

BIDDING DOCUMENT/REQUEST FOR PROPOSAL (RFP)



**PROCUREMENT OF STATIONERY/MISCELLANEOUS/IT/
MACHINERY ITEMS AND HIRING OF SERVICES FOR COURIER &
PILOT/ PHOTOCOPIES/PRINTING OF OFFICIAL
DOCUMENTS/BOOKS/BOOKLETS/TLMs, ETC.**

2018-2019

(1)
GOVERNMENT OF PAKISTAN
(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/firms/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. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	National Vocational & Technical Training Commission (NAVTTC)
Last date for response submission:	28th August, 2018 at 1100 Hours
Opening Date & Time:	28th August, 2018 at 1130 Hours
Opening Place:	Committee Room, NAVTTC HQs, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1 Islamabad (Pakistan)
Contact Person:	Assistant Director (General Administration),
Phone:	+92 51 904 4425
Fax:	+92 51 920 4856

3. This document contains following:-

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items quantity and specifications.

(a) 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 **2% 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.

Bidder's Signature: _____

(2)

- 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.
- iv) For each items the manufacturers/company name/brand name must be quoted. Firms for supply of office stationery, allied items equipments and livery items should offer rates for more than 25% items and have sufficient stocks of each item. The physical inspection may be conducted.
- v) The firm must clearly indicate as to whether GST is included or not in the offered rates. GST included rates would be preferred.
- 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 **30-06-2019** 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.

Bidder's Signature:_____

(3)

- 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.
- 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 days 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.
- xx) 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.
- xxi) **Following documents must be attached with respect to each tender:-**
- a. Import Documents (GD, Tax Paid Documents at the time of shipment clearance);
 - b. Letter from Manufacturing Company (Factory) from where tonors are importing;
 - c. Page Yield confirmation from manufacturing factory;
 - d. ISO Certificate from Manufacturing Factory;
 - e. Copy of Trade Mark Registration.

Bidder's Signature: _____

(b) 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.

Date: _____

Name of
Bidder/Firm/Supplier _____
Signature: _____

(5)

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

TENDER NO. 1
STATIONARY ITEMS

(Note: Rate & Brand of each item must specifically be mentioned. Neither optional brands/rates will be accepted nor any compromise on quality of any item will be made).

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
1	ATTENDANCE REGISTER	NO.04	Each	Nos.			
2	BALL POINT [PIANO OR EQUIVALENT]	CAP / CLIPPER / SLIDER	300	Pkts			
3	BALL PEN [UNI- BALL EYE OR EQUIVALENT]	UB-157 OR EQUIVALENT	50	Pkts			
4	BINDING SHEETS – PLASTIC / CARD	A-4 SIZE,	Each	Pkts			
5	BINDING SHEETS – PLASTIC / CARD	LEGAL SIZE,	Each	Pkts			
6	BOX FILE/FOLDER [IMPORTED OR EQUIVALENT]	A-4	36	Nos.			
7	CALCULATOR FINANCIAL[CASIO OR EQUIVALENT]	CASIO/CITIZEN PORTABLE DESKTOP, 2-WAY POWER, 14-DIGIT	12	Nos.			
8	COLOR PHOTO PAPER (MICRO POROUS RESIN COATED)	A4, 260Grms, 20 sheets per Pack	10	Pakts			
9	CUT BOX (FILE BOX) [ALFALAH OR EQUIVALENT]	STANDARD	Each	Nos.			
10	DAK FOLDER/PAD (AS PER SAMPLE)	LEATHER (Fine Quality)	12	Nos.			
11	DIARY REGISTER	NO. 12	12	Nos			
12	DIARY REGISTER	NO. 14	12	Nos			
13	DRAFT PAD (AS PER SAMPLE)	A-4 SIZE	300	Nos.			
14	DRAFT PAD (SMALL) (AS PER SAMPLE)	A-5 SIZE	300	Nos.			
15	DRAFT PAD (AS PER SAMPLE)	POCKET SIZE,	300	Nos.			
16	DUSTER WHITE BOARD	STANDARD SIZE	Each	Nos			
17	D-RING FILES	A-4 (PLASTIC)	100	Nos.			
18	ENVELOP (BROWN) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GMs Paper)	5000	Nos.			
19	ENVELOP (BROWN)	S.E. 5(100GM)	5000	Nos.			

