



TENDER DOCUMENTS

STATIONERY ITEMS

NUTECH/SCM/Stationery Items-2018/TD-015

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/Stationery Items-2018/TD-015

Sealed bids are invited from Government / FBR Registered Firms for the procurement of Stationery 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 **1100 hours on 25-01-2019**. Late submission will not be entertained.
5. Bids will be opened at **1130 hours on 25-01-2019** at SCM Office.
6. Project is to be completed in 2 weeks 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 11 00 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 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 2 weeks 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. 1 years warranty of printer toners will be required from the successful bidders from the date of delivery.
 - f. 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 MANAGEMENT OFFICE

FINANCIAL OFFER

Annex A

User Reference No **Adm-002** Date: **09-01-2019**

Ser	Items/Stores	Description	Country of Origin	A/U	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.	Binder Clips	51 MM	Local/Imported	Pkt	50				
2.	Binder Clips	41 MM	Local/Imported	Pkt	50				
3.	Binder Clips	32 MM	Local/Imported	Pkt	50				
4.	Binder Clips	25 MM	Local/Imported	Pkt	50				
5.	Binder Clips	19 MM	Local/Imported	Pkt	50				
6.	Binder Clips	15 MM	Local/Imported	Pkt	50				
7.	Binder Clips	12 MM	Local/Imported	Pkt	50				
8.	Binder Clips	10 MM	Local/Imported	Pkt	50				
9.	Binder Clips	08 MM	Local/Imported	Pkt	50				
10.	A4 Lever Arch Binders	210 x 297 MM	Local/Imported	Nos	40				

11.	Legal Size Lever Arch Binders	210 x 297 MM	Local/Imported	Nos	30				
12.	Binding Adhesive Tape	3 inch Best Quality	Local/Imported	Nos	80				
13.	Binding Adhesive Tape	2 inch Best Quality	Local/Imported	Roll	80				
14.	Calculator	CASIO or comparable, Electronic plastic Key, 14 digit, big display, Scientific	Local/Imported	Nos	30				
15.	Paper Colour A4 Size	All Colours	Local/Imported	Pkt	30				
16.	Correction Pen	Uniball, Picasso, Dux	Local/Imported	Nos	150				
17.	Cutter Blades (Set of 10)	Berent A-100 (18 MM)	Local/Imported	Pkt	30				
18.	Paper Cutter	Plastic, Corrosion free blade, 9-15mm	Local/Imported	Nos	50				
19.	Duster	Cotton 18-24"	Local/Imported	Kgs	150				
20.	English-Urdu Dictionary	Oxford Webster 8 x 11	Local/Imported	Nos	3				
21.	English-English Dictionary	Oxford Webster 8 x 11	Local/Imported	Nos	3				
22.	White Board Marker	Dollar 2 mm	Local/Imported	Nos	36				
23.	Marker Permanent Blue	Dollar 2mm	Local/Imported	Nos	72				
24.	Marker Permanent Black	Dollar 2mm	Local/Imported	Nos	48				

25.	Envelope (Khaki) - C3	324 x 458 mm	Local/Imported	Nos	2000				
26.	Envelope (Khaki) - C4	229 x 324 mm	Local/Imported	Nos	1000				
27.	Envelope (Khaki) - C5	162 x 229 mm	Local/Imported	Nos	1000				
28.	Envelope (White) - C6	114 x 162 mm	Local/Imported	Nos	550				
29.	Envelope (White) - C3	324 x 458 mm	Local/Imported	Nos	500				
30.	Envelope (White) - C3	229 x 324 mm	Local/Imported	Nos	525				
31.	Envelope with Cloth - C3	324 x 458 mm	Local/Imported	Nos	175				
32.	Envelope with Cloth - C4	229 x 324 mm	Local/Imported	Nos	175				
33.	Envelope with Cloth - C5	162 x 229 mm	Local/Imported	Nos	150				
34.	Ereaser DG 50	Pelican	Local/Imported	Pkt	84				
35.	File Clip	Plastic, 36mm	Local/Imported	Pkt	50				
36.	File Clip	Plastic, 52mm	Local/Imported	Pkt	10				
37.	File Clip	Plastic, 54mm	Local/Imported	Pkt	33				
38.	File Pin	Small	Local/Imported	Pkt	13				
39.	File Pin	Medium	Local/Imported	Pkt	11				
40.	File Pin	Large	Local/Imported	Pkt	12				
41.	Colour Flags		Local/Imported	Pkt	104				
42.	Gel Pen 0.7 RG-100	Dollar	Local/Imported	Pkt	80				

