ph: 051-9044307

(1)

**GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAININGS
(NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION)

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services for NAVTTC, Islamabad. Interested bidders (manufactures/suppliers/authorized dealers) may download the tender document from the PPRA's and NAVTTC's websites. The bidders with the lowest evaluated bid will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

2. This document contains following:-
- a. Terms and conditions for each tender.
 - b. Evaluation Criteria.
 - c. Detail of the items quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) Tender to be filled in carefully, (preferably typed). Any correction/alteration is not allowed. Each page must be signed and stamped, incomplete forms will not be accepted.
- ii) Single stage-one envelope bidding procedure specified in the Public Procurement rules,2004 shall be followed for receiving and processing the bids. Bid Security not less than **5% of quoted price** as mentioned in Tender Documents in the shape of Pay Order/Bank Draft is required in the name of Assistant Director (GA), NAVTTC HQs, Islamabad. The tenders which are found deficient of the earnest money will not be considered.
- iii) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request.

Bidder's Signature:_____

(2)

- iv) For each items the manufacturers/company name/brand name or equivalent must be quoted. Firms for supply of office stationery, allied items equipments and livery items should offer rates for more than 25% items having sufficient stocks of each items. The physical inspection may be conducted.
- v) The firm should clearly indicate as to whether GST is included or not in the offered rates.
- vi) The bid must indicate sound financial status of the bidder. It may duly be supported by any evidence like certificate from a reputed bank.
- vii) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- viii) National Tax No., GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.
- ix) Bid validity period till **30-06-2017** must be clearly mentioned in the bid.
- x) The bidder will have to submit an affidavit on stamp paper of **Rs.50/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- xi) If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- xii) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- xiii) The contract award will be given to the lowest evaluated bidder. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- xiv) The Result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Committee already composed in the NAVTTC will address grievances.

Bidder's Signature: _____

(3)

- xv) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds
- xvi) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvii) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xviii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within 10 day of receipt of the Supply/work Order. In case supply/work is not carried out within stipulated period a penalty @ **0.1% per** day of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- xix) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded the next lower (2nd) evaluated bidder.
- xxi) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.

Bidder's Signature: _____

EVALUATION CRITERIA

Sealed bids should reach the Assistant Director (GA), NAVTTC, Evacuee Trust Complex, F-5/1, Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on afore mentioned prescribed criteria Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004.

3. I/We have read and agree with the above mentioned terms and condition.

Name of
Bidder/Firm/Supplier_____

Signature: _____

Date: _____

(5)

SECTION-III
SPECIFICATIONS
(TENDER NO. 1)

A. LIST OF STATIONERY ITEMS

SL. NO.	NAME OF PROCUREMENT	SPECIFICATION	QTY.	MAKE/ BRAND	Rate Per No. / Piece	GST	TOTAL
1.	ATTENDANCE REGISTER	NO.02	20 Nos.				
2.	BALL POINT [PIANO OR EQUIVALENT]	CAP / CLIPPER / SLIDER	300 Pkts				
3.	BALL POINT [UNI-BALL EYE /DOLLAR POINTER OR EQUIVALENT]	4B-150 OR EQUIVALENT	100 Pkts				
4.	BINDER CLIP (LARGE)	GOOD QUALITY	10 Dozen				
5.	BINDER CLIP (SMALL)	GOOD QUALITY	10 Dozen				
6.	BINDING TAPE	1½", 2", 2½"	300 Each				
7.	BINDING SHEETS – PLASTIC / CARD	A-4 & LEGAL SIZE, (FINE QUALITY)	50 Pkts				
8.	BOX FILE/FOLDER [IMPORTED OR EQUIVALENT]	A-4	200 Nos.				
9.	CALCULATOR FINANCIAL [CASIO OR EQUIVALENT]	PORTABLE DESKTOP, 2- WAY POWER, 12-DIGIT	50 Nos.				
10.	CUT BOX (FILE BOX) [ALFALAH OR EQUIVALENT]	STANDARD	100 Nos.				
11.	DAK FOLDER/PAD (AS PER SAMPLE)	LEATHER (FINE QUALITY)	12 Nos.				
12.	DIARY REGISTER	NOS. 10 & 12	100 Each				
13.	DRAFT PAD (AS PER SAMPLE)	A-4 SIZE (FINE QUALITY)	500 Nos.				
14.	DRAFT PAD (SMALL) (AS PER SAMPLE)	A-5 SIZE (FINE QUALITY)	500 Nos.				
15.	DRAFT PAD (AS PER SAMPLE)	POCKET SIZE, FINE QUALITY	500 Nos.				

Authorized dealer signature and stamp

SL. NO.	NAME OF PROCUREMENT	SPECIFICATION	QTY.	MAKE/ BRAND	Rate Per No. / Piece	GST	TOTAL
16.	DUSTER WHITE BOARD	STANDARD SIZE	12 Nos				
17.	D-RING FILES	A-4 (PLASTIC)	200 Nos.				
18.	ENVELOP (BROWN) [IMPORTED OR EQUIVALENT]	A-4 SIZE	500 Nos.				
19.	ENVELOP (BROWN)	S.E. 5, 6, 8 (100GM)	1000 Each				
20.	ENVELOP (WHITE) [IMPORTED OR EQUIVALENT]	A-4 SIZE	500 Nos.				
21.	ENVELOP (WHITE)	S.E. 5, 6 (100GM)	500 Each				
22.	ERASER [PELICAN GERMANY OR EQUIVALENT]	AL-30 OR 20	12 Pkts				
23.	FAX ROLLS [E-PROMAS]	30-METERS	12 Nos.				
24.	FILE COVER (AS PER SAMPLE)	FINE QUALITY	1000 Nos.				
25.	FILE FLAPPER	(REXENE) FINE QUALITY	1000 Nos.				
26.	FILE BOARD	LEGAL SIZE (FINE QUALITY)	500 Nos.				
27.	FILE TAGS (PUNCHED) BUNDLE	STANDARD (SUPERIOR QUALITY)	500 Bndls				
28.	FILE TRAY PLASTIC	FINE QUALITY	12 Nos.				
29.	GRIP FILE [IMPORTED OR EQUIVALENT]	A-4 SIZE	100 Nos.				
30.	GUM BOTTLE [DOLLAR OR EQUIVALENT]	142 GM, CRYSTAL – 324 2551 – 074	12 Nos.				
31.	GUM STICK [MADE IN GERMANY OR EQUIVALENT]	40GM, UHU LARGE,	500 Nos.				
32.	HIGHLIGHTER [STABILO BOSS OR EQUIVALENT]		100 Nos.				

