



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 and ICT, Centre of Excellence (COE), NAVTTTC, Islamabad during CFY-2023-24.

Name of Procuring Agency	National Vocational & Technical Training Commission, Islamabad.		
Number of Tenders	Eight (08)		
Method of Procurements	Single Stage - One Envelope		
Title of Procurements	Sr. No.	Description	Budget Estimates (Rs.)
	1	Stationery Items & Toners	5,000,000
	2	Miscellaneous Items & Consumable	2,500,000
	3	Machinery/Physical Assets and IT & Computer Equipment	5,000,000
	4	Printing/Photocopies of Official Documents, Booklets, TLMs, Banners & Flyers, etc.	20,000,000
	5	Printing of Book (Matric Tech)	3,500,000
	6.	Enlistment/ prequalification of workshop for repair & maintenance of official vehicle	3,000,000
	7.	SMS and Server Co-location Services	2,000,000
	8.	Cafeteria Services	500,000
Contact Officer	Assistant Director (GA-I) Ph: 051-9044116		
Closing Time and Date & Place for receiving of bids	Upto <u>01:00 PM</u> , on <u>10-08-2023</u> at NAVTTTC HQs, Plot # 38, Kirthar Road, Sector H-9, Islamabad		
Time & Place of publicly opening of bids.	At <u>01:30 PM</u> , on <u>10-08-2023</u> , at NAVTTTC HQs, Plot # 38, Kirthar Road, Sector H-9, Islamabad		

2. Bids Security/ earnest money @ 5% of budget estimates against each tender in the shape of Pay Order/Demand Draft in favour of "DDO, NAVTTTC HQs" must be attached with the bid.

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

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



**PROCUREMENT OF STATIONERY/ TONERS/
/MISCELLANEOUS ITEM AND CONSUMABLE/IT/
MACHINERY ITEMS/PHYSICAL ASSETS/IT & COMPUTER
EQUIPMENT AND PHOTOCOPIES/PRINTING OF
OFFICIAL DOCUMENTS/BOOKS/BOOKLETS/TLMS
(MATRIC TECH) BANNERS AND FLYERS ETC.
ENLISTMENT/ PREQUALIFICATION OF WORKSHOP FOR
REPAIR & MAINTENANCE OF OFFICIAL VEHICLE AND
SMS AND SERVER CO-LOCATION SERVICES AND
CAFETERIA.**

F.Y 2023-2024

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:	10 th August, 2023 at 01:00 PM
Opening Date & Time:	10 th August, 2023 at 01:30 PM
Opening Place:	Committee Room, NAVTTC HQs, Plot # 38 Sector H-9, Kirthar Road Islamabad.
Contact Person:	Assistant Director (GA),
Phone:	+92 51 904 4116

3. This document contains the following:-

- a. Terms and conditions for each tender.
- b. Mandatory requirements/ 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 **5% of quoted price** as mentioned in Tender Documents in the shape of **Pay Order/Bank Draft** is required in the name of **Assistant Director (GA), NAVTTC HQs, Islamabad.** Neither personal Cheque nor the bids received without earnest money will be accepted.
- iii) Bid validity period till **30-06-2024** 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 must have sufficient stocks of each item. The physical inspection shall be conducted.
- vi) The offered rates should include GST/Government taxes which will be valid upto consumption contract period.
- vii) 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.
- viii) **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.**
- ix) **Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.**
- x) The contract will be awarded to the most advantageous firm after **approval/successful inspection of samples by the Purchase/Tender Committee**, whose decision will be treated as **final**.
- xi) 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.
- xii) Bidders are requested to quote the best brands and final price inclusive of all taxes.
- xiii) 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*.
- xiv) The interested manufacturer/authorized dealers/suppliers must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xv) 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.
- xvi) The most advantageous bidder must have to provide samples, in case of non-receipt of samples the second evaluated firm will be awarded the supply / work order
- xvii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within **03 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.

Bidder's Signature: _____

- 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 most advantageous bid.
- 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) **10% Performance Guarantee against Supply Orders of physical assets will be retained by this Commission against Warranty Period of those items.**
- 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 equipment/toners are importing.
 - c. Page Yield confirmation from manufacturing factory.
 - d. ISO Certificate from Manufacturing Factory.
 - e. Copy of Trade Mark Registration.

