

# BIDDING DOCUMENT

## Govt. of the Punjab

Technical Education & Vocational Training Authority  
Govt. College of Technology for Women, Faisalabad.



### PROCUREMENT OF TRAINING MATERIAL FOR GCTW FAISALABAD TO BE MADE UNDER SINGLE STAGE ONE ENVELOPE PROCEDURE 2025-26

Tender No:	GCTW/FSD/2025-26	
Tender Name:	Procurement of Training Material for DDM Trade	
Method of Procurement	Single Stage One Envelope (Accumulative Cost Basis Least Cost Method)	
Last Date & Time of Receipt of E-Bids	07-01-2026	01:00 P.M
Opening Date & Time	07-01-2026	01:30 P.M

### Invitation to E-Bid

Technical Education & Vocational Training Authority (TEVTA) invites bids under **Single Stage One Envelope** national competitive bidding procedure from active tax bidders registered with Income Tax and Sales Tax Department for Purchase of Training Material for Dress Designing & Making (DDM) Trade at Govt. College of Technology for Women, Faisalabad as per below detail:

Package No.	Package Name	Estimated Amount (Rupees)	Bid Security (Rupees)	Bid Opening Date & Time
GCTW/FSD/2025-26	Procurement of Training Material for Dress Designing & Making Technology	1,439,000/-	71,950/-	07-01-2026 at 01:30 P.M.

- Bidding Documents are available on [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) and may be downloaded free of cost.
- Bids duly completed and in conformity with Bidding Documents must be submitted online on E- Pak Acquisition and Disposal System (EPADS) website i.e., <https://punjab.eprocure.gov.pk> till 01:00 P.M dated 07-01-2026 and bids shall be opened on same date at 01:30 P.M.
- Detailed terms & conditions, method of procurement, procedure for submission of bids, bid validity, and other information are available in bidding documents.
- Original bid security in favor of **Principal Govt. College of Technology for Women, Faisalabad** in the shape of **CDR/Pay Order/Demand Draft** of the **above-mentioned amount must be submitted physically** at the below mentioned address well before the opening of the E-Bid. **Bids submitted through E- PADS shall only be entertained / accepted.**
- Bidders are advised to ensure uploading the Bid on E-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. TEVTA shall not be held responsible for any issues thereof.
- Only Accumulative Rates for the whole tender will be used to determine the lowest evaluated bidders.**
- Income/Sales tax registration certificate and other documents as mentioned in Tender Document must accompany the bids.

**Note: TEVTA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014**

<b>PRINCIPAL</b> <b>GOVT. COLLEGE OF TECHNOLOGY FOR WOMEN, FAISALABAD</b> Tel:- 041-9220087, 0102,    E-mail: <a href="mailto:tevtgpiwfsd@yahoo.com">tevtgpiwfsd@yahoo.com</a>
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## **BRIEF INTRODUCTION OF THE ORGANIZATION**

<b>Sr. #</b>	<b>Fields</b>	<b>Description</b>
01.	<b>Name of the Organization</b>	
02.	<b>National Tax Number</b>	
03.	<b>Sales Tax Registration Number</b>	
04.	<b>Date of Establishment</b>	
05.	<b>Corporate Status (Proprietor, Partnership, Private Limited, Public Limited)</b>	
06.	<b>Authorized representative through whom all communications shall be made (Name &amp; Designation in the organization)</b>	
07.	<b>Mailing address</b>	
08.	<b>Contact / Cell No.</b>	
09.	<b>Fax No.</b>	
10.	<b>E-Mail Address</b>	

# **Part-I**

## **Section I. Instructions to Bidders**

### **A. Introduction**

- |                                       |   |
|---------------------------------------|---|
| <b>1. Scope of Work</b>               | 1.1 Bidders must submit bids of all items of the package. The contractor will be responsible for delivery, installation & commissioning (if any) of all items at consignee's end in new, safe, sound and in operational condition.  |
| <b>2. Eligible Bidders</b>            | <p>2.1 This Invitation for Bids is open to all suppliers, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax &amp; Punjab Sales Tax etc.), and registered on E Procurement System (EPADS), except as provided hereinafter.</p> <p>2.2 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government (provide certificate).</p> <p>2.3 Bidders should not be blacklisted from GCTW, Faisalabad and PPRA Punjab.</p> <p>2.4 The Bidders must have NTN and STRN and active tax payer status</p>  |
| <b>3. Eligible Goods and Services</b> | <p>3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, as per policy of Govt. of Pakistan, and all expenditures made under the contract will be limited to such goods and services.</p> <p>3.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>3.3 The origin of goods and services is distinct from the nationality of the Bidder.</p> |
| <b>4. Cost of Bidding</b>             | 4.1 The Bidder shall bear all costs associated with the preparation and submission of its E-bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.   |

### **B. The Bidding Documents**

- |  |   |
|--|---|
| <b>5. Content of Bidding Documents</b> | <p>5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:</p> <ul style="list-style-type: none"><li>(a) Instructions to Bidders (ITB)</li><li>(b) Bid Data Sheet</li><li>(c) Technical Specifications</li><li>(d) Bid Submission Form</li><li>(e) Contract Form</li></ul> |
|--|---|

- (f) General Conditions of Contract (GCC)
- (g) SPECIAL Conditions of Contract (SCC)

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

**6. Clarification of Bidding Documents**

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by email at the Purchaser's address indicated in Bid Data Sheet. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives **not later than three (3) days** prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.

**7. Amendment of Bidding Documents**

- 7.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
- 7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email, and will be binding on them.
- 7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

**C. Preparation of Bids**

**8. Language of Bid**

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

**9. Documents Comprising the Bid**

- 9.1 The bid prepared by the Bidder shall comprise the following components:
  - (a) Duly filled Bid Form
  - (b) Documentary evidence that the Bidder is eligible to bid.
  - (c) Documentary evidence that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
  - (d) Bid security furnished in accordance with invitation to bid.
  - (e) The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents.
  - (f) 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
  - (g) Duly filled, signed and stamped bidding documents must be attached in the bid / proposal as token of acceptance of terms & conditions of

bidding documents

- (h) Bidders should accept the terms & conditions of bidding documents and conditional bid should not be submitted.

- 10. Bid Form** 10.1 The Bidder shall complete the Bid Form furnished in the bidding documents, indicating the goods to be supplied, their country of origin/ brand/ model, and prices.
- 11. Bid Prices** 11.1 Grand total price, in words and figures should be quoted at the respective columns of the Form of Bid. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, installation and commissioning charges etc. in Pak Rupees.
- 11.2 Prices indicated on the bid form shall be **delivered duty paid (DDP) prices**.
- 12. Bid Currencies** 12.1 Firm and final prices shall be quoted in **Pak Rupees**
- 13. Documents Establishing Bidder's Eligibility and Qualification** 13.1 The Bidder shall furnish, as part of its E-bid, documents establishing the Bidder's eligibility to bid.
- 14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents** 14.1 The Bidder shall furnish, as part of its E-bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 14.2 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating **substantial responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- (b) If some of the specifications are not available in the literature / brochure provided by the bidder but the same have been mentioned / reported / committed in the Commentary Form by the bidder, the bidder will give an undertaking or in response of purchaser's clarifications, that the machinery/equipment/goods to be supplied will conform to the required/ bid specifications. The procuring agency reserves the rights to accept or rejected the clarification.
- (c) The commentary form facilitates the bidder to elaborate their bid offer in terms of required accessories / specifications which are not available in the technical literature / brochure of the goods. In case the brochure provided by the bidder meets all the required specifications than commentary form has no significant impact.
- (d) In case of contradiction between the brochure and commentary form, the

information available in the brochure will prevail.

- (e) In case of small tools where brochures / literature is not available, the commitment of the bidder on the commentary form will prevail.

## **15. Bid Security**

- 15.1 The Bidder shall furnish, as part of its E-bid, a bid security in the amount specified in the Bid Data Sheet.
- 15.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct.
- 15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:
  - (b) Call Deposit Receipt (CDR), Demand Draft (DD) or Pay Order (PO) valid for thirty (30) days beyond the validity of bid.
- 15.4 Any bid without bid security or less than the amount as demanded in invitation to bid will be rejected by the Purchaser as non-responsive
- 15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser.
- 15.6 Bid Security will be returned after submission of application from Bidder on letter head pad.
- 15.7 The successful Bidder's bid security will be discharged after the Bidder signing the contract and Submission of performance security.
- 15.8 The bid security may be forfeited:
  - (a) if a Bidder withdraws its E-bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract or submission of performance guarantee.

## **16. Period of Validity of Bids**

- 16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 16.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security.

## **17. Format and Signing of Bid**

- 17.1 The Bidder shall prepare E-bid of the scanned documents in the form of PDF file and as per requirements in tender document.



- 17.2 The Bidder shall authorize a person/ person(s) for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of E-bid. However, in case of any issue bidder shall be responsible for all consequences.
- 17.3 All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
- 17.4 Any cutting, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the E-Bid.
- 17.5 The name and position held by each person signing the authorization must be typed or printed below the signature. All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
- 17.6 Any cutting, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

#### **D. Submission of Bids**

#### **18. Sealing and Marking of Bids**

- 18.1. The complete Bids must be submitted online on e-Procurement System (EPADS) website i.e., <https://punjab.eprocure.gov.pk>
- 18.2 Bid should consist of duly signed and stamped bidding documents, Form of bid indicating country of origin / Brand / Model and literature / brochures (Where applicable) and all information  
n / documents demanded in the bidding documents for evaluation.

#### **19. Deadline for Submission of E-Bids**

- 19.1 E-Bids must be submitted on the e-Procurement System (EPADS) no later than the time and date specified in the Bid Data Sheet.
- 19.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **20. Late E-Bids**

- 20.1 E-Bids will not be accepted on the e-Procurement System (EPADS), after closing time. However, if any E-bid is submitted on the system after closing time due to some technical glitch in the e-Procurement System (EPADS), in that case bid shall be declared late and rejected.
- 20.2 The Procuring Agency shall not consider for evaluation any Bid that is submitted after the deadline for submission of E-Bids.
- 20.3 Any Bid received by the Procuring Agency after the deadline for submission of E-Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

#### **21. Modification and Withdrawal of E-Bids**

- 21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of E-bids.

- 21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of E-bids.
- 21.3 No E-bid may be modified after the deadline for submission of E-bids.
- 21.4 No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of E-bid validity specified by the Bidder on the Bid Form. Withdrawal of a E-bid during this interval may result in the Bidder's forfeiture of its bid security

#### **E. Opening and Evaluation of E-Bids**

#### **22. Opening of E-Bids by the Purchaser**

- 22.1 The Purchaser will open all E-bids in the presence of bidders or bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet /invitation to bid. The bidders or bidders' representatives who are present shall sign an attendance sheet evidencing their presence.
- 22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No E-bid shall be rejected at bid opening, except for late bids (if any, submitted on system due to technical glitch), pursuant to 20.1.
- 22.3 Bids and modifications that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances, withdrawn bids will be returned unopened to the bidders.
- 22.4 The Purchaser will prepare minutes of the E-bid opening.

#### **23. Clarification of E-Bids**

- 23.1 During evaluation of the E-bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its E-bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

#### **24. Preliminary Examination**

- 24.1 The Purchaser will examine the E-bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have properly been signed, and whether the bids are generally in order.
- 24.2 Arithmetical errors will be rectified on the following basis. If there is a 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 Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 24.3 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these

Clauses, a substantially responsive bid is one which most closely conforms to all the terms and conditions of the bidding documents.

- 24.4 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **25. Evaluation of Bids**

- 25.1 The Purchaser will financially evaluate and compare the bids which have been determined to be substantially responsive, and conforming to the requirements. The bidder offering partial scope of work will be disqualified. The bidder offering complete scope of work and fulfilling all requirement of the bidding documents will be declared technically qualified bidder. All quoted items of the complete package should meet the minimum required specification. In case any one item out of the complete package does not meet the minimum required specification then such a bid will be rejected.
- 25.2 The Purchaser's **financial evaluation** of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties.
- 25.3 A bid conforming to eligibility criteria and other conditions specified in the bidding documents and having lowest evaluated cost will be selected as lowest evaluated bid.

## **26. Contacting the Purchaser**

- 26.1 No Bidder shall contact the Purchaser on any matter relating to its E-bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so on the eProcurement System (EPADS).
- 26.2 Any effort by a Bidder to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Bidder's bid.

## **27. Rejection of the Bid**

- 27.1 Bids will be rejected in case of the following:
- i. Received without bid security as demanded in the advertisement
  - ii. Received after due date and time.
  - iii. Bidding documents are unsigned /unstamped.
  - iv. The bid is from a bidder who is blacklisted by the Procuring Agency i. e. GCTW, Faisalabad and PPRA Punjab.
  - v. The bid is received by telephone/ telex/ fax/ telegram/E-mail.
  - vi. Offering partial scope of work / incomplete bids.
  - vii. The bidder is non-active tax payer.
  - viii. In case of non-compliance of Instructions to bidders & other terms & conditions of bidding documents.

## **28. Grievance Redressal**

- 28.1 As per Rule-67 of PPR-14, Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the

members of the Procurement Committee.

- 28.2 Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his e-Bid may lodge a complaint on the e-Procurement System (EPADS), concerning his grievances not later than ten (10) days after the announcement of the Final evaluation reports. In case of single stage-**t w o** envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within five (05) **d a y s** of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring **a g e n c y** shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining / receiving grievance petitions from the prospective bidders if any).
- 28.3 In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelops bidding procedure is adopted.
- 28.4 The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

## **F. Award of Contract**

### **29. Award Criteria**

- 29.1 Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or through e-Procurement System (EPADS) that it's e-Bid has been accepted. Contract will be awarded to the lowest evaluated bidder for complete package on accumulative cost basis following least cost method. The contractor / supplier must submit the Guarantee @10% of the contract amount within 07 Days of the award of contract. After receipt of Guarantee Procurement Order will be issued.

### **30. Procurement Procedure and Method of Procurement**

- 30.1 **B i d d e r s** must submit E-bid / E-bids on the basis of complete specification. Single stage one envelope bidding procedure will be adopted following **least cost method** on accumulative cost basis.

### **31. Purchaser's Right to Accept or Reject All E-Bids**

- 31.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to acceptance of bid, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the bidders of the grounds for the Purchaser's action.

