



VOCATIONAL TRAINING INSTITUTE, BALKASAR

Government of the Punjab



Tender: VTI/BLK/TDR/2025-2026/01

TENDER DOCUMENT

For

**Framework Contract for Purchase of
Lab Material Consumables for different Trades of
Vocational Training Institute, Balkasar.**

Part 01 (Technical Proposal)

Sign & Stamp of bidder



VOCATIONAL TRAINING INSTITUTE, BALKASAR

Government of the Punjab

TENDER NOTICE

FRAMEWORK CONTRACT FOR PURCHASE OF LAB MATERIAL CONSUMABLE

Tender Document

Tender No. 01

Vocational Training Institute, Balkasar.

Ref No: VTI/BLK /TDR/2025-2026/01

Bids/Tenders invited **for Purchase of Lab Material Consumable** from well reputed Sales Tax and Income Tax Registered firms.

Vocational Training Institute Balkasar, invites electronic bids under single stage two envelop bidding procedure from active tax bidders registered on E-Pak Acquisition and Disposal System (E-PADS) from the well-reputed firms/companies having sufficient managerial, technical, financial capabilities in providing Lab Material Consumable of different Trades like, Dress Making Computer Operator, Beautician, Industrial Electrician and Safety Officer, at VTI Balkasar. Detailed Budget and other terms and conditions given in the tender document.

Framework Contract for Purchase of Lab Material Consumable			
Sr. No.	Description	Estimated Price in (Rs.)	Amount of CDR (PKR)
1	Framework Contract for Purchase of Lab Material Consumable for different Trades at VTI Balkasar	1,466,441/-	58,658/-

The bidding documents are available on E-PADS and PPRA Website (<https://ppra.punjab.gov.pk/>) and can be downloaded free. Electronic bids duly completed and in conformity with bidding documents must be submitted online on e-Pak Acquisition and Disposal System (E- PADS) Website till 11:00 am, 13th November, 2025 and e-bids shall be opened on the same day at 11:30 am.

The original Bid Security/Earnest Money @ 4% of the Estimated Cost as mentioned in the table above in the shape of call deposit receipt in favor of the **Vocational Training Institute Balkasar** is required to be submitted physically in the office of **Principal Vocational Training Institute, Balkasar, VTI Building, Mian Talagang Road, Balkasar** well before the closing date & time of e-bids. E-Bids submitted through e-PADS shall only be entertained /accepted. E-bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. The Procuring agency shall not be held responsible for any issues thereof.

Principal

Vocational Training Institute, Balkasar

VTI Building, Main Talagang Road, Balkasar

Contact No: 0543-570017, 0333-4004778, 0332-5921446, E-mail:vtibalkasar@pvtc.gop.pk

Address: **VTI Building, Main Talagang Road, Balkasar**

Contact No. 0543-570017, Web: www.pvtc.gop.pk, E-mail: vtibalkasar@pvtc.gop.pk

1. Instructions to the Bidders

- 1.1. Procurement will be made under Punjab Procurement Rules (PPRA), 2014.
- 1.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 1.3. Bidders must ensure that they attach all the required documents as indicated in the Tender / Bidding Documents with their bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.4. Bids will be rejected if they lack required supporting documents, such as a signed undertaking and valid documentary evidence, or if they do not conform to the terms and conditions of the Tender Document.
- 1.5. The bidder shall quote one rate for all items and Services.
- 1.6. Type of Open Competitive Bidding
 - 1.6.1. E-bids would be opened under PPRA Rule 30 in presence of bidders or their authorized representatives.
 - 1.6.2. In accordance with **PPRA Rule #32** and the procedures specified in this document, the Purchaser will evaluate the technical proposals without reference to pricing. Any proposal that does not conform to the requirements or specifications will be rejected. Please note that no amendments to the technical proposal will be permitted during the evaluation period.
 - 1.6.3. The financial proposals of bidders who have been determined as technically qualified will be opened publicly. The date, time, and venue for the opening will be formally announced and communicated to all eligible bidders.
 - 1.6.4. Once the technical proposals have been evaluated and approved, the procuring agency will publicly open the financial proposals of technically accepted and qualified bids only. This will take place at a time within the specified bid validity period.

2. Scope of Work, Terms & Conditions of the Tender

3. Definitions

- 3.1. "Purchaser" means the procuring agency i.e. Vocational Training Institute Balkasar.
- 3.2. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.3. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments there to and all documents incorporated by reference there in.
- 3.4. "Contractor/The Successful Bidder" means the person whose Tender has been accepted

and awarded to issuance of supply/purchase order by the Purchaser.

- 3.5. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportionable to the Goods or Services in question.
- 3.6. "Goods" means items/equipment and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.7. "Services" means all necessary obligations, which the Contractor is required to provide to the Purchaser under the Contract.
- 3.8. "PPRA" means Punjab Procurement Regulatory Authority.