(b) MANDATORY REQUIREMENT/ EVALUATION CRITERIA [non-conforming bids will be rejected on spot]

Sr.No	Description	Remarks
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 in relevant field in years	
10	Sampling before final working will be carried out by tender committee	

Date: _____

NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION

HQS

TENDER NO. 1

STATIONARY ITEMS AND TONERS

- 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 of 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	vii	viii
	Stationery Items						
2	BALL POINT [DOLLAR/PIANO OR EQUIVALENT]	CAP / CLIPPER / SLIDER	As per requirement	Pkts			
3	UNI-BALL PEN	SIGNO UM-120 0.7 MM	As per requirement	Pkts			
4	DAK FOLDER/PAD (AS PER SAMPLE)	LEATHER (Fine Quality)	As per requirement	Nos.			
5	DIARY REGISTER	NO. 10	As per requirement	Nos			
6	DRAFT PAD (AS PER SAMPLE)	A5 SIZE,	As per requirement	Nos.			
7	ENVELOP (BROWN) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GMs Paper)	As per requirement	Nos.			
8	ENVELOP (BROWN)	S.E. 5(100GM)	As per requirement	Nos.			
9	ENVELOP (BROWN)	S.E. 6 (100GM)	As per requirement	Nos.			
10	ENVELOP (BROWN)	S.E. 8 (100GM) File Size	As per requirement	Nos.			
11	ERASER [PELICAN GERMANY OR EQUIVALENT]	AL-30 OR 20	As per requirement	Pkts			
12	FILE FLAPPER	STANDARD SIZE, FINE QUALITY	As per requirement	Nos.			
13	FILE FLAPPER WITH BOARD	STANDARD SIZE, FINE QUALITY	As per requirement	Nos.			
14	FILE TAGS (PUNCHED)BUNDLE	STANDARD	As per requirement	Bndl s			
15	GUM GLUE STICK [UHU MADE IN GERMANY OR EQUIVALENT]	40GM, Stick, UHU	As per requirement	Nos.			
16	HIGHLIGHTER [STABILO BOSS Korea OR EQUIVALENT]	Green, Yellow, Pink, etc. Standard Size	As per requirement	Nos.			

17	LEAD PENCIL H.B GOLD FISH (7000) OR EQUIVALENT	FINE QUALITY	As per requirement	Pkts			
18	LOG BOOK (A-4 SIZE)Tayyaba or Equivalent	NO. 6 (fine quality)	As per requirement	Nos.			
19	MARKER WHITE BOARD [STABILO BOSS OR EQUIVALENT]	Black or Brown	As per requirement	Nos.			
20	NOTE SHEET PAD [OFF SET (IMPORTED) PAPER 100 SHEET]	A/4 Size	As per requirement	Nos.			
21	PAPER CLIPS [THREE FLOWER OR Equivalent]	36 MM	As per requirement	Pkts			
22	PAPER CUTTER	SUPERIOR WITH BLADE	As per requirement	Nos.			
23	PAPER PIN	FINE QUALITY	As per requirement	Pkts.			
24	PAPER PUNCH (Standard)	DOUBLE HOLE (30-SHEETS)	As per requirement	Nos.			
25	PAPER PUNCH	SINGLE HOLE, LONG HANDLE, HEAVY DUTY, PLIER TYPE	As per requirement	Nos.			
26	PEN HOLDER	FINE QUALITY	As per requirement	Nos.			
27	PEON BOOK (Tayyaba or Equivalent)	120-PAGES	As per requirement	Nos.			
28	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (A-4 size)	As per requirement	Rea m			
29	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (Legal Size)	As per requirement	Rea m			
30	POST-IT PAD(YELLOW CHIT PAD)	Size 5"x3"	As per requirement	Pkts			
31	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 10	As per requirement	Nos.			
32	SCALE (STAINLESS STEEL)	12"	As per requirement	Nos.			
33	SCISSORS (Stainless steel blade)[JAPAN OR EQUIVALENT]	10" Size	As per requirement	Nos.			
34	SCOTCH TAPE (TRANSPARENT) [STAR OR EQUIVALENT]	YARDS 1" X 72,	As per requirement	Nos.			
35	SHARPENER [GERMANY/CHINA OR EQUIVALENT]	(STEEL) GOOD QUALITY	As per requirement	Pkts			
36	STAPLER MACHINES [EAGLE/MAX JAPAPN OR EQUI]	Fine Quality 24/6 or 26/6 size	As per requirement	Nos.			
37	STAPLER PINS [PICASSO OR EQUIVALENT]	24/6 Size	As per requirement	Pkts.			
38	STAPLER PINS [PICASSO OR EQUIVALENT]	26/6	As per requirement	Pkts.			
39	STAPLER PIN [PICASSO OR EQUIVALENT]	23/15	As per requirement	Pkts.			
40	STAPLER PIN REMOVER	KW-5080 (Standard)	As per requirement	Nos.			

