



TENDER DOCUMENTS

FURNITURE FOR PMO

NUTECH/SCM/PMO Furniture-2018/TD-019

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/PMO Furniture-2018/TD-019

Sealed bids are invited from Government / FBR Registered Firms for the procurement of furniture for NUTECH offices.

1. Tender documents containing terms & conditions and detailed specifications of items can be downloaded from NUTECH website "<https://nutech.edu.pk/d-p.php>" w.e.f **02-01-2019**.
2. Quotations shall be submitted as per requirement of the tender documents.
 - a. Bidders will be required to submit bank draft/PO equal to 2% of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
3. Sealed bids with detailed specification should reach on the following address latest by **1100 hours on 17-01-2019**. Late submission will not be entertained.
4. Bids will be opened at **1130 hours** on **17-01-2019** at SCM Office.
5. Project is to be completed in 30 days from the date of award of contract.

Deputy Director (Supply Chain Management Office)
NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH) UPROAD,SECI-12,
ISLAMABAD
Tel: 0092-51-5476768, Ext :178



NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANAGEMENT OFFICE

INVITATION TO TENDER

Submission Date/Time 17-01-2019 at 11 00 hours

1. NUTECH desires to procure the list of item(s)/Store(s) as per **Annexure-A**. Reference pictures are attached at **Annexure A-1**. Interested bidders are requested to send their bids through courier or deliver at NUTECH under two separate sealed envelopes (placed together in third envelope), marked clearly, "**Technical Offer**" and "**Commercial Offer**", respectively to the undersigned, latest by or before above mentioned due date. If due to any unforeseen circumstances, NUTECH establishment remains closed, then the last date of submission will be extended to next working day.

2. Please also note that Technical Offer should contain Annexes-A & B duly filled in (supported with relevant technical literature /details/ catalogues etc). Commercial Offer will contain Annexure-C. Please ensure no space is left blank in the annexes.

3. Following must be noted for this IT (Invitation to Tender):-

- a. Validity of offer will be 90 days and with delivery period of 30 days
- b. Color photos of proposed furniture needs to be provided both in soft and hard copies(in USB with technical offer)
- c. Site/facility may be visited for verification of quality and stock availability
- d. Installation, assembling and fitting of furniture at NUTECH will be included in the project.
- e. Tender(s) must be accompanied with a Bid Bond in agreement of faithful compliance of the conditions of Contract/Purchase Order. This amount will be equivalent to 2% of the total quoted value. In case of non-acceptance of any offer, the Bid Bond will be returned to the bidder by fastest possible means. The Bid Bond amount submitted by the successful bidder will however be refunded on effective termination of Contract/ Purchase Order. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). Submission of Bid Bond is mandatory; otherwise your offer will be rejected.
- f. 1 year warranty certificate will be required from the date of commissioning, against termite and breakage.
- g. Slight variation in design and specs will be acceptable.
- h. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.

4. We reserve the rights to accept or reject any or all tenders as a whole or in part without assigning any reason whatsoever. The decision in this regard will be firm, final and binding on all bidders.

DD (Supply Chain Management)



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANGEMENT OFFICE

TECHNICAL OFFER

Annex A

User Reference No **PMO – 001** Date: **31-12-2018**

Sr.	Nomen	Description	Country of Origin	A/ U	Qty Req	Bidder Compliance			Tech Scrutiny to be done by user	
						Yes	No	Alternate Offer	Accepted	Rejected
									Reason of Rejection	
1.	Executive Tables for Director Offices	<ul style="list-style-type: none"> Artificial Wooden Laminated executive Office Table With detachable Side rack and wheeled drawer box 3 Piece Set Assembled with imported parts Approx Table Dimensions: <ul style="list-style-type: none"> Length: 6' feet Width: 3' feet Standard height, Approx Dimension of Rack 4' X 1.5 feet Standard Dimension of Drawer to slide beneath table. 	China	No s	20					
2.	Executive Chairs for Director	<ul style="list-style-type: none"> Metallic wheel base with hydraulic system and height adjuster Artificial Wood arms Recliner leatherite seats with high back 	China	No s	20					

