



TENDER DOCUMENTS

GENERAL ITEMS

NUTECH/SCM/General Items-2018/TD-017

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/General Items-2018/TD-017

Sealed bids are invited from Government / FBR Registered Firms for the procurement of General items 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 **11-01-2019**.
2. Quotations shall be submitted as per requirement of the tender documents.
3. Bidders will be required to submit bank draft/PO equal to 4% of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
4. Sealed bids with detailed specification should reach on the following address latest by **1500 hours on 25-01-2019**. Late submission will not be entertained.
5. Bids will be opened at **1530 hours on 25-01-2019** at SCM Office.
6. Project is to be completed in 1 week from the date of award of contract.
7. Submit Rs 1500/- as Tender fee in favour of NUTECH, Bank Alfalah Acct:5546-5001002354. Please attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.

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



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

INVITATION TO TENDER

Submission Date/Time 25-01-2019 at 1400 hours

1. NUTECH desires to procure the list of item(s)/Store(s) as per **Annexure-A**. Interested bidders are requested to send their bids through courier or deliver at NUTECH in sealed envelope marked as Financial Bid for Stationery items 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 ensure no space is left blank in the **Annexure-A and B**.
3. Following must be noted for this IT (Invitation to Tender):-
 - a. Validity of offer will be 30 days
 - b. Delivery period will be 1 week from the date of contract/PO.
 - c. Multiple/conditional quotes for any item is strictly prohibited.
 - d. Tender(s) must be accompanied with processing fee receipt and Bid Bond in agreement of faithful compliance of the conditions of Contract/Purchase Order. This amount will be equivalent to 4% 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.
 - e. 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

FINANCIAL OFFER

Annex A

User Reference No **Adm-003** Date: **09-01-2019**

Ser	Items/Stores	Description	A/U	Country of Origin	Qty Req (a)	Unit Price (Rs) (excluding GST) (b)	GST (If applicable) (c)	Unit price with GST (Rs) d (d=b+c)	Gross Total Price (Rs) (a x d)
1.	Washing Detergent 1 Kg pack	Surf Excel, Ariel, Brite Total	1 kg pack Nos	Pakistan	100				
2.	Dish Washer Powder	Lemon Max, VIM	450 gm Bottle	Pakistan	120				
3.	Phenyl for Toilet	FINIS, Sunny	1500 ml Bottle	Pakistan	120				
4.	Toilet Cleaner (Acid)	Sweep, Harpic	1000 ml Bottle	Pakistan	881				
5.	Mop Round 1"	Cotton	Kg	Pakistan	600				
6.	Mop viper type		Dozen	Pakistan	12				
7.	Wiper Large steel		Dozen	Pakistan	6				
8.	Wiper Medium steel		Nos	Pakistan	24				

9.	Floor Squeegee Wiper	Medium	Nos	Pakistan	24				
10.	Scrubber for cleaning 445x223	Scotch Brite	Dozen	Pakistan	17				
11.	Toilet Brush Medium		Nos	Pakistan	36				
12.	Air Freshener	Kwik	300 ml Tin	Pakistan	380				
13.	Air Freshener	Aseil	300 ml Tin	Pakistan	430				
14.	Air Freshener	Paradise	300 ml Tin	Pakistan	72				
15.	Air Freshener (Re-filling)	Airvike	Tin	Pakistan	240				
16.	Soap cake 115 gm	Safeguard	Nos	Pakistan	450				
17.	Soap cake 75 gm	Lux	Nos	Pakistan	6				
18.	Hand Wash Liquid	Safeguard	250 ml Bottle	Pakistan	75				
19.	Tissue Roll Large 1x30	Tulip, Rose Petal	Roll	Pakistan	72				
20.	Tissue for Dispenser	Tulip, Rose Petal	Nos	Pakistan	48				
21.	Tissue Box small 100 x 2ply	Tulip, Rose Petal	Nos	Pakistan	36				
22.	Tissue Box Large 100 x 2ply, Perfumed	Tulip, Rose Petal	Nos	Pakistan	36				
23.	Glass Cleaner	KIWI Glint	500 ml Bottle	Pakistan	1135				
24.	Cleaning Cloth 2 feet x 2 feet	Duster Yellow	Nos	Pakistan	1200				
25.	Cleaning Cloth 2 feet x 2 feet	Duster White/others	Nos	Pakistan	600				
26.	Broom, Large	Standard	Kgs	Paki	150				