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SL. NO.	NAME OF PROCUREMENT	SPECIFICATION	QTY.	MAKE/ BRAND	Rate Per No. / Piece	GST	TOTAL
33.	INK BOTTLE [DOLLAR OR EQUIVALENT]	60 ML	12 Nos.				
34.	LEAD PENCIL PACKET [H.B GOLD FISH (7000) OR EQUIVALENT]		500 Pkts				
35.	LOG BOOK (A-4 SIZE)	200 PAGES/NO.6	50 Nos.				
36.	MARKER PERMANENT [STABILO BOSS OR EQUIVALENT]		12 Nos.				
37.	MARKER WHITE BOARD [STABILO BOSS OR EQUIVALENT]		12 Nos.				
38.	MARKER (BLACK/BLUE) [DOLLAR OR EQUIVALENT]		24 Nos.				
39.	NOTE SHEET PAD [OFF SET (IMPORTED) PAPER 100 SHEET]	A/4	1000 Nos.				
40.	PAPER CLIPS [THREE FLOWER OR EQUIVALENT]	36 MM	500 Pkts				
41.	PAPER CUTTER	SUPERIOR WITH BLADE	12 Nos.				
42.	PAPER PIN	FINE QUALITY	100 Pkts.				
43.	PAPER PUNCH (LARGE)	DOUBLE HOLE/KW-9670- KW 9330	10 Nos.				
44.	PAPER PUNCH	SINGLE HOLE, LONG HANDLE, HEAVY DUTY, PLIER TYPE	100 Nos.				
45.	PEN HOLDER	FINE QUALITY	12 Nos.				
46.	PEON BOOK	120-PAGES	500 Nos.				
47.	PHOTOSTATE PAPER [IMPORTED OR EQUIVALENT]	80 GM (A-4 SIZE)	5000 Reams.				
48.							
49.	POST-IT PAD (YELLOW CHIT PAD)	Size 2"x2", 3"x2", 5"x3"	200 Each				

Authorized dealer signature and stamp

SL. NO.	NAME OF PROCUREMENT	SPECIFICATION	QTY.	MAKE/ BRAND	Rate Per No. / Piece	GST	TOTAL
50.	RED PAPER SEALS	FINE QUALITY	12 Pkts				
51.	RUBBER BAND	SUPERIOR QUALITY	12 Bndls				
52.	RULED REGISTER [LUCKY OFFSET PAPER OR EQUIVALENT]	Nos. 8, 10 & 12	50 EACH				
53.	SCALE (STAINLESS STEEL)	12" SIZE	30 Nos.				
54.	SCISSORS LARGE SIZE [JAPAN OR EQUIVALENT]	STAINLESS STEEL, 8" & 10"	100 EACH				
55.	SCOTCH TAPE [OSAKA OR EQUIVALENT]	½", 72 YARDS ,	200 Nos.				
56.	SCOTCH TAPE (TRANSPARENT) [STAR OR EQUIVALENT]	YARDS 1" X 72,	200 Nos.				
57.	SHARPENER [GERMANY/ CHINA OR EQUIVALENT]	(STEEL) GOOD QUALITY	12 Pkts				
58.	SHORTHAND NOTE BOOK	100 PAGES (FINE QUALITY)	50 Nos.				
59.	SHORTHAND PENCIL [GOLDFISH OR EQUIVALENT]	LIGHT IMPRESSION (FINE QUALITY)	12 Pkts				
60.	STAMP PAD [CRYSTAL OR EQUIVALENT]	FINE QUALITY	200 Nos.				
61.	STAPLER MACHINE [MAX JAPAPN OR EQUIVALENT]	HEAVY DUTY KW-50LBN	50 Nos.				
62.	STAPLER MACHINE (LARGE) [MAX JAPAPN OR EQUIVALENT]	SIZE (MAX) HD- 50, KW-5675, DELI	100 Nos.				
63.	STAPLER MACHINE (SMALL) [MAX JAPAPN OR EQUIVALENT]	24/6 SIZE	100 Nos.				
64.	STAPLER PIN [PICASSO OR EQUIVALENT]	23/10	300 Pkts.				

Authorized dealer signature and stamp

SL. NO.	NAME OF PROCUREMENT	SPECIFICATION	QTY.	MAKE/ BRAND	Rate Per No. / Piece	GST	TOTAL
65.	STAPLER PIN [PICASSO OR EQUIVALENT]	23/13	300 Pkts.				
66.	STAPLER PIN [PICASSO OR EQUIVALENT]	23/15	300 Pkts.				
67.	STAPLER PIN [PICASSO OR EQUIVALENT]	23/17	300 Pkts.				
68.	STAPLER PIN [PICASSO OR EQUIVALENT]	23/20	300 Pkts.				
69.	STAPLER PIN [PICASSO OR EQUIVALENT]	23/24	300 Pkts.				
70.	STAPLER PIN [PICASSO OR EQUIVALENT]	NO. 369	300 Pkts.				
71.	STAPLER PIN REMOVER	KW-5080	100 Nos.				
72.	STOCK REGISTER	NO. 2	50 Nos				
73.	TOP TRANSPARENT (MANAGEMENT) FILE [NOKYO – 554 OR EQUIVALENT]	A4 Size	300 Nos.				
74.	TAPE DISPENSER (LARGE)	KW-3311	12 Nos.				
75.	TABLE SET [SENIOR-20 OR EQUIVALENT]	REXENE	06 Nos.				
76.	TABLE SET	MARBLE BLACK / LIGHT GREEN OR EQUIVALENT	06 Nos.				
77.	VISITING CARD ALBUM [ORION / COSMO OR EQUIVALENT SUPERIOR]	300 CARDS	12 Nos.				
78.	WHITE FLUID PEN [PELIKON OR EQUIVALENT]	8ML, 16ML	150 Nos.				