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Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
20	ENVELOP (BROWN)	S.E. 6 (100GM)	3000	Nos.			
21	ENVELOP (BROWN)	S.E. 8 (100GM) File Size	1000	Nos.			
22	ENVELOP (WHITE) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GM)	2000	Nos.			
23	ENVELOP (WHITE) Top Pocket with Gum	S.E. 5 (100GM)	1000	Nos.			
24	ENVELOP (WHITE) Top Pocket with Gum	S.E. 6 (100GM)	2000	Nos.			
25	ERASER [PELICAN GERMANY OR EQUIVALENT]	AL-30 OR 20	12	Pkts			
26	FILE COVER (AS PER SAMPLE)	FINE QUALITY	1500	Nos.			
27	FILE FLAPPER with NAVTTC Logo	Green Color	100	Nos.			
28	FILE TAGS (PUNCHED) BUNDLE	STANDARD	500	Bndls			
29	GRIP FILE [Alfalah OR EQUIVALENT]	A-4 SIZE	100	Nos.			
30	GUM STIC [UHU MADE IN GERMANY OR EQUIVALENT]	40GM, Stick, UHU	2000	Nos.			
31	HIGHLIGHTER [STABILO BOSS Korea OR EQUIVALENT]	Green, Yellow, Pink, etc. Standard Size	500	Nos.			
32	LEAD PENCIL PACKET	H.B GOLD FISH (7000) OR EQUIVALENT	500	Pkts			
33	LOG BOOK (A-4 SIZE)	NO. 6 (fine quality) Tayyaba or Equivalent	50	Nos.			
34	MARKER PERMANENT	Dollar or Equivalent	60	Nos.			
35	MARKER WHITE BOARD [STABILO BOSS OR EQUIVALENT]	Black or Brown	12	Nos.			
36	MARKER [DOLLAR OR EQUIVALENT]	Permanent (BLACK/BLUE/GREEN/RED)	24	Nos.			
37	NOTE SHEET PAD [OFF SET (IMPORTED) PAPER 100 SHEET]	A/4 Size	250	Nos.			
38	PAPER CLIPS	36 MM [THREE FLOWER OR Equivalent]	150	Pkts			
39	PAPER CUTTER	SUPERIOR WITH BLADE	36	Nos.			
40	PAPER PIN	FINE QUALITY	Each	Pkts.			
41	PAPER PUNCH (Standard)	DOUBLE HOLE (30-SHEETS)	12	Nos.			

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
42	PAPER PUNCH	SINGLE HOLE, LONG HANDLE, HEAVY DUTY, PLIER TYPE	48	Nos.			
43	PEN HOLDER	FINE QUALITY	Each	Nos.			
44	PEON BOOK	120-PAGES (Tayyaba or Equivalent)	24	Nos.			
45	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (A-4 size)	600	Ream			
46	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (Legal size)	10	Reams.			
47	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (A3)	Each	Ream			
48	POINTER SOFT LINER	10 Pointer Plus 0.3mm [FLPTP 03]	36	Nos.			
49	POST-IT PAD (YELLOW CHIT PAD)	Size 2"x2"	50	Pkts			
50	POST-IT PAD(YELLOW CHIT PAD)	Size 3"x2"	50	Pkts			
51	POST-IT PAD(YELLOW CHIT PAD)	Size 5"x3"	50	Pkts			
52	RULED REGISTER [LUCKY OFFSET PAPER OR EQUIVALENT]	No. 8	24	Nos.			
53	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 10	24	Nos.			
54	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 12	24	Nos.			
55	SCALE (STAINLESS STEEL)	12"	24	Nos.			
56	SCISSORS (Stainless steel blade) [JAPAN OR EQUIVALENT]	8" Size	12	Nos.			
57	SCISSORS (Stainless steel blade) [JAPAN OR EQUIVALENT]	10" Size	24	Nos.			
58	SCOTCH TAPE [OSAKA OR EQUIVALENT]	1½",72 YARDS ,	100	Nos.			
59	SCOTCH TAPE (TRANSPARENT) [STAR OR EQUIVALENT]	YARDS 1" X 72,	500	Nos.			
60	SHARPENER [GERMANY/CHINA OR EQUIVALENT]	(STEEL) GOOD QUALITY	10	Pkts			
61	SHORTHAND NOTE BOOK	100 PAGES	36	Nos.			
62	SHORTHAND PENCIL [GOLDFISH OR EQUI]	LIGHT IMPRESSION (FINE QUALITY)	10	Pkts			
63	STAMP PAD [CRYSTAL OR EQUI]	FINE QUALITY	12	Nos.			

