



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION

Plot No. 38, Kirthar Road, Sector H-9, Islamabad
Phone:051-9044315, Fax No.051-9206638, <http://navttc.gov.pk>



TENDER NOTICE

National Vocational & Technical Training Commission (NAVTTTC) HQ's invites sealed bids from sole distributors/firms/contractors/suppliers/dealers registered with Sales Tax / Income Tax Departments for procurements required by the National Vocational & Technical Training Commission (NAVTTTC), Islamabad during CFY-2022-23.

Name of Procuring Agency	National Vocational & Technical Training Commission, Islamabad.	
Number of Tenders	Six (06)	
Method of Procurements	Single Stage - One Envelope	
Title of Procurements	1)	Procurement of Toners
	2)	Procurement of Stationery Items
	3)	Procurement of Miscellaneous Items
	4)	Procurement of IT & Computer Equipment
	5)	Procurement of Machinery/Physical Assets, etc.
	6)	Printing/Photocopies of Official Documents, Booklets, TLMs, Banners & Flyers, etc.
Contact Officer	Assistant Director (General Administration) Ph: 051-9044315	
Closing Time and Date & Place for receiving of bids	Upto 02:00 PM , on 11-10-2022 at NAVTTTC HQs, Plot # 38, Kirthar Road, Sector H-9, Islamabad	
Time & Place of publicly opening of bids.	At 02:30 PM , on 11-10-2022 , at NAVTTTC HQs, Plot # 38, Kirthar Road, Sector H-9, Islamabad	

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

3. Tender documents, list and detail of items/equipment and detailed terms/conditions can be obtained (free of cost) from the office of AD (GA), during office hours and can also be downloaded from official websites of NAVTTTC (<http://www.navttc.gov.pk>) and PPRA (www.ppra.org.pk). NAVTTTC reserves rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.

(Syed Tauseef Ali)
Assistant Director (GA)

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



**PROCUREMENT OF
TONERS/STATIONERY/MISCELLANEOUS/IT/
MACHINERY ITEMS AND PHOTOCOPIES/PRINTING OF
OFFICIAL DOCUMENTS/BOOKS/BOOKLETS/TLMs, ETC.**

FY 2022-2023

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 (manufacturers/firms/suppliers/authorized dealers) may download the tender document from the PPRA's and NAVTTC's websites. The qualified bidders with the lowest evaluated bid and subject to approval of samples 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 upto:	11 th October, 2022 at 02:00 PM
Opening Date & Time:	11 th October, 2022 at 02:30 PM
Opening Place:	Committee Room, NAVTTC HQs, Plot # 38 Sector H-9 Kirthar Road Islamabad.
Contact Person:	Assistant Director (General Administration),
Phone:	+92 51 904 4315

3. This document contains the 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 should be filled in carefully (**preferably typed**). No correction/alteration is 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.** Neither personal Cheque nor the bids received without earnest money will be accepted.
- iii) Bid validity period till **30-06-2023** must be clearly mentioned in the bid.

Bidder's Signature: _____

- iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period. However, the earnest money of the unsuccessful bidders will be returned on receipt of a written request.
- v) For each items the **manufacturers/company name/brand name** must be quoted. Firms for supply of office stationery, allied items equipment and livery items should offer rates for more than **25%** items and have sufficient stocks of each item. The physical inspection may be conducted.
- vi) The offered rates should include GST/Government taxes.
- vii) The bid must indicate sound financial status of the bidder. It should be supported by evidence, like certificate from a reputed bank.
- viii) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- ix) **National Tax No., GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.**
- 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 inter alia 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 will be awarded to the lowest evaluated bidder **after approval/successful inspection of samples by the Purchase/Tender Committee**, whose decision will be treated as **final**.
- xiv) The Result of the bid evaluation under Rule **35** of PP Rules, 2004 will be announced **fifteen** days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Grievance Committee already constituted in the NAVTTC will address the grievances.
- xv) Bidders are requested to quote the best brands and final price.
- xvi) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- xvii) The interested manufacturer/authorized dealers/suppliers must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.

Bidder's Signature: _____

- xviii) 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.
- xix) The lowest evaluated firm must have to provide samples, incase of non-receipt of samples the second evaluated firm will be awarded the supply / work order
- xx) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within **07 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 may be imposed and amount will be deducted from the bills of supplier.
- xxi) 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 most advantageous bid.
- xxii) 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.
- xxiii) **10% Performance Guarantee against Supply Orders of physical assets will be retained by this Commission against Warranty Period of those items.**
- xxiv) **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 equipment/toners are importing.
 - c. Page Yield confirmation from manufacturing factory.
 - d. ISO Certificate from Manufacturing Factory.
 - e. Copy of Trade Mark Registration.

