

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

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

<b>Name of Procuring Agency</b>	<b>National Vocational &amp; Technical Training Commission, Islamabad.</b>	
<b>Number of Tenders</b>	<b>Two (02)</b>	
<b>Title of Procurements</b>	1)	Procurement of Machinery/Physical Assets, etc.
	2)	Printing of Official Documents, Booklets, TLMs, Banners & Flyers, etc.
<b>Contact Officer</b>	Deputy Director (General Administration) Ph: <b>051-9044425</b>	
<b>Closing Time and Date &amp; Place for receiving of bids</b>	Upto <b>1100 hrs.</b> on <b>26-12-2018</b> , in NAVTTTC HQs, Evacuee Trust Complex, F-5/1, Islamabad.	
<b>Time &amp; Place of publicly opening of bids.</b>	At <b>1130 hrs.</b> on <b>26-12-2018</b> , in NAVTTTC HQs, Evacuee Trust Complex, F-5/1, Islamabad.	

2. Bids Security/ earnest money @ **2%** of bid value (financial bid) in the shape of **Pay Order/Demand Draft in favour of “Deputy Director (GA), NAVTTTC HQs”** must be attached with the **bid**.

3. Tender documents, list and detail of items/equipments and detailed terms/conditions can be collected from the undersigned during office timings, and are also available on official websites of NAVTTTC (<http://www.navttc.org/PubMedia.aspx>) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)). The procuring agency reserves rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.

**(Inayat-ur-Rehman)**  
Assistant Director (GA)

# **BIDDING DOCUMENT/REQUEST FOR PROPOSAL (RFP)**



**PROCUREMENT OF MACHINERY / PHYSICAL ITEMS AND HIRING OF  
SERVICES FOR PRINTING OF OFFICIAL  
DOCUMENTS/BOOKS/BOOKLETS/TLMs, ETC.**

**2018-2019**

(1)  
**GOVERNMENT OF PAKISTAN**  
**(NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION)**

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**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:	<b>26<sup>th</sup> December, 2018 at 1100 Hours</b>
Opening Date & Time:	<b>26<sup>th</sup> December, 2018 at 1130 Hours</b>
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:	<b>+92 51 904 4425</b>
Fax:	<b>+92 51 920 4856</b>

**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: \_\_\_\_\_

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- 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 (2<sup>nd</sup>) 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 &amp; TECHNICAL TRAINING COMMISSION HQS

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## TENDER NO. 1

**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 Invertor type	02	Nos.			
12		2 ½ Ton capacity (Floor Mounted) DC Invertor Type	2				
13		4 ½ Ton capacity (Floor Mounted) DC Invertor Type	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.			

Signature &amp; Stamp of Authorized Bidder \_\_\_\_\_

**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) <b>UV Logos (04-Nos)</b> 2) <b>300 Grams</b> Fancy Card 3) Size A-4, 4) UV Rays (Lines) 5) QR/laser Coding & other <b>security features</b> 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			



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				
		3) Title 4 Color, Glazed Art Card 300 Gram Centre Pin Binding	5,001 to 25,000				
			25,001 to 100,000				
11)	Printing of Invitation Cards [as per sample]	Size 7.25" x 5.25" Card:	100 to 500				
		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			

Signature & Stamp of Authorized Bidder\_\_\_\_\_