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(8)

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
64	STAPLER MACHINES [EAGLE/MAX JAPAPN OR EQUI]	Heavy Duty/Fine Quality 24/6 or 26/6 size	50	Nos.			
65	STAPLER MACHINES [MAX JAPAPN OR EQUIVALENT]	FULL SIZE DESKTOP STAPLER (30-Sheets)	50	Nos.			
66	STAPLER PINS [PICASSO OR EQUIVALENT]	24/6 Size	300	Pkts.			
67	STAPLER PINS [PICASSO OR EQUIVALENT]	26/6	100	Pkts.			
68	STAPLER PIN [PICASSO OR EQUIVALENT]	23/13	100	Pkts.			
69	STAPLER PIN [PICASSO OR EQUIVALENT]	23/15	100	Pkts.			
70	STAPLER PIN [PICASSO OR EQUIVALENT]	No. 369	100	Pkts.			
71	STAPLER PIN REMOVER	KW-5080 (Standard)	Each	Nos.			
72	STOCK REGISTER	NO. 10 (Tayyaba or Equivalent)	Each	Nos			
73	TABLE SET [SENATOR-20 OR EQUIVALENT]	REXENE	Each	Nos.			
Total Amount including 17% GST (Rs.)							

Date: _____

Name of Bidder/Firm/Supplier _____
Signature: _____

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

TENDER NO. 2

MISCELLANEOUS ITEMS

(Note: Rate & Brand of each item must specifically be mentioned. Neither optional brands/rates will be accepted nor any compromise on quality of any item will be made).

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
A.	GENERAL MISCELLANEOUS ITEMS						
1.	ACID BOTTLE [RED SWEEP OR EQUIV]	500ML, Concentrated	200	Nos.			
2.	AIR FRESHENER [CROWN, GUCCI OR EQUIV]	300ML	100	Nos.			
3.	ARTIFICIAL PLANTS WITH POT [AS PER SAMPLE]	[Stainless Steel], 18" size, round shape	36	Nos.			
4.	Back Care Cushion	Master Molty foam or Equivalent	12	Nos.			
5.	Bathroom Cleaner (Harpic or Equivalent)	Active Fresh Toilet Cleaner Pine 500ml	200	Nos.			
6.	Car Leather Polish [7CF or Equivalent]	450 ML, Leather & Tyre Wax, Shine Protect	120	Nos.			
7.	CAR POLISH [COSMIC OR EQUIV]	200ML	48	Nos.			
8.	CELL (PENCIL) [PANASONIC OR EQUIVALENT]	AAA, 1.5 VOLT	50	Dozens			
9.	CELL (WALL CLOCK) [PANASONIC OR EQUIV]	AA R6, 1.5 VOLT	20	Dozens			
10.	D.D.T POWDER [Mortein OR EQUIVALENT]	300 Grams	24	Nos.			
11	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	With NAVTTC Logo	10	Sets			
12	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	Without NAVTTC Logo	10	Sets			
13	DISH WASHING FOAM [SCOTCH BRIGHT OR EQUIVALENT]	Max Standard size	10	Dozens			
14	DISH WASHING LIQUID [LEMON MAX OR EQUIVALENT]	Ultra Dish Wash Cleaner, 475ML	48	Bottles			
15	DISH WASHING SOAP [LEMON MAX OR EQUIVALENT]	LONG BAR	10	Dozens			
16	DRY MOP (HARD BROOM)	FINE QUALITY	50	Nos.			
17	DUSTER COTTON [FALLALANE OR EQUIVALENT]	SIZE 24"x24"	200	Nos.			
18	DUSTER COTTON [FALLALANE OR EQUIV]	SIZE 24"X40"	500	Nos.			