41	TABLE SET [SENATOR-20 OR EQUIVALENT]	REXENE	As per requirement	Nos.			
42	WHITE FLUID PEN [PICASSO OR EQUIVALENT]	DURABLE, FINE QUALITY	As per requirement	Nos.			
A. Printer Toner							
1	TONER PRINTER	HP LASER JET Pro 400 M401dn (HP 80- A)	As per requirement	No.			
2	TONER PRINTER	HP-402 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-1320 (HP 49-A)	As per requirement	No.			
5	TONER PRINTER	HP-2015 (HP 53-A)	As per requirement	No.			
6	TONER PRINTER	HP-2055 (HP-05-A)	As per requirement	No.			
7	TONER PRINTER	HP-1102 (HP-85-A)	As per requirement	No.			
8	TONER PRINTER	HP-1606 –DN (78-A)	As per requirement	No.			
9	TONER PRINTER	HP-3600DN [COMPLETE SET]	As per requirement	No.			
10	TONER PRINTER	HP LaserJet Pro M404dn (76-A) with chip	As per requirement	No.			
11	TONER PRINTER	HP LaserJet Pro M404dn (59-A) with chip	As per requirement	No.			
12	TONER COLOUR PRINTER	HP-4025 FULL SET	As per requirement	No.			
13	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 GST (Rs.)							

Date: _____

Name of

Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 2

MISCELLANEOUS ITEMS AND CONSUMABLE

- 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.	<u>GENERAL MISCELLANEOUS ITEMS</u>					
1.	ACID BOTTLE [RED SWEEP OR EQUIV]	500ML, Concentrated	Nos.			
2.	AIR FRESHENER [CROWN, GUCCI OR EQUIV]	300ML	Nos.			
3.	BATHROOM CLEANER (HARPIC OR EQUIVALENT)	Active Fresh Toilet Cleaner Pine 500ml	Nos.			
4.	Car Leather Polish [7CF or Equivalent]	450 ML, Leather & Tyre Wax, Shine Protect	Nos.			
5.	CELL (PENCIL) [PANASONIC OR EQUIVALENT]	AAA, 1.5 VOLT	Dozens			
6.	CELL (WALL CLOCK) [PANASONIC OR EQUIV]	AA R6, 1.5 VOLT	Dozens			
7.	DISH WASHING FOAM [SCOTCH BRIGHT OR EQUIV.]	Max Standard size	Dozens			
8.	DISH WASHING LIQUID [LEMON MAX OR EQUIVALENT]	Ultra-Dish Wash Cleaner, 475ML	Bottles			
9.	HARD BROOM	FINE QUALITY	Nos.			
10.	DRY MOP POUCHARA	FINE QUALITY	Nos			
11.	POUCHARA	FINE QUALITY	Nos			
12.	DUSTER COTTON [FALLALANE OR EQUIV]	SIZE 24"X40"	Nos.			
13.	Car Washing Towel	Size 24' x 36 '	Nos.			
14.	ELECTRIC KETTLE [Kenwood OR EQUIV]	2-LTR	Nos			
15.	Glint Glass Cleaner	500 ML	Nos.			
16.	INSECT KILLER SPRAY [MORTEIN OR EQUIVALENT]	400 ML	Nos.			
17.	OFFICE DOOR BELL [SOGO OR EQUIVALENT]	MULTI TYPES	Nos.			
18.	PHYNILE(LARGE BOTTLE) [FINIS OR EQUIVALENT]	3 Ltr	Nos.			
19.	SOAP [LUX OR EQUIVALENT]	110 GM	Dozens			
20.	SWEEP (DETTOL SURFACE CLEANER)	FINE QUALITY	Nos.			
21.	TISSUE PAPER (LUXURY) [ROSE PETAL OR EQUIV]	200 Sheets/ Box (200X250)mm	Boxes			
22.	TOILET BRUSH	SUPERIOR QUALITY	Nos.			
23.	TOILET ROLL [ROSE PETAL OR EQUIVALENT]	WASHROOM ROLE	Nos.			
24.	TOWEL (LUXURY SIZE) [Bed & Bath or Equivalent]	100% COTTON, 30"x56" Size (BATH)	Each			
25.	WASTE BASKET (PLASTIC) /DUST BIN, LARGE SIZE	FINE QUALITY	Nos.			
26.	WATER GLASSES	FINE QUALITY	Nos.			
27.	WIPER (LARGE)	FINE QUALITY	Dozens			