(b) EVALUATION CRITERIA

- 1 NTN & GST No.
- 2 Not Blacklisted/Suspended/Defaulted
- 3 Balance sheet for last 2 years
- 4 Total volume of Business
- 5 Total value of fixed assets
- 6 Audit report for last 2 years
- 7 Total Number of Employees
- 8 Company Location & Outreach
- 9 Experience

Date: _____

Name of Bidder/Firm/Supplier: _____

Signature: _____

**NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION
HQS

**TENDER NO. 1
TONERS/STATIONARY ITEMS**

- Note:**
- 1) **Unit Rate & Brand** of each item must specifically be mentioned. **No** compromise on quality shall be made; and
 - 2) The final contract will be awarded after inspection samples submitted by the firms.
 - 3) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
 - 4) Attach copies of **documents** as listed **Para 3(a)(xxii)** of Terms & Conditions.

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including taxes	Total Amount (Rs.)
A. Printer Toner							
1.	TONER PRINTER	HP LASER JET Pro 400 M401dn (HP 80-A)	As per requirement	No.			
2.	TONER Printer	HP-404 DN (HP 26-A) with chip	As per requirement	No.			
3.	TONER PRINTER	HP LASERJET P-1005 (HP 35-A)	As per requirement	No.			
4.	TONER PRINTER	HP LASERJET 1022 (HP 12-A)	As per requirement	No.			
5.	TONER PRINTER	HP-1320 (HP 49-A)	As per requirement	No.			
6.	TONER PRINTER	HP-2015 (HP 53-A)	As per requirement	No.			
7.	TONER PRINTER	HP-2055 (HP-05-A)	As per requirement	No.			
8.	TONER PRINTER	HP-1102 (HP-85-A)	As per requirement	No.			
9.	TONER PRINTER	HP-1606 –DN (78-A)	As per requirement	No.			
10.	TONER PRINTER	HP-1606 –DN (78-A)	As per requirement	No.			
11.	TONER PRINTER	HP-3600DN [COMPLETE SET]	As per requirement	No.			
12.	TONER PRINTER	HP-3600DN BLACK CARTRIDGE	As per requirement	No.			
13.	TONER PRINTER	HP LaserJet Pro M404dn (76-A) with chip	As per requirement	No.			
14.	TONER PRINTER	HP LaserJet Pro M404dn (59-A) with chip	As per requirement	No.			
15.	TONER COLOUR PRINTER	HP-3525 FULL SET	As per requirement	No.			
16.	TONER COLOUR PRINTER	HP-3525 BLACK CARTRIDGE	As per requirement	No.			
17.	TONER COLOUR PRINTER	HP-4025 FULL SET	As per requirement	No.			
18.	TONER COLOUR PRINTER	HP-4025 BLACK CARTRIDGE	As per requirement	No.			
19.	TONER COLOUR PRINTER	HP - 1518 Cartridge Set	As per requirement	No.			
20.	TONER COLOUR PRINTER	HP Laser MFP (135A)	As per requirement	No.			
B. PHOTOCOPIER MACHINES TONERS							
1.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 958 from authorized dealer	As per requirement	No.			
2.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 758 from authorized dealer	As per requirement	No.			

3.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 163 (LIGHT DUTY)	As per requirement	No.				
4.	TONER (BLACK CARTRIDGE)	REKO – 2352	As per requirement	No.				
5.	TONOR PHOTOCOPIER	TOSHIBA DIGITAL MODEL E-STUDIO- 2803	As per requirement	No.				
Total Amount including 17% GST (Rs.)								

Date: _____

Name of
Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 2
STATIONARY ITEMS

- Note:**
- 1) Rate must be quoted as per units given in the column (v) in case of any ambiguity the quoted rate of firm may be rejected.
 - 2) The final contract will be awarded after inspection samples submitted by the firms.
 - 3) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
 - 4) Attach copies of **documents** as listed **Para 3(a)(xxii)** of Terms & Conditions.