43.	Glu Stick	35 gm	Local/Imported	Btl	9				
44.	Glu Stick	40 gm	Local/Imported	Nos	148				
45.	Board Pin	Plastic, Multi colour	Local/Imported	Pkt	8				
46.	Stapler Machine	Heavy Duty	Local/Imported	Nos	15				
47.	Stapler Pin	Large	Local/Imported	Pkt	24				
48.	Highlighter (nos of 6)	Glow IT Classic, Mercury (Yellow)	Local/Imported	Pkt	200				
49.	Highlighter (nos of 6)	Glow IT Classic, Mercury (Green)	Local/Imported	Pkt	20				
50.	Highlighter (nos of 6)	Glow IT Classic, Mercury (Orange)	Local/Imported	Pkt	200				
51.	Ink Blue	Dollar	Local/Imported	Btl	14				
52.	Ink Remover	Dux	Local/Imported	Nos	21				
53.	Lead pencil	2x1/2 HB, Goldfish	Local/Imported	Pkt	134				
54.	Mouse Pad	Valve (70 x 120 Cm)	Local/Imported	Nos	17				
55.	Note Pad Royalty Free	A4 Size (100 Pages)	Local/Imported	Pad	121				
56.	Note Pad Rose Lined	A4 Size (100 Pages)	Local/Imported	Pad	121				
57.	Scotch Tape	66 MM (3M/TM)	Local/Imported	Roll	20				

58.	Paper A3 80gm	Double A	Local/Imported	Ream	15				
59.	Computer Paper	AA, A4 size, 80 gm, 500 sheets/ream	Local/Imported	Ream	405				
60.	Computer Paper	Legal size, 80 gm, 500 sheets/ream	Local/Imported	Ream	105				
61.	Paper Legal 70gm	Legal size, 70 gm, 500 sheets/ream	Local/Imported	Ream	87				
62.	Paper A4 70gm	A4 size, 70 gm, 500 sheets/ream	Local/Imported	Ream	125				
63.	Common Pin (Paper Pin)	Size no. 2 WT 50g	Local/Imported	Pkt	36				
64.	Paper Clip	3cm length "Small"	Local/Imported	Pkt	130				
65.	Post-it-pad Yellow	2 M	Local/Imported	Nos	58				
66.	Post-it-pad Yellow	3 M	Local/Imported	Nos	58				
67.	Post-it-pad Yellow	4 M	Local/Imported	Nos	131				
68.	Post-it-pad Yellow	5 M	Local/Imported	Nos	59				
69.	Ink Pen	Dollar, Dux, Piano	Local/Imported	Nos	15				
70.	Pen Stand	Kebica Leather Pen Stand	Local/Imported	Nos	42				
71.	Pencil Tray Plastic	37 x 350 MM, Black	Local/Imported	Nos	100				
72.	Phonix Pin	Five Star-4	Local/Imported	Pkt	20				
73.	Phonix Pin	Five Star-6	Local/Imported	Pkt	20				
74.	Phonix Pin	Five Star-8	Local/Imported	Pkt	20				

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75.	Phonix Pin	Five Star-10	Local/Impo rted	Pkt	20				
76.	Poker with handle		Local/Impo rted	Nos	16				
77.	Punching machine	Small	Local/Impo rted	Nos	15				
78.	Punching machine	Medium	Local/Impo rted	Nos	21				
79.	Punching machine	Extra Large	Local/Impo rted	Nos	7				
80.	Drafting Pad	Large	Local/Impo rted	Nos	50				
81.	Register	Large (300) Pages	Local/Impo rted	Nos	66				
82.	Register	Medium (150) Pages	Local/Impo rted	Nos	33				
83.	Scissors	Precision 6 Inch	Local/Impo rted	Nos	45				
84.	Scissors	Precision 10 Inch	Local/Impo rted	Nos	2				
85.	Separator	A4	Local/Impo rted	Nos	98				
86.	Pencil Sharpener	Dux	Local/Impo rted	Doz en	12				
87.	Carl Coloris Pencil Sharpener Machine	Heavy Duty	Local/Impo rted	Nos	10				
88.	Spiral Binding	8 MM	Local/Impo rted	Pkt	21				
89.	Spiral Binding	10 MM	Local/Impo rted	Pkt	25				
90.	Spiral Binding	12 MM	Local/Impo rted	Pkt	25				
91.	Spiral Binding	14 MM	Local/Impo rted	Pkt	10				
92.	Spiral Binding	16 MM	Local/Impo rted	Pkt	8				

93.	Spiral Binding	18 MM	Local/Imported	Pkt	4				
94.	Spiral Binding	20 MM	Local/Imported	Pkt	4				
95.	Spiral Binding	22 MM	Local/Imported	Pkt	4				
96.	Spiral Binding	24 MM	Local/Imported	Pkt	4				
97.	Spiral Binding	26 MM	Local/Imported	Pkt	4				
98.	Spiral Binding	28 MM	Local/Imported	Pkt	4				
99.	Spiral Binding	30 MM	Local/Imported	Pkt	4				
100.	Spiral Binding Machine	Heavy Duty	Local/Imported	Nos	1				
101.	Stamp Pad	Pelicon or comparable, Blue, leakage proof, 70x110mm	Local/Imported	Nos	50				
102.	Stamp Pad Ink	Violet Colour	Local/Imported	Btl	50				
103.	Stapler Machine	Medium	Local/Imported	Nos	48				
104.	Stapler Pin	Medium	Local/Imported	Pkt	137				
105.	Stapler Pin	Extra Large	Local/Imported	Pkt	28				
106.	Stapler Pin Remover	Small	Local/Imported	Nos	46				
107.	Scale	24 inch, metal	Local/Imported	Nos	46				
108.	Ruler with colored water	Small	Local/Imported	Nos	37				
109.	Sticky Folder	Size A4	Local/Imported	Nos	97				