4. Tender Eligibility

Invitation to submission of e-bids/ proposals is open to bidders who meet the following minimum conditions: -Eligible Bidder/Tenderer is one who:

- 4.1. Has valid registration certificates of FBR
- 4.2. Is an active Income Tax , Sales tax Payer;
- 4.3. The bidder must have previous experience supplying the relevant items or services.
- 4.4. Conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.5. Has not been black listed.

5. Examination of the Tender Document

Bidder must fully examine and understand every aspect of the Tender Document, including all specified terms and conditions, before submitting a bid.

6. Amendment of the Tender Document

- 6.1. The authority reserves the right to amend the bidding documents at any time before the bid submission deadline. This can be done at the authority's own initiative or in response to a bidder's request for clarification. All amendments will become part of the original tender documents and will be binding on all bidders.
- 6.2. The Purchaser reserves the exclusive right to amend the Tender Document and extend the submission deadline. In the event of such an extension, all rights and obligations previously governed by the initial deadline shall be subject to the new, extended deadline.

7. Bid Currency

Bidders are required to submit their prices in Pakistani Rupees (PKR) only. All payments under the resulting contract shall be made solely in PKR.

8. Validity Period of the Bid

- 8.1. Validity period of the bids shall be **90 days**.

8.2. In exceptional circumstances, the Committee may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. Bid Security

9.1. Bidder will submit Bid Security drawn in the name of **Principal, Vocational Training Institute Balkasar** as detailed in the table below:

Sr. No.	Description	Estimated Price in (Rs.)	Amount of CDR (PKR)
1	Lab Material Consumable	1,466,441/-	58,658/-

9.2. Bid Security shall only be accepted in shape of Call Deposit Receipt (CDR)/ Demand Draft (DD).

9.3. Unsuccessful bidders may request a refund of their bid security on their letterhead pad, after the tender has been officially awarded.

9.4. The bid security shall be returned to the winning bidder in exchange for the required Performance Guarantee, Upon the successful award of the contract.

9.5. Any bid accompanied by a Bid Security that is less than the specified amount will be rejected. This rejection will occur irrespective of the submitted rates or the current phase of the bid process.

9.6. The Bid Security may be forfeited if a Bidder:

- a) Refuses to acceptance of supply/purchase order/Award letter; or
- b) Refuses to sign the contract within due date; or
- c) Fails to furnish Performance Security/Guarantee.

10. Bid Preparation and Submission

10.1. All forms, annexes, schedules, and documents must be fully completed, stamped, and signed by the bidder or their authorized representative when submitting the tender.

10.2. The e-Bids should be submitted in two parts: (1) **Technical Proposal** and (2) **Financial Proposal**, these Proposals shall be submitted in separate files and sealed envelopes.

10.3. Technical Proposal

10.4. The Technical Proposal will be evaluated by the Purchase/Technical Committee to determine if the bidder is technically capable of executing the order and if the specifications provided align with those in the tender documents. Only bids that successfully pass the technical stage will proceed to the financial proposal opening. Bidders who do not meet the technical requirements will be disqualified, and their financial proposals will remain unopened.

10.5. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors made in the bids by the bidders.

10.6. The Technical Proposal must not contain any price or cost information. Bids that include this information will be immediately rejected.

10.7. The Bidder should quote only one brand/model/make of all related items, ensuring compatibility.

10.8. **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**

The documents attached to the Technical Bid must be signed and stamped by the Bidder or by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

10.8.1. Covering letter (**Annexure-A**) duly signed and stamped by an authorized representative, along with a copy of Bid Security.

10.8.2. Submission and Arrangement of Supporting Documents (**Annexure-B**).

10.8.3. Technical Proposal Bid (**Annexure-C**).

10.8.4. Bidder Profile (**Annexure-D**)

10.8.5. Affidavit/**Undertaking** on Stamp Paper Rs. 100/- (**Annexure-E**).

11. **Financial Proposal**

11.1. The Financial Proposal must include a detailed breakdown of all applicable taxes and duties. All taxes and duties are the responsibility of the bidder.

11.2. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.

11.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

11.4. The Bid is liable for rejection if the Financial Proposal contains any conditional offer.

11.5. **Details to be furnished with Financial Proposal (Envelope B)**

11.5.1. Financial Proposal Covering Letter (**Annexure F**).

11.5.2. Price Schedule (**Annexure G**).

12. **Bid Opening**

12.1. **Technical Proposal Opening**

The e-bids having the title technical proposal/bid will be opened at **office of Principal Vocational Training Institute Balkasar** on the date and time as specified in the Tender Notice/Bid Data Sheet. The bids will be opened in the presence of the participating bidders. A

maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical Stage will not be opened.

12.2. Suppression of facts and misleading information

12.2.1. If the committee discovers any hidden or false information during the bid evaluation, they have the right to reject the bid. If this is discovered after the bidder has been selected, the committee may terminate the contract or halt any further processing. In either case, the bidder will receive no compensation, and their Bid Security/Performance Guarantee will be forfeited.

