



**VOCATIONAL TRAINING INSTITUTE KHANEWAL**

**Government of the Punjab**

**Ref: VTI/KWL/2025-2026/03**

**VOCATIONAL TRAINING INSTITUTE KHANEWAL**



# **BIDDING DOCUMENTS**

## **Training & Teaching Material Tender**

Signature & Stamp of bidder

Vocational Training Institute Khanewal, Lahore More Khanewal. Tel: 065-2552223,  
Email; vtikhanewal@pvtc.gop.pk



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

## TENDER NOTICE

**Tender no: VTI/KWL/2025-2026/03**

For Purchase of Training & Teaching Material

Reputed Firms registered with Sale Tax Department and with Valid NTN are invited to submit bids on EPADS under PPRA Rules, for the purchase of Teaching & Training Material for all trades of Vocational Training Institute Khanewal. Tender documents can be downloaded free of cost from <http://eprocure.gov.pk> and Vocational Training Institute Khanewal website [www.pvtc.gop.pk](http://www.pvtc.gop.pk).

Details are as given below

| Sr.# | Name of Items                | Estimated Amount (Rs.) | Earnest Money (2%) (Rs) | Last date/ time For receiving Tender | Date\time for opening tender |
|------|------------------------------|------------------------|-------------------------|--------------------------------------|------------------------------|
| 1    | Training & Teaching Material | 602,000                | 12,040                  | 09-04-2026<br>11:00 AM               | 09-04-2026<br>11:30 AM       |

Tender documents are immediately available and can be submitted on E-Pak Acquisition and Disposal System (**EPADS**) of Punjab Procurement Regulatory Authority (**PPRA**), Punjab till **09-04-2026 till 11:00 AM** and these tender documents will be opened on EPADS on same date at **11:30 AM**.

### Conditions:

1. Bidding documents containing detail terms and conditions, can be downloaded from <http://eprocure.gov.pk> and Vocational Training Institute Khanewal website [www.pvtc.gop.pk](http://www.pvtc.gop.pk) free of cost.
2. Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is NOT allowed.
3. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by 09-04-2026 at 11: 00 am. Bids will be opened on the same day at 11:30 am.

**Principal**  
**Vocational Training Institute, Khanewal**

Lahore More Khanewal. Tel: 065-2552223,  
Email; [vtikhanewal@pvtc.gop.pk](mailto:vtikhanewal@pvtc.gop.pk)

Signature & Stamp of bidder

Vocational Training Institute Khanewal, Lahore More Khanewal. Tel: 065-2552223,  
Email; [vtikhanewal@pvtc.gop.pk](mailto:vtikhanewal@pvtc.gop.pk)



### TERMS & CONDITIONS

#### 1. General:

- 1.1 Any offer is not received as per terms & conditions of the tender enquiry are liable to be ignored. No offer shall be considered if:
  - ◆ Uploaded on EPADS without earnest money (**2% of estimated amount Rs. 12,040 /-**)
  - ◆ It is uploaded on EPADS after the time and date fixed for its receipt.
  - ◆ The offer is ambiguous
  - ◆ The Firm blacklisted on any ground by PPRA Punjab and Procuring agency.
  - ◆ Offer received with shorter validity than required.
  - ◆ Any conditional / incomplete offer
- 1.2 Offer rates (in Pak Rupees) will remain valid for a period **60 days** from the date of opening the tender. No change in price will be made.
- 1.3 All the pages of bids documents and supporting documents must be signed and stamp before uploading on EPADS.
- 1.4 The earnest money / security shall be forfeited if:
  - a. The acceptance of tender is not received within ten days of issuance of order.
  - b. The offer is withdrawn, amended or revised.
  - c. The contractor fails to execute the contract strictly in accordance with terms and conditions.
- 1.5 The bidder should indicate their National Income Tax No. / Sales Tax No. and circle of Income Tax Department.
- 1.6 The contractor will be responsible for the free replacement of stores if the same is found to be substandard and or at variance with the specifications given in the supply order within one week. Store offered of specifications superior to the one specified in the tender enquiry may be accepted subject to approval of approving authority.
- 1.7 Offered rates will be on basis of free delivery to **VTI KHANEWAL** and shall include all taxes.
- 1.8 Purchase order will be issued by the **Vocational Training Institute KHANEWAL** after signing the agreement with bidder.
- 1.9 The suppliers must deliver the goods/products within 15 days of receiving the purchase order.