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Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
19	ELECTRIC KETTLE [Kenwood OR EQUIV]	2-LTR	12	Nos			
20	GLINT GLASS CLEANER	500 ML	36	Nos.			
21	INSECT KILLER SPRAY [MORTEIN OR EQUIVALENT]	400 ML	100	Nos.			
22	LOTA PLASTIC	FINE QULITY	12	Nos.			
23	MOP (PUJARA)	4KG WITH ROPE,	36	Nos.			
24	Office Door Bell [Sogo or equivalent]	Multi Types (Wireless)	Each	Nos.			
25	PHYNAIL TABLETS GOOD BRAND	¼ kg	50	Pkts			
26	PHYNILE (LARGE BOTTLE) [FINIS OR EQUIVALENT]	3 Ltr	150	Nos.			
27	PLASTIC BOTTLE (MEDIUM)	20 LTR	50	Nos.			
28	SHOPPING BAGS	EXTRA LARGE SIZE (DUSTBIN USE)	40	KG			
29	SOAP [LUX OR EQUIVALENT]	125 GM	40	Dozens			
30	SPOONS (RICE)	Fine Steel Quality	12	Dozens			
31	STENO SET (TELEPHONE)	TIP or equivalent	Each	Nos.			
32	SWEEP (DETTOL SURFACE CLEANER)	FINE QUALITY	100	Nos.			
33	TEA SET High quality Imported BONE CHINA or Equivalent	With NAVTTC Logo (22 Piece)	Each	Sets			
34	TEA SET High quality Imported BONE CHINA or Equivalent	Without NAVTTC Logo (22 Piece)	12	Sets			
35	TEA SPOONS	Fine Steel Quality	12	Dozens			
36	THERMOS (IMPORTED)	5 Liters	Each	No.			
37	TISSUE PAPER (LUXURY) [ROSE PETAL OR EQUI]	200 Sheets/ Box (200X250) mm	300	Boxes			
38	TISSUE PAPER (PERFUMED) [ROSE PETAL OR EQUIVALENT]	100 Sheets/ Box (200X250) mm	200	Boxes			

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
39	TOILET BRUSH	SUPERIOR QUALITY	12	Nos.			
40	TOILET Roll [ROSE PETAL OR EQUIVALENT]	WASHROOM ROLE	500	Nos.			
41	TOWEL (LUXURY SIZE) [Bed & Bath or Equivalent]	100% COTTON, 30"x56" Size (BATH)	04	Dozen			
42	TRAY FOR MAIL (PLASTIC) [DAK TRAY]		02	Dozen			
43	WASHING POWDER	150 GM	30	Pkts			
44	WASTE BASKET (PLASTIC) LARGE SIZE	FINE QUALITY	50	Nos.			
45.	WATER GLASSES	FINE QUALITY	120	Nos.			
46.	WIPER (LARGE)	FINE QUALITY	12	Nos.			
B.	ELECTRICAL MISCELLANEOUS ITEMS						
1.	3 PIN Adaptor (as per sample) [Bush or Equivalent]	Telephone Set	Each	Nos.			
2.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	10-AMP 1P	12	Nos.			
3.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT] as per sample	32-AMP 3P	12	Nos.			
4.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT] as per sample	40-AMP 3P	12	Nos.			
5.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT] as per sample	63-AMP 3P	12	Nos.			
6.	CHOKER FOR TUBE LIGHTS (40WATT) [PAKLITE OR EQUIVALENT]	FINE QUALITY (CHINA/LOCAL)	12	Nos.			
7.	COMBINED MULTI-PIN SWITCHED SOCKET with Box [LEAR China or Equivalent]	25-32 AMP	36	Nos.			
8.	Electric Wire (Pak cable or Equivalent) 2 core, 46/76 gauge, 300m	300 Meter Role	Each	Roll			
9.	ENERGY SAVERS [PHILIPS OR EQUIVALENT]	12 Watt	200	Nos.			
10.	ENERGY SAVERS [PHILIPS OR EQUIVALENT]	23 Watts	100	Nos.			
11	Extension Board (Multipoint) with Fuse Protection as per sample [Bush or Equivalent]	Without Wire	60	NOS.			
12	EXTENSION BOARD with Fuse Protection (2 core, gauge 46/76 wire) [IMPORTED OR EQUIV]	3 M Length with Wire	12	Nos.			
13	LIGHT PLUGS with Box [LEAR China or Equivalent]	(MULTI PIN) WITH BOX	60	Nos.			

Contd...

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
14	POWER PLUG WITH BOX [LEAR China or Equivalent]	FINE QUALITY	48	Nos.			
15	SMD LIGHTS (LED) PHILLIPS OR EQUIVALENT	18 Watt	120	Nos.			
16	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	S-2	60	Nos.			
17	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	S-10	60	Nos.			
18	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	22 Watt	120	Nos.			
19	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	40 Watt	120	Nos.			
C.	<u>Vehicles' Tyres</u>						
1.	Tyres (Yokohama or Equivalent)	Suzuki Cultus Cars	40	Nos.			
2.	Tyres (Yokohama or Equivalent)	Toyota Corolla Cars	12	Nos.			
	Tyres (Yokohama or Equivalent)	Suzuki Mehran/Bolan	08	Nos.			
TOTAL AMOUNT INCLUDING GST (RS.)							