12.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience, and capacity to undertake the project to the entire satisfaction of the Purchase Committee, failing which the Bid may be rejected.

13. Determination of the Responsiveness of the Bid

13.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, before the Tender evaluation, based on the contents of the Tender itself without recourse to extrinsic evidence. A responsive Bid is one that:

13.1.1. meets the eligibility criteria for the Bidder / the Goods / the Services.

13.1.2. meets all the mandatory requirements of the evaluation criteria.

13.1.3. meets the Technical Specifications for the Goods / the Services.

13.1.4. is accompanied by the required Bid Security.

13.1.5. is otherwise complete and generally in order.

13.1.6. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

13.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

13.3. A non-responsive tender cannot be corrected by the tenderer. The purchaser, however, has the discretion to overlook minor errors or inconsistencies.

14. Provision of Samples at the Time of Technical Bid Opening

It is required that bidders provide the specified samples/brochures/ drawings/pictures wherever is applicable as indicated in the item details, for submission at the time of the Technical Bid opening.

15. Evaluation Criteria

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids that do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance/warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and

Financial Bids of only those bidders will be opened who have fulfilled the criteria:

The lowest financial bid fulfilling/meeting the technical requirements/Evaluation Criteria as well as the terms & conditions of the request for proposal (RFP), will be awarded the work order.

Evaluation Criteria			Requirement
S. No.	Item Name and Description	Marks	Maximum Marks
01	Registration with GST/NTN & taxpayer status must be Active .		20
02	Supply of consumable items experience 03 or more years 20 Marks. Less than 03 Years, marks will be proportionally calculated.		20
03	List of Present jobs in hand with the name of the client.		10
04	Nature of Business Pvt. Limited = 20 marks Sole Proprietor Trader or General order supplier = 10 marks		20
05	Financial Position/ Status Last Two years audited statements. 5 marks for each year		10
06	Submission of samples/brochure/catalogue/picture = 10 Marks, if provided complete if not provided complete than as the committee decides.		10
07	Account maintenance certificate from a scheduled bank.		10
TOTAL			100

The bidder must provide verifiable documentary proof against all the mandatory requirements along with the technical proposal, and no document will be received or considered after the technical proposal is opened.

Conformance to the required specification of items given in the Schedule of Requirements will be evaluated by the Technical Evaluation Committee. The Qualifying marks are seventy **(60)**.

The supplier will bear all costs associated with the preparation and delivery.

16. Financial Proposal Evaluation

16.1. Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each item shall be allowed to take part in the Financial Proposal(s) opening against their relevant item.

16.2. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

16.3. Financial proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. **The bidder will quote one rate for individual given items or services within estimated price.** The bidder will follow the bidding documents in letter and spirit.

17. Rejection and Acceptance of the Tender/Bid

17.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without there by incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

17.2. The parties shall endeavor to resolve any disputes related to this contract through mutual settlement. In the event that a resolution is not achieved within 15 days period, the President of DBOM shall serve as the competent and final authority for dispute resolution, and his decision shall be binding upon both parties.

17.3. The Tender/bid shall be rejected if:

17.3.1 It is substantially non-responsive; or

17.3.2 The bidder does not meet any of the mandatory criteria mentioned in Clause No.14; or

17.3.3 It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 14;

17.3.4 The bid is incomplete, conditional, alternative, late; or

17.3.5 The bidder does not submit Bid Security in Shape of (CDR)/ Demand Draft (DD).

17.3.6 The bid security is not attached or it is less than the required amount; or

17.3.7 The Bidder submits more than one Bids against one Tender; or

17.3.8 The Bidder tries to influence the Purchase Committee / Contract award; or

17.3.9 The Bidder engages in corrupt or fraudulent practices in competing for the Contract

award; or

17.3.10 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or

17.3.11 The Bidder submits any financial conditions as part of its bid that are not in conformity with the tender document.

18. Contacting the Procuring Agency

18.1. Between the time of the bid opening and the contract award, bidders shall not make any contact with the Committee on any matter related to their bid.

18.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the Bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

19. Announcement of Evaluation Report

19.1 The **Procuring Agency** will publish the bid evaluation report on the EPADS/PPRA website at least ten days before the contract is awarded. All bidders will be informed of this publication.

20. Award of Contract

The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified.

21. Issuance of Supply Order or Signing the Contract

21.1. Since this is a Framework Tender, supply orders will be/may be issued to the successful bidder on a quarterly basis; however procuring agency reserves the right to issue a purchase order as a whole too.

21.2. The Successful Bidder will provide stamp **paper of 0.25% of the total order value** for signing the Contract/Agreement.

21.3. The procuring agency may increase or decrease the quantity in the supply order, subject to the provision of a budget in the relevant head.

22. Performance Security

Performance security will be 10% of the total purchase order/bill value as a security amount in the form of a CDR before signing the contract agreement. The CDR will be released after the successful completion of the Defect Liability/Warranty Period, following the repair or replacement of any defects found during the warranty period.