110.	Tag	9 Inch, cotton	Local/Imported	Bdl	500				
111.	Tag	12 Inch, cotton	Local/Imported	Bdl	300				
112.	Binding Plastic Sheet	Transparent A4 Size	Local/Imported	Pkt	27				
113.	Mesh Paper Tray Desk	Medium	Local/Imported	Nos	7				
114.	Uni ball (Cristal + Matro)	Black	Local/Imported	Pkt	20				
115.	Uni ball (Cristal + Matro)	Blue	Local/Imported	Pkt	25				
116.	Uni ball (Cristal + Matro)	Red	Local/Imported	Pkt	11				
117.	Uni ball (Cristal + Matro)	Green	Local/Imported	Pkt	5				
118.	USB	64GB HP	Local/Imported	Nos	2				
119.	USB	32GB HP	Local/Imported	Nos	20				
120.	USB	16GB HP	Local/Imported	Nos	10				
121.	USB	8GB HP	Local/Imported	Nos	10				
122.	Paper Folder	Large	Local/Imported	Nos	33				
123.	Ball Point Blue	Piano, Dollar, Dux	Local/Imported	Pkt	129				
124.	Ball Point Black	Piano, Dollar, Dux	Local/Imported	Pkt	89				
125.	Ball Point Red	Piano, Dollar, Dux	Local/Imported	Pkt	83				
126.	Schneider Green	Xtra 895	Local/Imported	Pkt	4				
127.	Schneider Blue	Xtra 895	Local/Imported	Pkt	5				
128.	Schneider Black	Xtra 895	Local/Imported	Pkt	8				

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129.	Schneider Red	Xtra 895	Local/Imported	Pkt	6				
130.	Tape Insulation	1"	Local/Imported	Nos	48				
131.	Tape Insulation	1-1/2"	Local/Imported	Nos	48				
132.	Tape Insulation	2.5"	Local/Imported	Nos	48				
133.	DVD Blanks (RW)	XP	Local/Imported	Nos	150				
134.	Tip-Ex Correction Tap	Big White Out	Local/Imported	Nos	150				
135.	Table Diary	For Maintaining To do list	Local/Imported	Nos	200				
136.	Punch Machine	Heavy Duty, 2 hole, punch 30 sheets of 80 gm	Local/Imported	Nos	15				
137.	Punch Machine	Heavy Duty, 2 hole, punch 10 sheets of 80 gm	Local/Imported	Nos	40				
138.	HP Original Toner / Cartridge HP 80A (CF280A)	HP Laser Jet Printer M401 / M400	Local/Imported	Nos	16				
139.	HP Original Toner/ Cartridge HP-201A (CF402A,CF-403A, CF-400A, CF-401)	Laser Jet Colour Pro M252n	Local/Imported	Set	5				
140.	Original Toner / Cartridge (MP2501S)	Photo State RICOH MP2501SP	Local/Imported	Nos	10				
141.	HP Original Toner /	For HP Laser	Local/Imported	Nos	40				

	Cartridge HP 26A (CF226A)	Jet Pro 402dne	orted						
142.	Original Toner / Cartridge	For HP Laser Jet Printer 1132	Local/Impo rted	Nos	10				
143.	Talic Sheet	Transparent Roll	Local/Impo rted	Roll	5				
144.	Master Clip Folder	Fancy	Local/Impo rted	Nos	100				
145.	Clear Book CB-60 FC (Ready Reckoner)	NICHIKO	Local/Impo rted	Nos	30				
146.	Marker	Blue/Black	Local/Impo rted	Nos	100				
147.	Box File	15 inch	Local/Impo rted	Nos	45				
148.	Year Planner-2019	Tinstar Planners (841mm x 594mm)	Local/Impo rted	Nos	30				
149.	PVC Box Folder	Large	Local/Impo rted	Box	210				
150.	PVC Box Folder	Small	Local/Impo rted	Box	40				
151.	Paper Weight	16, 20, 24, 28, 32 and 36 pounds	Local/Impo rted	Nos	100				
152.	Rubber Band	3-1/2"	Local/Impo rted	Pkt	30				
153.	Book Supporter	L. Shaped	Local/Impo rted	Nos	40				
TOTAL									

Special Instructions

- a. Bid(s) shall be rejected if required detail (where applicable) of specifications, brand, origin, make, model, warranty etc. are not clearly quoted / mentioned. No margin shall be given on this account.
- 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-002** 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: _____