

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



STANDARD BIDDING DOCUMENT
FOR
PROCUREMENT OF TRAINING MATERIAL
(DDM TECHNOLOGY)
FOR GOVT. COLLEGE OF TECHNOLOGY
FOR WOMEN BAHAWALPUR TO BE MADE UNDER SINGLE
STAGE ONE ENVELOPE PROCEDURE

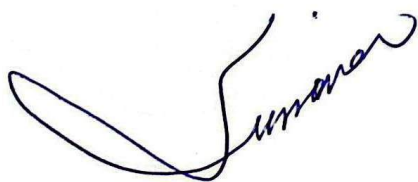
Bid Reference No:	GCTW/BWP/TM/DDM/2026-27	
Package Name:	Procurement of Training Material (DDM Technology)	
Method of Procurement	Single Stage One Envelope (Least Accumulative Cost Method)	
Last Date & Time of online submission of Bid	20-10-2026	10:00 A.M
Online Opening Date & Time	20-10-2026	10:30 A.M

Name and Signature of Bidder
with official stamp Dated:

PRINCIPAL
Govt. College Of Technology
For Women, Bahawalpur

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For Women, Bahawalpur

Name and Signature of Bidder
with official stamp**Dated:**



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
GOVT. COLLEGE OF TECHNOLOGY
FOR WOMEN BAHAWALPUR
Web Site: www.tevta.gop.pk Email: gctwbahawalpur@gmail.com
Ph: 062-9250152



INVITATION TO BID

Govt. College of Technology, for Women Bahawalpur invites encrypted electronic bids under **single stage one envelope** national competitive bidding procedure from active tax bidders registered on Punjab e-Procurement System and also registered with Income Tax and Sales Tax Department for Training Material for **Govt. College of Technology, for Women Bahawalpur** of following packages:

Sr. No.	Bid Reference No	Package Name	Estimated amount (Rs)	Bid Security (Rs)	Bid Opening Date & Time
1	GCTW/BWP/TM/DDM/2026 -27	Procurement of Training Material (DDM)	984,000	29,520	20.10.2026 & 10:30 A.M

- Bidding documents are available on Punjab e-Procurement System 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 Punjab e-Procurement System i.e., <https://punjab.eprocure.gov.pk> till **10:00 A.M dated 20th October, 2026** 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.
- The prospective bidder must submit the bid security **ON LINE**, as per Punjab e-Procurement System, as early as possible to avoid any technical issue. Further tutorials are available on PPRA Website.
- Bidders are advised to ensure uploading the e-bid on Punjab e-Procurement System, well before the submission deadline, and not wait for the last date and time to upload the e-bid. E-Bid submission on Punjab e-Procurement System shall entirely be the responsibility of the bidder. Principal Govt. College of Technology, for Women Bahawalpur shall not be held responsible for any issues thereof.

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Govt. College of Technology (W) Bahawalpur

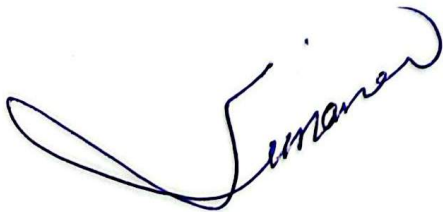
Web Site: www.tevta.gop.pk Email: gctwbahawalpur@gmail.com Ph: 062-9250152

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Name and Signature of Bidder
with official stamp Dated:

INSTRUCTIONS TO BIDDERS

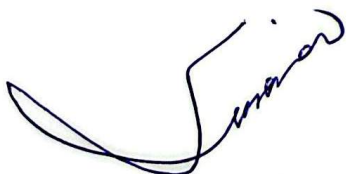
1. Bid should be submitted online on Punjab e-Procurement System.
2. Single stage one envelope procedure will be adopted.
3. Erasing, cutting/ overwriting should be avoided. However, in case of erasing, cutting / overwriting, the same shall properly be signed.
4. Bids will publicly be opened on the exact 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.
13. The bidder must be active tax payer.



