



TENDER DOCUMENTS

PRINTING MATERIAL

NUTECH/SCM/PRINTING MATERIAL-2019/TD-021

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/Printing Material-2019/TD-021

Sealed bids are invited from Government / FBR Registered Firms for the procurement of Printing Material for NUTECH Office.

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 **15 Feb 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 **1000 hours on 05 Mar 2019**. Late submission will not be entertained.
4. Bids will be opened at **1030 hours on 05 Mar 2019** at SCM Office.
5. Project is to be completed in 7 days from the date of award of contract.
6. 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) UPROAD,SECI-12,
ISLAMABAD
Tel: 0092-51-5476768, Ext :178



NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANAGEMENT OFFICE

INVITATION TO TENDER

Submission Date/Time 05 Mar 2019 at 10 00 hours

1. NUTECH desires to procure the list of item(s)/Store(s) as per **Annexure-A by single envelope method**. Interested bidders are requested to send their bids through courier or deliver at NUTECH in sealed envelope marked as Bid for Material Printing 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. Please also note that Technical Offer should contain Annexes-A & B duly filled along with tender processing fee and Bid Bond... Please ensure no space is left blank in the annexes.
4. Following must be noted for this IT (Invitation to Tender):-
 - a. Annexes A and B must be signed and stamped. Attach only relevant documents only.
 - b. Please complete all document as per given format. Do not use your format or letter head. Offer may be rejected if given format is not followed.
 - c. Validity of offer will be 30 days.
 - d. Delivery period will be 7 days.
 - e. Multiple/conditional quotes for any item is strictly prohibited.
 - f. 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.
 - g. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.
5. 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-007** Date: **10-02-2019**

Ser	Nomen/ Experiment	Description	Country of Origin	A/U	Qty Req	Unit Price (Rs) (excluding GST)	GST Rs (If applicabl e)	Gross Price per unit(Rs)	Gross Price of total quantity (Rs)
1.	File Cover A4 Size (300 gm)	NUTECH Monogram	Pakistan	Nos	15000				
2.	File Cover Legal (300 gm)	NUTECH Monogram	Pakistan	Nos	5000				
3.	Hand Dairy Leatherette Medium 9" x 6"	NUTECH Monogram (Punch engraved)	Pakistan	Nos	200				
4.	Mail Folder Leatherette Legal	NUTECH Monogram (Punch engraved)	Imported	Nos	100				
5.	Raxine File Folder A4 (Dark Green Color)	NUTECH Monogram (Punch engraved)	Imported	Nos	1500				
6.	Raxine File Folder Legal (Dark Green Color)	NUTECH Monogram (Punch engraved)	Imported	Nos	700				
7.	Writing pad for Diary 8" x 5", (80 gm) ,100 pages	NUTECH Monogram (Punch engraved)	Pakistan	Nos	200				

8.	Writing pad for Diary 5" x 3", (80 gm),50 pages	As per format	Pakistan	Nos	2000				
9.	Account Ledger 15.98" x 20", (80 gm), 300 pages	As per format	Pakistan	Nos	6				
10.	Store Ledgers (80 gm), 200 pages	As per format	Pakistan	Nos	50				
11.	Incoming Mail Diary 8.5" x14", (80 gm), 300 Pages	As per format	Pakistan	Nos	150				
12.	Outgoing Mail Diary 8.5" x 14", (80 gm), 300 Pages	As per format	Pakistan	Nos	150				
13.	Vehicle Log Books (80 gm), 300 Pages	As per format	Pakistan	Nos	106				
14.	Duty Slip (80 gm), 100 pages	As per format	Pakistan	Pad	23				
TOTAL									

- a. Bid(s) shall be rejected if required detail (where applicable) of specifications are not fulfilled.
- b. Successful bidder needs to get approval of final sample before printing.
- c. Samples pictures are attached below.
- d. Any mistake in printing quality, content, and material or in any other aspect will be solely responsibility of firm and will reprint at its own cost.
- e. Format must be followed strictly. Do not use any other format. Offer may be rejected if the case may be.
- f. Bid(s) shall be rejected if the rate(s) are unclear, incomplete, ambiguous or conditional. Multiple quotes are not allowed.
- g. All payments shall be made in local currency after delivery, inspection and acceptance.
- h. Penalty for delay will be mentioned in contract agreement.