NOTE: IN CASE OF NON-COMPLIANCE OF ABOVE SPECIFICATION, BID SHALL BE SUBJECT TO REJECTION.

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(10)

SECTION-III
SPECIFICATIONS

(TENDER NO. 1)

B. LIST OF MISCELLANEOUS ITEMS

SL. NO.	NAME OF ITEMS	SPECIFICATION	QTY	MAKE / BRNAD	RATE PER UNIT	GST (17%)	TOTAL
1.	AIR FRESHENER [CROWN, GUCCI OR EQUIVALENT]	400ML	700 Nos.				
2.	CAR POLISH [COSMIC OR EQUIVALENT]	200ML	500 NOS.				
3.	CAR LEATHER POLISH [7CF OR EQUIVALENT]	450 ML, LEATHER & TYRE WAX, SHINE PROTECT	500 NOS.				
4.	D.D.T POWDER [BAYGON / COBRA OR EQUIVALENT]		24 Nos.				
5.	DUSTER COTTON [FALLALANE OR EQUIVALENT]	SIZE 24"X40"/ 24"X24"	1500 Nos.				
6.	DISH WASHING SOAP [LEMON MAX OR EQUIVALENT]	LONG/SMALL BAR	30 Dozens				
7.	DISH WASHING FOAM [SCOTCH BRIGHT OR EQUIVALENT]		30 Dozens				
8.	DRY MOP (HARD BROOM)	FINE QUALITY	100 Nos.				
9.	MOP (PUJARA)	2KG WITH ROPE,	100 Nos.				
10.	ENGAGEMENT STAND (PLASTIC)	FINE QUALITY	06 Nos.				
11.	GLINT GLASS CLEANER	500 ML	36 Nos.				
12.	INSECT KILLER SPRAY [BAYGON, MORTEIN OR EQUIVALENT]	400 ML	200 Nos.				
13.	CELL (PENCIL) [PANASONIC OR EQUIVALENT]	AAA, 1.5 VOLT	50 Dozens				
14.	CELL (WALL CLOCK) [PANASONIC OR EQUIVALENT]	AA, 1.5 VOLT	20 Dozens				
15.	TEA SET	BONE CHINA	12 Sets				

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SL. NO.	NAME OF ITEMS	SPECIFICATION	QTY	MAKE / BRNAD	RATE PER UNIT	GST (17%)	TOTAL
16.	TISSUE PAPER [ROSE PETAL OR EQUIVALENT]	SUPERIOR QUALITY (LUXURY SIZE)	1000 Boxes				
17.	TOILET ROLL [ROSE PETAL OR EQUIVALENT]		1500 Nos.				
18.	TOILET SOAP [LUX, SAFEGUARD, DETTOL OR EQUIVALENT]	125 GM	30 Dozens				
19.	TOWEL COTTON	SUPERIOR BATH SIZE	04 Dozen				
20.	TRAY FOR MAIL (PLASTIC) (DAK TRAY)	SUPERIOR QUALITY	50 Nos.				
21.	UMBRELLA LARGE SIZE	SUPERIOR QUALITY	06 Nos.				
22.	WALL CLOCK [CITIZEN OR EQUIVALENT]		06 Nos.				
23.	WASHING POWDER [SURF OR EQUIVALENT]	10 GM, 150 GM, ½ KG, 1-KG	30 Pkts Each				
24.	WASTE BASKET (PLASTIC) LARGE SIZE	FINE QUALITY	50 Nos.				
25.							
26.	SWEEP (DETTOL SURFACE CLEANER)	FINE QUALITY	200 Nos.				
27.	TOILET BRUSH	SUPERIOR QUALITY	50 Nos.				
28.	LOTA PLASTIC	FINE QULITY	24 Nos.				
29.	PHYNILE (LARGE BOTTLE) [FINIS OR EQUIVALENT]		1000 Nos.				
30.	PHYNAIL TABLETS GOOD BRAND	¼ kg	100 Pkts				
31.	PLASTIC BOTTLE (MEDIUM)	20 LTR FINE QUALITY	50 Nos.				
32.	ACID BOTTLE [RED SWEEP OR EQUIVALENT]		150 Nos.				
33.	WIPER (LARGE)	FINE QUALITY	100 Nos.				
34.	LIGHT PLUGS	(MULTI PIN) WITH BOX (CHINA FITTING)	200 Nos.				