Sr. #	Name of Items	Specifications	Qty Required	Unit	Specificati on Quoted by firms	Unit Price (Rs.) Including taxes	Total Amount (Rs.)
i	ii	iii	iv	v	vi	vi	vii
Stationery Items							
1	ATTENDANCE REGISTER	NO.04	As per requirement	Nos.			
2	BALL POINT [DOLLAR/PIANO OR EQUIVALENT]	CAP / CLIPPER / SLIDER	As per requirement	Pkts			
3(a)	UNI-BALL PEN	SIGNO UM-120 0.7MM	As per requirement	Pkts			
3(b)	UNI-BALL PEN [EYE MICRO]	UB-150 , EYE BALL MICRO	As per requirement	Pkts			
4	BINDING SHEETS – PLASTIC / CARD	A-4 SIZE	As per requirement	Pkts			
5	BINDING SHEETS – PLASTIC / CARD	LEGAL SIZE	As per requirement	Pkts			
6	BOX FILE/FOLDER [IMPORTED OR EQUIVALENT]	A-4 SIZE	As per requirement	Nos.			
7	CALCULATOR FINANCIAL[CASIO OR EQUIVALENT]	PORTABLE DESKTOP, 2-WAY POWER, 14-DIGIT	As per requirement	Nos.			
8	COLOR PHOTO PAPER (MICRO POROUS RESIN COATED)	A4, 260GRMS, 20 SHEETS PER PACK	As per requirement	Pakts			
9	CUT BOX (FILE BOX) [ALFALAH OR EQUIVALENT]	STANDARD	As per requirement	Nos.			
10	DAK FOLDER/PAD (AS PER SAMPLE)	LEATHER (Fine Quality)	As per requirement	Nos.			
11	DIARY REGISTER	NO. 12	As per requirement	Nos			
12	DIARY REGISTER	NO. 14	As per requirement	Nos			
13	DRAFT PAD (AS PER SAMPLE)	A-4 SIZE	As per requirement	Nos.			
14	DRAFT PAD (SMALL) (AS PER SAMPLE)	A-5 SIZE	As per requirement	Nos.			
15	DRAFT PAD (AS PER SAMPLE)	POCKET SIZE,	As per requirement	Nos.			
16	DUSTER WHITE BOARD	STANDARD SIZE	As per requirement	Nos			
17	D-RING FILES	A-4 (PLASTIC)	As per requirement	Nos.			
18	ENVELOP (BROWN) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GMs Paper)	As per requirement	Nos.			
19	ENVELOP (BROWN)	S.E. 5(100GM)	As per requirement	Nos.			

20	ENVELOP (BROWN)	S.E. 6 (100GM)	As per requirement	Nos.			
21	ENVELOP (BROWN)	S.E. 8 (100GM) File Size	As per requirement	Nos.			
22	ENVELOP (WHITE) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GM)	As per requirement	Nos.			
23	ENVELOP (WHITE) Top Pocket with Gum	S.E. 5 (100GM)	As per requirement	Nos.			
24	ENVELOP (WHITE) Top Pocket with Gum	S.E. 6 (100GM)	As per requirement	Nos.			
25	ERASER [PELICAN GERMANY OR EQUIVALENT]	AL-30 OR 20	As per requirement	Pkts			
26	FILE FLAPPER	STANDARD SIZE, FINE QUALITY	As per requirement	Nos.			
27	FILE FLAPPER WITH BOARD	STANDARD SIZE, FINE QUALITY	As per requirement	Nos.			
28	FILE TAGS (PUNCHED)BUNDLE	STANDARD	As per requirement	Bndls			
29	GRIP FILE [Alfalah OR EQUIVALENT]	A-4 SIZE	As per requirement	Nos.			
30	GUM GLUE STICK [UHU MADE IN GERMANY OR EQUIVALENT]	40GM, Stick, UHU	As per requirement	Nos.			
31	HIGHLIGHTER [STABILO BOSS Korea OR EQUIVALENT]	Green, Yellow, Pink, etc. Standard Size	As per requirement	Nos.			
32	LEAD PENCIL H.B GOLD FISH (7000) OR EQUIVALENT	FINE QUALITY	As per requirement	Pkts			
33	LOG BOOK (A-4 SIZE)Tayyaba or Equivalent	NO. 6 (fine quality)	As per requirement	Nos.			
34	MARKER PERMANENT (DOLLAR OR EQUIVALENT)	BLACK / BLUE	As per requirement	Nos.			
35	MARKER WHITE BOARD [STABILO BOSS OR EQUIVALENT]	Black or Brown	As per requirement	Nos.			
36	NOTE SHEET PAD [OFF SET (IMPORTED) PAPER 100 SHEET]	A/4 Size	As per requirement	Nos.			
37	PAPER CLIPS [THREE FLOWER OR Equivalent]	36 MM	As per requirement	Pkts			
38	PAPER CUTTER	SUPERIOR WITH BLADE	As per requirement	Nos.			
39	PAPER PIN	FINE QUALITY	As per requirement	Pkts.			
40	PAPER PUNCH (Standard)	DOUBLE HOLE (30-SHEETS)	As per requirement	Nos.			
41	PAPER PUNCH	SINGLE HOLE, LONG HANDLE, HEAVY DUTY , PLIER TYPE	As per requirement	Nos.			
42	PEN HOLDER	FINE QUALITY	As per requirement	Nos.			