B. ELECTRICAL / PLUMBING 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]	63-AMP 3P	Nos.			
10.	LED TUBE LIGHT	(40WATT) FINE QUALITY	Nos			
11.	COMBINED MULTI-PIN SWITCHED SOCKET WITH BOX [JPI or Equivalent]	15-20 AMP , FINE QUALITY	Nos.			
12.	LED BULBS [PHILIPS OR EQUIVALENT]	18 Watts	Nos.			
13.	Extension Board (Multipoint) with Fuse Protection as per sample [Bush or Equivalent]	HEAVY DUTY WITHOUT WIRE. FINE QUALITY	NOS.			
14.	Single LIGHT PLUGS WITH BOX [Clipson or Equivalent]	(MULTI PIN) WITH BOX	Nos.			
15.	Double LIGHT PLUGS WITH BOX [Clipson or Equivalent]	(MULTI PIN) WITH BOX	Nos.			
16.	POWER PLUG WITH BOX [JPI / BUSH or Equivalent]	FINE QUALITY	Nos.			
17.	SMD LIGHTS (LED) PHILLIPS OR EQUIVALENT	18-WATT, ROUND SHAPE	Nos.			
18.	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	22 WATT	Nos.			
19.	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	40 WATT	Nos.			
20.	Hilti Drill Machine (Makita or Equivalent)	Best Quality	Nos.			
21.	Monkey Plier(Titan or Equivalent)	12 Inch	Nos.			

Date: _____

Name of

Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 3

**PROCUREMENT OF MACHINERY / PHYSICAL ASSETS AND
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) **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.			
		42" SIZE, LATEST MODEL	Each	Nos.			
		60" SIZE, LATEST MODEL	Each	Nos.			
3	AC INVERTER UNIT (MITSUBISHI/KENWOOD/ GREE/HEIER EQUIVALENT)	1.5 TON CAPACITY, DC Invertor TYPE	Each	Nos.			
		2.5 TON CAPACITY, DC Invertor Type	Each	Nos.			
4	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.			
5	DELL/HP (LAPTOP)	Intel core i9,12 th gen, physical cord core processor 15.1 inch touch led, 16GB Ram, 1TBGB SSD operating system, license window with bag	Each	Nos.			
6	DELL/HP (DESKTOP COMPUTER)	Intel core i9,12 th gen, physical cord core processor 15.1 inch led,16GB Ram, 1TBSSD , operating system, license window	Each	Nos.			
7	KEY BOARD MOUSE [A4 TECH OR EQUIVALENT]	USB CONNECTOR	Each	Nos			
		WIRELESS CONNECTOR	Each	Nos			
8	MOUSE [A4 TECH OR EQUIVALENT]	USB CONNECTOR	Each	Nos			
		WIRELESS CONNECTOR	Each	Nos			
9	USB PRINTER CABLE	STANDARD SIZE	Each	Nos			
10	USB / DATA TRAVELER [KINGSTON OR EQUIVALENT] 3.0	16 GB	Each	Nos			
		32 GB	Each	Nos			
		64 GB	Each	Nos			
		1 TB	Each	Nos			