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For Women, Bahawalpur

Name and Signature of Bidder
with official stamp Dated:

14. Bidder shall submit NTN and GST Registration Certificates.
15. Bid security of **Rs.29,520/-**(@ 3% of estimated cost of **Rs.984,000/-**) must be submitted in the manner and method described in the Invitation to Bid.
16. Successful bidders will attend the office of the Principal Govt. College of Technology, Bahawalpur Women to sign the contract agreement.
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 reserves the rights to cancel the tender prior to acceptance of bid after assigning the reason accordingly under PPRA rules.



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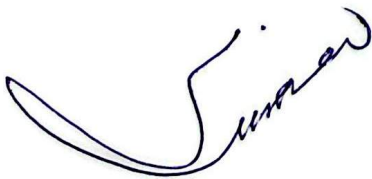
Name and Signature of Bidder
with official stamp Dated:

Bid Form

To:
Principal Govt. College of Technology,
For Women Bahawalpur

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, for Women Bahawalpur** 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.	Brown Paper ----- Lining paper	2000	No						
2.	Sketch File ----- 40 Pages	350	No						
3.	Drawing Pencil ----- 2B,4B	200	No						
4.	Charcoal Pencil ----- Pencil	100	no						
5.	Fabric Glue ----- 30ml	10	no						
6.	French curve ----- Standard	5	no						
7.	Japanes ruler ----- Standard	10	No						
8.	Pocket File ----- A4 Size (20 pockets)	150	no						
9.	Fabric Shear ----- Large	2	no						
10.	Plastic Net ----- 5 piece packet	45	packet						
11.	Crochet hook ----- 3/4	100	no						
12.	Knitting Needle ----- Pair	100	no/Pair						
13.	Tracing Paper ----- A4 Size	2	packet						
14.	Alastic ----- 2"	2	roll						
15.	Ladies Bukrum ----- white	20	meter						
16.	Ribbon ----- half inch different colors	5	roll						
17.	wool ----- 3 ply Different Colors	70	packet						
18.	Anchor Thread ----- Different Colors	60	Box						
19.	Spool/REEL ----- Different Color	170	no						



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Name and Signature of Bidder
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	Fabric Cotton ----- Sample Use	320	Meter						
21.	Fabric Lawn Cotton ----- Different Colors	100	Meter						
22.	Fabric Universal ----- Different Colors	5	gz						
23.	Embroidery Wool ----- Different Colors	20	packet						
24.	Quilting Foam ----- half inch	5	meter						
25.	Fabric Kattan Silk ----- Different Colors	25	Meter						
26.	Fabric Silk ----- Different Colors	50	Meter						
27.	Towel ----- light colors	5	no						
Total									

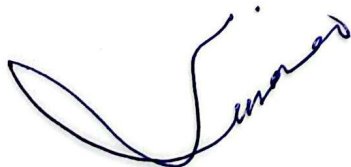
(Amount of Grand total in Words _____)

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 _____ 2026.

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:

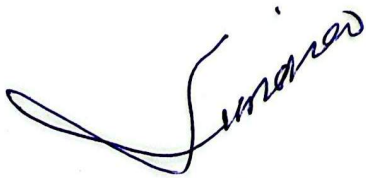
FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this ____ day of 2026 at ____ between Principal Govt. College of Technology, for Women Bahawalpur (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



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Rules 2014. The arbitration should be made through mutually agreed single arbitrator on the request of contractor.

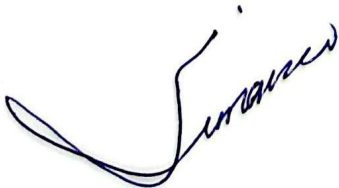
In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

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

WITNESS:

1. _____

2. _____



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Name and Signature of Bidder
with official stamp 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

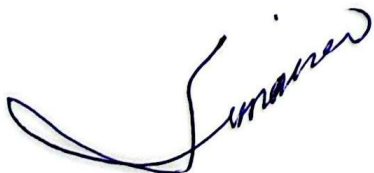
Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered.