- i. 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.
- j. 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.
- k. Representatives' of bidders are allowed to witness opening of tenders, without conferring any privilege.
- l. 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.
- m. Late submission of tender documents will not be entertained.
- n. 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_____

Ser 1: File Cover A4 Size

9.5 Inch

12 Inch

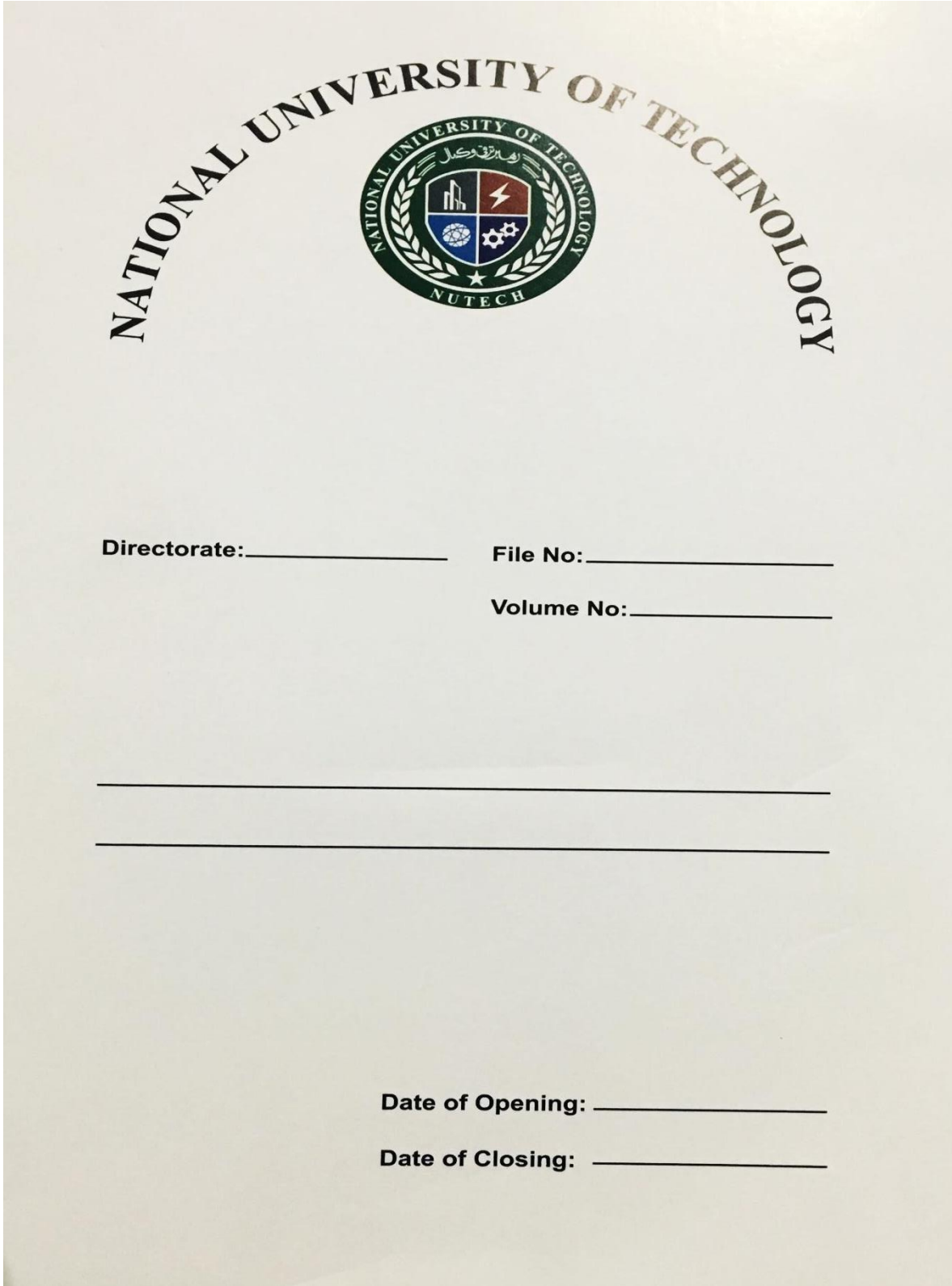


NATIONAL UNIVERSITY OF TECHNOLOGY

Ser 2: File Cover Legal Size

← 10 Inch →

↑ 14 Inch ↓



Ser 3: Hand Dairy Leather Medium

6 Inch

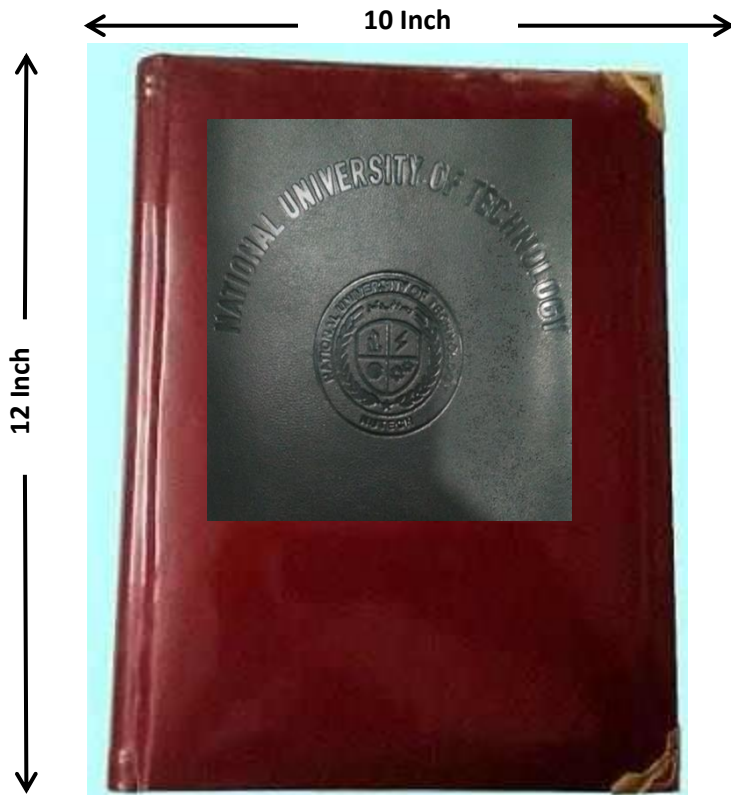
9 Inch



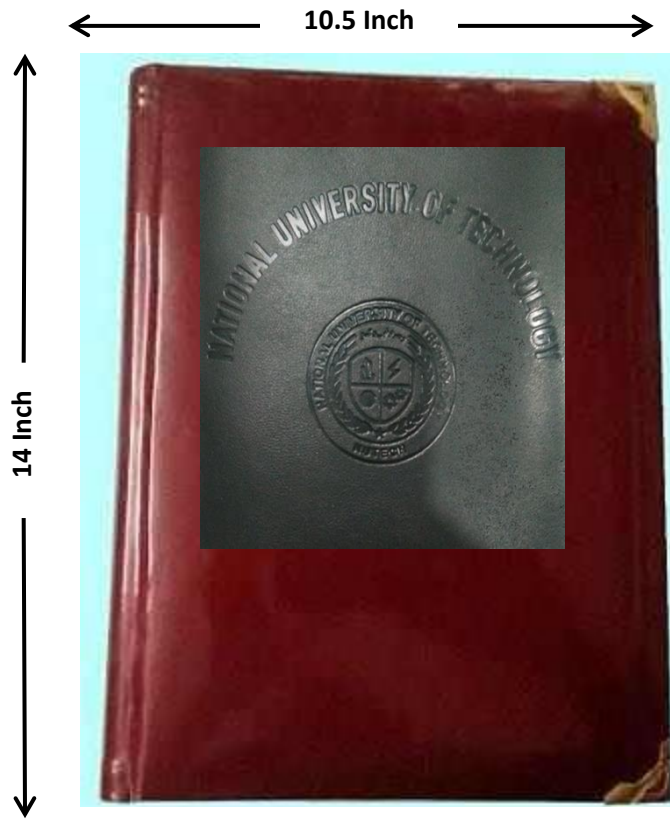
Ser 4: Mail Folder Legal size (Good Quality Leather)



