



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING
AUTHORITY

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www.tevta.gop.pk



(PROCUREMENT WING)

No. TEVTA / PW / 07 / 2020

Rev No 00

Date: 03-03-2020

Notification

No. TEVTA / PW / 07 / 2020 The Competent Authority is pleased to approve the following Centralized Inspection Committees for inspection of Machinery / Equipment / Tools purchased by Procurement Wing, TEVTA Secretariat, Lahore to make the procurement process more efficient and transparent :

Centralized Inspection Committee of Zonal Manager Level:

The formation of Centralized Inspection Committee to inspect the Tools, Equipment & Machinery delivered in institutes under administrative control of Zonal Manager is as under.

Sr.No	Zonal Inspection Committee	Function
1	One Zonal Manager of relevant Zone* (Convener will be Nominated by Procurement Wing)	Convener
2	One Principal/ HOI of each relevant Zone*.	Member
3	AM (P&P) of each relevant Zone* (Secretary will be Nominated by Procurement Wing)	Member/ Secretary
4	Two to three Experts from pool of Technical Experts of each relevant trade / technology. (Preferably one from each relevant zone*).	Member
5	Representative of Procurement Wing, not below the rank of Assistant Manager, TEVTA Secretariat, Lahore.	Member

* The Zone in which institute situated where Tools, Equipment and Machinery is to be delivered.

Centralized Inspection Committee of District Manager Level:

The formation of Centralized Inspection Committee to inspect the Tools, Equipment & Machinery delivered in institutes under administrative control of District Manager is as under.

Sr.No	District Inspection Committee	Function
1	One relevant District** Manager from each zone (Convener will be Nominated by Procurement Wing)	Convener
2	One AM (P&P) of relevant Districts** from each zone. (Maximum Three) (Secretary will be Nominated by Procurement Wing)	Member/Secretary
3	Two to three Experts from pool of Technical Experts of each relevant trade / technology. (Preferably one from each relevant District** situated in each zone).	Member
4	One Principal / HOI of each relevant District** of each relevant Zone*.	Member
5	Representative of Procurement Wing, not below the rank of Assistant Manager, TEVTA Secretariat, Lahore.	Member

** The District in which institute situated where Tools, Equipment and Machinery is to be delivered.

The inspection committees for Service Centers will remain the same as notified vide No. TEVTA/PC/2018/03, dated 09-02-2018. The said same committee will also inspect the institute under administrative control of Manager (Training) and Director (Apprenticeship) by adding Manager Training/ Director (Apprenticeship) at Sr.No-1 and Deputy Manager (Training)/ Assistant Manager (Training)/ Deputy Director (Apprenticeship)/ Assistant Director (Apprenticeship) at Sr.No-2. In case if any concerned member is not available from relevant district or zone same may be taken from other District / Zone.

During centralized inspection, the inspection committee may select sample quantity of each category of Machinery/Equipment for inspection out of total quantities to be inspected; the sample size may be 10% or more (if required, depending on the total quantities) as decided by Procurement Wing. If Machinery & Equipment is accepted by inspection committee at centralized site then Supplier will supply the complete accepted items at all other sites as mentioned in the Bid Documents/Procurement Order. Thereafter, the Principal/HOI (being Convener) through their committee of experts of relevant trade from consignee institute and AM(P&P) of the concerned Zone/District will be responsible to ensure that the items delivered at the consignee institute are in accordance with centralized inspection report and also ensure the successful installation, operation, commissioning and functionality (wherever applicable) of Equipment / Machine. If the staff is not available in the institute same may be arranged in advance from other institute/District/Zones through relevant District/Zonal Manager. The Principal/ HOI will send the complete document for release of payment through ZM or DM office to Procurement Wing as per check list. In case of centralized inspection, the check list (of the documents) to be provided is attached herewith as Annex-I.

The Procurement Wing, TEVTA will decide the mode of inspection i.e. centralized or otherwise and site for Centralized Inspection which may be TEVTA designated institute / location or on contractor's premises. The Procurement Wing, TEVTA will notify Zonal and District Manager level centralized Inspection committees according to the aforementioned constitution. In case of non-centralized mode, the inspection will be conducted as per notification already issued vide No. TEVTA/PC/2018/03, dated 09-02-2018

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CHAIRPERSON
TEVTA

Dated: February 26, 2020, Lahore

No. Even & Date

March: 03, 2020

A copy is forwarded for information & necessary action to:-

1. All General Managers TEVTA Secretariat, Lahore.
2. The Deputy General Manager (Procurement), TEVTA.
3. All Zonal Managers, TEVTA Punjab.
4. All District Managers, TEVTA Punjab.
5. All Managers / Directors, TEVTA Secretariat Lahore.
6. S.A to Chairperson, TEVTA
7. P.S to Chief Operating Officer, TEVTA.
8. The CTO, MIS TEVTA (with the request to upload on TEVTA website)

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ISSUED 3/3/2020
TEVTA SECRETARIATE
GULBERG ROAD LAHORE
17277-354

Amil
GENERAL MANAGER
(PROCUREMENT)
TEVTA
o/c

CHECKLIST FOR PAYMENT DOCUMENTS

Sr.No	Particulars	Yes/ No
INWARD GATE PASS		
1	Name of Package /PO	
2	Date as per receiving	
3	Description of Items(Boxes, Cartons, No)	
4	Signature of receiving person with date	
5	Sr.No on Gate pass	
6	Counter sign by the Pricipal/ HOI	
7	Jointly signed by AM (P&P) & AM (Finance)	
DELIVERY CHALLAN		
1	Name of Package /PO	
2	Signature of receiving Person with date	
3	Countersign by HOI / Principal with date	
4	Correct quantity/Item as per Inward gate Pass	
5	Jointly signed by AM (P&P) & AM (Finance)	
GOODS RECEIVING NOTE		
1	Name of Package/PO	
2	Date of GRN (After installation date)	
3	Items Description/ Quantity mentioned as per Delivery challan & Procurement Order	
4	Unit Price & total Price as Per PO	
5	Signature of Sorekeeper & HOI/Principal	
6	Jointly signed by AM (P&P) & AM (Finance)	
OUTWARD GATE PASS		
1	Outward gate pass attached for rejected items	
2	Date and Signature of Store Keeper/Concerned person	
3	Signature & Stamp of HOI / Prncipal	
4	Quantity and Name of items should be mentioned	
6	Jointly signed by AM [P&P] & AM (Finance)	
STOCK ENTRY CERTIFICATE		
1	Date of Stock Entry Certificate(After GRN Date)	
2	Signature with date by Store Keeper & HOI/Prncipal	
1	Certificate for delay(more than 10 days) between GRN/Stock Entry Certificate and Installation	
2	The payment case should be submitted within 10 days of successful installation of all items	
3	Certificate for Successful Installation of Machinery /Equipment (Wherever appropriate) with date of installation	
4	Overall delivery certificate by the Principal must be attached with payment case	

It has been checked/Verified that the case is in order and as per check list.

Principal/HOI

Name:

Signature :

Designation:

Assistant Manager (P&P)

Name:

Signature:

Designation:

Assistant Manager (Finance)

Name:

Signature:

Designation: