

Delivery of Furniture & Equipment of IT Labs/Smart Classrooms.

IMPLEMENTATION PLAN

Government Polytechnic Institute for Women, Phase 7, Hayatabad, Peshawar

1. Introduction

The purpose of this Plan is to provide supporting information describing how Furniture and IT equipment donated by China under "Up-gradation of TVET Class Rooms of TVET institutes through provision of IT Equipment/Resources through china under CPEC-Social Sector Development Project in 32 TVET Institute under the administrative control of Khyber Pakhtunkhwa TEVTA, will take place and operate in an acceptable manner. This document details the following:

- The method of implementing the Plan;
- Delivery vehicles;
- The behaviour of Parties during delivery

Parties Involved:

NAVTTTC REGIONAL OFFICE PESHAWAR, KP-TEVTA & FOCAL PERSONS OF SELECTED INSTITUTES.

2. Management of Deliveries

2.1. Method of Implementation

The KP-TEVTA its representatives from field formations and NAVTTTC Regional Office Peshawar will be responsible for implementing the plan and ensuring that suppliers are notified of the agreed servicing procedure as detailed below.

- a. Handing & Taking will be the responsibility of NAVTTTC Regional Office Peshawar, HAYATABAD, PESHAWAR
- b. KP-TEVTA will Facilitate Proper Loading and Unloading and Monitor the distribution of packages among selected institutes.
- c. Transportation and stock registering will be the responsibility of Focal Person nominated by KP-TEVTA Head Office (**Annexure-A**). Focal person will be responsible to commission the equipment/furniture within 07 days of delivery.
- d. Inspectors from Chinese embassy will inspect the installed equipment /furniture on the dates of their convenience.

Proposals for amendments to the plan must be discussed and agreed with the Planning Authority before being implemented.

2.2. Delivery Vehicles

- a. Arrangement of Vehicle for transportation and charges will be the responsibility of Focal Person nominated by KP-TEVTA Head Office. All Expenses shall be borne out of Operational budget of the institute. Size of vehicle shall be ample enough to accommodate the items as per **Annexure-B**.
- b. GPI(W) Hayatabad, Peshawar has ample space to accommodate vehicle of every size.
- c. Delivery vehicles will enter the GPI(W) Hayatabad, Peshawar in a forward gear, facing the service yard. After offloading the goods, they would then reverse into the main gate area and exit the site.

2.3. Behavior of Parties During Deliveries

1. Items will be delivered to **GPI(W) Hayatabad Peshawar** in sealed containers by NAVTTC Regional Office Peshawar.
2. Equipment/Furniture from Containers will be offloaded/unloaded and will be kept in Room/Hall at GPI(W) Hayatabad, Peshawar on ground floor and will be Transported after Muharram Holidays in the presence of NAVTTC, KP-TEVTA and Selected Focal Persons under this plan from 32 Institutes.
3. Representatives of NAVTTC Regional Office Peshawar will be responsible for handing and taking over of Equipment under the approved quota.
4. Copy of Handing and Taking over Documents will be retained for KP-TEVTA record.
5. Lifter will be provided by KP-TEVTA for Loading and Un-Loading of Packages.
6. Manpower consisting of 12 workers will be deputed by KP-TEVTA approximately for 07 days at GPI(W) Hayatabad, Peshawar to complete the Loading and Unloading.
7. In case of any extra ordinary circumstances like any delay in the arrival of any container, parties shall jointly prepare strategy accordingly.
8. Arrangements of refreshment, Lunch & dinner will be responsibility of NAVTTC Regional Office Peshawar.

3. Summary

This Delivery Management Plan has been prepared to ensure that delivery of Equipment/ Furniture can be achieved safely and with minimal disturbance.

Implementation of this plan is the responsibility of all participating parties.