11	DATA TRAVELER with cable & casing [WD OR EQUIVALENT] 3.0	1TB	each	Nos			
		5 TB	Each	Nos			
12	Laptop/Computer (SSD Drive)	256GB	Each	Nos			
		512GB	Each	Nos			
		1TB	Each	Nos			
13	Laptop/Computer Ram DDR3/DDR4	4GB	Each	Nos			
		8GB	Each	Nos			
		16 GB	Each	Nos			
14	Electric Wires (Roll) Pakistan Cable 3/29	1mm	Each	Nos			
		6mm	Each	Nos			
		10mm	Each	Nos			
15	Networking cable	Cat 6 Cable 305 Meter 23 Gauge pure copper	Each	Nos			
16	Servers Ram R720/R730/T430	8 GB	Each	Nos			
		16 GB	Each	Nos			
		64 GB	Each	Nos			
		128 GB	Each	Nos			
17	Server SSD T430/ R720/ R730	2 TB	Each	Nos			
		4 Tb	Each	Nos			
18	Plesk	Dedicated pro bundle	Each	Nos			
19	Microsoft Exchange	Office 365 license	Each	Nos			
20	Smart LED	60''	Each	Nos			
		65''	Each	Nos			
		85''	Each	Nos			
21	MacBook Pro latest with accessories	16''	Each	Nos			
22	I-Pad Pro Latest	13''	Each	Nos			
23	Head phone best quality	Bluetooth	Each	Nos			
		Wired	Each	Nos			
24	Zoom License	Business plan	Each	Nos			
25	Power cable desktop/pc	Best quality	Each	Nos			
26	WIFI adopters' best quality	Dual band 2/5 G	Each	Nos			
27	Webcam Best quality	Bluetooth/wired	Each	Nos			
28	Camera DSLR	Latest with accessories	Each	Nos			
29	Graphic Cards best quality	4/8 GB	Each	Nos			
30	Intel Processors PC	Core i7/i5 10 Gen	Each	Nos			
31	Intel Processors Servers R720/R730/T430	Compatible	Each	Nos			
32	HDMI 4k best quality	20 M	Each	Nos			
		15 M	Each	Nos			
		10 M	Each	Nos			
		5 M	Each	Nos			

33	IO connector with box and face plate and Rawal bolts with plugs	Baynet 3m or equivalent	Each	Nos			
34	Tool kit	multipurpose	Each	Nos			
35	Blower	Best Quality	Each	Nos			
36	Connector box RJ 45/11	Baynet 3m or equivalent	Each	Nos			
37	Telephone Cable roll	350 M	Each	Nos			
38	HDMI converter	best quality	Each	Nos			
39	Type C cable best quality	Usb to C type	Each	Nos			
		C type to C Type					
40	USB extender cable	3.0	Each	Nos			
41	Telephone Exchange Tool Kit	-	Each	Nos			
42	Coaxial Cable roll	Pure Copper	Each	Nos			
43	Gigabit Ethernet switch	POE 16 port	Each	Nos			
44	Gigabit Ethernet Switch	8 Port	Each	Nos			
		12 Ports	Each	Nos			
		16 Port	Each	Nos			
45	Wireless Routers dual band Gigabit	-	Each	Nos			
46	Vacuum cleaner	-	Each	Nos			
47	Coaxial Cable Connectors	-					
48	Drill Machine Best Quality with accessories	-	Each	Nos			
49	Tool Kit titanium steel with accessories	Laptop Repairing	Each	Nos			
50	Color Printer	Epson EcoTank ET-4800 Wireless All-in-One Cartridge-Free Supertank Printer with Scanner, Copier, Fax, ADF and Ethernet – Ideal-for Home Office, /cartridge support 1 year	Each	Nos			
51	Label Maker Machine	JADENS Label Maker Machine with Tape, D110 Portable Bluetooth Label Printer for Storage, Shipping, Barcode, Mailing, Office, Home, Organizing, Mini Label Makers with Multiple Templates, Light Pink					
52	Printer	Monochrome Compact Laser Printer with Wireless and Duplex Printing, 4 Months Free Toner included with Refresh Subscription Trial cartridge support 1 year	Each	Nos			
53	Printer Toners and cartilages with maintenance	Color / black and white printer	Each	Nos			
54	Scanner	ScanSnap iX1600 Wireless or USB High-Speed Cloud Enabled Document, Photo & Receipt Scanner with Large Touchscreen and	Each	Nos			

		Auto Document Feeder for Mac or PC, Black					
55	Load Balancer gigabit ethernet Switch	-	Each	Nos			
56	Cable Ties	7''	Each	Nos			
		12''	Each	Nos			
		14''	Each	Nos			
57	Eshare Screen Sharing License	-	Each	Nos			
58	Ethernet Cable tagging tapes	-	Each	Nos			
59	Cable Tester multipurpose	-	Each	Nos			
60	Crimping tool	-	Each	Nos			

