

Govt. of the Punjab
Technical Education & Vocational Training Authority
(TEVTA)



STANDARD BIDDING DOCUMENT
FOR
PROCUREMENT OF TRAINING MATERIAL
(MECHANICAL TECHNOLOGY)
AT GOVT. COLLEGE OF TECHNOLOGY MULTAN TO BE
MADE UNDER SINGLE STAGE ONE ENVELOPE PROCEDURE
2025-2026

Bid Reference No:	GCT/MN/TM/2025-2026/01	
Package Name:	Procurement of Training Material (Mechanical Technology)	
Method of Procurement	Single Stage One Envelope (Least Accumulative Cost Method)	
Last Date & Time of online submission of Bid	09-10-2025	12:15 P.M
Online Opening Date & Time	09-10-2025	12:45 P.M

[Handwritten Signature]
Principal
Govt. College of Technology
MULTAN



Name and Signature of Bidder
with official stamp
Dated:

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MILITARY TANK

Name and Signature of Bidder
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Dated:

	<p style="text-align: center;">GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY</p> <p style="text-align: center;">GOVT. COLLEGE OF TECHNOLOGY MULTAN</p> <p style="text-align: center;">Web Site: www.tevta.gop.pk Email: principalgctmtn@gmail.com Ph: 061-6761988</p>	
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Invitation to Bid

Govt. College of Technology, Multan invites encrypted electronic bids under **single stage one envelopes** national competitive bidding procedure from active tax bidders registered on e-Punjab Acquisition and Disposal System (e-PADS) and also registered with Income Tax and Sales Tax Department for of Training Material of following packages:

Sr. No.	Bid Reference No	Package Name	Estimated amount (Rs)	Bid Security (Rs)	Bid Opening Date & Time
1	GCT/MN/TM/2025-2026/01	Procurement of Training Material (Mechanical Technology)	Rs.841235/-	Rs.16825/-	09-10-2025 at 12:45 P.M

- Bidding documents are available on e-PADS and PPRA Website i.e. www.ppra.punjab.gov.pk and can be downloaded free of cost.
- Encrypted electronic bids duly completed and in conformity with Bidding Documents must be submitted online on e-Punjab Acquisition and Disposal System (e-PADS) website i.e., <https://punjab.eprocure.gov.pk> till **12:15 P.M dated 09 October, 2025** and e-bids shall be opened as per above mentioned schedule.
- Detailed terms & conditions, method of procurement, procedure for submission of e-bids, bid validity, and other information are available in bidding documents.
- Original bid security in Favor of "**Principal Govt. College of Technology Multan**" in the shape of Bank Guarantee/CDR/ Bankers Cheque/Pay Order/Demand Draft of the above mentioned amount (separate for each package) must be submitted physically at the below mentioned address well before the date and time of submission of e-bids. E-Bids submitted through e-PADS shall only be entertained / accepted.
- Bidders are advised to ensure uploading the e-bid on e-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the e-bid. E-Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. Govt. College of Technology Multan shall not be held responsible for any issues thereof.

PRINCIPAL

Govt. College of Technology, Qasim Pur Colony Multan

Web Site: www.tevta.gop.pk

Email: gct.mln@tevta.gop.pk

Ph: 061-4230931, 932

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INSTRUCTIONS TO BIDDERS

1. Bid Should be submitted online on e-Punjab Acquisition and Disposal System (e-PADS).
2. Single stage one envelope procedure will be adopted.
3. Erasing, cutting/ overwriting should be avoided. However, in case of erasing, cutting / overwriting, the same shall properly be signed.
4. Bids will Publicly be opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.
5. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
6. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
7. Bidding documents should properly be signed and stamped.
8. Item wise total price and grand total price, in words and figures should be quoted at the respective columns of the Form of Bid.
9. No bid will be accepted after closing date and time.
10. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, etc. in Pak Rupees.
11. Evaluation of bid shall be made on least cost accumulated basis, conforming to the required specification as given in Form of Bid.
12. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.


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13. The bidder must be active tax payer.
14. Bidder shall submit NTN and GST Registration Certificates.
15. Bid security of Rs.841235/- (@ 2% of estimated cost of Rs. 16825/-) must be submitted in original in the form of Pay Order / CDR / Demand Draft / Banker's Cheque favoring "Principal Govt. College of Technology Multan".
16. Successful bidders will attend the office of the Principal Govt. College of Technology Multan to sign the contract agreement and for submission of performance security @ rate of 08% of the contract amount.
17. Contract agreement will be signed on the stamp paper in accordance with stamp act 1899 (i.e. 0.25% of the contract amount). Successful bidder(s) will be responsible for purchase of stamp paper.
18. The Procuring agency reserve the rights to cancel the tender at any stage without stating any reason.