	Offices	Black color							
3.	Almirah 3 x Doors for Director Offices	<ul style="list-style-type: none"> Artificial Wood Laminated office Almirah3 wooden frame glass doors With 6 cabinets Assembled with imported parts Approx Dimensions <ul style="list-style-type: none"> Height 6 feet 7 inches " Width 4 feet" Depth 16 inches" 	China	No s	20				
4.	Office Table for Deputy Director	<ul style="list-style-type: none"> Artificial Wood Laminated Office table,with side rack and wheel drawer box, 3 piece set, Assembled with imported parts, Approx Table Dimension: <ul style="list-style-type: none"> Length: 4.5 feet Width: 3' feet Standard height Approx Rack 3.5' X 1.5' feet Standard Dimension of Drawer to slide beneath table. 	China	No s	48				
5.	Office Chairs for Deputy Director /	<ul style="list-style-type: none"> Wheel Metallic Base Hydraulic system with height adjuster Recliner leatherite seats with medium back Black color Double Cushion Metallic arm rest with leatherite cover Steel Frame 	China	No s	48				


6.	Almirah 2 x Doors for Deputy Director / Asst DD	<ul style="list-style-type: none"> Artificial Wood Laminated office Almirah 2 wooden frame glass doors With 4 cabinets Assembled with imported parts Approx Dimensions <ul style="list-style-type: none"> Height 6 feet 6 inches " Width 2.8 feet" Depth 16 inches" 	China	No s	30				
7.	Office Visitor Chairs For Dir / DD	<ul style="list-style-type: none"> Artificial Wood laminated frame, arm rest and legs Leatherite seat and back with standard height Color Black 	China	No s	150				
8.	Office Chair for Clks	<ul style="list-style-type: none"> Wheel Metallic Base Leatherite/ Rexine seats with medium back Black color. Metallic arm rest with leatherite/rexine cover Steel Frame 	China	No s	123				
9.	Staff Visitor Chairs for Staff	<ul style="list-style-type: none"> Single cushion, Steel frame, Without arm rest, Seat and back cushion. Color black 	China	No s	34				
10.	Work station for Staff	<ul style="list-style-type: none"> Work station made of Aluminum/artificial wood/Glass/PVC material. With Drawer box. Totally customized, detachable unit for linear fashion assembly. Top special melamine scratch and heat proof material Facility available for underground data cables and electric cables Approx Dimensions:4' X 2 feet per person 	China	No s	72				

11.	Office Visitor's Sofa 5 Seater) for Dir Offices (3+1+1)	<ul style="list-style-type: none"> • Steel frame • Double Cushion • High density foam and leatherite • Color black 	China	No s	40				
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Additional Requirement of Demand No _____ Dated _____ 2018

Firm Name _____ Signature _____ Name _____ Designation _____

Photos for Reference only

Sr#	Item	Reference Pictures
1	Executive table for Director (a)	 The reference pictures section contains four photographs of executive desks. The top-left photo shows a dark wood desk with a black panel on the front, viewed from a side angle. The top-right photo shows a similar dark wood desk with a black panel, viewed from a front angle. The bottom-left photo shows a light wood desk with a curved front and drawers, viewed from a side angle. The bottom-right photo shows a light wood desk with a straight front and drawers, viewed from a front angle.