#### 2. Liquidated Damage:

In case of delayed supply / non supply/partial supply, the purchaser may cancel the supply order or impose appropriate penalty. The penalty may be up to @2% per week of tender cost. (Not exceeding 10% of the purchase order value).

#### 3. Extension of Delivery period:

In special circumstances, request for extension of delivery period may be considered by approving authority on the written request of the firm before the target date of supply.

#### 4. Cancellation / Penalty of Delay:

- 4.1 If the acceptance of the tender issued during the validity period of the tender is not acceptable by the tenderer, the earnest money will be forfeited and the stores can be purchased at his risk



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

## Government of the Punjab

and cost.

4.2 In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money shall be forfeited.

4.3 In case bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, the bank guarantee will be en-cashed and the store will be purchased at his risk and cost.

### 5. Payment to the Contractors:

5.1 Payment will be made through crossed cheque to the supplier against invoice after 100% completion of delivery, satisfactory performance against the purchase order from Vocational Training Institute KHANEWAL within 30 days after issuance of satisfactory report by the VTI management.

5.2 Payment against partial supply will not be made.

### 6. Earnest Money:

1.1 Earnest money **Rs: 12,040 /-** of the tender will have to be deposited along with tender. It should be in the form of Pay Order from a bank, Bank Draft / Call Deposit in the favor **Principal Vocational Training Institute Khanewal.**

### 7. Delivery / Inspection of store

The Material will be inspected by the VTI through an authorized personnel and will reject the material, if not found according to the given specification. The delivery of the material will be made in the premises of **VTI KHANEWAL.**

### 8. Deduction of Taxes:

Any taxes (if applicable GST, Income Taxes or any other tax) will be deducted while making payment as per Government instructions/ notifications.

### 9. Payment of sales & other taxes, duties, levies:

Purchase shall be made from the firms registered with income /sales tax. Sales and other such taxes, import duty, surcharge and other will be liability of the supplier. Vender will get the shipment cleared from customs at his risk and cost, Certificate / letter for exemption of GST and WHT can be provided by the supplier to Vocational Training Institute (VTI) if required as per government instructions.

### 10. Performance Security:

Within 05 days of the receipt of Purchase Order, the successful Bidder shall furnish the Performance Guarantee/Security in the form of Bank Guarantee/CDR or Demand Draft, issued by schedule bank operating in Pakistan. The Performance Guarantee will be **5%** of contract amount, as specified in Special Condition of Contract. Performance bond / Security may be returned to supplier after the one month of complete purchase of items.

### 11. Dispute Resolution:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules' Clause 67.

### 12. Information about firms (Company Profile):

The firms shall supply information along with tender about the following:

---

Vocational Training Institute Khanewal, Lahore More Khanewal. Tel: 065-2552223,  
Email; vtikhanewal@pvtc.gop.pk



- a. List of Employees of company
- b. List of satisfied customers
- c. Bank Statement of last one year.
- d. Company profile mentioning at least one year.
- e. Copy of NTN and GST certificate.

### 13. Technical Evaluation

- a. Annual turnover of Company for the last one year.
- b. The technical proposal shall be evaluated in a manner prescribed in advance as mentioned in the tender documents, without reference to the price and any proposal may be rejected which does not conform to the specified requirements / specifications.
- c. Specification of items must be filled in specification Column and it should not be left blank. If found blank bid will not be accepted.
- d. Specification of items must be as per required item and it must be equivalent to required quality.
- e. During the technical evaluation no amendments in the technical proposal shall be permitted.

### 14. Bid / Tender opening procedure

- a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters;
- c. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- d. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- e. The financial proposals of bids meeting the technical specifications after technical evaluation shall be opened publicly at a time date and venue announced and communicated to the bidders in advance. The financial bids of unsuccessful bidders will be returned unopened after technical evaluation
- f. Interested Firms may submit their bids on E-Pak Acquisition and Disposal System (EPADS) & (PPRA), Punjab. Bids will be opened in the office of Principal Vocational Training Institute Khanewal after deadline of submission of bids in the presences of bidders or their representatives who may wish to be present.