- 32. Notification of Award**
- 32.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by email, or through e-Procurement System (EPADS) that its e-Bid has been accepted.
- 32.2 The notification of award will constitute the formation of the Contract.
- 33. Signing of Contract**
- 33.1 Within seven (07) days of issuance of **letter of acceptance**, the successful Bidder shall sign, stamp and date the contract.
- 34. Performance Guarantee / Warranty**
- 34.1 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.
- 34.2 The performance guarantee will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
- 34.3 The Supplier warrants that the Goods supplied under the Contract are new, unused, The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 34.4 Bidders must provide one-year free comprehensive onsite warranty (In case of Tools and M&E), which must include labor, parts replacement and any other related service. Warranty period will be started after completion of scope of work.
- 34.5 The guarantee will be discharged by the Purchaser and returned to the Supplier not later than **30 days** after the 100% complete delivery of the Package/**Procurement Order**.
- 34.6 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof,

without costs to the Purchaser.

34.8 If the Supplier, having been notified, fails to remedy the defect(s) within the period of 15 Days as specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

### **35. Corrupt or Fraudulent Practices**

35.1 The Procuring Agency requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

- (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,
- (iii) "collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;
- (a) The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (b) 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.

### **36. Verification**

36.1 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 for evaluation and the bid will be rejected.

## Part-I

### Section II. Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 4.1	Name of Purchaser: <b>Principal Govt. College of Technology for Women, Faisalabad (TEVTA), Government of Punjab.</b>
ITB 6.1	For clarification purposes, the purchaser's address is: <b>Govt. College of Technology for Women, Peoples Colony No. 1, Harrianwala Chowk, Faisalabad.</b>
ITB 8.1	Language of the bid – English

Bid Price and Currency	
ITB 11.2	The price quoted shall be Delivered Duty Paid.
ITB 12.1	The price shall be in Pak Rupees and shall be full and final.

Preparation and Submission of Bids								
ITB 2	a. NTN, STRN and active tax payer b. Certificate required under clause 2.2 & 2.3							
ITB 15.1	<b>Amount of Bid Security:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. No.</th><th style="width: 60%;">Tender No. &amp; Name</th><th style="width: 30%;">Bid Security</th></tr> </thead> <tbody> <tr> <td>02.</td><td>Procurement of Training Material for Dress Designing &amp; Making (DDM) Trade</td><td>71,950/-</td></tr> </tbody> </table> <p>Bids shall be in the prescribed format, sealed and accompanied by the Bid Security in the form of Call Deposit, Bank Draft, or Pay Order in favor of Principal Govt. College of Technology for Women, Faisalabad having its minimum <b>validity 120 days from the date of opening of bid.</b></p>		Sr. No.	Tender No. & Name	Bid Security	02.	Procurement of Training Material for Dress Designing & Making (DDM) Trade	71,950/-
Sr. No.	Tender No. & Name	Bid Security						
02.	Procurement of Training Material for Dress Designing & Making (DDM) Trade	71,950/-						
ITB 16.1	<b>Bid Security @ 5%</b> <b>Performance Security@10%</b> <b>Delivery Period: 15 Days</b> <b>Bid Validity Period: 120 days from the date of opening of bid.</b>							
ITB 18.2 (a)	<b>E-Through EPAD (PDF Scanned Documents)</b>							
ITB 19.1	Deadline for <b>Bid Submission</b> : As per invitation to E-bid (advertisement)							
ITB 22.1	<b>Time, Date, and Place for Bid Opening</b> : As per invitation to E-bid (advertisement)							

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<b>Bid Evaluation</b>	
<b>ITB 25.3</b>	Criteria for bid evaluation: Lowest Delivered Duty Paid (DDP) Total Price offered by
	the responsive bidder.
<b>Procurement procedure and method</b>	
<b>ITB 30.1</b>	Single stage one envelopes, accumulative cost basis following least cost method



# Part-I

## Section III. Bidding Forms

### 1. Bid Submission Form

Date: \_\_\_\_\_

No: \_\_\_\_\_

To  
[Client Address]

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver in conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

**We agree to abide by this Bid for bid validity period from the date fixed for Bid opening**, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Part-II

### Section I. Contract Forms

#### 1. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *package Name and No.* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Form of Bid
  - (b) the Technical Specifications;
  - (c) the General Conditions of Contract;
  - (d) the Special Conditions of Contract; and
  - (e) the Purchaser’s Notification of Award.
  - (f) the bid data sheet
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 remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services; 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. 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 under Arbitration Act 1940. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
------------------	------------------------------

Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

WITNESS:

1. \_\_\_\_\_

2. \_\_\_\_\_

## **Part-II**

### **Section II. General Conditions of Contract**

#### **1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all the equipment/machinery/goods, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Purchaser” means the organization purchasing the Goods, as named in SCC.
- (h) “The Purchaser’s country” is Islamic Republic of Pakistan.
- (i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
- (j) “The Project Site,” where applicable, means the place or places mentioned in the From of Bid
- (k) “Day” means calendar day.