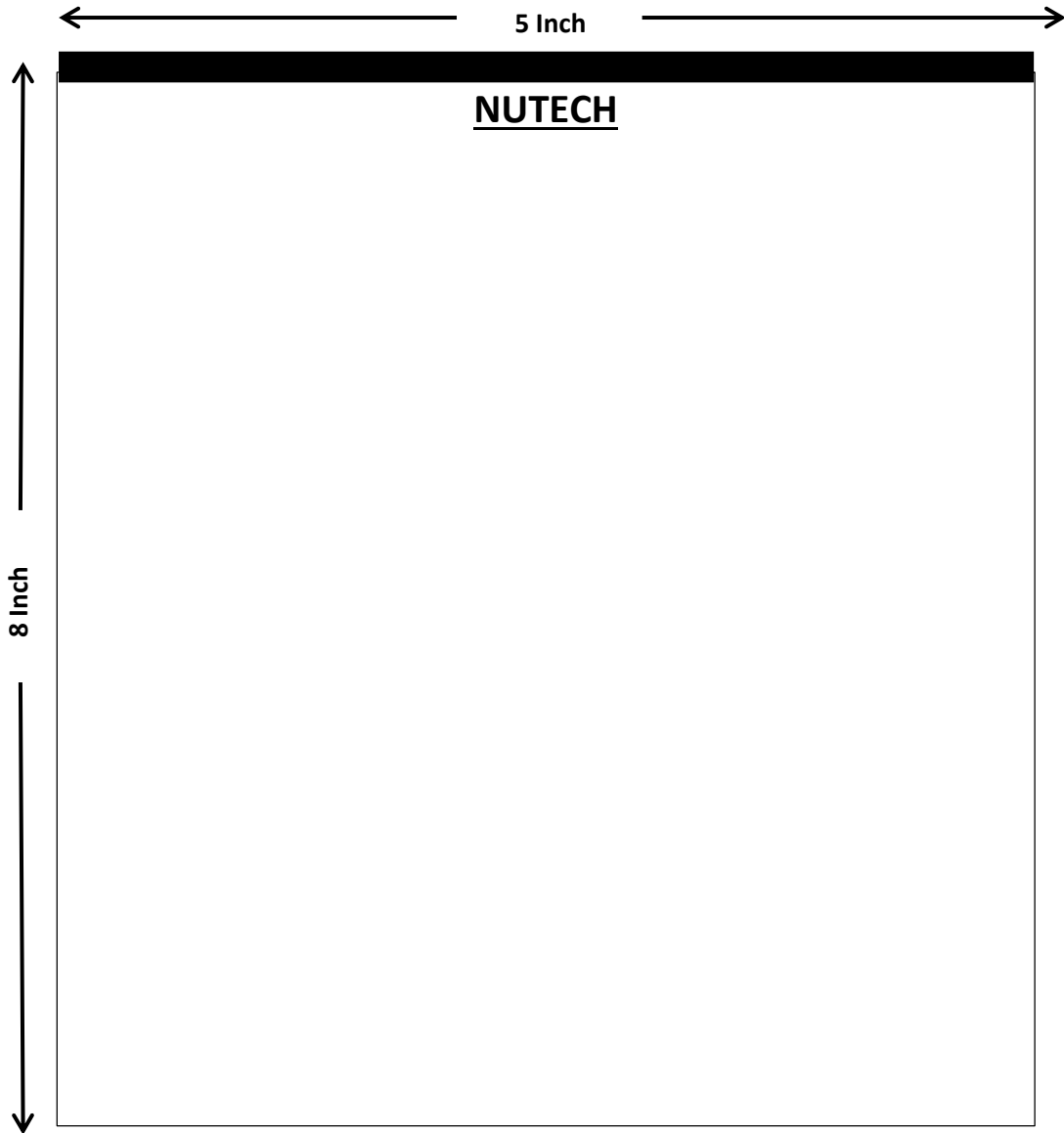
Ser 5: Raxine File Folder A4 Size (Dark Green Color)