Authorized dealer signature and stamp

SL. NO.	NAME OF ITEMS	SPECIFICATION	QTY	MAKE / BRNAD	RATE PER UNIT	GST (17%)	TOTAL
35.	POWER PLUG WITH BOX	FINE QUALITY (CHINA FITTING)	200 Nos.				
36.	COMBINED MULTI-PIN SWITCHED SOCKET	5, 10, 15, 25, 32 AMP	100 Nos.				
37.	ENERGY SAVERS [PHILIPS OR EQUIVALENT]	15, 23, 24/25 WATTS	500 EACH				
38.	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	40, 80, 100 WATTS,	500 EACH				
39.	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	FINE QUALITY (CHINA/LOCAL)	200 EACH				
40.	CHOKE FOR TUBE LIGHTS (40WATT) [PAKLITE OR EQUIVALENT]	FINE QUALITY (CHINA/LOCAL)	200 Nos.				
41.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	40-AMP, 63-AMP, (3-PHASE)	100 Each				
42.	MULTI POWER SHOE [IMPORTED OR EQUIVALENT]	CHINA FITTING	200 EACH				
43.	EXTENSION BOARD [IMPORTED OR EQUIVALENT]	4, 6, 8 METER COPPER WIRE 36/76	100 EACH				
44.	ELECTRIC KETTLE [IMPORTED OR EQUIVALENT]	1 & 2-LTRE	30 Nos				
45.	TOOL BOX KIT (ELECTRIC) [BLACK & DACKER OR EQUIVALENT]	COMPLETE KIT	01 No.				
46.	PLIER [IMPORTED OR EQUIVALENT]	8-INCH, 200MM	02 Nos				
47.	WIRE CUTTER [IMPORTED OR EQUIVALENT]	HIGH CARBON, MULTI FUNCTION, 10-INCH	02 Nos				
48.	SCREW DRIVER (+/-) [IMPORTED OR EQUIVALENT]	STANDARD	01 SET				
49.	MULTI METER [FLUKE OR EQUIVALENT]	MULTI FUNCTIONS	01 No.				
50.	Batteries AGS or Equivalent	40A, 50A, 80A and 100A	Each				
51.	Air Filter Guard/Max or equivalent...	Suzuki Cultus, Bolan, Toyota Corola, Prado, Surf, Hiace	Each				
52.	Oil Filter Guard/Max or equivalent...	S/Cultus, Bolan, Toyota Corola, Prado, Surf, Hiace	Each				

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SL. NO.	NAME OF ITEMS	SPECIFICATION	QTY	MAKE / BRNAD	RATE PER UNIT	GST (17%)	TOTAL
53	Oil Filters Perkins /Guard/Max or equivalent...	Diesel Generator (80KVA)	Each				
54	Air Filters Guard/Max or equivalent...	Diesel Generator (80KVA)	Each				
55	Tube Less Tyres Dunlop Japan or Equivalent...	Suzuki Cultus, Bolan, Toyota Corolla, Pardo, Surf, Hiace	Each				
56	Engine Oil (Mobil Oil) Caltex Havoline or Equivalent	3,4 Litr Bottle, for 4 stroke vehicles	Each				
57	Brake Oil Guard 21 or Equivalent	Suzuki Cultus, Bolan, Toyota Corolla, Pardo, Surf, Hiace	Each				
58	Gear Oil Guard or Equivalent	Suzuki Cultus, Bolan, Toyota Corolla, Pardo, Surf, Hiace	Each				
59	Power Oil Made in USA or Equivalent	Suzuki Cultus, Bolan, Toyota Corolla, Pardo, Surf, Hiace	each				
60	Radiator Coolant Made in Japan or Equivalent	Suzuki Cultus, Bolan, Toyota Corolla, Pardo, Surf, Hiace	each				

NOTE: IN CASE OF NON-COMPLIANCE OF ABOVE SPECIFICATION, BID SHALL BE SUBJECT TO REJECTION.

Authorized dealer signature and stamp

SECTION-III
SPECIFICATIONS
(TENDER NO. 2)

C. TONER FOR COMPUTER PRINTERS

Sr.#	Item	Make & Model	Qty.	BRAND/ MAKE	Rate per unit			GST (17%)	G. Total
					Original	Refilled	China Made		
1.	TONER PRINTER	HP LASER JET Pro 400 M401dn	100						
2.	TONER Printer	HP-402 DN	100						
3.	TONER PRINTER	HP LASERJET P- 1005	100						
4.	TONER PRINTER	HP LASERJET 1022	100						
5.	TONER PRINTER	HP-1320	100						
6.	TONER PRINTER	HP-2015	100						
7.	TONER PRINTER	HP-2055	100						
8.	TONER PRINTER	HP-3600DN [COMPLETE SET]	100						
9.	TONER PRINTER	HP-3600DN BLACK CARTRIDGE	100						
10.	TONER COLOUR PRINTER	HP-3525 FULL SET	05						
11.	TONER COLOUR PRINTER	HP-3525 BLACK CARTRIDGE	05						
12.	TONER COLOUR PRINTER	HP-4025 FULL SET	05						
13.	TONER COLOUR PRINTER	HP-4025 BLACK CARTRIDGE	05						

D. TONORS FOR FAX MACHINES

Sr.#	Item	Make & Model	Qty	BRAND/ MAKE	Rate per unit			GST (17 %)	G. Total
					Original	Refilled	China Made		
1)	TONER FAX	PANASONIC KX FL 612	06						
2)	TONER FAX	PANASONIC KX- FL 402	06						
3)	TONER FAX	Panasonic Kx-FAT- 92KX- FL612	06						
4)	TONER FAX	Panasonic KX-FA 136-A	06						

NOTE: IN CASE OF NON-COMPLIANCE OF ABOVE SPECIFICATION, BID SHALL BE SUBJECT TO REJECTION.

Authorized dealer signature and stamp

E. TONORS FOR PHOTOCOPY MACHINES

Sr. #	Item	Make & Model	Qty	BRAND	Rate per unit			GST (17 %)	G. Total
					Original	Refilled	China Made		
1	TONER PHOTOCOPIER	KONICA MENTOTA-501	10						
2	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 163 (LIGHT DUTY)	05						
3	TONER PHOTOCOPIER	KONICA MINOLTA 7416-C	05						
4	TONER PHOTOCOPIER (BLACK CARTRIDGE)	REKO - 2352	05						
5	TONER PHOTOCOPIER (BLACK CARTRIDGE)	TOSHIBA STUDIO NO.351C	05						
6	TONER PHOTOCOPIER (COLOUR)	TOSHIBA STUDIO NO.351C FULL SET	05						
7	TONOR PHOTOCOPIER	TOSHIBA DIGITAL MODEL E-STUDIO-2803	05						

NOTE: IN CASE OF NON-COMPLIANCE OF ABOVE SPECIFICATION, BID SHALL BE SUBJECT TO REJECTION.