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Name and Signature of Bidder
with official stamp
Dated:

Bid Form


To:

Principal
Govt. College of Technology
Multan

Dear Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to **Supply Training Material**, at Govt. College of Technology, Multan in conformity with the specifications in the bidding documents as per the following price.

Sr.#	Item Name with Specification	Volume/ Quantity	Unit	Unit rate without GST.	Per Unit Amount of GST	Unit rate with GST	Total Without GST	Total GST	Total Amount with all Taxes
1	2	3	4	5	6	7	8=(3x5)	9=(3x6)	10=(3x7)
1	Aluminum Plate 1" Thick 3" Dia	15	Nos.						
2	Aluminum Plate 1" Thick 4" Dia	15	Nos.						
3	Aluminum Plate 3/8" Thick 8" Dia	15	Nos.						
4	Aluminum Rod 2" Dia	50	Kgs						
5	Aluminum Rod 1" Dia	100	Kgs						
6	Angle Iron MS 1" x 3/16 Thickness	15	Kgs						
7	Cotton Waste (New Cloth Cut Pieces)	10	Kgs						
8	Counter Sink Bit 1/8" x 3/8"	6	Nos.						
9	Cutting Disc 10" Dia	4	Nos						
10	Cutting Disc 4" Dia	18	Nos						
11	Cutting Disc 12" Dia	4	Nos						
12	Emery Paper 1 NO	60	Nos.						
13	Emery Paper 1.5 NO	60	Nos.						
14	End Mill cutter HSS (6,8,10,12,14,16) 2 each	8	Nos.						
15	File handle (Wooden) 5"	60	Nos.						
16	Gear Cutter Set (8 Cutters) 2 Module, 25mm inner Dia	12	Nos.						
17	Grinding Wheel Silicon carbide 6" dia = 6 Nos, Al Oxide 6" dia = 6 Nos	12	Nos.						
18	Grinding Wheel Dresser (Good Quality)	4	Nos.						
19	Hand Hacksaw Blade 12"	60	Nos.						
20	HSS Drill 1-13mm (Boxed)	2	Set						


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21	Kerosine Oil	12	Ltr						
22	Mobil oil 20W/50	17	Ltr						
23	MS Flat 3" x 1/8"	30	Kgs						
24	MS Flat 1" x 1/8"	15	Kgs						
25	MS Flat 1" x 3/16"	15	Kgs						
26	MS Flat 1.5" x 1/4"	15	Kgs						
27	MS Electrode No.10 (E6013, No 10 Classification: AWS A/SFA 5.1-91 E6013, EN 499 E 38 0 RC 11, EN ISO 2560-A E 38 0 RC 11. (Coating: Rutile-cellulosic electrode)	50	Kgs						
28	MS Electrode No.12 (E6013, No 12 Classification: AWS A/SFA 5.1-91 E6013, EN 499 E 38 0 RC 11, EN ISO 2560-A E 38 0 RC 11. (Coating: Rutile-cellulosic electrode)	15	Kgs						
29	MS Flat 4' x 8' 16 SWGG	32	Nos.						
30	MS Flat 1" x 3/16"	100	Kgs						
31	MS Flat 2" x 1/4"	60	Kgs						
32	MS Pipe 1.5" x 3/16"	30	Kgs						
33	MS Pipe 16 SWG Dia 1"	80	Feet						
34	MS Square Pipe 1" x 1" 16SWG	80	Feet						
35	MS Rod 1" Dia	135	Kgs						
36	MS Rod 1.5" Dia	30	Kgs						
37	MS Rod 1.25" Dia	25	Kgs						
38	MS Rod 3/4" Dia	20	Kgs						
39	MS Square Rod 3/8" x 3/8" Solid	20	Kgs						
40	Paint Brush 4" Premium Quality	10	Nos.						
41	Paint Enamel Premium Quality (1 Yellow, 1 Dark Blue, 2 Smoke Gray)	4	Gallon						
42	Power Hacksaw Blade 10TPI size 16" x 1.25" x 0.62" fine Quality	14	Nos.						
43	Small Hammer Handle Wooden 12"	24	Nos.						
44	Surface Grinding Wheel 3/4" thick x 3" inner dia x 8" outer dia	4	Nos.						