<b>2. Application</b>	2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
<b>3. Country of Origin</b>	<p>3.1 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>3.2 The origin of Goods and Services is distinct from the nationality of the Supplier.</p>
<b>4. One person one bid</b>	4.1 In any procurement, one bidder may submit one bid of a specific package and if one bidder submits more than one bids of the same package, the procuring agency shall reject all such bids. However, one bidder may bid for one or more packages.
<b>5. Use of Contract Documents and Information;</b>	<p>5.1 The Supplier shall not, without the Purchaser’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The Supplier shall not, without the Purchaser’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.</p> <p>5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier’s performance under the Contract if so, required by the Purchaser.</p>
<b>6. Patent Rights</b>	6.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
<b>7. Performance Guarantee</b>	<p>7.1 Within seven (07) days of signing of contract, the successful Bidder shall furnish to the Purchaser the guarantee in the amount specified in SCC.</p> <p>7.2 The proceeds of the guarantee shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the Contract.</p> <p>7.3 The guarantee shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be in one of the following forms of CDR, PO or DD.</p>

- 7.4 The guarantee will be discharged by the Purchaser and returned to the Supplier not later than **30** days after the 100% Completion of Delivery as per Procurement Order.

## **8. Inspections and Tests**

- 8.1 The Purchaser 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 Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 8.4 The purchaser post-delivery right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, testing or passing of the goods.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any other obligations under this Contract.
- 8.6 The purchaser may opt centralized inspection or decentralized inspection mode as per his convenience.

## **9. Packing**

- 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

#### **10. Delivery and Documents**

10.1 Delivery of the Goods shall be made by the Supplier in accordance with the Form of bid. The details of delivery and/or other documents to be furnished by the Supplier are specified in SCC 5.

10.2 The Contractor will be responsible for delivery, Installation and Commissioning (if any) as per Procurement Order in safe, sound and in operational condition at its own risk and cost within **15** Days of issuance of Procurement Order. Delivery Period can be extended by purchaser on the written request of the contractor, given compelling reasons for delay in delivery.

10.3 In case of delay in delivery of items, **0.2%** of the total amount of purchase order will be charged as Penalty per Day, up to a maximum **of 10%** of the total purchase order.

#### **11. Insurance**

11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers' responsibility.

#### **12. Transportation**

12.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination.

#### **13. Incidental Services**

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) In case of specialized items, supplier will provide necessary training to the TEVTA staff / faculty free of cost. The terms and conditions for such training, may however, be mutually decided between the TEVTA and the successful bidders, if so required.

#### **14. Spare Parts**

14.1 The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any obligations under the Contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the Purchaser of the pending termination,

in sufficient time to permit the Purchaser to procure needed requirements; and

- (ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

14.2 Lowest evaluated bidder must provide spare parts of the supplied items at market rate at any time as per requirement of purchaser.

## **15. Payment**

15.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

15.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to SCC Clause 8, and upon fulfillment of other obligations stipulated in the Contract.

15.3 The currency of payment is Pak. Rupees.

## **16. Prices**

16.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.

## **17. Assignment**

17.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.

## **18. Subcontracts**

18.1 If supplier awarded sub-contracts, such award shall not relieve the Supplier from any liability or obligation under the Contract.

## **19. Delays in the Supplier's Performance**

19.1 Delivery of the Goods shall be made by the Supplier in accordance with the instructions given in the form of bid.

19.2 If at any time during performance of the Contract, the Supplier encounters conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages.



## **20. Liquidated Damages**

20.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

## **21. Termination for Default**

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract / bidding documents, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition.

- (d) The Contractor may inform the date of placement of order to the foreign Principal / manufacturer, in case of items to be imported within 15 days of issuance of purchase order, if required by the purchaser. If supplier fails to place order within 15 days of the issuance of purchase order and does not provide the aforementioned information (if required by the

purchaser), the contract may be considered for termination or cancellation.

On the happening of any of the above event, the guarantee will be forfeited.

21.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**22. Force Majeure** 22.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance guarantee, 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.

22.2 For purposes of this clause, “Force Majeure” means wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes etc.

22.3 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.

22.4 The procuring agency may extend the delivery period in case of force majeure with or without imposing penalty.

**23. Termination for Insolvency** 23.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

**24. Termination for Convenience** 24.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

24.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

24.2.1 to have any portion completed and delivered at the Contract terms and

prices; and/or

- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

**25. Resolution of Disputes**

25.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

25.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

**26. Governing Language**

26.1 The Contract shall be written in the language specified in SCC. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**27. Applicable Law**

27.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**28. Notices**

28.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by e-mail and confirmed in writing to the other party's address specified in SCC.

28.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**29. Taxes and Duties**

29.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

**30. Provision of Sample**

30.1 The procuring agency can demand sample of any machinery / equipment /goods for checking the performance and quality of the machinery / equipment/Goods. On satisfactory performance of the sample, the bidder will be responsible for delivery of the same. In case performance or quality of the sample is not satisfactory the procuring agency can reject the same and the bid will be technically dis-qualified.