Authorized dealer signature and stamp

TERMS AND CONDITIONS FOR TONERS

1. Make and model must be mentioned against each toner.
2. Authorized dealers of respective brands will be preferred.
3. Authorized dealership/certificate (readable) and broacher of quoted brand of toner be attached in case of authorized dealers.
4. Average capacity/No. of copies to be printed by the toner(s) must be mentioned
5. List of Mandatory documents & information for Evaluation criteria must be filled in all respects on prescribed format attached at **Annexure-B&C**.

Authorized Signature _____

Stamp _____

Address _____

Contract No. _____

(16)

SECTION-III
SPECIFICATIONS
(TENDER NO. 3)

F. IT AND COMPUTER EQUIPMENTS

SR. #	ITEM	MAKE & MODEL	QUANTITY	BRAND	RATE PER UNIT	GST (17 %)	G. TOTAL
1)	ANTIVIRUS	LICENSED 2-YEARS, FOR 100 PCS	100				
2)	BUTTON CELL [PANASONIC OR EQUIVALENT]	BIOS 2032	05 DOZEN				
3)	BLUE PLAYER [SONY OR EQUIVALENT]	100 GB, RECORDING	12 NOs				
4)	CABLE TESTER [IMPORTED OR EQUIVALENT]	NETWORKING	ONE				
5)	CRAMPING TOOL [IMPORTED OR EQUIVALENT]		ONE				
6)	CDS PACK [MEXELL OR EQUIVALENT]	WRITEABLE	PACK OF 10 EACH				
7)	CDR PACK [MEXELL OR EQUIVALENT]	RE-WRITEABLE	PACK OF 10 EACH				
8)	DVDS PACK [MEXELL OR EQUIVALENT]	WRITE ABLE	PACK OF 10 EACH				
9)	DVDS PACK [MEXELL OR EQUIVALENT]	RE-WRITEABLE	PACK OF 10 EACH				
10)	DVD WRITER [SONY OR EQUIVALENT]	(INTERNAL)	05 NOs				
11)	CABLE EXTENDER	FINE QUALITY	01 DOZEN				
12)	HDMI TO VGA CONNECTOR	A-1	01 DOZEN				
	LAN SWITCH TP LINK OR EQUIVALENT	4, 8, 12 PORTS	04 EACH				
13)	LAN CABLE	AMP, CAT-6, 90 METER	01 ROLL				
14)	LAN CONNECTOR	RJ 45/D89	01 DOZEN				
15)	LINE CORD (TELEPHONE)	2, 3, 4 METER LENGTH	01 DOZEN				
16)	KEY BOARD [A4 TECH OR EQUIVALENT]	USB CONNECTOR	12 NOs				
17)	KEY BOARD [A4 TECH OR EQUIVALENT]	WIRELESS CONNECTOR	12 NOs				

Authorized dealer signature and stamp

SR. NO.	ITEM	MAKE & MODEL	QUANTITY	BRAND	RATE PER UNIT	GST (17 %)	G. TOTAL
18)	MOUSE WITH PAD [A4 TECH OR EQUIVALENT]	USB CONNECTOR	12 NOs				
19)	MOUSE WITH PAD [A4 TECH OR EQUIVALENT]	WIRELESS	12 NOs				
20)	LCD VGA CABLE	STANDARD	12 NOs				
21)	POWER CABLE	STANDARD	12 NOs				
22)	PRINTER-USB CABLE		12 NOs				
23)	ROZUTTE	FINE QUALITY	12 NOs				
24)	SPEAKERS [EDIFIER OR EQUIVALENT]	40-WATTS,	06 NOs				
25)	SUPER DRIVE [SONY OR EQUIVALENT]	WRITEABLE/ RE- WRITABLE	06 NOs				
26)	USB / DATA TRAVELER [KINGSTON OR EQUIVALENT]	4, 8, 16, 64 GB OR ABOVE	24 NOs				

NOTE: IN CASE OF NON-COMPLIANCE OF ABOVE SPECIFICATION, BID SHALL BE SUBJECT TO REJECTION.

Authorized dealer signature and stamp

TERMS AND CONDITIONS FOR IT & COMPUTER EQUIPMENTS

1. Make and Model must be mentioned against each equipment.
2. Authorized dealers of respective brands will be preferred.
3. Authorized dealership/certificate (readable) and broacher of quoted brand of IT & Computer equipments be attached in case of authorized dealers.
4. Warrantee & Guarantee period must be mentioned against each item.
5. List of Mandatory documents & information for Evaluation criteria must be filled in all respects on prescribed format attached at **Annexure-B&C**.

Authorized Signature _____

Stamp _____

Address _____

Contract No. _____

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

PRE-QUALIFICATION OF WORKSHOPS
(TENDER NO. 4)

For repair/maintenance & purchase of spare parts of vehicles of different make & model, the sealed bids are invited from well-renowned firms/workshops located in Rawalpindi/Islamabad, relying on following terms & conditions:-

TERMS & CONDITIONS

- i) The Workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
- ii) While submitted rates, the Workshop(s) should clearly show whether GST is excluded or included in the offered rate(s).
- iii) The Workshop will be bound to return old spare parts in case of replacement with new.
- iv) Warranty period of each item, replaced or repaired, should be clearly mentioned in the quoted rates. If the same defect is arisen again, the Workshop will be responsible to replace it free of cost.
- v) Financial Position/Bid Forma must be filled as per prescribed format at **Annexure-C**.