				stan					
27.	Broom, Large	Flower	Nos	Paki stan	12				
28.	Wooden Handle for Brooms	Local	Nos	Paki stan	36				
29.	Iron Ring for Brooms	Local	Nos	Paki stan	36				
30.	Insect Killer	Mortein, Kingtox, Rabbit	400 ml Bottle	Paki stan	570				
31.	Remote Bell Smart	Lucky	Nos	Paki stan	150				
32.	Cell AA	Power Plus, Toshiba,	Dozen	Paki stan	40				
33.	Cell AAA	Power Plus, Toshiba,	Dozen	Paki stan	20				
34.	Cell 555	Power Plus, Toshiba,	Dozen	Paki stan	6				
35.	Sporge (steel wire Jali)	Standard	Nos	Paki stan	144				
36.	Extension Lead - With 12 Sockets & 3 meter wire	Camelion CMS- 118	Nos	Paki stan	50				
37.	Acid	Soda	1500 ml Bottle	Paki stan	48				
38.	Soda (Powder)	Sweet	Kg	Paki stan	12				
39.	Dettol Multi Surface Cleaner Rose	Dettol	1000 ml Bottle	Paki stan	36				
40.	Hand Wash Liquid	Dettol, Lifebuoy, Safeguard	500 ml bottle	Paki stan	500				
41.	Garbage bag for	Polythene	Kg	Paki	100				

	Dust Bins	(24x28x42)		stan					
42.	Garbage bag for Dust Bins	Polythene (30x45)	Kg	Pakistan	60				
43.	Recycle / Waste Bin - Medium	Blue colour	Nos	Pakistan	36				
44.	Towel (Medium) 24 X 48	Colour White	Nos	Pakistan	48				
45.	Towel (Small) 18 X 36	Colour White	Nos	Pakistan	24				
TOTAL									

Special Instructions

- a. Bid(s) shall be rejected if required detail (where applicable) are not clearly quoted / mentioned.
- b. Bid(s) shall be rejected if the rate(s) are unclear, incomplete, ambiguous or conditional. Multiple quotes are not allowed.
- c. All payments shall be made in local currency after delivery, inspection and acceptance.
- d. Penalty for delay will be mentioned in contract agreement.
- e. Right to purchase at Risk-and-Expense of Supplier, if the selected supplier: (i) fails to complete the order, or (ii) delays to supply within the delivery time quoted or extended time given by Purchaser, or (iii) supplies sub-standard items, or (iv) supplies low quality items, then NUTECH reserves the right to (i) purchase single, all or un-supplied quantity of item(s), as the case may be, at supplier's Risk-and-Expense (ii) forfeit Earnest Money and resort to administrative actions, etc.
- f. NUTECH reserves the right to (i) change the required quantity while placing purchase order. Reject any bid or procurement process, (iii) make clarifications, etc.; - any time, as per rules.
- g. Representatives' of bidders are allowed to witness opening of tenders, without conferring any privilege.
- h. Contract Agreement shall be signed with successful bidder(s) as per NUTECH policy. The provision of stamp paper shall be the responsibility of firm which shall be delivered within 3 days of issuance of PO.
- i. Late submission of tender documents will not be entertained.
- j. In case of dispute, case shall be reviewed by 'NUTECH redressal of grievance committee and decision of NUTECH shall be final and binding on both parties, without recourse to legal action.

Total Value_____

GST _____

Gross Total Value_____

Bid Bond Ref_____

Firm Name_____
Signature_____
Name_____
Designation_____



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

FIRM'S COMPLIANCE

Annex B

User Reference No **Adm-003** Date: **09-01-2019**

Please fill in the following essential parameters:

1. Validity of Offer: _____ Days (Should not be less than 30 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:

100% Payment after delivery, inspection and user satisfaction certificate

Details of Payment Recipient

(1) Name/Title: _____

(2) Address: _____

Signature: _____

Official Seal: _____

Name: _____

Designation: _____