## **Part-II**

### **Section III. Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

**1. Definitions (GCC Clause 1)**

GCC 1.1 (g)—The Purchaser is: [TEVTA]

GCC 1.1 (h)—The Purchaser's country is: Islamic Republic of Pakistan

GCC 1.1 (i)—The Supplier is: [Detail]

GCC 1.1 (j)—The Project Site is: [Detail]

**2. Country of Origin (GCC Clause 3)**

**3. Performance guarantee (GCC Clause 7)**

The amount of guarantee, as a percentage of the Contract Price, shall be **10%** (Ten per cent of the contract price) in the shape of non-recourse, irrevocable and unconditional bank guarantee or any form as per GCC 7 from scheduled bank of Pakistan on the prescribed format attached with the bidding document.

**4. Inspections and Tests (GCC Clause 8)**

Pre-delivery / Post-delivery Inspection will be arranged at mutually agreed site or final destination.

The purchaser may opt centralized inspection or decentralized inspection mode as per his convenience The acceptance parameters are as following:

1. Confirming to the contractual specifications of items
2. Satisfactory performance of functional test of the equipment
3. Proper test report will be prepared with functional compliance and physical attributes of Equipment, if conducted

**5. Delivery and Documents (GCC Clause 10)**

Upon delivery, the Supplier shall provide the following documents to the Purchaser / institute of delivery:

- (i) Copies of the delivery challan showing Goods' description, quantity

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

**6. Insurance (GCC Clause 11)**

The Goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the Buyer after having been delivered. Hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

## 7. Incidental Services (GCC Clause 13)

Incidental services to be provided are:

- A) At site complete training of Purchaser's nominated staff regarding maintenance and operation of Goods (if required by purchaser).
- B) At site preventive maintenance on quarterly basis by the bidder's qualified staff for one year, starting from final acceptance of goods (if required by purchaser).

## 8. Payment (GCC Clause 16)

The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

### Payment for Goods supplied:

#### Mode

Payment will be made through cross cheque after delivery at specified place, installation and commissioning of the machinery/equipment/goods after inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

#### Final Bill

Final payment will be made through **cross cheque after complete delivery** at specified place, installation and commissioning (if any) of the machinery /equipment/Goods.

9. **Repeat Order** 09.1 The contractor may provide Machinery/Equipment/goods on repeat order (15% of the original procurement order) under the provision of Punjab Procurement Rules-2014, if asked for.

10. **Taxes** 10.1 TEVTA 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 for the purpose of deduction of tax.

## 11. Prices (GCC Clause 17)

Prices shall be: Fixed.

## 12. Liquidated Damages (GCC Clause 23)

Applicable rate: 0.2 % of late delivered goods per day

Maximum deduction: 10 % of contract price

## 13. Resolution of Disputes (GCC Clause 28)

The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to conciliation mediated by a third party, adjudication or arbitration in accordance with the Pakistan Arbitration Act, 1940.

## 14. Governing Language (GCC Clause 29)

The Governing Language shall be: English.

## 15. Applicable Law (GCC Clause 30)

The procurement process will be governed under Punjab Procurement Rules – 2014 or latest The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

The Contract Act 1872

The Arbitration Act 1940

#### **16. Change of Model**

In case of end of manufacturing of quoted model at the time of delivery, latest / upgraded model of same brand fulfilling all specifications of quoted model may be accepted on the recommendations of relevant technical expert (s) with the approval of Procurement Committee. However, contractor has to provide all necessary documents pertaining to end of quoted model for the satisfaction of procuring agency / Committee.

#### **17. Notices (GCC Clause 31)**

Purchaser's address for notice purposes –

**PRINCIPAL**

**GOVT. COLLEGE OF TECHNOLOGY FOR WOMEN, FAISALABAD**

Tel:- 041-9220087, 0102, E-mail: [tevtgpiwfsd@yahoo.com](mailto:tevtgpiwfsd@yahoo.com)

# **PART –III**

## **CERTIFICATE**

### **CERTIFICATE**

- A. We undertake that our organization M/S\_\_\_\_\_ is not black listed with the Procuring Agency i.e. GCTW, Faisalabad and PPRA Punjab.
- B. We undertake that in case our bid accepted the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished-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 bidding 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:            “This Certificate must be on Stamp Paper i.e. Rs.100/-”**



## **PART –IV**

# **BID PROPOSAL**

## **Bid Proposal Form**

To,

Principal  
Govt. College of Technology for Women,  
People's Colony No. 1, Faisalabad.  
Tel. No. 041-9220087.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply Training Material in conformity with the below-mentioned required specifications at Govt. College of Technology for Women, Faisalabad.