2 Exec Chairs for Dir Office



3 Almirah 3x Door for Dir Offices

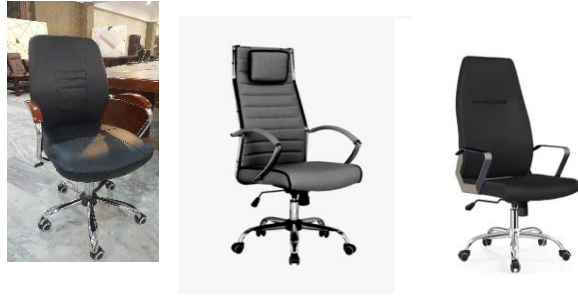


4 Office table for DD/Asst DD



5	Office Chair DD/Asst DD	
6	Almirah 2x Door for Deputy Director/Asst DD	
7	Office Visitor Chair for Dir/DD	

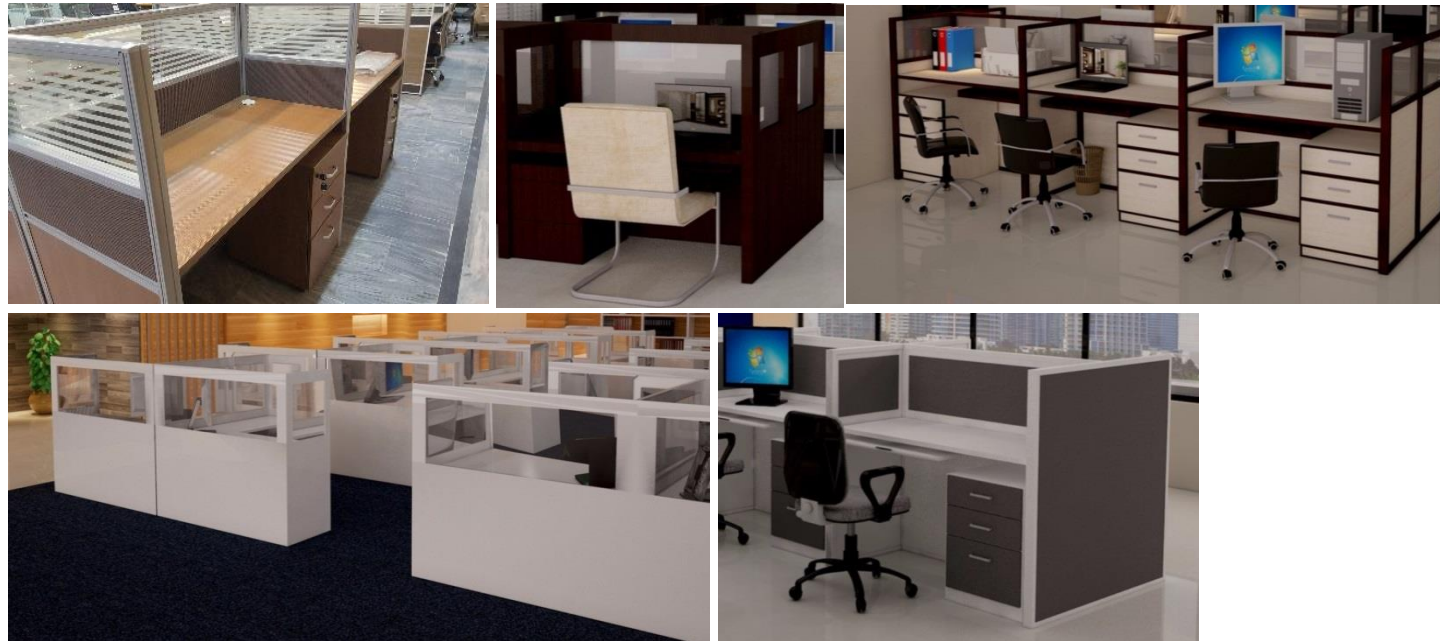
8 Office Chair for Clks



9 Staff Visitor Chairs for Staff



10 Work Station for clk Staff



11 Office Visitor Sofa (5 X Seater)
3+1+1



	(5x Seater	
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NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

TECHNICAL OFFER

Annex B

User Reference No **PMO – 001** Date: **31-12-2018**

Please fill in the following essential parameters:

1. Validity of Offer: _____ Days (Should not be less than 90 days)
2. Delivery Period: _____ Days (After Placement of order)
3. Country of Origin: _____
4. Warranty/Guarantee: _____ Months from the date of final acceptance of the stores.

General

GST No: _____ (Please enclose copy)

NTN/CNIC: _____ (if exempted, please provide valid exemption certificate)

Payment Terms: (Mandatory to mention) (Please tick/ mention the desired payment term/ mode)

1. 50% Advance payment against valid Bank Guarantee.
2. 50% Payment after delivery, installation /commissioning and user satisfaction certificate.
3. Partial Delivery allowed.