### 15. Warranty period etc.

As per manufacturer policy

### 16. Physical Examination/ Inspection of Goods

- The Procuring Agency or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency.
- For the purpose of inspections and tests of goods, The Supplier, shall Provide all reasonable facilities and assistance, to the inspectors at no charge to the Procuring Agency. However, if the Supplier proves an undue delay in conduct of inspection on the part of Procuring Agency, the Supplier shall not be liable for penalty on account of that delay. The cost of such lab tests shall be borne by the Manufacturer/ Supplier (The Procuring Agency will notify to the bidder regarding his inspection team members).
- The Procuring Agency reserves the right to inspect, test and, where necessary, reject the goods after the goods have been installed at Procuring Agency's destinations.
- The goods shall be acceptable subject to physical inspection, tests and/ or in accordance with the



# **VOCATIONAL TRAINING INSTITUTE KHANEWAL**

**Government of the Punjab**

approved sample as decided by the Procuring Agency

## **22. Transportation**

- The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Schedule of Requirement.
- Transportation including loading/ unloading of goods shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price. The addresses of destinations/ offices shall be provided at the time of signing of the Contract.

## **23. Supply of Items**

- The successful firms will be responsible to deliver the items to the concerned institute along with complete documents / accessories/Booklets
- All packing will be opened in front Principal / AAO / Trade in charge of the institute.
- Used/Second Hand items would not be acceptable at any cost.

## **24. Date of Submission / opening:**

- a. Last date of uploading bids by the bidders on EPADS is 09-04-2026 at 11:00 AM.
- b. Bids will be opened on EPADS is 09-04-2026 at 11:30 AM

**At: Vocational Training Institute Khanewal**

Lahore More Khanewal. Tel: 065-2552223,



### Technical Specification.

| Sr # | Item Name                                 | Specification            | Unit | QTY | Specification by Bidder |
|------|-------------------------------------------|--------------------------|------|-----|-------------------------|
| 1    | Paper RIM, A4, 70 Gram                    | Copy Mate or Equivalent  | No   | 80  |                         |
| 2    | Paper Rim Legal , 70 Gram                 | Copy Mate or Equivalent  | No   | 3   |                         |
| 3    | Trainee Personal Files                    | China Made or equivalent | No   | 500 |                         |
| 4    | Box File                                  | China Made or equivalent | NO   | 50  |                         |
| 5    | Office File                               | China Made or equivalent | NO   | 300 |                         |
| 6    | Stapler                                   | China Made or equivalent | NO   | 20  |                         |
| 7    | Stapler Pins box                          | China Made or equivalent | NO   | 100 |                         |
| 8    | White Board Marker (Black/Red/Blue/Green) | dollar or equivalent     | NO   | 100 |                         |
| 9    | Highlighters (green/pink/orange)          | dollar or equivalent     | NO   | 50  |                         |
| 10   | Permanent Marker                          | dollar or equivalent     | NO   | 30  |                         |
| 11   | Ball pen Blue                             | dollar or equivalent     | NO   | 400 |                         |
| 12   | Ball Pen Red                              | dollar or equivalent     | NO   | 150 |                         |



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

|    |                                                      |                                                |      |     |  |
|----|------------------------------------------------------|------------------------------------------------|------|-----|--|
| 13 | Ball Pen Black                                       | dollar or equivalent                           | NO   | 150 |  |
| 14 | Ball Pen Green                                       | dollar or equivalent                           | NO   | 150 |  |
| 15 | Pencils                                              | China Made or equivalent                       | NO   | 100 |  |
| 16 | Erasors                                              | China Made or equivalent                       | NO   | 100 |  |
| 17 | Sharpeners                                           | Cleaning Cloth (Yellow) big size or Equivalent | NO   | 100 |  |
| 18 | Whiteners                                            | China Made or Equivalent                       | NO   | 50  |  |
| 19 | Correction Pen                                       | China Made or Equivalent                       | NO   | 100 |  |
| 20 | Steel scale                                          | China Made or Equivalent                       | NO   | 20  |  |
| 21 | Punch Machine Large                                  | China Made or Equivalent                       | NO   | 1   |  |
| 22 | Punch Machine small                                  | China Made or Equivalent                       | NO   | 3   |  |
| 23 | Attendance register Large Size for Staff Attendance  | China Made or equivalent                       | NO   | 2   |  |
| 24 | Attendance register Medium Size for Staff Attendance | China Made or equivalent                       | NO   | 6   |  |
| 25 | Board Marker Ink Black                               | dollar or equivalent                           | NO   | 40  |  |
| 26 | Thumb pin                                            | China Made or equivalent                       | Pack | 18  |  |