43	PEON BOOK (Tayyaba or Equivalent)	120-PAGES	As per requirement	Nos.			
44	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (A-4 size)	As per requirement	Rea m			
45	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	100 GM (A-3 size)	As per requirement	Rea m			
46	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (Legal Size)	As per requirement	Rea m			
47	POINTER SOFT LINER [Dollar or Equivalent]	10 Pointer Plus 0.3mm [FLPTP 03]	As per requirement	Nos.			
48	POST-IT PAD(YELLOW CHIT PAD)	Size 2"x2"	As per requirement	Pkts			
49	POST-IT PAD(YELLOW CHIT PAD)	Size 3"x2"	As per requirement	Pkts			
50	POST-IT PAD(YELLOW CHIT PAD)	Size 5"x3"	As per requirement	Pkts			
51	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 8	As per requirement	Nos.			
52	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 10	As per requirement	Nos.			
53	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 12	As per requirement	Nos.			
54	SCALE (STAINLESS STEEL)	12"	As per requirement	Nos.			
55	SCISSORS (Stainless steel blade)[JAPAN OR EQUIVALENT]	10" Size	As per requirement	Nos.			
56	SCOTCH TAPE (TRANSPARENT) [STAR OR EQUIVALENT]	YARDS 1" X 72,	As per requirement	Nos.			
57	SHARPENER [GERMANY/CHINA OR EQUIVALENT]	(STEEL) GOOD QUALITY	As per requirement	Pkts			
58	SHORTHAND NOTE BOOK	100 PAGES	As per requirement	Nos.			
59	STAMP PAD [CRYSTAL OR EQUI]	FINE QUALITY	As per requirement	Nos.			
60	STAPLER MACHINES [EAGLE/MAX JAPAPN OR EQUI]	Heavy Duty /Fine Quality 24/6 or 26/6 size	As per requirement	Nos.			
61	STAPLER MACHINES [MAX JAPAPN OR EQUIVALENT]	FULL SIZE DESKTOP STAPLER (30- Sheets)	As per requirement	Nos.			
62	STAPLER PINS [PICASSO OR EQUIVALENT]	24/6 Size	As per requirement	Pkts.			
63	STAPLER PINS [PICASSO OR EQUIVALENT]	26/6	As per requirement	Pkts.			
64	STAPLER PIN [PICASSO OR EQUIVALENT]	23/13	As per requirement	Pkts.			
65	STAPLER PIN [PICASSO OR EQUIVALENT]	23/15	As per requirement	Pkts.			

66	STAPLER PIN [PICASSO OR EQUIVALENT]	No. 369	As per requirement	Pkts.				
67	STAPLER PIN REMOVER	KW-5080 (Standard)	As per requirement	Nos.				
68	STOCK REGISTER (Tayyaba or Equivalent)	NO. 12	As per requirement	Nos				
69	TABLE SET [SENATOR-20 OR EQUIVALENT]	REXENE	As per requirement	Nos.				
70	WHITE FLUID PEN [PICASSO OR EQUIVALENT]	DURABLE, FINE QUALITY	As per requirement	Nos.				
Total Amount including 17% GST (Rs.)								

Date: _____

Name of
Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 3
MISCELLANEOUS ITEMS

- Note:** 1) **Unit Rate & Brand** of each item must specifically be mentioned. **No** compromise on quality shall be considered.
- 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
- 3) The final contract will be awarded after inspection samples submitted by the firms.