Date: _____

Name of

Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO.4
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 leaves i.e. all work as mentioned in Work Order.**

Sr. #	Name of Items	Specifications	Qty (No. of Leaves)	Brand / Make & Model	Rate per Leaf (Rs.) Including Taxes	Total Amount (Rs.)
<u>Photocopies of Documents/TLMS/Booklets, Etc.</u>						
1.	Photocopies of Projects related official documents	A-4, 80 grm, Double AA or Equivalent	upto 1000			
			1001 to 5000			
			5001 to 50000			
			50001 to 100000			
			100001 to 1000000			
			1000001 to 10000000 & above			
2.	Photocopies of Documents/Booklets, etc.	Color copy, 80 Papers grm, Double AA or Equiv.	100to 1000& above			

<u>Printing of Documents/TLMS/Booklets, Etc.</u>						
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.	File Folder [Imported Card or Equivalent]	310 GM on every Card with Coloured Lamination with NAVTTC Logo [as per sample]	1000& above			
3.	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			
4.	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			

5.	Official ID Card (AS PER SAMPLE)	Plastic Hard Card (PVC) laminated (Size 8.5cm x 5.5cm)	Each			
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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				
6)	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	0-25	Upto 100				
			26-50					
			51-100					
			101-200					
			201-300					
			0-25	100 to 500				
			26-50					
			51-100					
			101-200					
			201-300					
			0-25	501 & above				
			26-50					
		51-100						
		101-200						
		201-300						
		A-4 Size (4-coloured) Multi - Colour 90-Gram, Imported Paper. Title Page 4-Colour, Glazed Art Card. 300 Grams	0-25	Upto 100				
			26-50					
			51-100					
			101-200					
			201-300					
			0-25	100 to 500				
			26-50					
			51-100					
			101-200					
201-300								
0-25	501 & above							
26-50								
51-100								
101-200								
201-300								
7)	Printing of Documents/Books (Booklets/TLMs, etc.) (AS PER SAMPLE)	1) A-5, Size 5.5 x 8.5, Pages- 40,	upto 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					
			1,001 to 5,000					
			501 to 1000					
			1001 to 2000					
			2000& above					
		8)	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	upto 300 Copies			
	301 to 500 Copies							
	501 to 1000 Copies & above)							

Sr. #	Name of Items	Specifications	Qty	Brand / Make & Model	Unit Price/Rate per Book (Rs.) Including taxes	Total Amount (Rs.)
9)	Printing of Flyer One Page	One side glazed, 4 color, page size A4, Paper Matt 128grms	Rate Per Page			

	(Single/Double sided) [as per sample]	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			
10)	Printing and Supply of Panaflex Banners [as per sample]	Printing of Panaflex China made	Rate per Sq. Ft.			
11)	Printing and Supply of Panaflex Standees with X stand, Front-Lit Standees Printing with imported cross type Stand (2'X5') [Panda or Equivalent] etc. [as per sample]	1) Printing of Panaflex Banners China made	Rate Per Unit.			
12)	Printing and Supply of Panaflex Streamer with X-stand, Front lit Streamer (3'X6') [Panda or Equivalent] etc.[as per sample]	1) Printing of Panaflex Banners China made	Rate Per Unit.			
13)	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			
14)	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: _____

TENDER NO.5
PRINTING OF BOOK OF MATRIC TECH

- 1) No compromise on quality of printing 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.**