CRITERIA

Part-I	Mandatory Documents to be provided by the Firm	Yes	No
1)	The interested firm/workshop must have 5-years experience in relevant filed.		
2)	Availability of Well trained / certified & expert Mechanical, Electric, Denting & Painting staff, etc.		
3)	The workshops should have their own complete setup i.e. garage, spare parts (Original/Genuine/Local) availability and technical experts in Islamabad / Rawalpindi.		
4)	Telephone, Email / Fax facilities, etc. in Islamabad / Rawalpindi.		
5)	The Workshop should be registered with Sales Tax and Income Tax Department. Valid documents may be attached.		
6)	The interested parties must have sound financial position with Bank transaction(s) in the last year with Bank credit, proof may be provided.		
7)	Business turn over during last two years especially with public sector organizations, proof may be provided.		
8)	Non Black-listing Certificate on affidavit may be attached with bidding document(s).		
9)	Tender Committee will conduct physical visit of all Workshops before the pre-qualification.		

Name of Workshop: _____

Signature: _____

Date: _____

EVALUATION CRITERIA

Part-II	Attribute	Technical Score	Score Obtained
1)	Fulfillment of mandatory documents/requirements mentioned at Part-I above.	8	
2)	Company profile with detail of expertise	2	
3)	Copy valid NTN Certificate of the firm	5	
4)	Copy of Active Sales Tax Registration Certificate of the firm	5	
5)	Experience (in years) especially in Govt. Sector	10	
6)	After Sales & Service Warranty	10	
7)	Time Period for delivery/completion of Job	5	
8)	Non Black-listing Certificate	5	
9)	Proof of Financial Status	10	
10)	Physical Inspection by the Evaluation Committee	10	
Total Score		70	

Note: Minimum Technical Qualifying Marks are 60% in above Table.

Formula: (Marks obtained x 70 / 100 = Result)

Authorized Signature & Stamp _____

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

PRE-QUALIFICATION FOR COURIER & PILOT SERVICES**(TENDER NO. 5)**

Pre-Qualification of well-renowned Firms located in Islamabad for courier & pilot services for delivery of urgent official dak/mails of NAVTTC HQs, Islamabad throughout the country. Sealed Bids are invited.

TERMS & CONDITIONS

- 1) The firm on the panel will be bound to provide the requisite service(s) on immediate basis when the job is referred to it even at odd hours.
- 2) While submitted rates, the firm should clearly show whether GST is excluded or included in the offered rate(s).
- 3) The firm will be bound to maintain secrecy/security of official dak/mails, in case of non-delivery, the same will be returned to NAVTTC HQs, immediately.
- 4) Time period of each delivery within city, country & abroad should be clearly mentioned in the quoted rates.
- 5) Contract period will be valid upto **30th June, 2017**. However, the contract will be extendable for further one year subject to satisfactory services. There will be no change in the approved rates due to any indexation/fluctuation in petroleum prices or others during the contract period.
- 6) Incomplete tenders and / or those without bid security deposit (10%) will not be entertained.
- 7) Financial Position/Bid Forma must be filled as per prescribed format at **Annexure-C**.

CRITERIA

Part-I	Mandatory Documents to be provided by the Firm	Yes	No
1)	The interested firm must have 5-years experience in relevant filed.		
2)	Availability of Well trained / certified & expert staff, etc.		
3)	The firm(s) should have their own complete setup in Islamabad / Rawalpindi.		
4)	Telephone, Email / Fax facilities, etc. in Islamabad / Rawalpindi.		
5)	The firm should be registered with Sales Tax and Income Tax Department. Valid documents may be attached.		
6)	The interested parties must have sound financial position with Bank transaction(s) during the last year with Bank credit, proof may be provided.		
7)	Business turn over during last two years especially with public sector organizations, proof may be provided.		
8)	Non Black-listing Certificate on affidavit may be attached with bidding document(s).		
9)	Tender Committee will conduct physical visit of the site-office before the pre-qualification.		

Authorized Dealer Signature & Stamp

EVALUATION CRITERIA

Part-II	Attribute	Technical Score	Score Obtained
1)	Fulfillment of mandatory documents/requirements mentioned at Part-I above.	5	
2)	Company profile with detail of expertise	5	
3)	Copy valid NTN Certificate of the firm	5	
4)	Copy of Active Sales Tax Registration Certificate of the firm	5	
5)	Experience (in years) especially in Govt. Sector	10	
6)	Secrecy & security of official mails/documents	10	
7)	Time Period for delivery/completion of Job	5	
8)	Non Black-listing Certificate	5	
9)	Proof of Financial Status	10	
10)	Physical Inspection by the Evaluation Committee	10	
Total Score		70	

Note: Minimum Technical Qualifying Marks are 60% in above Table.

Formula: (Marks obtained x 70 / 100 = Result)

Authorized Signature &
Stamp of _____

Date: _____

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

PRE-QUALIFICATION OF FIRMS / SUPPLIERS
FOR PURCHASE OF PHYSICAL ASSETS**(TENDER NO. 6)**

Pre-Qualification of reputed Firms/Suppliers located in Rawalpindi/Islamabad for purchase of physical assets for official use in NAVTTC HQs, Islamabad. Sealed Bids are invited on the following terms & conditions and Specifications:

TERMS AND CONDITIONS

1. Make, model and brand must be clearly mentioned against each Item.
2. Authorized dealers of respective brands will be preferred.
3. Authorized dealership/certificate (readable) and broacher of quoted brand of toner be attached in case of authorized dealers.
4. List of Mandatory documents & information for Evaluation criteria must be filled in all respects on prescribed format attached at **Annexure-B&C**.
5. Guarantee/Warrantee detail must be mentioned .