Sr. #	Name of Items	Specifications	Unit	Brand / Make & Model	Unit Price (Rs.) Including tax	Total Amount (Rs.)
A.	GENERAL MISCELLANEOUS ITEMS					
1.	ACID BOTTLE [RED SWEEP OR EQUIV]	500ML, Concentrated	Nos.			
2.	AIR FRESHENER [CROWN, GUCCI OR EQUIV]	300ML	Nos.			
3.	ARTIFICIAL PLANTS WITH POT [AS PER SAMPLE]	[Stainless Steel], 18" size, round shape	Nos.			
4.	BACK CARE CUSHION [MasterMolty Foam or equivalent]	Fine Quality	Nos.			
5.	BATHROOM CLEANER (HARPIC OR EQUIVALENT)	Active Fresh Toilet Cleaner Pine 500ml	Nos.			
6.	Car Leather Polish [7CF or Equivalent]	450 ML, Leather & Tyre Wax, Shine Protect	Nos.			
7.	CAR POLISH [COSMIC OR EQUIV]	200ML	Nos.			
8.	CELL (PENCIL) [PANASONIC OR EQUIVALENT]	AAA, 1.5 VOLT	Dozens			
9.	CELL (WALL CLOCK) [PANASONIC OR EQUIV]	AA R6, 1.5 VOLT	Dozens			
10.	D.D.T POWDER [Mortein OR EQUIVALENT]	300 Grams	Nos.			
11.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	With NAVTTC Logo	Set			
12.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	Without NAVTTC Logo	Set			
13.	DISH WASHING FOAM [SCOTCH BRIGHT OR EQUIV.]	Max Standard size	Dozens			
14.	DISH WASHING LIQUID [LEMON MAX OR EQUIVALENT]	Ultra-Dish Wash Cleaner, 475ML	Bottles			
15.	DISH WASHING SOAP [LEMON MAX OR EQUIVALENT]	LONG BAR	Dozens			
16.	DRY MOP HARD BROOM	FINE QUALITY	Nos.			
17.	DRY MOP POUCHARA	FINE QUALITY	Nos.			
18.	POUCHARA	FINE QUALITY	Nos.			
19.	DUSTER COTTON [FALLALANE OR EQUIVALENT]	SIZE 24"x24" FINE QUALITY	Nos.			
20.	DUSTER COTTON [FALLALANE OR EQUIV]	SIZE 24"X40"	Nos.			
21.	Car Washing Towel	Size 24' x 36'	Nos.			
22.	ELECTRIC KETTLE [Kenwood OR EQUIV]	2-LTR	Nos.			
23.	GLINT GLASS CLEANER	500 ML	Nos.			
24.	INSECT KILLER SPRAY [MORTEIN OR EQUIVALENT]	400 ML	Nos.			
25.	LOTA PLASTIC	FINE QUALITY	Nos.			

26.	OFFICE DOOR BELL [SOGO OR EQUIVALENT]	MULTI TYPES	Nos.			
27.	PHYNAIL TABLETS GOOD BRAND	¼ kg	Pkts			
28.	PHYNILE(LARGE BOTTLE) [FINIS OR EQUIVALENT]	3 Ltr	Nos.			
29.	PLASTIC BOTTLE/CANE (MEDIUM)	20 LTR	Nos.			
30.	SHOPPING BAGS	EXTRA LARGE SIZE (DUSTBIN USE)	KG			
31.	SOAP [LUX OR EQUIVALENT]	110 GM	Dozens			
32.	SPOONS (RICE)	FINE STEEL QUALITY	DOZENS			
33.	STENO SET (TELEPHONE)	TIP or equivalent	Nos.			
34.	TELEPHONE SET PANASONIC BEST QUALITY	(Panasonic Best Quality)	Nos.			
35.	SWEEP (DETTOL SURFACE CLEANER)	FINE QUALITY	Nos.			
36.	TEA SET High quality Imported BONE CHINA or Equivalent	With NAVTTC Logo (22 Piece)	Sets			
37.	TEA SET High quality Imported BONE CHINA or Equivalent	Without NAVTTC Logo (22 Piece)	Sets			
38.	TEA CUP WITH SAUCER	CERAMIC MATERIAL, STANDARD SIZE, FINE QUALITY	Dozens			
39.	TEA SPOONS	Fine Steel Quality	Nos.			
40.	Rice Spoon	Fine Quality	Nos.			
41.	Rice Plate	Bone China	Nos			
42.	Quarter Plate	Bone China	Nos.			
43.	Bowl	Bone China	Nos			
44.	Tray Large	Steel	Nos			
45.	THERMOS (IMPORTED)	2 Liters	Nos.			
46.	TISSUE PAPER (LUXURY) [ROSE PETAL OR EQUI]	200 Sheets/ Box (200X250)mm	Boxes			
47.	TISSUE PAPER (PERFUMED) [ROSE PETAL OR EQUIVALENT]	100 Sheets/ Box (200X250)mm	Boxes			
48.	TOILET BRUSH	SUPERIOR QUALITY	Nos.			
49.	TOILET ROLL [ROSE PETAL OR EQUIVALENT]	WASHROOM ROLE	Nos.			
50.	TOWEL (LUXURY SIZE) [Bed & Bath or Equivalent]	100% COTTON, 30"x56" Size (BATH)	Each			
51.	TRAY FOR MAIL (PLASTIC) [DAK TRAY]	PLASTIC MADE (FINE QUALITY)	Each			
52.	WASHING POWDER (Surf or Equivalent)	150 GM	Pkts			
53.	WASTE BASKET (PLASTIC) /DUST BIN, LARGE SIZE	FINE QUALITY	Nos.			
54.	WATER GLASSES	FINE QUALITY	Nos.			
55.	WIPER (LARGE)	FINE QUALITY	Dozens			
56.	WIPER (Medium)	FINE QUALITY	Dozens			
57.	WALL CLOCK	FINE QUALITY, ROUND SHAPE	Nos.			