Date: _____

Name of Bidder/Firm/Supplier _____

Signature: _____

TENDER NO. 3

PROCUREMENT OF TONORS

(Note: Tonors must not be refilled. Neither optional brands/rates will be accepted nor any comprise on quality of any Tonor will be made. **Documents mentioned at Section 3(a)(xxi) must be attached).**

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
A.	COMPUTER						
1.	TONER PRINTER	HP LASER JET Pro 400 M401dn (HP 80-A)	24				
2.	TONER Printer	HP-402 DN (HP 26-A)	24				
3.	TONER PRINTER	HP LASERJET P-1005 (HP 35-A)	12				
4.	TONER PRINTER	HP LASERJET 1022 (HP 12-A)	12				
5.	TONER PRINTER	HP-1320 (HP 49-A)	18				
6.	TONER PRINTER	HP-2015 (HP 53-A)	18				
7.	TONER PRINTER	HP-2055 (HP-05)	24				
8.	TONER PRINTER	HP-3600DN [COMPLETE SET]	12				
9.	TONER PRINTER	HP-3600DN BLACK CARTRIDGE	12				
10.	TONER COLOUR PRINTER	HP-3525 FULL SET	2				
11.	TONER COLOUR PRINTER	HP-3525 BLACK CARTRIDGE	2				
12.	TONER COLOUR PRINTER	HP-4025 FULL SET	2				
13.	TONER COLOUR PRINTER	HP-4025 BLACK CARTRIDGE	2				
14.	Tonor Colour Printer	HP - 1518 Cartridge Set	2				
B.	PHOTOCOPIER MACHINES						
1.	TONER PHOTOCOPIER	KONICA MENTOTA-501	10				
2.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 163 (LIGHT DUTY)	5				
3.	TONER PHOTOCOPIER	KONICA MINOLTA 7416-C	5				
4.	TONER PHOTOCOPIER (BLACK CARTRIDGE)	REKO - 2352	5				
5.	TONOR PHOTOCOPIER	TOSHIBA DIGITAL MODEL E-STUDIO-2803	5				
C.	FAX MACHINES						
1.	TONER FAX	PANASONIC KX FL 612	Each				
2.	TONER FAX	PANASONIC KX-FL 402	Each				
3.	TONER FAX	Panasonic Kx-FAT-92 KX-FL-612	Each				
4.	TONER FAX	Panasonic KX-FA 136-A	Each				

Signature & Stamp of Authorized Bidder _____

TENDER NO. 4

PROCUREMENT OF IT/COMPUTER ITEMS

(Note: Rate & Brand of each item must specifically be mentioned. Neither optional brands/rates will be accepted nor any compromise on quality of any item will be made. **Documents mentioned at Section 3(a)(xxi) of bid documents must be attached). Brochures be provided.**

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
1.	CABLE TESTER [IMPORTED OR EQUIVALENT]	NETWORKING	Each	Nos			
2.	CRAMPING TOOL [IMPORTED OR EQUIVALENT]	NETWORKING	Each	Nos			
3.	CDS PACK (PACK OF 10) [MEXELL OR EQUIVALENT]	WRITEABLE	36	NOs			
4.	CABLE EXTENDER	FINE QUALITY	Each	NOs			
5.	HDMI TO VGA CONNECTOR	A-1	06	NOs			
6.	LAN SWITCH TP LINK OR EQUIVALENT	4 PORTS	4	NOs			
7.		8 PORTS	4	NOs			
8.		12 PORTS	4	NOs			
9	LAN CABLE [TP Link or Equivalent]	AMP, CAT-6, 90 METER	1	ROLL			
10	LAN CONNECTOR	RJ 45/D89	12	NOs			
11	LINE CORD (TELEPHONE)	3 METER LENGTH	36	NOs			
12		6 METER LENGTH					
13		9 METER LENGTH					
14	DVDS PACK (PACK OF 10) [MEXELL OR EQUIVALENT]	WRITE ABLE	12	NOs			
15		RE-WRITEABLE	12	NOs			
16	KEY BOARD [A4 TECH OR EQUIVALENT]	USB CONNECTOR	12	NOs			
17		WIRELESS CONNECTOR	12	NOs			
18	MOUSE WITH PAD [A4 TECH OR EQUIVALENT]	USB CONNECTOR	12	NOs			
19		WIRELESS	12	NOs			
20	LCD VGA CABLE	STANDARD	12	NOs			
21	POWER CABLE	STANDARD	12	NOs			
22	USB PRINTER CABLE	STANDARD	12	NOs			
23	ROZUTTE	FINE QUALITY	12	NOs			
24	SPEAKERS [EDIFIER OR EQUIVALENT]	40-WATTS,	6	NO			
25	SUPER DRIVE Internal [SONY OR EQUIVALENT]	WRITEABLE/ RE-WRITABLE	6	NO			
26	USB / DATA TRAVELER [KINGSTON OR EQUIVALENT]	16 GB	10	Dozn			
27		32 GB	10	Dozn			
28		64 GB	50	Nos			
29	DATA TRAVELER with cable & casing [WD OR EQUIVALENT]	2 TB	06	NO			
30	REMOTE SLIDES CHANGER	A4 Tech	Each	NO			