Name of Subjects											
Sr . N o.	Approved Scheme of Study (Trades)	SSC-1 (9 th)					SSC-2 (10 th)				
		Name of Books	No. of Books required for printing	No of Pages of book	Unit Rate of each book with all taxes	Total Amoun t with Tax	Name of Books	No. of Books require d for printing	No of Page s	Unit Rate of each book with all taxes	Total Amount with Tax
1.	IOT & Data Coding	1.IoT Hardware Developer	60	117			1. IoT Hardware Developer	60	114		
		2.IoT Software Developer	60	186			2.IoT Software Developer	60	132		
2.	Industrial Electricia n	1. Applied Electrician	125	135			1. Applied Electrician	125	134		
		2. Industrial Installation	125	151			2. Industrial Installation	125	105		
4	Graphic Designing and Media Productio n	1. Graphic Designing	60	262			1. Graphic Designing	60	219		
		2. Media Production	60	233			2. Media Production	60	284		
3	Hair and Beauty Services	1. Introduction to Cosmetolog y	25	118			1. Introduction to Cosmetolog y	25	78		
		2. Introduction to Esthetics	25	109			2. Introduction to Esthetics	25	87		
5	Plumbing and Solar Water Heating System	1. Plumbing & Solar Water Heating System-I	50	152			1. Plumbing & Solar Water Heating System-I	50	179		
		2. Plumbing & Solar Water Heating System-II	50	174			2. Plumbing & Solar Water Heating System-II	50	153		
6	Fashion Designing and Dress Making	1. Dress Making	105	162			1. Dress Making	105	100		
		2. Fashion Designing	105	156			2. Fashion Designing	105	132		
7	Profession al Chef	1. Fundamenta ls of Cooking	25	205			1. Fundamenta ls of Cooking	25	161		
		2. Professional Chef	25	205			2. Professional Chef	25	155		
8.	Tourism Expert	1. Introduction to Tourism	40	88			1. Introduction to Tourism	40	111		

		2. Tourism Managemen t	40	88			2. Tourism Managemen t	40	101		
Total Amount with tax											
Grand Total Amount with tax											

Date: _____

Name of

Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 6

ENLISTMENT/ PREQUALIFICATION OF WORKSHOP FOR REPAIR & MAINTENANCE OF OFFICIAL VEHICLE

CRITERIA FOR PRE- QUALIFICATION / EVALUATION OF WORKSHOPS

For repair, maintenance and purchase of spare parts for main make and model of vehicles the sealed bids are invited from registered workshops.

- i. The interested workshops must have 5-years experience in relevant field.
- ii. The workshops should have their own complete setup i.e garage, spare parts availability and technical experts in Islamabad / Rawalpindi.
- iii. Telephone facility in Islamabad / Rawalpindi.
- iv. The workshop should be registered with Sales Tax and Income Tax Department, Valid documents may be attached.
- v. All / any payment (s) will be made through NAVTTC, cheques.
- vi. The interested parties must have sound financial position, proof may be provided.
- vii. Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss / damage caused.
- viii. Confidentiality of all correspondences / matters must be ensure.
- ix. Non black listing certificate on affidavit may be attached with bidding documents.
- x. Tender Committee will conduct physical visit of all workshops before the prequalification.
- xi. Bids security amounting to Rs.50,000/- in favour of Deputy Director (GA), NAVTTC must be attached with bid.

TERMS AND CONDITIONS

- i. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even in odd hours.
- ii. While submitting rates the workshop should clearly show the offer rates.
- iii. The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect is arisen again the workshop will be responsible to replace it free of cost.
- iv. I/We have read and agree with the above mentioned terms and conditions

Date: _____

Name of

Bidder/Firm/Supplier: _____

Signature: _____

LIST OF VEHICLES

S. No	Registration No	Make, Model	Engine CC	Rate offered with GST
1.	GAK-334	Toyota Corolla Altis/2012	1600	
2.	GU-183	Toyota Hilux/2009	2755	
3.	GW-464	Toyota Prado/2003	3400	
4.	GAC-200	Toyota Corolla/2016	1300	
5.	GAF-803	Toyota Revo/2018	2755	
6.	GAS-24	Suzuki/Cultus/2022	1000	
7.	GU-509	Suzuki Cultus/2008	1000	
8.	LED-1121	Toyota Corolla/2007	1300	
9.	GAS-22	Yaris/2022	1300	
10.	GAS-23	Suzuki Cultus/2022	1000	
11.	GAB-443	Suzuki Cultus/2106	1000	
12.	GU-774	Suzuki Cultus/2009	1000	
13.	GJ-039	Suzuki Cultus/2008	1000	
14.	GAB-442	Suzuki Cultus/2016	1000	
15.	GAA-779	Suzuki Cultus/2015	1000	
16.	GAH-679	Honda Civic/2009	1500	
17.	GT-044	Toyota Corolla/2006	1300	
18.	GT-865	Toyota Corolla/2006	1300	
19.	GAS-25	Suzuki Cultus/2022	1000	
20.	GT-868	Suzuki Cultus/2008	1000	
21.	GJ-698	Suzuki Cultus/2007	1000	
22.	GAB-441	Suzuki Cultus/2016	1000	
23.	GU-756	Toyota Hilux/2009	2400	
24.	GF-828	Hiace/2006	2800	

TENDER NO. 7

SMS AND SERVER CO-LOCATION SERVICES

- Note:**
- 1) Attach copies of **documents** as listed **Para 3(a)(xxiii)** of Terms & Conditions.
 - 2) **10%** Performance Guarantee of the successful bidder will be retained by this Commission against the Warranty Period/Claim.

