



VOCATIONAL TRAINING INSTITUTE FAISALABAD

Government of the Punjab

TENDER NOTICE FOR THE SUPPLY OF FY 2025-26

Vocational Training Institute Faisalabad invites reputed firms registered with Sales Tax department and with valid NTN to submit bids on EPAD under PPRA Rules, 2014 for the purchase of Supply of Publicity & Advertisement Material for Various Trades FY 2025-26.

Bidding documents are available and should be prepared in accordance with instructions in the bidding documents and must be submitted on EPADS by **15-April-2026 at 11:00 AM**. E-Bids will be opened on the same day **at 11:30 AM**.

Estimate Budget of Publicity & Advertisement is Rs; 1,575,000/- Call deposit (security) in the favor of "Vocational Training Institute Faisalabad" @ 2% (Rs: 31,500) should be submitted and attached with the Bid.

Bidding documents containing detail terms and conditions, can be downloaded from <http://punjab.eprocure.gov.pk> & PPRA <https://eproc.punjab.gov.pk>. Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is NOT allowed.

For any difficulty / queries regarding registration on EPADS, please contact to Snr. Accounts & Admin Officer at 041-8580813

Note: All assessments and procuring procedure i.e. receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules-2014.

PRINCIPAL

**Vocational Training Institute Faisalabad
Shoaib Bilal Market near Commissioner Office,
Company Bagh Road Faisalabad**



041-8580813



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TENDER DOCUMENTS

**Supply of Publicity & Advertisement
Material for Various Trades FY 2025-26**

Estimate Amount: 1,575,000/-

Bid Security @2% Rs.31,500



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TERMS & CONDITIONS

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored and also no offer shall be considered if:
 - ◆ Received without earnest money
 - ◆ It is received after the time and date fixed for its receipt
 - ◆ Not signed & stamped by authorized person on each page of tender documents
 - ◆ The offer is ambiguous
 - ◆ The offer is received by fax or e-mail
 - ◆ The offer is from a black listed firm
 - ◆ Offer received with shorter validity than required
 - ◆ The offer is for store not conforming to specifications indicated in the tender enquiry.
 - ◆ Offered rate is received other than original tender documents
 - ◆ Any conditional offer
- 1.2 Bids will be evaluated financially and technically as whole.
- 1.3 Offered rates (in Pak Rupees) will remain valid for a period of 90 days after bid opening. No change in price will be made in case of Pak rupees depreciation against US\$ or any other currency.
- 1.4 The Purchaser (Vocational Training Institute Faisalabad) reserves the right to issue order in full / partial quantity.
- 1.5 The earnest money / security shall be forfeited if:
 - a. The acceptance of purchase order is not received within ten days of issuance of order.
 - b. The offer is withdrawn, amended or revised.
 - c. If consumables not supplied in accordance with terms and conditions.
- 1.6 The bidder should indicate their National Income Tax No. / Sales Tax No. and circle of Income Tax Department.
- 1.7 The bidder shall enclose catalogues, leaflets etc. in respect of supply offered by them.
- 1.8 The contractor will be responsible for the free replacement of supply if the same is found to be substandard and or at variance with the specifications given in the supply order within one week at site. Supply offered of specifications superior to the one specified in the tender enquiry may be accepted subject to approval of President DBOM.
- 1.9 Supply should be brand new and in original manufacturers packing.
- 1.10 Offered rates will be on basis of free delivery to VTI Faisalabad includes all taxes.

Signature & Stamp of bidder



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- 1.11 Whole or part of tender can be cancelled by the President DBOM with or without assigning any reason.
2. **Delivery Period:**
Delivery period is 02 - 03 weeks from the date of issuance of purchase order.
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 order(s) issued during the validity period of the tender is not acceptable by the bidder, the earnest money will be forfeited and the Supply can be purchased at his risk 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 / order in accordance with the terms & conditions laid down in the contract, the bank guarantee will be en cashed and the supply will be purchased at his risk and cost.
 - 4.4 **In case of Delay the purchaser may cancel the supply order or impose appropriate penalty that is 2% penalty per week will be charged.**
5. **Payment to the Contractors:**
 - 5.1 Payment will be made through crossed cheque to the supplier against invoice after 100% completion of satisfactory delivery.
 - 5.2 Payment against partial supply will not be made.
6. **Earnest Money:**
 - 6.1 Earnest money @ 2% of the tender (Rs. 31,500/-) will have to be deposited along with tender. It should be in the form of Pay Order / Demand Draft in favour of Vocational Training Institute Faisalabad.
 - 6.2 Earnest money of successful bidder shall be refunded on successful completion of supply or submission of required bank guarantee in shape of performance bond. Whereas earnest money of unsuccessful bidders will be refunded on the approval of tender by Competent Authority.
7. **Delivery / Inspection of Supply**
The Supply will be inspected by the VTI through an authorized committee and will reject the supply, if not found according to the given specification / quality.
8. **Deduction of Taxes:**
Any taxes (if applicable) will be deducted while making payment as per Government instructions/ notifications.