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NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION HQS

TENDER NO. 5

PROCUREMENT OF MACHINERY / EQUIPMENTS

- 1) Rate & Brand of each item must specifically be mentioned. Neither optional brands/rates will be accepted nor any compromise on quality of any item will be made.
- 2) **Documents mentioned at Section 3(a)(xxi) must be attached.**
- 3) **Brochures** describing specifications, make & model and other detail must be attached.

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including GST	Total Amount (Rs.)
1.	BRACKET FAN [PAK FAN OR EQUIVALENT]	14" (COPPER WINDING)	Each	Nos.			
2.	TILTING LOUVRE FAN [PAK FAN OR EQUIVALENT]	14" (COPPER WINDING)	Each	Nos.			
3.	WATER DISPENSER (Orient of Equivalent)	HOT, COLD, NORMAL	04	Nos.			
4.	LED TV [SONY Bravia Original Japan OR EQUIVALENT]	60" Size, Latest Model	01	Nos.			
5.	TV TROLLEY OR STAND	DURABLE, FINE QUALITY (Steel Frame & 10 mm Glass top)	06	Nos.			
6.	Portable VEHICLE AIR PUMP (ELECTRIC) (250PSI compressor)	Black & Decker Cordless Air Station Inflator	01	Nos.			
7	Steel Almirah	19-Guage, 6'x3.5'x16"	15	Nos.			
8	Steel Cabinets	19-Guage	15	Nos.			
9	Vacuum Cleaner	25-30 Ltr. Wet (National Or Equivalent)	01	Nos.			
10	Floor Cleaning Machine	Manual, Branded, Heavy Duty	01	Nos.			
11	AC Unit (Mitsubishi or Equivalent)	1 ½ Ton capacity, DC Inverter type	02	Nos.			
12		2 ½ Ton capacity (Floor Mounted)	2				
13		4 ½ Ton capacity (Floor Mounted)	2				
14	Computer Scanner HP or Equivalent	Having capability of A3 size paper scanning, High Pixel	Each	Nos.			
15	Computer Printer	Duplex Network,	Each	Nos.			
16	Microwave Oven (Dawlance or Equivalent)	42 Litre, Capacity (re-Heating Function only)	Each	Nos.			
17	Coffee Maker (Black & Decker or Equivalent)	12 Cup programmable coffee maker	Each	Nos.			

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TENDER NO. 6

PRE-QUALIFICATION FOR COURIER & PILOT SERVICES

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

- i) 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.
- ii) While submitted rates, the firm should clearly show whether GST is excluded or included in the offered rate(s).
- iii) 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.
- iv) Time period of each delivery within city, country & abroad should be clearly mentioned in the quoted rates.
- v) Contract period will be valid upto **30th June, 2019**. 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.
- vi) Incomplete tenders and / or those without bid security deposit (10%) will not be entertained.
- vii) 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 _____

TENDER NO. 7**PHOTOCOPIES OF DOCUMENTS/TLMS/BOOKLETS, ETC.**

- 1) Rate of each Sr.No. must specifically be mentioned.
- 2) Neither optional rates will be accepted nor any compromise on quality of any item will be made.
- 3) Rates must be **inclusive of all taxes with binding and transportation charges** to NAVTTC HQs or Courier Office at Islamabad, as required.
- 4) **No extra / hidden charges will be considered at any stage.**
- 5) **Payment will be made on total quantity of leaves (photocopies) i.e. all work mentioned in Work Order.**