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

|    |                                         |                          |    |     |  |
|----|-----------------------------------------|--------------------------|----|-----|--|
| 27 | Gum stick Large                         | China Made or equivalent | NO | 10  |  |
| 28 | Gum bottle Large                        | China Made or equivalent | NO | 6   |  |
| 29 | Binding Tape (2.5 inch )                | China Made or equivalent | NO | 4   |  |
| 30 | Binding tape (04")                      | China Made or equivalent | NO | 4   |  |
| 31 | Binding sheet                           | China Made or equivalent | KG | 6   |  |
| 32 | Attendance Register For Trainees        | China Made or equivalent | NO | 40  |  |
| 33 | Transparent Card Holder Complete Set    | China Made or equivalent | NO | 500 |  |
| 34 | Bag for Laptop                          | China Made or equivalent | NO | 1   |  |
| 35 | USB Flash 64 GB                         | HP or equivalent         | NO | 3   |  |
| 36 | White Board Dusters                     | Local or Equivalent      | NO | 30  |  |
| 37 | envelope with thread inside Legal       | Local or Equivalent      | NO | 60  |  |
| 38 | Toner Cartridge for Printer LBP 6303 DN | Canon or Equivalent      | NO | 5   |  |
| 39 | Drum for Printer LBP 6303 DN            | Canon or Equivalent      | NO | 2   |  |
| 40 | Roller for Printer LBP 6303 DN          | Canon or Equivalent      | NO | 2   |  |



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

|    |                                                         |                            |    |    |  |
|----|---------------------------------------------------------|----------------------------|----|----|--|
| 41 | Facial Kit                                              | HD/creastine OR Equivalent | NO | 2  |  |
| 42 | Makeup Bursh Kitt complete                              | creastine or Equivalent    | NO | 1  |  |
| 43 | Counterling Kit                                         | Christine OR Equivalent    | NO | 7  |  |
| 44 | meni pedi kit                                           | Christine OR Equivalent    | NO | 7  |  |
| 45 | Heavy-Duty Safety Shoes                                 | China Made or equivalent   | No | 15 |  |
| 46 | Safety Uniform / Workwear                               | China Made or equivalent   | No | 15 |  |
| 47 | Tonner & Roller for Photocopier (Toshiba E-Studio 2006) | Toshiba or equivalent      | No | 1  |  |

## Name & Postal Address of Firm:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Desg. \_\_\_\_\_

Tele No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Cell # \_\_\_\_\_

NTN \_\_\_\_\_ Stamp \_\_\_\_\_

GST No. \_\_\_\_\_ E-mail \_\_\_\_\_



**VOCATIONAL TRAINING INSTITUTE KHANEWAL**



**FINANCIAL PROPOSAL**

**Training & Teaching Material Tender**



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

## Price Schedule

(Goods to be procured under DDP/Free delivery at consignee's end basis)

Name of Bidder\_\_\_\_\_

| Sr # | Item Name                                 | Specification            | Unit | QTY | Unit Price With all Taxes | Total Cost with All Taxes |
|------|-------------------------------------------|--------------------------|------|-----|---------------------------|---------------------------|
| 1    | Paper RIM, A4, 70 gram                    | Copy Mate or Equivalent  | No   | 80  |                           |                           |
| 2    | Paper Rim Legal , 70 gram                 | Copy Mate or Equivalent  | No   | 3   |                           |                           |
| 3    | Trainee Personal Files                    | China Made or equivalent | No   | 500 |                           |                           |
| 4    | Box File                                  | China Made or equivalent | NO   | 50  |                           |                           |
| 5    | Office File                               | China Made or equivalent | NO   | 300 |                           |                           |
| 6    | Stapler                                   | China Made or equivalent | NO   | 20  |                           |                           |
| 7    | Stapler Pins box                          | China Made or equivalent | NO   | 100 |                           |                           |
| 8    | White Board Marker (Black/Red/Blue/Green) | dollar or equivalent     | NO   | 100 |                           |                           |
| 9    | Highlighters (green/pink/orange)          | dollar or equivalent     | NO   | 50  |                           |                           |
| 10   | Permanent Marker                          | dollar or equivalent     | NO   | 30  |                           |                           |