23. Redressal of grievances by the procuring agency

23.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.

23.2. The committee shall investigate and decide upon the complaint within fifteen days of the

receipt of the complaint.

23.3. The mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Any bidder not satisfied with the decision of the committee of the procuring agency may lodge a petition before President DBOM Balkasar for redressal of grievance(s)

24. General Conditions of Contract / Supply Order

Delivery of Items

24.1. The Supplier will be responsible for delivery of Item at Vocational Training Institute Balkasar, VTI Building, Main Talagang Raod, Balkasar.

24.2. Delivery Period will be **thirty (30) days** counted **after issuance of Supply/ Purchase Order** extendable under the special circumstances subject to approval of the competent authority.

24.3. After delivery of items, the Bidder must get the items inspected by the Inspection committee/Team.

24.4. The supplier will bear all costs associated with the delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation/delivery will be rectified by the supplier at his cost.

24.5. The bidder / supplier is bound to provide the items as per specifications. The bidder / supplier will change the items if the inspection committee/team rejects it.

25. Liquidated Damages

25.1. When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.50% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.

25.2. The Successful Bidder will be responsible to provide the delivery, Delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

26. Inspection and Tests

26.1. The Technical Committee will also act as the Inspection Committee/team.

26.2. The Inspection Committee shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.

26.3. An inspection will be done at the Vocational Training Institute Balkasar.

26.4. The Inspection Committee shall verify the authenticity/quality of items.

26.5. After the inspection or test, if the Inspection Committee is of the opinion that items do not conform to the specifications and the criteria mentioned above, the Inspection Committee may

reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to Vocational Training Institute BALKASAR, without delay.

27. Release of Performance Guarantee (PG)/Security

The Performance Guarantee will be refunded to the Successful Bidder(s) after 03 months of completion of delivery or completion of all procurement, along with warranty/guaranty, subject to approval of the procuring agency or case to case will be decided by the competent authority.

28. Contract Amendment

28.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity, and scope, of all / any of the Goods, in whole or in part.

28.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

29. Termination for Default

The Committee may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

29.1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

29.2. The successful bidder fails to deliver goods and services as per its technical specifications offered in the bid

29.3. The successful bidder fails to perform any other obligation(s) under the Contract.

29.4. The bidder, in the judgment of the Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

30. Blacklisting

If the Contractor fails / delays in performance of any of the obligations, under the Contract/issuance of supply/purchase order, violates any of the provisions of the Contract/ issuance of supply/purchase order, commits breach of any of the terms and conditions of the Contract/ issuance of supply/purchase order or found to have engaged in corrupt or fraudulent practices in competing for the award of contract/ issuance of supply/purchase order or during the execution of the contract/ issuance of supply/purchase order, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

31. Force Majeure

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a

Force Majeure situation arises, the Suppliers shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the President DBOM. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

32. Termination for Insolvency

The Committee at any time terminates the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, if such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

33. Forfeiture of Performance Security

If the Contractor/supplier fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract/commits breach of any of the terms and conditions of the Contract / Acceptance of Supply/Purchase Order, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

Failure to supply required items/services within the specified time will invoke a penalty as specified in this document.

34. Payment

33.1 Payment will be made after withholding applicable taxes to the Successful Bidder after delivery of goods and on receipt of the following documents:

- i. Delivery Challan.
- ii. Original Bill/Invoice.
- iii. General Sales Tax Invoice

iv. Inspection/Completion report (*Satisfactory*)

33.2. Payment will be made on availability of funds, if delayed due to any reason; no extra interest/markup will be accepted or paid.

Part/advance payment not allowed in any case.



VOCATIONAL TRAINING INSTITUTE, BALKASAR

Government of the Punjab

Annexure- A

Technical Proposal Covering Letter (SAMPLE)

To

The Principal,

Vocational Training Institute Balkasar,
VTI Building, Main Talagang Road, Balkasar.

Dear Sir,

We are hereby submitting our Technical Proposal, with reference to Tender # VTI/BLK/ADM/2025-2026/01 of VTI Balkasar for the purchase of Lab Material Consumables which includes the **Technical Bid Form, Check List, Detailed Specifications, CDR/ Earnest Money**, and the required **supporting documents** along with our Technical Bid.

Yours sincerely, Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

Annexure- B

SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information, and arrange the documents in the following order.

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Covering Letter		
2	Bid Security		
3	Copy of Income Tax Registration Certificate		
4	Copy of Sales Tax Registration Certificate		
5	Affidavit/Undertaking on the Stamp Paper		
6	Specifications of quoted items on the Letterhead of the bidder		
7	The specified catalogues/brochures of items quoted by the bidder		
Note: All the above documents and any other supporting documents must be numbered, and the page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached to the Technical Bid		_____Pages	
8	The Tender Document, duly signed and stamped on each page by the bidder, must be attached at the end of the Technical Bid, but numbering is not required for this document.		