B.ELECTRICAL /PLUMBERING MISCELLANEOUS ITEMS

1.	3 PIN ADAPTOR (AS PER SAMPLE) [BUSH OR EQUIVALENT]	TELEPHONE SET	Nos.			
2.	Pipe Range 18"	Ingco or equivalent	Nos.			
3.	Pipe Range 18"	Ingco or equivalent	Nos.			
4.	Grinder large	Technico or equivalent	No.			
5.	Hilty Machine	INGCO or Equivalent	No.			

6.	3/29 Electric Cable Roll	Pakistan Cable	Per Roll			
7.	40/76 Electric Roll	Pakistan Cable	Per Roll			
8.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	15/20-AMP 1P	Nos.			
9.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 1P	Nos.			
10.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 3P	Nos.			
11.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	40-AMP 3P	Nos.			
12.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	63-AMP 3P	Nos.			
13.	LED TUBE LIGHT	(40WATT) FINE QUALITY	Nos			
14.	LED TUBE LIGHT	(72WATT) FINE QUALITY	Nos			
15.	CHOKE FOR TUBE LIGHTS [PAKLITE OR EQUIVALENT]	(40WATT) FINE QUALITY	Nos.			
16.	COMBINED MULTI-PIN SWITCHED SOCKET WITH BOX [JPI or Equivalent]	15-20 AMP , FINE QUALITY	Nos.			
17.	ELECTRIC WIRE (PAK CABLE OR EQUIVALENT)	PURE COPPER, 02- CORE, 46/76 GAUGE, 90-METER ROLE,	Rolls			
18.	LED BULBS [PHILIPS OR EQUIVALENT]	12 Watt	Nos.			
19.	LED BULBS [PHILIPS OR EQUIVALENT]	18 Watts	Nos.			
20.	Extension Board (Multipoint) with Fuse Protection as per sample [Bush or Equivalent]	HEAVY DUTY WITHOUT WIRE. FINE QUALITY	NOS.			
21.	Single LIGHT PLUGS WITH BOX [Clipson or Equivalent]	(MULTI PIN) WITH BOX	Nos.			
22.	Double LIGHT PLUGS WITH BOX [Clipson or Equivalent]	(MULTI PIN) WITH BOX	Nos.			
23.	POWER PLUG WITH BOX [JPI / BUSH or Equivalent]	FINE QUALITY	Nos.			
24.	SMD LIGHTS (LED) PHILLIPS OR EQUIVALENT	18-WATT, ROUND SHAPE	Nos.			
25.	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	S-2	Nos.			
26.	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	S-10	Nos.			
27.	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	22 WATT	Nos.			
28.	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	40 WATT	Nos.			
29.	Hilti Drill Machine (Makita or Equivalent)	Best Quality	Nos.			
30.	Monkey Plier(Titan or Equivalent)	12 Inch	Nos.			
31.	Solution Tape	Osaka	No.			
32.	Three Pin Power shoe	Best Quality	No.			
33.	Two Pin shoe	Best Quality	No			
34.	Wire Clip	6 No.	Pks			
35.	Wire Clip	8 No.	Pks			
36.	Wire Clip	10 No.	Pks			
37.	Wire Clip	12 No.	Pks			
38.	Screw	½"	Pks			
39.	Screw	1"	Pks			
40.	Screw	1-1/2"	Pks			
41.	Screw	2"	Pks			
42.	Steel Keel	1"	Pks			
43.	Steel Keel	1-1/2"	Pks			
44.	Steel Keel	2"	Pks			
45.	Duct Pitty	16x25	Pks			
46.	Single Phase Breaker	10 No.	No			