Details of Payment Recipient

(1) Name/Title: _____

(2) Address: _____

Signature: _____

Official Seal: _____

Name: _____

Designation: _____



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

FINANCIAL OFFER

Annex C

User Reference No **PMO – 001** Date: **31-12-2018**

Ser	Nomen/ Experiment	Description	Qty Req	A/U	Unit Price (Rs) (excluding GST)	GST (If applicable)	Total amount (Rs)
1.	Executive Tables for Director Offices	<ul style="list-style-type: none">• Artificial Wooden Laminated executive Office Table• With detachable Side rack and wheeled drawer box• 3 Piece Set• Assembled with imported parts• Approx Table Dimensions:<ul style="list-style-type: none">• Length: 6' feet• Width: 3' feet• Standard height,• Approx Dimension of Rack 4' X 1.5 feet• Standard Dimension of Drawer to slide beneath table.	20	Nos			
2.	Executive Chairs for	<ul style="list-style-type: none">• Metallic wheel base with hydraulic system	20	Nos			

	Director Offices	<ul style="list-style-type: none"> and height adjuster • Artificial Wood arms • Recliner • leatherite seats with high back • Black color 					
3.	Almirah 3 x Doors for Director Offices	<ul style="list-style-type: none"> • Artificial Wood Laminated office Almirah3 wooden frame glass doors • With 6 cabinets • Assembled with imported parts • Approx Dimensions <ul style="list-style-type: none"> • Height 6 feet 7 inches " • Width 4 feet" • Depth 16 inches" 	20	Nos			
4.	Office Table for Deputy Director	<ul style="list-style-type: none"> • Artificial Wood Laminated Office table,with side rack and wheel drawer box, • 3 piece set, • Assembled with imported parts, • Approx Table Dimension: <ul style="list-style-type: none"> • Length: 4.5 feet • Width: 3' feet • Standard height • Approx Rack 3.5' X 1.5' feet • Standard Dimension of Drawer to slide beneath table. 	48	Nos			
5.	Office Chairs for Deputy Director /	<ul style="list-style-type: none"> • Wheel Metallic Base • Hydraulic system with 	48	Nos			

		<ul style="list-style-type: none"> height adjuster • Recliner • leatherite seats with medium back • Black color • Double Cushion • Metallic arm rest with leatherite cover • Steel Frame 					
6.	Almirah 2 x Doors for Deputy Director / Asst DD	<ul style="list-style-type: none"> • Artificial Wood Laminated office Almirah • 2 wooden frame glass doors • With 4 cabinets • Assembled with imported parts • Approx Dimensions <ul style="list-style-type: none"> • Height 6 feet 6 inches " • Width 2.8 feet" • Depth 16 inches" 	30	Nos			
7.	Office Visitor Chairs For Dir / DD	<ul style="list-style-type: none"> • Artificial Wood laminated frame, arm rest and legs • Leatherite seat and back with standard height • Color Black 	150	Nos			
8.	Office Chair for Clks	<ul style="list-style-type: none"> • Wheel Metallic Base • Leatherite/ Rexine seats with medium back • Black color. • Metallic arm rest with leatherite/rexine cover 	123	Nos			

		<ul style="list-style-type: none"> • Steel Frame 					
9.	Staff Visitor Chairs for Staff	<ul style="list-style-type: none"> • Single cushion, • Steel frame, • Without arm rest, • Seat and back cushion. • Color black 	34	Nos			
10.	Work station for Staff	<ul style="list-style-type: none"> • Work station made of Aluminum/artificial wood/Glass/PVC material. • With Drawer box. • Totally customized, detachable unit for linear fashion assembly. • Top special melamine scratch and heat proof material • Facility available for underground data cables and electric cables • Approx Dimensions:4' X 2 feet per person 	72	Nos			
11.	Office Visitor's Sofa (5 Seater) for Dir Offices (3+1+1)	<ul style="list-style-type: none"> • Steel frame • Double Cushion • High density foam and leatherite • Color black 	40	Nos			

Total Value_____

GST _____

Gross Total Value_____

Bid Bond Ref_____

Firm Name_____
Signature_____
Name_____
Designation_____