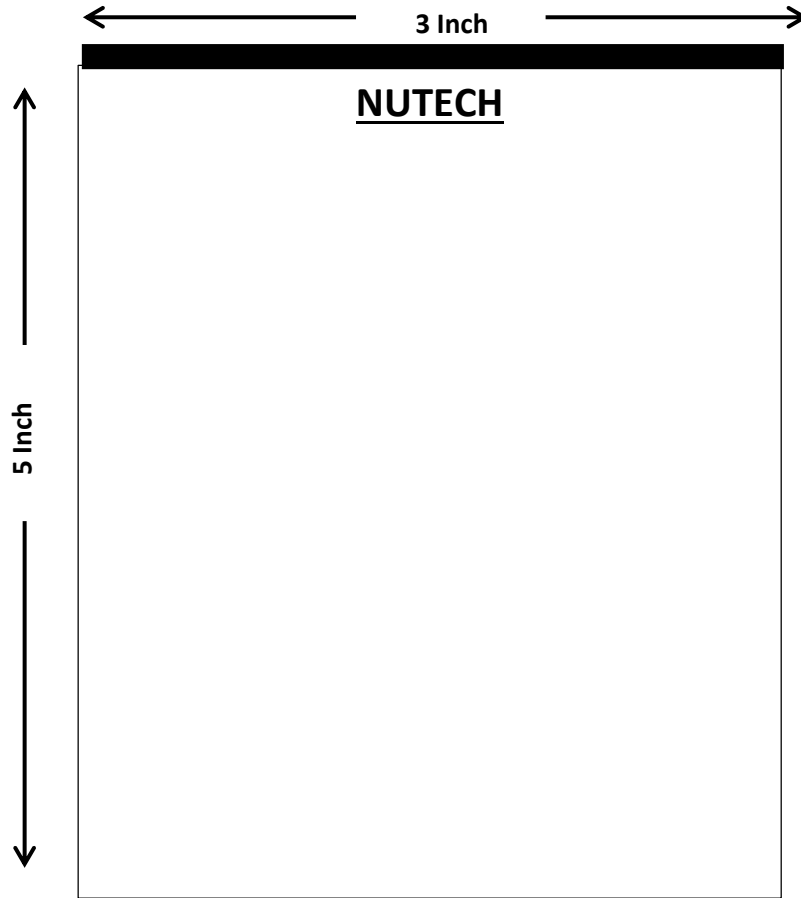
Ser 6: Raxine File Folder Legal Size (Dark Green Color)



Ser 7: Writing pad for Diary 8 x 5(100 Pages)



Ser 8: Writing pad for Diary 5 x 3(50 Pages)



Ser 10: Store Ledgers (200 pages)- Front

8 Inch

LEDGER ACCOUNTING SHEET

Designation _____ Demand No. _____ Outstanding _____
LI/Part No. _____
VOS/MT Sec _____ AP _____
Acct Unit _____

RV/ IV Loss Statement Condemnation Board Proceeding No. And Date	Issue				Receipts				Balance				Remarks
	Serviceable		Repairable	Unsvc	Serviceable		Repairable	Unsvc	Serviceable		Repairable	Unsvc	
	New	PWS			New	PWS			New	PWS			

13 Inch

Ser 11: Incoming Mail Record Format (8.5" x 14")
(300 Pages)

Incoming Mail Record							
Diary No.	Letter Number	Initiating Date	Subject	Receiving Date	Received From	File Reference	Remarks

Ser 13: Vehicle Log Books

- Book has multiple pages. Book can be viewed at SCM Office, NUTECH University, Islamabad.



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

FIRM'S COMPLIANCE

Annex B

User Reference No **ADM-007** Date: **10-02-2019**

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 will be paid after successful delivery and user satisfaction certificate.

Details of Payment Recipient

(1) Name/Title: _____

(2) Address: _____

Signature: _____

Official Seal: _____

Name: _____

Designation: _____