Signature & Stamp of bidder



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

Purchase shall be made from the firms registered with income /sales tax, Punjab 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 to VTI if issued by the Government.

10. Termination of Contract:

President DBOM may terminate contract with or without assigning any reason and will inform the supplier about his decision in writing.

11. Dispute Resolution:

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

12. Grievance Committee

President DBOM shall form the grievance committee; in case a grievance is raised by any bidder.

13. Information about firm:

The firms shall supply information along with tender about the following: Otherwise bid will be rejected

- a. Copy of NTN, PST and GST certificate.
- b. Affidavit
- c. Company Profile

14. Bid / Tender opening procedure

- a. The bid shall comprise a Single Stage, One Envelop.
- b. The proposal shall be evaluated in a manner prescribed in advance as mentioned in the tender documents, with reference to the price and any proposal may be rejected which does not conform to the specified requirements.
- c. During the evaluation no amendments in the proposal shall be permitted;
- d. The proposals of bid shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.

15. Date of Submission / Opening:

Receipt of tenders : **April 15, 2026 till 11:00 AM**

Opening of tenders : **April 15, 2026 at 11:30 AM** in Principal office,
Vocational Training Institute Faisalabad.

Signature & Stamp of bidder



TECHNICAL BID/ SCOPE OF WORK

(Supply of Publicity & Advertisement Material for Various Trades FY 2025-26)

1. SCOPE OF WORK

a. Venue & Environment

- i. Controlled temperature hall with seating capacity for 800 students.
- ii. Separate sitting arrangements for **30 VIP guests**.
- iii. Proper lighting, sound system, and stage setup.

b. Catering Services

- i. Lunch Boxes for Students: 800 boxes containing *Rice + Cold Drink*.
- ii. Lunch Boxes for Industry Officials: 100 high-quality boxes (Rice+ Cold drink+Chicken+Naan).
- iii. VIP Lunch (One-dish) sitting lunch for 30 guests.

c. Employer Stalls

- i. Minimum 20 structured stalls.
- ii. Each stall equipped with 1 table + 2 chairs.
- iii. Industry/employer name printed prominently on stall front.

d. Transportation

Pick & Drop Facility for students from the following institutes:

- i. VTI Faisalabad Near Commissioner Office
- ii. VTI Dhobi Ghat, Faisalabad
- iii. VTI D Ground, Faisalabad
- iv. VTI Jaranwala
- v. VTI Khurrianwala
- vi. VTI Satiana
- vii. VTI Mamukanjan

e. Additional Requirements

- i. Professional Support staff.
- ii. Branding for the event (Printing of Pana flexes, Broachers etc.).
 - a. 8-10 Flexes (6*8)
 - b. Complete Standees (Stand+Flex) – atleast 30

2. ELIGIBILITY CRITERIA

- i. Valid NTN and Sales Tax registration.
- ii. Firm must be registered with PPRA Punjab.
- iii. Minimum 3 years' experience in event management.
- iv. Proof of similar projects executed in the past.

3. DELIVERABLES

- i. Fully managed employment drive event.
- ii. Catering, stalls, seating, and logistics as per specifications.
- iii. Transportation plan covering all seven institutes.
- iv. Post-event report with attendance and employer participation details.



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FINANCIAL BID

(Supply of Publicity & Advertisement Material for Various Trades FY 2025-26)

Sr. No	Scope of Work	Description	Qty	Rate	Tax	Amount including all taxes
TOTAL						

Name & Postal Address of Firm:

Signature_____

Name _____

Desg. _____

Tel. No. _____ Fax No. _____

Cell # _____

NTN _____

Stamp _____

GST No. _____

E-mail _____

Signature & Stamp of bidder