Annexure- C

Technical Proposal Bid

Sr. #	Item Name	Specification	Unit	Qty Req.	Specification By Bidder
Dress Making Trade					
1	Clothes	Fine quality, Cotton and wash & Wear, in different colors, Gents & Ladies	Meter	2200	
2	Thread	Quill/Bobbin (یکیلن) Relevant to Cloth Color (10x1= 1 Box)	Box	80	
3	Press Bukram	Chepi Or Ticken Or Press Bukram	Meter	100	
4	Tailoring Chalk	Marking Chalk (10x1= 1Box)	Box	35	
5	Ribbon	Different Types & Colour	Meter	45	
6	Zib	Small Size 8 inch, Big Size 12 inch	Each	60	
7	Drafting Pencil	Standard	Each	60	
8	Machine Oil	Standard	Liter	10	
9	Machine Needle	No. 14, 16,18 Rocket (10x1=1 Packet)	Packet	50	
10	Butter / Tracing Paper	Standard	Each	60	
11	Hand Needle	No. 5 Rocket (10x1=1 Packet)	Packet	120	
12	Tich Button	10 packet x1=1 box	Box	6	
13	Paper Pin	Standard	Packet	10	
14	Finishing clipper	Standard	Each	50	
15	Seem ripper	Standard	Each	50	
16	Thimbles	Standard	Each	50	
17	French curves	Standard	Each	50	
18	Hip curves	Standard	Each	43	
19	Steel scales	12 Inch	Each	45	
20	L shape scale	Standard	Each	35	
21	Tracing wheel	Standard	Each	50	
22	Loop turner	Standard	Each	50	
23	Paper cutter	Standard	Each	50	
24	Thumb pins	Standard	Each	50	

VOCATIONAL TRAINING INSTITUTE, BALKASAR

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25	Button making machine with	Standard (Three size die)	Each	4	
26	Pin cushion	Standard	Each	50	
27	Seep Button Transparent	12 piece packing	Dozen	15	
28	Foam sheet	Different sizes	Sheet	20	
Computer Operator Trade					
29	USB	32gb , with warranty	Each	2	
30	Keyboard	Standard	Each	30	
31	Mouse	Standard	Each	30	
32	Power Cable	Standard	Each	60	
33	VGA Cable	Standard	Each	40	
34	Shoe Converter (3 to 2)	Standard	Each	40	
35	Cleaner (liquid Pc)	Standard	Bottle	10	
Beautician Trade					
36	Thread	24 pieces box	Box	2	
37	Mehndi	12 cones each box	Box	4	
38	Eye brow brushes	Standard	Each	4	
39	Wax Cold	Lemon Wax Large	Jar	2	
40	Hot wax	Large size	Packet	2	
41	Wax Applicator	Pencil type	Each	8	
42	Facial kit	Large size	Jar	2	
43	Skin Polish	Large size	Jar	2	
44	Soothing Lotion	Large size	Bottle	4	
45	Whitening Booster	Large size	Bottle	4	
46	Bleach	Large size	Jar	2	
47	Hair Spray	Large size	Bottle	2	
48	Concealer	Standard	Each	4	
49	Foundation	Large size	Bottle	4	
50	Base	Stick	Each	4	
51	Compact Powder	Standard	Each	4	
52	Blush on	Kit	Each	4	
53	Eye Shadow Kit	Kit	Each	4	
54	Eye Liner	Standard	Each	6	
55	Mascara	Standard	Each	6	
56	Eye brow Pencil	Standard	Pencil	6	
57	Lip Liner	Standard	Pencil	4	
58	Lipstick	Standard	Each	4	
59	Lip lose	Standard	Each	4	
60	Manicure & Pedicure Kit	Large Kit	Kit	2	
61	Eye Lashes	Standard	Each	6	
62	Eye Lashes Glue	Standard	Each	6	