PART-I **MANDATORY TECHNICAL SPECIFICATION(S)** [TO BE FILLED BY THE PARTICIPATING FIRM]

Sr. #	Item	Specifications	Qty	BRAND	Rate per unit	GST (17 %)	G. Total
1.	BRACKET FAN [PAK FAN OR EQUIVALNET]	14" (COPPER WINDING)	10				
2.	TILTING LOUVRE FAN [PAK FAN OR EQUIVALNET]	14" (COPPER WINDING)	10				
3.	WATER DISPENSER	HOT, COLD, NORMAL	04				
4.	LED TV [SONY OR EQUIVALENT]	21", 31", 41", 52", 61"	04				
5.	TV TROLLEY OR STAND	DURABLE, FINE QUALITY	04				
6.	VEHICLE AIR PUMP (ELECTRIC)	Black & Decker ASI500 12-Volt Cordless Air Station Inflator	01				

NOTE: IN CASE OF NON-COMPLIANCE OF ABOVE SPECIFICATION, BID SHALL BE SUBJECT TO REJECTION.

Authorized Dealer Signature _____

Stamp _____

Address _____

Contract No. _____

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

PRE-QUALIFICATION OF FIRMS
FOR RENOVATION OF KITCHEN AND WASH ROOMS

(TENDER NO. 7)

The participating firm must provide:-

- 1) Proof of five years' experience in the relevant field /work.
- 2) Proof of work carried out in public sector during last three 7years.
- 3) Proof of financial soundness status.
- 4) Authorized dealership certificate for supply of components/items.
- 5) Timeframe for completion of assignment (pl. indicate period in days)
- 6) Detail of workforce/technical manpower alongwith office location, landline number / fax number & focal person with cell number.
- 7) Surety of physical inspection of stock and stores of the firm in Islamabad / Rawalpindi.
- 8) List of Mandatory documents & information for Evaluation criteria must be filled in all respects on prescribed format attached at **Annexure-B&C**.

Note: Provision of samples are mandatory requirement for said work and furniture & fixtures otherwise bid will be rejected.

SR. #	ITEM	MAKE & MODEL	QTY	BRAND	RATE PER UNIT/SQ.FT	GST (17 %)	G. TOTAL
1)	REPLACEMENT/INSTALLATION OF VANITIES	PORTA OR EQUIVALENT	EACH				
2)	REPLACEMENT OF MIXTURES (TAPS)	SONEX OR EQUIVALENT	EACH				
3)	REPLACEMENT OF SEATS WITH FLASH TANKS	PORTA OR EQUIVALENT	EACH				
4)	TOILET DOORS ADJUSTMENT	FINE QUALITY	EACH				
5)	REPLACEMENT OF MAIN SEWERAGE LINE (WUZU AREA AND MAIN WASHROOMS)	6 INCH DIA PVC PIPE	EACH				
6)	COMPLETE TILE WORK	FINE QUALITY	EACH				
7)	CONSTRUCTION OF WASHING AREA FOR SWEEPERS	-	EACH				
8)	INSTALLATION OF TWO SHANKS WITH FITTINGS IN KITCHEN	FINE QUALITY	EACH				
9)	CONSTRUCTION OF SHELVES [LASANI or EQUIVALENT]	-	EACH				
10)	STEEL RACKS FOR UTENSILS	FINE QUALITY	EACH				
11.	PAINT WORK [KITCHEN, WASH ROOMS & ABULUTION (WUZU) AREA] [ICI OR EQUIVALENT]	WATER SHEILD, FINE QUALITY	EACH				

Authorized dealer signature and stamp

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

**PRE-QUALIFICATION OF FIRMS / SUPPLIERS
FOR PHOTOCOPIES & BINDINGS OF DOCUMENTS / BOOKLETS****(TENDER NO. 8)**

The participating firm must provide:-

- 1) Proof of work carried out in public sector during last five (5) years.
- 2) Proof of financial soundness status.
- 3) Authorized dealership certificate for supply of services.
- 4) Timeframe for completion of assignment (pl. indicate period in days)
- 5) Interested firms will provide complete documents like detail of workforce/technical manpower alongwith office location, landline number / fax number & focal person with cell number.
- 6) Surety of protection of official documents/booklets/TLMS, etc.
- 7) Contract period will be valid upto **30th June, 2017**. However, the contract will be extendable for further one year subject to satisfactory services. There will be no change in the approved rates due to any indexation/fluctuation in petroleum prices or others during the contract period.
- 8) Incomplete tenders and / or those without security deposit will not be entertained.

SL. NO.	NAME OF PROCUREEMNT	PAPER SPECIFICATION	QTY.	MAKE/ BRAND	RATE PER COPY		BINDING CHARGES	GST %	TOTAL
					Single	Double			
1)	Photocopies of documents	A-4, 90 GM,	100	Paper Double A or Equivalent					
			200						
			500						
			1000 & above						
2)	Photocopies of Booklets/TLMS, etc.	A-4, 90 GM,	100	Paper Double A or Equivalent					
			200						
			500						
			1000 & above						
3)	Photocopies of Booklets/TLMS, etc.	A-5, 90 GM,	100	Paper Double A or Equivalent					
			200						
			500						
			1000 & above						

Note: Terms & Conditions duly signed must be accompanied with bids otherwise bid will be rejected.

Authorized Dealer Signature & Stamp

TERMS AND CONDITIONS
FOR PHOTOCOPIES & BINDINGS OF DOCUMENTS / BOOKLETS

- i) The Firm on the panel will be bound to carry out the requisite work on immediate basis when the job is referred to it even at odd hours.
- ii) While submitted rates, the firms should clearly show whether GST is excluded or included in the offered rate(s).
- iii) The firm will be bound to return sample papers/documents/specimens.
- iv) If any defect is arisen, the firm will be responsible to replace the same free of cost.