Sr. #	Name of Items	Specifications	Qty (No. of Pages/Leafs)	Brand / Make & Model	Rate per Leaf (Rs.) Including GST	Total Amount (Rs.)
1.	Photocopies of Projects related official documents	A-4, 80 GM, Double AA or Equivalent	100 to 1000			
			1001 to 5000			
			5001 to 50000			
			50001 to 100000			
			100001 to 1000000			
			1000001 to 10000000 & above			
2.	Photocopies of Booklets/TLMS, etc.	A-4, 80 GM, Double AA or Equivalent	100 to 1000			
			1001 to 5000			
			5001 to 50000			
			50001 to 100000			
			100001 to 1000000			
			1000001 to 10000000 & above			
3.	Photocopies of Booklets (Guide booklet)	A5, 80 GM, Double AA or Equivalent, 4 colored, Glazed Title Page	100 to 1000			
			1001 to 5000			
			5001 to 50000			
			50001 to 100000			
			100001 to 1000000			
			1000001 to 10000000 & above			

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TENDER NO. 8**PRINTING OF DOCUMENTS/TLMS/BOOKS/BOOKLETS, ETC.**

- 1) Rates must be specific. Neither optional rates will be accepted nor any comprise on quality of any item will be made.
- 2) Rates must be **inclusive of all taxes with binding and transportation charges** to NAVTTC HQs or Courier Office at Islamabad, as required, **in case of exemption on any item/book, amount of tax may not be included and be mentioned/specified with proof, separately.**
- 3) **No extra / hidden charges will be considered at any stage.**
- 4) **Payment will be made on total quantity of printed leafs i.e. all work as mentioned in Work Order.**

Sr. #	Name of Items	Specifications	Qty (No. of Items/Books)	Brand / Make & Model	Unit Price/Rate per Book (Rs.) Including GST	Total Amount (Rs.)
1.	Envelops (White) [Paper Imported Double AA or Equiv]	90 GM, A-4 Size with NAVTTC Logo	1000 & above			
2.	Envelops (White) [Paper Imported or Equivalent]	90 GM, SE-5 with NAVTTC Logo	1000 & above			
		90 GM, SE-6 with NAVTTC Logo	1000 & above			
		90 GM, SE-8 with NAVTTC Logo	1000 & above			
3.	File Folder [Imported or Equivalent]	310 GM on every Card with Coloured Lamination with NAVTTC Logo [as per sample]	1000 & above			
4.	File Cover [Imported or Equivalent]	380 GM on every Card with Coloured Lamination with NAVTTC Logo [as per sample]	1000 & above			
5.	Designing and printing of certificates including data insertion, QR coding through as per Sample (Classified in nature))	1) UV Logos (04-Nos) 2) 300 Grams Fancy Card 3) Size A-4, 4) UV Rays (Lines) 5) QR/laser Coding & other security features with NAVTTC embossed Seal	Up to 1000			
			1001 to 5000			
			5001 to 10,000			
			10001 to 25,000			
			25001 to 50,000			
			50001 to 100,000 & above			
6.	Letter Head Pad(s)/DO Letters [as per sample]	100 gm, Fancy Card, 4 Color with NAVTTC Logo [100 sheets/pad]	10 & above			
7.	Visiting Cards [as per sample]	300 GM Fancy card, 3.5"x2", 4 Colored Logo & Lamination	100 – 500			
			500 & above			
8.	Official ID Card (AS PER SAMPLE)	Plastic Hard Card (PVC) laminated with Ribbon & card holder (Size 8.5cm x 5.5cm)	Each			

Contd...