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63	Talcum Powder	Large Size	Each	2	
64	Hair Dye (colour)	Large Size	Bottle	2	
65	Highlighter	Standard	Kit	4	
66	Hair Dryer	2200 watt with Four Flexible speed, with compete setting with all accessories	Each	1	
67	Crimper	Temperature Control, Multiple function, 360 degree	Each	1	
68	Curling Iron	Temperature Control, Multiple function	Each	1	
69	Bleach Brush	Standard	Each	5	
70	Spatula	Standard	Each	10	
71	Black Head Remover	Standard	Each	5	
72	Manicure Set	Complete Set	Each	2	
73	Pedicure Set	Complete Set	Each	2	
74	Buffer 4sider	Standard	Each	5	
75	Frosting Cap	Standard	Each	4	
76	Cup Mixing Set	Standard	Each	5	
77	Shampoo Bowl Set	Standard	Each	2	
78	Foot Scraper	Standard	Each	5	
79	Hair Cutting Comb	Standard	Each	5	
80	Shower Caps	Standard	Packet	1	
81	Hair Pin Box	Standard	Box	10	
82	Invisible Pin Box	Standard	Box	5	
83	Decorative Pin Box	Standard	Box	6	
84	Hand Mirror	Standard	Each	5	
85	Roller Brushes 5in1	6 sizes set	Set	1	
86	Gowns	Standard	Each	4	
87	Applicator Brushes	Standard	Each	10	
88	Spray Bottle	Standard	Each	5	
89	Rubber Bands	Standard	Packet	5	
90	Sponges	Standard	Each	10	
91	Cotton Wool	Standard	Each	5	
92	Eyelash Brush	Standard	Each	3	
93	Hair Brush	Standard	Each	5	
94	Different Towels Small	Standard	Each	8	
95	Emery Pods	Standard	Each	5	
96	Hoof Sticks	Standard	Each	5	
97	Makeup Brushes	Large Set	Set	3	
98	Makeup Brushes	Small Set	Set	2	

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99	Aprons	Standard	Each	5	
100	Black Towels	Normal Size	Each	5	
101	White Towels	Normal Size	Each	5	
102	Antiseptic Thread	Standard	Box	2	
103	Strip Rolls Waxing	Standard	Packet	10	
Industrial Electrician Trade					
104	Wooden Screw	1.5inch	Packet	10	
105	Wooden Screw	2inch	Packet	10	
106	Wooden Screw	2.5inch	Packet	10	
107	Cable	3.029inch Silver Red	Roll	7	
108	Cable	3.029inch Silver Black	Roll	7	
109	Emery Paper (Regmar)	1 Foot	Foot	10	
110	Grease	1 Jar 1/2 kg	Jar	2	
111	Rawal Plug	1 Packet	Packet	10	
112	PVC Board	4/4 inch dozen	Dozen	12	
113	PVC Duct	1/2 inch	Length	10	
114	PVC Duct	3/4inch	Length	10	
115	Distal water	12 Bottles	Dozen	1	
116	Bulb LED	50 watt	Each	6	
117	Bulb LED	30 watt	Each	4	
118	Volt meter	Piano switch	Each	1	
119	Cable	1.044 inch	Roll	5	
120	Switch	One way	Dozen	5	
121	Socket	2 pin	Dozen	3	
122	Socket	3 pin	Dozen	3	
123	Lamp holder	Piano 5	Dozen	10	
124	PVC pipe	3/4 inch	Foot	50	
125	Pipe saddles	3/4 inch	Dozen	15	
126	PVC Board	7/4 inch	Dozen	3	
127	PVC band	3/4 inch	Dozen	5	
128	Insulation tape	Black/red	Dozen	10	
129	Push button	One way	Dozen	8	
130	Door bell	250V	Each	5	
131	Light indicator	one way	Dozen	3	
132	Magnetic contactor	220V	Each	5	
133	On off push button	one way	Each	15	
134	F/R switch	one way	Each	5	
135	Motor protection switch	250 V	Each	15	



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136	Time relay/8 pin with base	250 V	Each	15	
137	Cable 3.029 inch	3 core (half roll)	Roll	1	
138	Cable 3.029 inch	4 core (half roll)	Roll	1	
Safety Officer Trade					
139	Fire Extinguisher Filler	CO2	Kg	25	
140	Fire Extinguisher Filler	DCP	Kg	46	
141	Chemical Foam	Fire Extinguisher Filter	Liter	50	
142	Gloves	Latex , 50 Pairs Box	Box	4	
143	Gloves	Cotton , 12 Pair Packet	Packet	3	
144	Cylinder Filler	Oxygen	Kg	20	
145	Safety Cone	1.5foot	Each	6	

Annexure- D
Bidder Profile Form

A) Profile of the Bidder:

S#	Particulars	BIDDER
1	Name of the Company	
2	Year of Incorporation	
3	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
4	Contact Person	
	Name of Authorized	
	Representative Personal Telephone	
	Number Email Address	
5	Registration Detail	
	NTN Registration Number	
	GST Registration Number	

B) Bid Security (Please do not mention the amount of CDR)

S#	Particulars	Please Furnish Details
1	Name of the Bank, Instrument Number and Date	
2	Original attached.	

Annexure- E

AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: Tender No. VTI/BLK/TDR/2025-2026/01 Framework contract for purchase of Lab Material Consumable for different Trades of VTI Balkasar.

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty, and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct, and nothing has been concealed or tampered with.
3. We have read the provisions of the Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after the opening of the Technical Bids, and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document before the opening of the Technical Bids.
7. We agree that the Committee reserves the right in an absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. Bidders should not be blacklisted by PPRA and PVTC Lahore.