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

|    |                                                      |                                                |    |     |  |  |
|----|------------------------------------------------------|------------------------------------------------|----|-----|--|--|
| 11 | Ball pen Blue                                        | dollar or equivalent                           | NO | 400 |  |  |
| 12 | Ball Pen Red                                         | dollar or equivalent                           | NO | 150 |  |  |
| 13 | Ball Pen Black                                       | dollar or equivalent                           | NO | 150 |  |  |
| 14 | Ball Pen Green                                       | dollar or equivalent                           | NO | 150 |  |  |
| 15 | Pencils                                              | China Made or equivalent                       | NO | 100 |  |  |
| 16 | Erasors                                              | China Made or equivalent                       | NO | 100 |  |  |
| 17 | Sharpeners                                           | Cleaning Cloth (Yellow) big size or Equivalent | NO | 100 |  |  |
| 18 | Whiteners                                            | China Made or Equivalent                       | NO | 50  |  |  |
| 19 | Correction Pen                                       | China Made or Equivalent                       | NO | 100 |  |  |
| 20 | Steel scale                                          | China Made or Equivalent                       | NO | 20  |  |  |
| 21 | Punch Machine Large                                  | China Made or Equivalent                       | NO | 1   |  |  |
| 22 | Punch Machine small                                  | China Made or Equivalent                       | NO | 3   |  |  |
| 23 | Attendance register Large Size for Staff Attendance  | China Made or equivalent                       | NO | 2   |  |  |
| 24 | Attendance register Medium Size for Staff Attendance | China Made or equivalent                       | NO | 6   |  |  |

Vocational Training Institute Khanewal, Lahore More Khanewal. Tel: 065-2552223,

Email: vtikhanewal@pvtc.gop.pk



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

|    |                                         |                          |      |     |  |  |
|----|-----------------------------------------|--------------------------|------|-----|--|--|
| 25 | Board Marker Ink Black                  | dollar or equivalent     | NO   | 40  |  |  |
| 26 | Thumb pin                               | China Made or equivalent | Pack | 18  |  |  |
| 27 | Gum stick Large                         | China Made or equivalent | NO   | 10  |  |  |
| 28 | Gum bottle Large                        | China Made or equivalent | NO   | 6   |  |  |
| 29 | Binding Tape (2.5 inch )                | China Made or equivalent | NO   | 4   |  |  |
| 30 | Binding tape (04")                      | China Made or equivalent | NO   | 4   |  |  |
| 31 | Binding sheet                           | China Made or equivalent | KG   | 6   |  |  |
| 32 | Attendance Register For Trainees        | China Made or equivalent | NO   | 40  |  |  |
| 33 | Transparent Card Holder Complete Set    | China Made or equivalent | NO   | 500 |  |  |
| 34 | Bag for Laptop                          | China Made or equivalent | NO   | 1   |  |  |
| 35 | USB Flash 64 GB                         | HP or equivalent         | NO   | 3   |  |  |
| 36 | White Board Dusters                     | Local or Equivalent      | NO   | 30  |  |  |
| 37 | envelope with thread inside Legal       | Local or Equivalent      | NO   | 60  |  |  |
| 38 | Toner Cartridge for Printer LBP 6303 DN | Canon or Equivalent      | NO   | 5   |  |  |



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

|                                           |                                                     |                            |    |    |  |  |
|-------------------------------------------|-----------------------------------------------------|----------------------------|----|----|--|--|
| 39                                        | Drum for Printer LBP 6303 DN                        | Canon or Equivalent        | NO | 2  |  |  |
| 40                                        | Roller for Printer LBP 6303 DN                      | Canon or Equivalent        | NO | 2  |  |  |
| 41                                        | Facial Kit                                          | HD/creastine OR Equivalent | NO | 2  |  |  |
| 42                                        | Makeup Bursh Kitt complete                          | creastine or Equivalent    | NO | 1  |  |  |
| 43                                        | Counterling Kit                                     | Christine OR Equivalent    | NO | 7  |  |  |
| 44                                        | meni pedi kit                                       | Christine OR Equivalent    | NO | 7  |  |  |
| 45                                        | Heavy-Duty Safety Shoes                             | China Made or equivalent   | No | 15 |  |  |
| 46                                        | Safety Uniform / Workwear                           | China Made or equivalent   | No | 15 |  |  |
| 47                                        | Tonner & Roller Photocopier (Toshiba E-Studio 2006) | Toshiba or equivalent      | No | 1  |  |  |
| <b>Total Amount (Including All Taxes)</b> |                                                     |                            |    |    |  |  |



# VOCATIONAL TRAINING INSTITUTE KHANEWAL

Government of the Punjab

**Amount in Wards:** \_\_\_\_\_

Sign and Stamp of Bidder \_\_\_\_\_

Note: In case of discrepancy between unit price and total, the unit price shall prevail

Name & Postal Address of Firm: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation: \_\_\_\_\_ Tele No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Cell # \_\_\_\_\_

NTN \_\_\_\_\_ Stamp \_\_\_\_\_

GST No. \_\_\_\_\_ E-mail \_\_\_\_\_