Sr. #	Name of Items	Specifications	Qty (No. of Items/Books)		Brand / Make & Model	Unit Price/Rate per Book (Rs.) Including GST	Total Amount (Rs.)
			No. of Pages	Qty			
9)	Printing of Official Documents/Teaching & Learning Material (TLMs)/Books/Booklets, etc. (AS PER SAMPLE)	A-4 Size (Monochrome) Single Color 90 Gram Imported paper Title Page 4 Color, Glazed Art Card 300 gm	0-100	Upto 500			
			101-200				
			201-300				
			0-100	501 to 1,000			
			101-200				
			201-300				
			0-100	1001 to 2,500			
			101-200				
			201-300				
			0-100	2,501 to 5,000			
			101-200				
			201-300				
		0-100	5,001 & above				
		101-200					
		201-300					
		A-4 Size (4-coloured) Multi – Colour 90-Gram, Imported Paper. Title Page 4-Colour, Glazed Art Card. 300 Grams	0-100	Upto 500			
			101-200				
			201-300				
0-100	501 to 1,000						
101-200							
201-300							
0-100	1001 to 2,500						
101-200							
201-300							
0-100	2,501 to 5,000						
101-200							
201-300							
0-100	5,001 & above						
101-200							
201-300							
10)	Printing of Documents/Books (Booklets/TLMs, etc.) (AS PER SAMPLE)	1) A-5, Size 5.5 x 8.5, Pages- 40,	500 to 1,000				
		2) Single Color 90 Gram Imported Double AA or equivalent.	1,001 to 5,000				
			5,001 to 25,000				
		3) Title 4 Color, Glazed Art Card 300 Gram Centre Pin Binding	25,001 to 100,000				
			100,001 & above				
		11)	Printing of Invitation Cards [as per sample]	Size 7.25" x 5.25" Card: Fancy Printing: 04-Colours With White Envelops Top pocket, Size 7.5" x 5.5" Paper: Fancy Card (300Grms)			
501 to 1000							
1001 to 2000							
2000 & above							
12)	Printing & Supply of Newsletter (up to 25 Pages/copy) [as per sample]	Title 300 Gram Art Card 4 color Printing, with Lamination. Paper 135 Grams Matt/Art, 4 color printing Center Pin Binding	100 to 300 Copies				
			301 to 500 Copies				
			501 to 1000 Copies & above)				
13)	Typing/Composing/ Editing of TLMs (English to Urdu) [as per sample]	A-4 Size, Font Size: 12, margin 1" each side, Single Color 90 Gram Imported Double AA or equivalent paper	Rate Per Page				

Sr. #	Name of Items	Specifications	Qty	Brand / Make & Model	Unit Price/Rate per Book (Rs.) Including GST	Total Amount (Rs.)
14)	Typing/Composing/ Editing of TLMs (Urdu to English) [as per sample]	A-4 Size, Font Size: 12, Single Color 80 Gram Imported Double AA or equivalent paper	Rate Per Page			
15)	Printing of Flyer One Page (Single/Double sided) [as per sample]	One side glazed, 4 color, page size A4, Paper Matt 128grms	Rate Per Page			
		Double side glazed, 4 color, page size A4, Paper Matt 128grms	Rate Per Page			
		3 Fold glazed, 4 color, page size A5, Paper Matt 128grms	Rate Per Page			
		3 Fold glazed, 4 color, page size A3, Paper Matt 128grms	Rate Per Page			
16.	Printing and Supply of Panaflex Banners with fitting & Installation etc. [as per sample]	1) Printing of Panaflex Banners Local made	Rate per Sq. Ft.			
		2) Star flex /Korean	Rate per Sq. Ft.			
		3) China made	Rate per Sq. Ft.			
17)	Printing and Supply of Panaflex Standees with X stand, Front-Lit Standees Printing with imported cross type Stand with fitting (2'X5') [Panda or Equivalent] etc. [as per sample]	1) Printing of Panaflex Banners	Rate Per Unit.			
		2) Star flex /Korean	Rate Per Unit.			
		3) China made	Rate Per Unit.			
18)	Printing and Supply of Panaflex Streamer with X-stand, Front lit Streamer with fitting (3''X6') [Panda or Equivalent] etc. [as per sample]	1) Printing of Panaflex Banners	Rate Per Unit.			
		2) Star flex /Korean	Rate Per Unit.			
		3) China made	Rate Per Unit.			
19)	Printing of Information Brochures, etc.	4 color, page size A4, Paper Matt 128grms, Center Pin binding, No of pages: 8 (4-leafs)	100 to 500			
			501 to 1000			
			1001 to 2000			
			2001 to 5000			
			5001 to 10000			
20)	Printing of Promotion Brochure (3 fold)	4 color, A4 Size, Matt 128 grms, No. of pages: 2 (1-leaf)	100 to 500			
			501 to 1000			
			1001 to 2000			
			2001 to 5000			
			5001 to 10000 & above			

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