[Name and Signatures of authorized Person along with stamp]



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Tender: VTI/BLK/TDR/2025-2026/01

TENDER DOCUMENT

For

**Framework Contract for Purchase of
Lab Material Consumables for different Trades of
Vocational Training Institute, Balkasar.**

Part 02 (Financial Proposal)

Sign & Stamp of bidder



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Annexure- F

Financial Proposal Form

(to be attached with Financial Proposal)

To

The Principal,

Vocational Training Institute Balkasar,
VTI Building, Main Talagang Road, Balkasar.

Dear Sir,

With Reference to your Tender No. VTI/BLK/ADMN/2025-2026/01 Framework contract for the purchase of Lab Material Consumables for different Trades of VTI Balkasar.

Please find attached our Financial Proposal for the sum of Rs. insert amount (in words). This amount is inclusive of all government-applicable taxes.

We have attached the Bid Security of the amount Rs. _____/- (Rupees: _____ only) against Items# having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature with stamp

Annexure- G
Financial Proposal Bid

Sr. #	Item Name	Specification	Unit	Qty Req.	Specification By Bidder	Unit Price with all Taxes	Total Cost
Dress Making Trade							
1	Clothes	Fine quality, Cotton and wash & Wear, in different colors, Gents & Ladies	Meter	2200			
2	Thread	Quill/Bobbin (زلی کی) Relevant to Cloth Color (10x1= 1 Box)	Box	80			
3	Press Bukram	Chepi Or Ticken Or Press Bukram	Meter	100			
4	Tailoring Chalk	Marking Chalk (10x1= 1Box)	Box	35			
5	Ribbon	Different Types & Colour	Meter	45			
6	Zib	Small Size 8 inch, Big Size 12 inch	Each	60			
7	Drafting Pencil	Standard	Each	60			
8	Machine Oil	Standard	Liter	10			
9	Machine Needle	No. 14, 16,18 Rocket (10x1=1 Packet)	Packet	50			
10	Butter / Tracing Paper	Standard	Each	60			
11	Hand Needle	No. 5 Rocket (10x1=1 Packet)	Packet	120			
12	Tich Button	10 packet x1=1 box	Box	6			
13	Paper Pin	Standard	Packet	10			
14	Finishing clipper	Standard	Each	50			
15	Seem ripper	Standard	Each	50			
16	Thimbles	Standard	Each	50			
17	French curves	Standard	Each	50			
18	Hip curves	Standard	Each	43			
19	Steel scales	12 Inch	Each	45			
20	L shape scale	Standard	Each	35			
21	Tracing wheel	Standard	Each	50			

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22	Loop turner	Standard	Each	50			
23	Paper cutter	Standard	Each	50			
24	Thumb pins	Standard	Each	50			
25	Button making machine with	Standard (Three size die)	Each	4			
26	Pin cushion	Standard	Each	50			
27	Seep Button Transparent	12 piece packing	Dozen	15			
28	Foam sheet	Different sizes	Sheet	20			
Sub Total							
Computer Operator Trade							
29	USB	32gb , with warranty	Each	2			
30	Keyboard	Standard	Each	30			
31	Mouse	Standard	Each	30			
32	Power Cable	Standard	Each	60			
33	VGA Cable	Standard	Each	40			
34	Shoe Converter (3 to 2)	Standard	Each	40			
35	Cleaner (liqued Pc)	Standard	Bottle	10			
Sub Total							
Beautician Trade							
36	Thread	24 pieces box	Box	2			
37	Mehndi	12 cones each box	Box	4			
38	Eyebrow brushes	Standard	Each	4			
39	Wax Cold	Lemon Wax Large	Jar	2			
40	Hot wax	Large size	Packet	2			
41	Wax Applicator	Pecil type	Each	8			
42	Facial kit	Large size	Jar	2			
43	Skin Polish	Large size	Jar	2			
44	Soothing Lotion	Large size	Bottle	4			
45	Whitening Booster	Large size	Bottle	4			
46	Bleach	Large size	Jar	2			
47	Hair Spray	Large size	Bottle	2			
48	Concelor	Standard	Each	4			
49	Foundation	Large size	Bottle	4			
50	Base	Stick	Each	4			
51	Compact Powder	Standard	Each	4			
52	Blush on	Kit	Each	4			
53	Eye Shadow Kit	Kit	Each	4			
54	Eye Liner	Standard	Each	6			
55	Mascara	Standard	Each	6			

