

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

TENDER NOTICE

Single Stage – two Envelopes Sealed bids are invited from firms/suppliers registered with Sales Tax/Income Tax Departments and having their own stock/manpower/expertise in Rawalpindi/Islamabad for the following procurements, works and services required by the National Vocational & Technical Training Commission (NAVTTTC), Islamabad, during **FY-2017-18**:-

Name of Procuring Agency	National Vocational & Technical Training Commission, Islamabad.	
Number of Tender(s)	Three (03)	
Title of Procurements	1)	Procurement and Installation of Surveillance System / CCTV Cameras
	2)	Procurement of Biometric Machines
	3)	Procurement of Audio Sound System for Conference Room
Contact Officer	Assistant Director (General Administration) Ph: 051-9044307	
Closing Time and Date & Place for receiving of bids	Upto 1100 hrs , on 31-05-2018 , in NAVTTTC HQs, Evacuee Trust Complex, F-5/1, Islamabad.	
Time & Place of publicly opening of bids.	At 1130 hrs , on 31-05-2018 , in NAVTTTC HQs, Evacuee Trust Complex, F-5/1, Islamabad.	

2. Bids Security @ 3% of quoted price of the tender amount in shape of Bank Draft/Pay Order (refundable) in favour of Assistant Director (GA), NAVTTTC 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 NAVTTTC (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.

(Inayat-ur-Rehman)
Assistant Director (GA)
Ph: 051-9044307

**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 HQs, Islamabad. Interested bidders (manufactures/suppliers/authorized dealers) may download the tender documents from the PPRA's and NAVTTC's websites. The bidders with the lowest evaluated bid will be awarded purchase contract. The detailed evaluation criteria has been prepared and attached with these instructions.

2. This document contains following:-

- A. Terms and conditions for each tender.
- B. Procedure for evaluation of contract.
- 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 - two envelopes** bidding procedure specified in the Public Procurement rules, 2004 shall be followed for receiving and processing the bids. Bid Security @ **3% 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 time 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 manufacturer/company name/brand name or equivalent must be quoted. The physical inspection of each item will 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) National Tax No., GST Registration Number, Vendor Number and bank account number must be indicated by each bidder.
- viii) Bid validity period till **30-06-2018** must be clearly mentioned in the bid.
- ix) 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.
- x) 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/firm. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- xi) Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to rejection.
- xii) The contract will be awarded to the lowest evaluated bidder. The bids shall be evaluated by the Purchase/Technical Committee(s) whose decision will be treated as final.
- xiii) The Result of the bid evaluation, in the form of a report under Rule-35 of PPRA Rules, 2004 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)

- xiv) 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
- xv) The interested manufacturer/authorized dealers/suppliers/firms must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvi) 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.
- xvii) The Successful firm/manufacturer/authorized dealer/suppliers shall have to complete the job within **07 days** of the 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.
- xviii) 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.
- xix) 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.
- xx) The successful BIDDER shall submit a **Performance Bank Guarantee (PBG)** in the prescribed format for an amount equal to **10%** of the contract price in Pak Rupees within 07 days after signing of the contract for carrying out the assignment. On satisfactory completion of work, this PBG shall be released. The bank guarantee should be valid for one year after expiry of the contract.

Bidder's Signature: _____

B. Procedure for Submission of Bids

- i) Sealed bids containing One Stage – Two Envelops should reach the **Assistant Director (GA), NAVTTC**, Evacuee Trust Complex, F-5/1, Islamabad as per schedule published in Tender Notice.
 - ii) 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.
 - iii) 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 PPRA's Rules -2004.
3. I/We have read and agree with the above mentioned terms and condition.

Name of
Bidder/Firm/Supplier_____

Signature: _____

Date: _____

TENDER NO. 1**PROCUREMENT AND INSTALLATION OF SURVEILLANCE SYSTEM/CCTV CAMERAS**

Technical specifications mentioned below are the minimum. Any better specification will also be accepted.

S No.	Description	Qty	Make/ Brand	Unit rate incl. GST	Total Amount (Rs.)
a)	CCTV Cameras 4MP Indoor IP Camera Specifications:- <ul style="list-style-type: none"> • Picture Quality (High resolution) • Field of view (Minimum 90 degree to maximum degree) • Motion detection • Night vision (80 feet plus) • Sound capabilities • Wifi Capacity 	16			
b)	NVR 16 Channels NVR	01			
c)	4 TB Hard Disk for recording purpose	02			
d)	LED Screen 40 Inch with Mounting Arrangements, F6400 series 6 Samsung / equivalent.	01			
e)	UPS 1.2 KVA with 200 Ampere battery	01			
f)	Total Cost including Taxes (Rs.)				
g)	Connectivity & Installation of 16 Cameras with NVR and LED along with other required accessories (i.e. power supplies, cables, connections, etc.) shall be responsibility of the firm/service provider.				
h)	02 Year warranty and 02 year after sale support in mandatory				
i)	Inspection of the Site, The location of Cameras, DVR and display/monitor room can be seen on any working days. Tentative locations of cameras would be as was indicated during the site visit.				

Stamp & Signature of Authorized Dealer

(6)

Tender No. 2

Procurement of Bio-Metric Machines

Technical Specifications

Technical specifications mentioned below are the minimum. Any better specification will also be accepted.

Sr. No.	Name of Item	Specifications	Qty	Make/ Brand	Unit Price incl. GST	Amount (Rs.)
1)	Bio-metric Machines	<p>Finger Print and Face Reading. Display: 4.3 inch TFT Touch screen Face Capacity: 3,000 Fingerprint capacity: 3,000 Card Capacity: 10,000 (optional) ID/Mifare or HID Card. Transaction capacity: 100,000 Algorithm Version: Latest Communication: RS485/IP, USB-Host, GSM. Power Supply: 12V DC, 3A. Box: Safety Iron/steel box with lock option</p> <p>(1) NAVTTC HQs (02); and its</p> <p>(2) Regional Offices, Lahore (1), Karachi (1), Quetta (1) & Peshawar (1)</p> <p>(3) Sub-Offices, Multan (1), Larkana (1), Gawadar (1) & Gilgit-Baltistan (1).</p>	10			
2)	CCTV Camera 4MP IP Camera	<p>4MP IP Camera with 01 NVR, 1 TB HDD 01 CCTV camera is required for each machine for surveillance.</p>	08			
Total Amount including Tax (Rs.)						

Tender No. 3**Procurement of Audio Sound System for Conference Room****Technical Specifications**

Technical specifications mentioned below are the minimum. Any better specification will also be accepted.

Sr. No.	Name of Item	Specifications	Qty	Make/ Brand	Unit Price incl. GST	Amount (Rs.)
1)	Audio Conference System (Branded)	Amplifier Inter-M A120/ or equivalent	01			
		Ceiling Speaker Branded Inter- M / or equivalent	04			
		Mixer 8 channel	01			
		Delegate Mic Desktop Inter-M or equivalent	16			
		Chairman Delegate set Desktop Inter-M or equivalent	01			
		Complete wiring / installation / configuration, etc.	01-job			
Total Amount including Tax (Rs.)						

- Brand name & Model of each item must be mentioned separately and provision of samples for physical verification of the Tender Committee is a mandatory requirement otherwise bid will be rejected. Further, physical inspection of the items to be supplied would take place after opening of tender.
- Display of all machines and cameras will be required at Islamabad and all Regional offices mentioned above. All the machines would also be operated from Islamabad.
- 02 Year warranty and 02 year after sale support in mandatory

Name of Bidder/Firm/Supplier_____

Signature: _____

Date: _____