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45	Tool Bit 3/8" x 3/8" x 8"	19	Nos.						
46	Tool Bit 1/2" x 1/2" x 8"	24	Nos.						
Grand Total									

(Amount of Grand total in Words _____)

We understand that the purchaser intends to award the contract for all / any category to the lowest bidder. We will not claim any additional cost in respect of Supply of Training Material due to any variations. We undertake, if our Bid is accepted to complete the supply in accordance within the given time period.

We understand that the process of procurement is governed by PPRA Rules 2014. However, any additional conditions specified in the bidding document shall remain applicable.

Dated this _____ day of _____ 2025.

Note: All applicable taxes at the time of payment will be deducted Charge in the rate of tax announced by the Govt. from time to time will be applicable. Kindly consult clause 8 of TERMS & CONDITIONS of this document for calculation of Sale tax as required in column 8 "Per Unit Amount of GST" of this Bid Form.

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Name and Signature of Bidder
with official stamp
Dated:

FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this ____ day of 2025 at ____ between Govt. College of Technology, Multan (hereinafter called "the Purchaser") and ____ (hereinafter called "the Supplier").

Whereas the Purchaser invited bids for supply of Training Material and has accepted a bid by the Supplier for the supply of Training Material in the sum of Rs. ----- (hereinafter called "the Contract Price").

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - a) Invitation to bid as publicized / advertised by the Purchaser
 - b) Bidding document as bought from the Purchaser
 - c) Form of Bid
 - d) Undertaking submitted by the bidder along with the bid papers
 - e) Procurement Order.
 - f) General and special conditions regarding procurement as given in the bidding documents and
 - g) This contract agreement as executed between the Purchaser and the Supplier.
 - h) The Bid Security.
 - i) Performance Security
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
5. Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.
6. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The arbitration should be made through mutually agreed single arbitrator on the request of contractor.


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In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

WITNESS:

1. _____

2. _____


Principal
Govt. College of Technology
WATAN

Name and Signature of Bidder
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Dated:

TERMS & CONDITIONS

1. Scope of Work

Procurement will be based on least cost accumulative method. Lowest evaluated successful bidder will be responsible for delivery of items at consignee's end in safe, sound condition.

2. Procurement Procedure and Method of Procurement

Single stage one envelope bidding procedure will be adopted following least cost accumulative method.

3. Validity of Bids

The bids shall remain valid for a period of 90 days from the date of opening of bids. Further extension if required be obtained as per Punjab Procurement Rules 2014.

4. Currency

Firm and final rates should be quoted in PAK Rupees.

5. Govt. Taxes and Transportation Charges

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, commissioning charges etc. in Pak Rupees.

6. Preparation of bids/ Proposals


Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered.

7. Rates on the Form of Bid

Rates should be quoted on the attached prescribed Form of Bid. Bidder shall fill all blank columns of the Form of Bid.

8. Sale Tax

- a. The sale tax cannot be included / added for the items which are exempted for sale tax as per 3rd schedule of sale tax act, 1990, if any bidder included sale tax in their bid the same will be excluded from their quoted price while comparative statement / analyses.
- b. The sale tax cannot be included / added for the items / packing items where sale tax already included in retail price, if any bidder included sale tax in their bid the same will be excluded from their quoted price while comparative statement / analyses


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9. Alternative Bids

More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items shall not be considered.

10. Verification

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered and the bid shall be liable to be rejected.

11. Change place of Delivery

Procuring agency may change place of delivery at any time during the procurement proceeding.

12. Provision of Sample

The procuring agency can demand sample of any item for checking the performance / quality of the same. On satisfactory performance / quality of the sample, the bidder will be responsible for delivery of the same. In case performance / quality of the sample are unsatisfactory the procuring agency can reject the same and the bid will be technically disqualified. Provided samples will be retained by procuring agency for evidence.

13. Acceptance of Arithmetical Errors

In case of discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its bid security will be forfeited.

14. Submission of Bids

The interested bidders should submit bids of the package on the basis of "single stage one envelope procedure". All bids must be submitted online on EPADS portal within due date and time as mentioned in the Invitation to Bid / Advertisement.


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15. Opening of Bids

Bids will Publically be opened by the Procurement Committee of Govt. College of Technology Multan, in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the invitation to bid.

16. Evaluation

Evaluation of bids shall be made on least cost accumulative method, conforming to the required specification as given in Form of Bid and other conditions mentioned in the bidding documents.

17. Method of Selection of Lowest Evaluated Bidder

Lowest evaluated bidder will be selected on least cost accumulative method. The bidder which meets the required minimum specification, other conditions mentioned in the bidding documents and having lowest price will be selected as lowest evaluated bidder.