47.	Single Phase Breaker	20 No.	No			
48.	Single Phase Breaker	32 No.	No.			

Date: _____

Name of
Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 4
PROCUREMENT OF IT/COMPUTER EQUIPMENTS

- Note:** 1) **Unit Rate & Brand** of each item/sample must specifically be mentioned. No compromise on quality shall be considered.
2) Attach copies of **documents** as listed **Para 3(a)(xxii)** of Terms & Conditions.
3) The final contract will be awarded after inspection samples submitted by the firms.

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including taxes
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	Each	Nos		
4.	CABLE EXTENDER	FINE QUALITY	Each	Nos		
5.	HDMI TO VGA CONNECTOR	A-1	Each	Nos		
6.	LAN SWITCH TP LINK OR EQUIVALENT	4 PORTS	Each	Nos		
7.		8 PORTS	Each	Nos		
8.		12 PORTS	Each	Nos		
9	LAN CABLE [TP Link or Equivalent]	AMP, CAT-6, (1000 Feet)	Each	Roll		
10	LAN CONNECTOR	RJ 45/D89	Each	Box		
11	LINE Cable (TELEPHONE)	China (Best Quality)	Each	Roll		
12	DVDS PACK (PACK OF 10) [MAXELL OR EQUIVALENT]	WRITE ABLE	Each	Pkt		
13		RE-WRITEABLE	Each	Pkt		
14	KEY BOARD WITH MOUSE [A4 TECH OR EQUIVALENT]	USB CONNECTOR	Each	Nos		
15		WIRELESS CONNECTOR	Each	Nos		
16	LCD VGA CABLE	STANDARD SIZE	Each	Nos		
17	POWER CABLE	STANDARD SIZE	Each	Nos		
18	USB PRINTER CABLE	STANDARD SIZE	Each	Nos		
19	ROZUTTE	FINE QUALITY	Each	Nos		
20	SPEAKERS [EDIFIER OR EQUIVALENT]	40-WATTS,	Each	Nos		
21	SUPER DRIVE INTERNAL [SONY OR EQUIVALENT]	WRITEABLE/ RE-WRITABLE	Each	Nos		
22	USB / DATA TRAVELER [KINGSTON OR EQUIVALENT]	16 GB	Each	Nos		
23		32 GB	Each	Nos		
24		64 GB	Each	Nos		
25	DATA TRAVELER with cable & casing [WD OR EQUIVALENT]	1TB	each	Nos		
26	Laptop/Computer (SSD Drive)	265GB	Each	Nos		
27		512GB	Each	Nos		
28		1TB	Each	Nos		
29	Laptop/Computer Ram DDR3/DDR4	4GB	Each	Nos		
30		8GB	Each	Nos		

Date: _____

Name of Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 5

PROCUREMENT OF MACHINERY / PHYSICAL ASSETS

- Note:** 1) **Unit Rate & Brand** of each item/sample must specifically be mentioned. **No** compromise on quality shall be considered.
- 2) Attach copies of **documents** as listed **Para 3(a)(xxii)** of Terms & Conditions.
- 3) **Brochures** describing specifications make & model and other detail must be attached.
- 4) **10%** Performance Guarantee of the successful bidder will be retained by this Commission against the Warranty Period/Claim.