Name of
Bidder/Firm/Supplier _____

Signature: _____

Date: _____

Contract No. _____

**NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS
ISLAMABAD**

**PRE-QUALIFICATION OF FIRMS / SUPPLIERS
FOR PRINTING OF ENVELOPS, DOCUMENTS / BOOKLETS**

(TENDER NO. 9)

The participating firm must provide:-

- 1) Proof of work carried out in public sector during last five (5) years.
- 2) Authorized dealership certificate for supply of services.
- 3) Timeframe for completion of assignment (pl. indicate period in days)
- 4) Interested firms will provide complete documents like detail of workforce/technical manpower alongwith office location, landline number / fax number & focal person with cell number.
- 5) Surety of protection of papers/documents, etc.
- 6) Contract period will be valid upto **30th June, 2017**. However, the contract will be extendable for further one year subject to satisfactory services. There will be no change in the approved rates due to any indexation/fluctuation in petroleum prices or others during the contract period.
- 7) Specimen(s) can be collected for NAVTTC HQs during office hours (0800 hrs to 1600 hrs) except Saturday/Sunday.
- 8) Incomplete tenders and / or those without security deposit will not be entertained.

SL. NO.	NAME OF PROCUREEMNT	PAPER SPECIFICATION	QTY.	MAKE/ BRAND	RATE PER COPY	BINDING CHARGES	GST %	TOTAL
1)	Envelops (White) [Paper Imported or Equivalent]	A-4, 90 GM with NAVTTC Logo	10,000 & above					
2)	Envelops (White) [Paper Imported or Equivalent]	90 GM, S.E. 5, 6 & 8 with NAVTTC Logo	10,000 & above					
3)	File Folder [Imported or Equivalent]	310 GM on every Card with Coloured Lamination with NAVTTC Logo [as per sample]	10,000 & above					
4)	File Cover [Imported or Equivalent]	380 GM on every Card with Coloured Lamination with NAVTTC Logo [as per sample]	10,000 & above					

Authorized dealer signature and stamp

SL. NO.	NAME OF PROCUREEMNT	PAPER SPECIFICATION	QTY.	MAKE/ BRAND	RATE PER COPY	BINDING CHARGES	GST %	TOTAL
5)	Letter Head Pad(s)	100 GM, Coloured with NAVTTC Logo [as per sample]	500					
6)	Visiting Cards	260 GM, 3.5"x2", Coloured, Lamination with Logo,	500					
			1000					
7)	Official ID Cards (AS PER SAMPLE)	Plastic Hard Card with lamination, Size 8.5cm x 5.5cm	255					
8)	Booklet (AS PER SAMPLE)	Size 5.5 x 8.5, Pages- 40, Single Colour 80 Gram Imported Title 4 Colour Art Card 300 gm Centre Pin Binding	20,000					

Note: Terms & Conditions duly signed must be accompanied with bids otherwise bid will be rejected.

TERMS AND CONDITIONS

- i) The Firm on the panel will be bound to carry out the requisite work on immediate basis when the job is referred to it even at odd hours.
- ii) While submitted rates, the firms should clearly show whether GST is excluded or included in the offered rate(s).
- iii) The firm will be bound to return sample papers/documents/specimens.
- iv) If any defect is arisen, the firm will be responsible to replace the same free of cost.
- v) List of Mandatory documents & information for Evaluation criteria must be filled in all respects on prescribed format attached at **Annexure-B&C**.

Name of Bidder/Firm/Supplier_____

Signature: _____

Date: _____

Contract No. _____

TECHNICAL EVALUATION CRITERIA / COMPANY PROFILE

Part-I	Mandatory documents required have been provided by the firm	Yes/No
i.	Company Profile with detail of Expertise.	
ii.	Copy of valid NTN Certificate of the firm.	
iii.	Copy of Active Sales Tax Registration Certificate of the Firm.	
iv.	Bid Security 5% of quoted price in the shape of Bank Draft/Pay Order bearing No. ----- Date----- Rs. ----- enclosed.	
v.	Authorized dealership Certificate from sole manufacture.	
vi.	Product Broachers.	
vii.	Proof of Financial status.	
viii.	Not Black-listing Certificate.	
ix.	Years of Experience and name of recent clients in Public Sector.	
x.	After Sale & Service warranty.	
xi.	Time Period for delivery of articles.	

Part-II	Attribute	Technical Score	Score Obtained
i.	Fulfillment of mandatory requirement mentioned at Annexure-B (Part-I bidding documents)		
ii.	Specifications of Machines(s)/Tonor(s)/Equipment(s)/ Part(s)/Miscellaneous Items, etc. quoted by the firm are in conformity with prescribed requirements of procuring agency as contained in each tender list of specifications.		
iii.	03-years warranty period for items/equipments/spare parts (non-consumable).		
	02-years warranty period.		
	01-year warranty period.		
iv.	Nos. of copies per toner: upto 30,000 – Copies.		
	Nos. of copies per toner: upto 20,000 – Copies.		
	Nos. of copies per toner: upto 15,000 – Copies.		
v.	Delivery within 20-days from date of Purchase Order.		
	Delivery within 30-days from date of Purchase Order.		
	Delivery within 40-days from date of Purchase Order.		
Total Score			

Note: Minimum technical qualifying marks are 60% in above table.

Formula : $(\text{Marks Obtained} \times 70) / 100 = \text{Results}$

FINANCIAL PROPOSAL (BID FORMAT)

Please use separate envelopes and must be filled in the prescribed format on letter head of the firm.

Make & Model of quoted Machine _____

Quoted Specifications complete accessories including all commissioning / installations etc.	No. of Units	Unit Price	GST (17%)	Total x Qty inclusive GST (17%)
Grand Total (Rs.)				
Amount in Figure:				

Note: Financial Bid has 30% weight-age and will be evaluated as per prescribed formula:-

Formula: $30 \times \frac{\text{Lowest amount quoted by the firm}}{\text{Amount quoted by the bidder whose financial score is to be calculated.}}$

Signature and Stamp of the
Authorized Dealer