18. Award of Contract and Procurement Order

Contract will be awarded to the lowest evaluated bidder on least cost accumulative method. Procurement Order will be issued after signing of contract agreement.

19. Repeat Order

The contractor may provide deliverable items on repeat order up to (15% of the original procurement order) under the provision of Punjab Procurement Rules, 2014, if asked for.

20. Rejection of the Bid

Bids will be rejected in case of the following:

- a. Received after due date and time.
- b. Bidding documents are unsigned / unstamped.
- c. The bid is conditional.
- d. The bid is from a bidder who is black listed, by TEVTA & PPRA.
- e. The bid is received by telephone/ telex/ fax/ telegram/E-mail or by hand.


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- f. Bid Security is not submitted with the bid OR lesser in amount than required OR not in favor / name of Principal Govt. College of Technology Multan.
- g. If the bidder is not on active tax payer list of FBR.

21. Inspection

- i. The inspection shall be conducted at the premises of the final destination.
- ii. The procuring agency may reject the delivered items which fail to conform to the technical specification or provided samples, in inspection the contractor shall replace the rejected goods / items within fifteen working days, free of cost.
- iii. The procuring agency post-delivery right to inspect, where necessary, rejects the goods / items shall in no way be limited or waived by reason of pre-delivery inspection, passing of the goods.

22. Payment Mode

Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

23. Taxes

The Procuring agency shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable.

24. Penalty

In case of late delivery, of goods / items, beyond the period specified in the bidding documents, a delay penalty @ 0.2% per day of the late delivered items shall be imposed on the supplier up to a maximum of 10% of the contract amount.

25. DELIVERY

- 1. The lowest evaluated successful bidder will be responsible for delivery, complete in all respect at places as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 15 days of issuance of procurement order.


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2. Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery whereas the clause 24 will be intact.

26. **Force Majeure**

- I. The Supplier shall not be liable for forfeiture of its, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- II. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- III. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.


FORMAT OF ALL SECURITIES REQUIRED

1. **Bid Security**

The bid security as demanded in the invitation to bid in the form of CDR/DD/PO/ Banker's cheque in favor of Principal Govt. College of Technology Multan must be submitted in college. In case of withdrawal of bid after opening of bids, or non-compliance of the procurement order/ procurement contract, the bid security will be forfeited.

2. **Release of Bid Security**

Bid Security of unsuccessful bidders will be released after signing of contract agreement with the successful bidder. Bid Security of successful bidder will be released after receiving of performance security @ 08% from the successful bidder.


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3. Performance Security

Performance security in the form of CDR/DD/PO/ Banker's cheque in favor of Principal Govt. College of Technology Multan will be submitted by successful bidders @08% of contract price before signing the contract. In case of non-compliance of the procurement order/ procurement contract, the Performance security will be forfeited.

4. Release of Performance Security

Performance Security will be released after 120 days of bill submission keeping in view the performance of supplied items.

ARBITRATION

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.

BLACK LISTING

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

Black listing mechanism will be followed as per Punjab Procurement Rules 2014.

COMMUNICATION

In case of any problem regarding preparation and submission of bids, Principal Govt. College of Technology Multan may be contacted on the below mentioned address:

Principal
Govt. College of Technology,
Qasimpur Colony Multan.
Tel: 061-6761988
Cell: 0324-7043086


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CERTIFICATE

- A. We undertake that our Firm M/s_____ is not black listed by TEVTA & PPRA.
- B. We undertake that in case our bid is accepted, the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.

Note: Certificate should be on Rs.100/- Stamp Paper


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CHECK LIST / GUIDELINES FOR BIDDERS

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirement are met for the preparation and submission of their bids:

Sr. No.	Requirement	Yes / No
01.	The bidder is active tax payer throughout the procurement process	
02.	Bid Security as demanded in the invitation to bid is available in the bid.	
03.	No Erasing, cutting/ overwriting made. If made the same is properly signed and stamped	
04.	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
05.	All pages of bidding documents are properly signed and stamped at the given place	
06.	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
07.	Firm and final rates are quoted in PAK Rupees	
08.	Literature / manual / brochure (in Urdu / English) placed in the bid, is in conformity with the required specifications of items (Where Applicable)	
09.	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.	
10.	Rates are quoted on the attached prescribed Form of Bid	
11.	No calculation or arithmetic error is made	
12.	Bid is submitted within due date and time	
13.	Bid is not conditional	
14.	Certificate at the end of bidding documents is signed and stamped on stamp paper	
15.	Read and understand all the bidding documents	
16.	Address and contact No. of the bidder on the envelope is written	

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