### **List of Consumable Materials Dress Designing & Making (DDM) Trade**

<b>Sr. No.</b>	<b>Name of Item with Specification</b>	<b>Qty (No)</b>	<b>Unit</b>	<b>Unit Rate without GST</b>	<b>Per Unit Amount of GST</b>	<b>Unit Rate with GST</b>	<b>Total Rate Without GST</b>	<b>Total GST</b>	<b>Total Amount with all Taxes</b>
01	<b>Wall Panel Of Loom Weaving</b> Wool Color Mix 2 Pound, Sea Green 2 Pound	Pound	4						
02	<b>Baby Set</b> (Machine Knitting) Wool Baby Pink 3.5 Pound, Sea Green 3.5 Pound	Pound	7						
03	<b>Crochet Technique Project</b> Wool Of Different Color Black , Red, White, Brown, Pink , Yellow, Blue, Orange (2 Ounce)	Pound	1						
04	<b>Crochet Needle</b>	Set	5						
05	<b>Fabric For A-Line Frock (3-5 Year Age)</b> Printed Cotton Polka, Baby Pink	Mtr	20						
06	<b>Fabric For Yoke Frock (3-5 Year Age)</b> Printed Cotton Polka, Sky-Blue	Mtr	20						
07	<b>Fabric For Body Frock (3-5 Year Age)</b> Printed Cotton Polka Dots	Mtr	20						
08	<b>Fabric For Ambarella Frock (3-5 Year Age)</b> Printed Cotton Floral, Check Print	Mtr	20						

09	<b>Fabric For Skirts (3-5 Year Age)</b> Cotton Satin Fabric (Check Print) Blue/ Black	Mtr	20						
10	<b>Fabric For Kids Wear Shalwar (3-5 Year Age)</b> Winter Cotton Plain White	Mtr	15						
11	<b>Fabric For Baby Trouser (3-5 Year Age)</b> Winter Cotton Plain Grey Lining	Mtr	15						
12	<b>Fabric For Baby Nikar (3-5 Year Age)</b> Winter Cotton Navy-Blue	OK	10						
13	<b>Fabric For Bu shirt (3-5 Year Age)</b> Winter Cotton White With Blue Lining	Mtr	20						
14	<b>Elastic For Skirts</b> 12-Yards Roll	Roll	1						
15	<b>Stitching Thread</b> 54-Baby Pink, 53 Sky Blue, 100-White, 53-Grey	Reel	260						
16	<b>Color Chalk</b> (White Board Chalk)	Box	5						
17	<b>Fusing Paper (Chaipee)</b> Used For Giving Shape	Mtr	15						
18	<b>Tracing Wheel</b> Wooden Handle	No	20						
19	<b>Sewing Needle Machine</b> No. 16 (30 Pack), No. 18 (30 Pack) 10-Needle Pack	Pack	60						
20	<b>Sewing Needle Hand</b> Stainless Steel	Pack	20						
21	<b>Common Pins</b> Pack Of 100(Local Brand)	Box	2						
22	<b>Tich Button</b>	Box	5						
23	<b>Dinner Table Mat, Table Runner, Napkins</b> Beige Color Khader (5Mtr), Check Khader (Brown Printed, 5 Mtr), Soft White Cotton ( 5 Mtr)	Mtr	15						
24	<b>Fabric For Kids Prayer Matt</b> Sea Green Soft Cotton 5 Mtr	Mtr	5						
25	<b>Foam For Quilting</b> Fine Quality	Mtr	5						
26	<b>Wall Pannel</b> Black Soft Cotton	Mtr	2						
27	<b>Shirt For Girl 5 Years</b> Katan Silk (Golden Skin Color)	Mtr	15						

28	<b>Kurta (BOY)</b> Soft Cotton Off White Color	Mtr	5						
29	<b>Kids Bed set</b> (New Born) Soft Cotton Kids Print	Mtr	20						
30	<b>Wall Hanging</b> Cotton Peach Color	Mtr	2						
31	<b>Printed Cotton Fabric (Women Sharara)</b> Printed Cotton Fabric	Yard	30						
32	<b>Printed Cotton Fabric (Women Gharara)</b> Printed Cotton Fabric	Yard	50						
33	<b>Stitching Thread (Women /Sharara Gharara)</b> 26 Each Color	Reel	52						
34	<b>Fabric For Fitted Shirt</b> Cotton Lining (Off-White Base) 2.50 Mtr Each For 52 Students	Yard	130						
35	<b>Fabric For Ladies Kurta</b> Solid Color Cotton Fabric	Yard	25						
36	<b>Fabric For Women's Open Aline Shirt</b> Cotton Fabric (Solid Colors )	Yard	25						
37	<b>Fabric For Women's Slip Without Sleeves</b> Soft Lawn	Yard	10						
38	<b>Fabric For Women's Straight Trouser</b> Solid Color Cotton Fabric	Yard	25						
39	<b>Fabric For Ladies Basic Shalwar</b> Cotton Printed Skin Color	Yard	25						
40	<b>Fabric For Patiala Shalwar</b> Arabic Lawn White	Yard	35						
41	<b>Fabric For Choor Dar Pajama</b> Winter Cotton Printed Color Maroon	Yard	30						
42	<b>Fusing Paper (Chaipee)</b> 1 Mtr Wide	Roll	2						
43	<b>Sewing Needle Machine</b> No. 16 (25 Pack), No. 18 (25 Pack) 10-Needle Pack	Pack	50						
44	<b>Sketchbook</b> Textured Sketchbook	No.	52						
45	<b>Scholar sheet</b> Textured	No.	80						
46	<b>Dupata Shirt</b> Katan Silk Golden Skin	Mtr	15						
47	<b>Trolley Set (Two Pieces)</b> Khadar Beige Color	Mtr	5						