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including taxes	Total Amount (Rs.)
1.	WATER DISPENSER (ORIENT OR EQUIVALENT)	HOT, COLD, NORMAL	Each	Nos.			
2	LED TV [SONY/SAMSUNG, ORIGINAL JAPAN OR EQUIVALENT]	32" SIZE, LATEST MODEL	Each	Nos.			
		40" SIZE, LATEST MODEL	Each	Nos.			
		55" SIZE, LATEST MODEL	Each	Nos.			
3	AC INVERTER UNIT (MITSUBISHI/KENWOOD/GREE/HEIER EQUIVALENT)	1 TON CAPACITY, DC Invertor TYPE	Each	Nos.			
4		1 ½ TON CAPACITY, DC Invertor Type	Each	Nos.			
5	GRASS CUTTER BRUSH CUTTER DAEWOO 4 STROKE Or EQUIVALENT	GASOLINE engine Output 1.09 hp/0.8kw displacement 31CC Fuel tank Capacity 650 ml Mobil oil Capacity 70ml	Each	Nos.			
6	MANUAL GRASS CUTTER MACHINE	(Local or china)	Each	Nos.			
7	COMPUTER SCANNER KODAK i1150OR EQUIVALENT	8.5 in x 14 in, DURABLE, AUTOMATIC DUAL SCANNER, SCAN MATE, High Pixel	Each	Nos.			
8	HP LaserJet Printer Pro MFP M126nw	Print Speed Normal Letter (Black) - Upto 21 ppm; Normal A4 (Black) - Upto 20 ppm Color Output Black & White	Each	Nos.			
9	DELL/HP (LAPTOP)	Intel core i7,11 th gen, physical cord core processor 15.1 inch touch led, 8GB Ram, 1TBGB SSD operating system, license window with bag	Each	Nos.			
10	DELL/HP (DESKTOP COMPUTER)	Intel core i7,11 th gen, physical cord core processor 15.1 inch led,8GB Ram, 1TBH.D.D, operating system, license window	Each	Nos.			

Date: _____

Name of Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO.6
PHOTOCOPIES /PRINTING OF
DOCUMENTS/TLMS/BOOKLETS, ETC.

- 1) **Unit Rate & Brand** of each item/sample must specifically be mentioned. **No** compromise on quality shall be considered.
- 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 with proof specifically otherwise tax amount will be deducted from the total price.**
- 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 Leaf)	Brand / Make & Model	Rate per Leaf (Rs.) Including Taxes	Total Amount (Rs.)
Photocopies of Documents/TLMS/Booklets, Etc.						
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			
4.	Photocopies of Documents/Booklets, etc.	Color Papers, 80 GM, Double AA or Equiv.	100to 1000& above			

Printing of Documents/TLMS/Booklets, Etc.						
Sr. #	Name of Items	Specifications	Qty (No. of Items/Books)	Brand / Make & Model	Unit Price/Rate per Book (Rs.) Including taxes	Total Amount (Rs.)
1.	Envelops (White) [Paper Imported Double AA or Equiv]	90 GM, A-4 Size with NAVTTC Logo	100-500 & above			
			501-1000 & above			
2.	Envelops (White) [Paper Imported or	90 GM, SE-5 with NAVTTC Logo	500 & above			

	Equivalent]	90 GM, SE-6 with NAVTTC Logo	500 & above			
		90 GM, SE-8 with NAVTTC Logo	500 & above			
3.	File Folder [Imported Card or Equivalent]	310 GM on every Card with Coloured Lamination with NAVTTC Logo [as per sample]	1000& above			
4.	File Covers [Imported Card or Equivalent]	300 GM on every Card with Coloured Lamination with NAVTTC Logo [as per sample]	1000 to 5000			
			5001 to 10,000 and 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	100 to 1000 (each)			
			1001 to 5000 (each)			
			5001 to 10,000 (each)			
			10001 to 25,000 (each)			
			25001 to 50,000 (each)			
			50,000&above			
6.	Letter Head Pad(s)/DO Letters [as per sample]	100 gm,Fancy Card, 4 Color with NAVTTC Logo [100 sheets/pad]	100 to 500 & above			
7.	Visiting Cards [as per sample]	300 GM Fancy card, 3.5"x2", 4 Colored Logo & Lamination	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 taxes	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	Up to 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 letter head	4 color, page size A4,	500 to 1,000				
			1,001 to 5,000				
12)	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)	100 to 500				
			501 to 1000				
			1001 to 2000				
			2000 & above				
13)	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)				
14)	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 taxes	Total Amount (Rs.)
15)	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			
16)	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			
17)	Printing and Supply of Panaflex Banners with fitting & Installation etc. [as per sample]	Printing of Panaflex Banners Local made	Rate per Sq. Ft.			
		Star flex /Korean	Rate per Sq. Ft.			
		3) China made	Rate per Sq. Ft.			

18)	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.			
19)	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.			
20)	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			
21)	Printing of Promotion Brochure (3 fold)	4 color, A4 Size, Matt 128grms, No. of pages: 2 (1-leaf)	100 to 500			
			501 to 1000			
			1001 to 2000			
			2001 to 5000			
			5001 to 10000& above			

Date: _____

Name of Bidder/Firm/Supplier: _____

Signature: _____