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. Place of Delivery

The Said Training Material will be delivered at Govt. College of Technology, for Women, Near farid gate Bahawalpur.

12. Provision of Sample

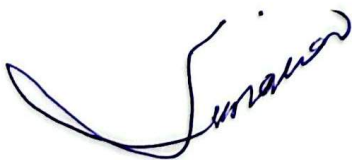
The procuring agency can demand sample of any item for checking the performance / quality of the same. On satisfactory performance / quality of the sample, the bidder will be responsible for delivery of the same. In case performance / quality of the sample are unsatisfactory the procuring agency can reject the same and the bid will be technically dis-qualified. 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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Name and Signature of Bidder
with official stamp

15. Opening of Bids

Bids will publically be opened by the Procurement Committee for Govt. College of Technology for Women Bahawalpur, 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. The successful Bidder shall furnish stamp paper worth Rs. 0.25% of the contract price and sign, stamp & date the contract.

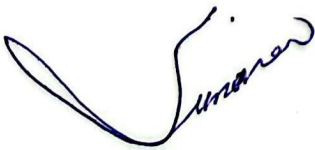
19. Repeat Order

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. Rates are quoted on a form other than prescribed Bid Form in Bidding Documents duly signed by Principal GCT W Bahawalpur.
- d. The bid is conditional.



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- e. The bid is from a bidder who is black listed by Procuring Agency & PPRA.
- f. The bid is received by telephone/ telex/ fax/ telegram/E-mail or by hand.
- g. 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, for Women Bahawalpur, if the bidder is not on active tax payer list of FBR.
- h. **Non-Blacklisting Certificate is fraudulent, ambiguous & facsimile & without respective Bid Reference Number mentioned in Reason Box.**

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

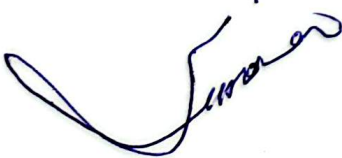
The Procuring agency shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable.

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



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sound condition at its own risk & cost within 10 days of issuance of procurement order.

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.

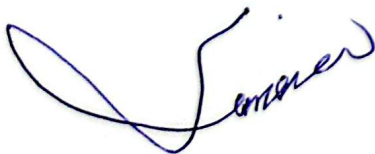
FORMAT OF ALL SECURITIES REQUIRED

1. **Bid Security**

The bid security as demanded in the invitation to bid in the form of e-Bid must be submitted online as per Punjab e-Procurement System & description indicated in Tender Advertisement. 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 Guarantee

Performance guarantee will be submitted online through Punjab e-Procurement System 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 Guarantee

Performance Guarantee will be released after 90 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, office of the Principal Govt. College of Technology, for Women Bahawalpur may be contacted on the below mentioned address:

Principal Govt. College of Technology, for Women
Near farid gate, Bahawalpur
Tel: 062-9250152
Cell: 0332-7046377

Name and Signature of Bidder
with official stamp Dated:

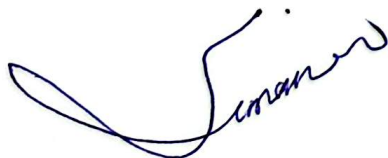
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CERTIFICATE

- A. We undertake that our Firm M/s_____ is not black listed by Procuring Agency i.e. P-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.300/- Stamp Paper Clearly indicating the Bid Reference No. in Reason Box, duly signed and attested by bidder. Upon failing, the same would not be considered and the bid shall liable to be rejected.



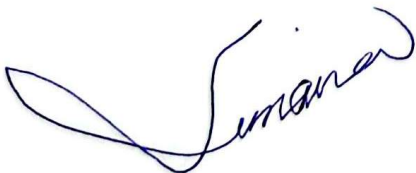
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For Women, Bahawalpur

Name and Signature of Bidder
with official stamp Dated:

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.	Non-Blacklisting Certificate at the end of bidding documents is signed and stamped on E-Stamp Paper by Bidder.	
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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