Sr. #	Description	Total Amount (Inclusive all taxes)	Per Server Annual Charges Including All Charges/Taxes	No. of Servers to be Co-locating	Total Cost/Bid including all amount	Optional (Rate) per server charges if server is added or removed	
						Per Server Charges (if added)	Per Server Charges (if removed)
1	Co-Location Services for servers at data center (It Includes Co-location, 100 Mbps CIR unlimited bandwidth, firewall, VPN connectivity, Pool of 08 IPs per server and Electricity, equipment support)						

SMS SERVICES

Sr. #	Description	Per SMS charges	Per 1000 SMS Charges	Total Cost/Bid including all taxes
1.	Charges SMS			
2.	Per SMS Charges exceeding monthly quota			

Date: _____

Name of

Bidder/Firm/Supplier: _____

Signature: _____

TENDER NO. 8

CAFETERIA SERVICES FOR

NAVTTTC, HQ, ISLAMABAD, CENTRE OF EXCELLENCE AND HOSTEL STUDENTS

GENERAL INFORMATION / INSTRUCTIONS

Total Strength 200-400 approximately

The contract will be awarded initially for one year with extension subject to satisfactory performance.

NAVTTTC Facilities for Contractor

Kitchen is available, with Sui Gas, Electricity & Water and Furniture, however, during load management by SNGPL, contractor is a responsible for alternative arrangement by their own.

Contractor Liabilities

- i. Keep the canteen in perfect hygienic conditions, neat & tidy
- ii. Furniture where additionally required
- iii. Kitchen Accessories
- iv. Crockery fine quality (stone ware)
- v. Refrigerator / Deep Freezer etc
- vi. Oven / Microwave Oven
- vii. Visit Cooler (Standing Refrigerators)
- viii. Gas for cooking during load management by SNGPL
- ix. Mineral Water (Nestle / Aquafina only) for drinking and Cooking
- x. Manpower such as: Cooks, Skilled Labor, Waiters
 - a) Uniforms for Waiters etc
 - b) Wages to its employees as per fair wages rule of GoP
 - c) Submission of medical fitness certificates for cook and waiters before commencement of the job and thereafter, on 6 monthly basis. Certified Copies of Medical Certificates so obtained will be displayed on the Notice Board.

TERMS AND CONDITIONS

- v. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even in odd hours.
- vi. While submitting rates the workshop should clearly show the offer rates.
- vii. The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect is arisen again the workshop will be responsible to replace it free of cost.
- viii. I /We have read and agree with the above mentioned terms and conditions

Date: _____

Name of

Bidder/Firm/Supplier: _____

Signature: _____

EVALUATION CRITERIA

Sr. No.	The procuring Agency may utilized the following criteria	Total Marks	Marks Obtained
1	Copy of valid NTN/GST Numbers	05	
2	Proof of Active Tax Payer enlistment with FBR(current or previous year).	05	
3	Year of Establishment/Experience (2 marks per year up to max of 10 years)	20	
4	5 Years Restaurant Services OR Similar Job / Contracts (Completed in Last 5 Years) (Maximum 5 contracts / Jobs will be considered as per following Criteria) Fill Form-A	10	
5	Restaurant Services Per Year For Multinational Companies / Autonomous Bodies For Govt. Department For School/Colleges/Universities canteen etc. per contract	05 04 03 02	
6	Bank statement of last 06 months	05	

Note:- Criteria mentioned at S. No.1 & 2 is necessary requirement whereas minimum of 60% overall marks have to be obtained for qualification of the firm

Detail of Contracts of Similar Nature (Completed)

Use a separate sheet for each client / contract / work order

1.	Name of the Project / Client / Contract / Work Order
2.	Name of Employer
3.	Employer Address
4.	Value of the Contract on Annual Basis
5.	Date of Award
6.	Date of completion
7.	Any other detail

Note: Copies of Satisfactory completion Certificate(s) must be attached

Signatures, Name & Official Seal