48	<b>Fabric For Jeans Pent (Men)</b> Denim Fabric, 14 Oz Weight, Indigo Dyed, 100% Cotton, Shrink-Resistant	Yard	21						
49	<b>Fabric For Jacket (Men)</b> 30-Mtr Denim	Yard	30						
50	<b>Lining For Jacket (Men)</b> Soft Inner Lining For Comfort	Yard	30						
51	<b>Fabric For Children Hood</b> Cotton-Blend Fleece, 280 GSM, Skin-Friendly, Machine Washable	Yard	30						
52	<b>Fabric For Gents Shalwar, Suit</b> 25 Mtr-White, 25 Mtr-Black (Wash And Wear Fabric)	Yard	104						
53	<b>Fabric For Dress Shirt</b> Soft Cotton Off-White	Yard	25						
54	<b>Fabric For Gents Waist Coat</b> 10 Mtr-Cotton Blend, 10 Mtr- Jamawar	Yard	20						
55	<b>Fabric For Gents Dress Pent</b> Cotton Blend	Yard	24						
56	<b>Fusing Paper (Chaipee)</b> Used For Giving Shape To Collars, Cuffs, Waistbands	Roll	2						
57	<b>Collars</b> Used For Gents Dress Shirt	No	10						
58	<b>Band Collar</b> Used For Gents Suits	No	26						
59	<b>Waist Coat Bukram</b> Used For Waist Coat	Yard	15						
60	<b>Buttons</b> Simple For Gents Suits And Dress Shirt Fancy For Waist Coat	Box	10						
61	<b>Stitching Thread</b> All Fabrics	Ok	54						
62	<b>Industrial Sewing Machines Needle</b> Dbx-1, 16-No. And 18-No. 10- Needle Each Pack	Pack	50						
63	<b>Fabric (Fabric Paint)</b> White Cotton Fabric (9 Yards For Whole Class)	Yard	9						
64	<b>Fabric (Tie &amp; Dye)</b> White Cotton Fabric (27 Yards For Whole Class)	Yard	27						
65	<b>Fabric (Block Printing)</b> White Cotton Fabric (9 Yards For Whole Class)	Yard	9						

66	<b>Fabric (Silk Paint)</b> White Silk Fabric (9 Yards For Whole Class)	Yard	9						
67	<b>Fabric (Batik)</b> White Silk Fabric (9 Yards For Whole Class)	Yard	9						
68	<b>Fabric (Screen Printing)</b> Skin Color Cotton Fabric (20 Yards For Whole Class)	Yard	20						
69	<b>Fabric Paints</b> Fabric Paints Pack Of 6pc, 25ml Jar / Pack	Pack	52						
70	<b>Tie &amp; Dye Colors</b> Tie &Dye Fiber Reactive Dyes Pack Of 12	Ok	55						
71	<b>Silk Paints</b> 25 Ml Jars Of 6 Pack	Pack	52						
72	<b>Paraffin Wax, Bees Wax</b> Melting Point 46 To 68 Degree, White Color, Low Odor	Kg	8						
73	<b>Alka Binder Paste (Screen Printing)</b> Alka Binder Mixed Paste (1 Kg Pack)	Pack	5						
74	<b>Wooden Blocks (Block Printing)</b> Carved Wooden Blocks Motif-7, Floral-7, Boarder-6	No	20						
75	<b>Scholar Sheets</b> Textured Scholar Sheets, 20*30 Inches	No	360						
76	<b>Wooden Frames (Weaving)</b> 12*20 Inches, Wooden Frames	No	30						
77	<b>Ribbons (Weaving)</b> 1/2,1/8,1 Inch 5 Roles In Different Colors	Roll	125						
78	<b>Sketch Books</b> A3 Size, 100–150 Gsm Paper, Acid-Free, 80 Sheets, Hardbound	No	60						
79	<b>Water Color Pencils</b> 12 Color In Each Pack	Pack	25						
	<b>GRAND TOTAL</b>								

We understand that the purchaser intends to award the contract to the lowest evaluated bidder. We will not claim any additional cost in respect of aforesaid material due to any variations till the expiry of the warranty period. We undertake, to complete the Work / Supply within the given time period in case we are declared the lowest evaluated bidder.

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 \_\_\_\_\_ 2026.

Note: All applicable taxes at the time of payment will be deducted. Change in the rate of tax announced by the Govt. from time to time will be applicable.