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56	Eye brow Pencil	Standard	Pencil	6			
57	Lip Liner	Standard	Pencil	4			
58	Lipstick	Standard	Each	4			
59	Liplose	Standard	Each	4			
60	Menicure & Pedicure Kit	Large Kit	Kit	2			
61	Eye Lashes	Standard	Each	6			
62	Eye Lashes Glue	Standard	Each	6			
63	Talkcum Powder	Large Size	Each	2			
64	Hair Dye (colour)	Large Size	Bottle	2			
65	Hightlighter	Standard	Kit	4			
66	Hair Dryer	2200 watt with Four Falexible speed, with compete setting with all accessories	Each	1			
67	Crimper	Temprature Control, Mutiple function, 360 degree	Each	1			
68	Curling Iron	Temprature Control, Mutiple function	Each	1			
69	Bleach Brush	Standard	Each	5			
70	Spatula	Standard	Each	10			
71	Black Head Remover	Standard	Each	5			
72	Manicure Set	Complete Set	Each	2			
73	Pedicure Set	Complete Set	Each	2			
74	Buffer 4sider	Standard	Each	5			
75	Frosting Cap	Standard	Each	4			
76	Cup Mixing Set	Standard	Each	5			
77	Shampoo Bowl Set	Standard	Each	2			
78	Foot Scraper	Standard	Each	5			
79	Hari Cutting Comb	Standard	Each	5			
80	Shower Caps	Standard	Packet	1			
81	Hair Pin Box	Standard	Box	10			
82	Invisible Pin Box	Standard	Box	5			
83	Decorative Pin Box	Standard	Box	6			
84	Hand Mirror	Standard	Each	5			
85	Roller Burshes 5in1	6 sizes set	Set	1			

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86	Gowns	Standard	Each	4			
87	Applicator Brushes	Standard	Each	10			
88	Spray Bottle	Standard	Each	5			
89	Rubber Bands	Standard	Packet	5			
90	Sponges	Standard	Each	10			
91	Cotton Wool	Standard	Each	5			
92	Eyelash Brush	Standard	Each	3			
93	Hair Brush	Standard	Each	5			
94	Different Towels Small	Standard	Each	8			
95	Emery Pords	Standard	Each	5			
96	Hoof Sticks	Standard	Each	5			
97	Makeup Brushes	Large Set	Set	3			
98	Makeup Brushes	Small Set	Set	2			
99	Aprons	Standard	Each	5			
100	Black Towels	Nomal Size	Each	5			
101	WhiteTowels	Nomal Size	Each	5			
102	Antiseptic Thread	Standard	Box	2			
103	Strip Rolls Waxing	Standard	Packet	10			
Sub Total							
Industrial Electrician Trade							
104	Wooden Screw	1.5inch	Packet	10			
105	Wooden Screw	2inch	Packet	10			
106	Wooden Screw	2.5inch	Packet	10			
107	Cable	3.029inch Silver Red	Roll	7			
108	Cable	3.029inch Silver Black	Roll	7			
109	Emery Paper (Regmar)	1 Foot	Foot	10			
110	Grease	1 Jar 1/2 kg	Jar	2			
111	Rawal Plug	1 Packet	Packet	10			
112	PVC Board	4/4 inch dozen	Dozen	12			
113	PVC Duct	1/2 inch	Length	10			
114	PVC Duct	3/4inch	Length	10			
115	Distal water	12 Bottles	Dozen	1			
116	Bulb LED	50 watt	Each	6			
117	Bulb LED	30 watt	Each	4			
118	Volt meter	Piano switch	Each	1			

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119	Cable	1.044 inch	Roll	5			
120	Switch	One way	Dozen	5			
121	Socket	2 pin	Dozen	3			
122	Socket	3 pin	Dozen	3			
123	Lamp holder	Piano 5	Dozen	10			
124	PVC pipe	3/4 inch	Foot	50			
125	Pipe shadle	3/4 inch	Dozen	15			
126	PVC Board	7/4 inch	Dozen	3			
127	PVC band	3/4 inch	Dozen	5			
128	Insulation tape	Black/red	Dozen	10			
129	Push button	One way	Dozen	8			
130	Door bell	250V	Each	5			
131	Light indicator	one way	Dozen	3			
132	Magnetic contactor	220V	Each	5			
133	On off push button	one way	Each	15			
134	F/R switch	one way	Each	5			
135	Motor protection switch	250 V	Each	15			
136	Time relay/8 pin with base	250 V	Each	15			
137	Cable 3.029 inch	3 core (half roll)	Roll	1			
138	Cable 3.029 inch	4 core (half roll)	Roll	1			
Sub Total							
Safety Officer Trade							
139	Fire Extingusher Filler	CO2	Kg	25			
140	Fire Extingusher Filler	DCP	Kg	46			
141	Chemical Foam	Fire Extingusher Fillter	Liter	50			
142	Gloves	Latex , 50 Pairs Box	Box	4			
143	Gloves	Cotton , 12 Pair Packet	Packet	3			
144	Cylender Filler	Oxygen	Kg	20			
145	Safety Cone	1.5foot	Each	6			
Sub Total							
Grand Total							



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Sr. No.	Trade Name	Proposed Accumulated Rate of Each Trade
1	Dress Making	
2	Computer Operator	
3	Beautician	
4	Industrial Electrician	
5	Safety Officer	
Grand Total		

Envelope B: Enclosures of Financial Proposal	Attached YES/No	Page #
Financial Proposal Form duly filled, signed, and stamped by the bidder		
Price Schedule Form duly filled, signed, and stamped by the bidder		
Copy of Bid Security		