



**TENDER DOCUMENTS**

**FURNITURE- COMPUTER LAB**

**NUTECH/SCM/Furniture- Computer Lab-2019/TD-036**

**NATIONAL UNIVERSITY OF TECHNOLOGY**

## **TENDER NOTICE**

**National University of Technology (NUTECH)**

**NUTECH/SCM/ Furniture- Computer Lab-2019/TD-036**

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

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 **20 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 **1030 hours on 15 Mar 2019**. Late submission will not be entertained.
4. Bids will be opened at **1100 hours on 15 Mar 2019** at SCM Office.
5. Project is to be completed in 10 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** 15 Mar 2019 at 1030 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 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) and receipt of tender processing fee. Commercial Offer will contain Annexure- C and bid bond. Please ensure no space is left blank in the annexes.
3. Following must be noted for this IT (Invitation to Tender):-
  - a. Annexes A, B and C must be signed and stamped, Attach only relevant documents.
  - b. Please complete all document as per given format. Do not use any other 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 10 days from the date of award of contract.
  - 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. 12 months warranty of furniture is required.
  - g. 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**

**TECHNICAL OFFER**

**Annex A**

User Reference No **NSDD-002** Date: **16-02-2019**

**Technical Specification**

Ser	Nomen/ Experiment	Description	Count ry of Origin	A/U	Qty Req	Bidder Compliance			Tech Scrutiny to be done by user	
						Ye s	No	Alter nate Offer	Accepted	Rejected
									Reason of Rejection	
1.	Computer Tables	<ul style="list-style-type: none"> <li>• Table: Size: 4 feet(Length) x 2,5 feet(width) x 2.5 feet (height)</li> <li>• Unit top to be made 25mm thick artificial wood laminated board,</li> <li>• Edges to be covered with 2mm thick PVC edging base</li> <li>• Duct and round grommet of 80x80 mm to be included (sockets not included).</li> <li>• Reference picture is attached.</li> <li>• The keyboard tray size 710mm(front width)x 300mm(depth) approximately</li> <li>• End fittings made from minimum 2mm thick MS steel mounted on either side</li> </ul>	All	Nos	30					

		<ul style="list-style-type: none"> <li>• Keyboard tray shall be easily slide able, provided with two telescopic channels with balls.</li> </ul>							
2.	Computer Chairs	<ul style="list-style-type: none"> <li>• Length 22.00, width 24.00, height 36 inches</li> <li>• Seat height adjustment by a single lever</li> <li>• Designed with upright position locking with tilt tension adjustment.</li> <li>• Push back mechanism with back connector.</li> <li>• Black Color</li> <li>• Double Cushion</li> </ul>	All	Nos	30				

Instl/Assy/Commissioning Req		No	Contract with OEM/Supplier			No	
Performance Bond Req	Yes		Offer Req for Package Deal			No	
<b>Note:</b> (If any)			Warranty reqand Duration	Yes 12 months			
List of "Additional Req may be" sent to procurement office, immediately							
Maint Spare Req		No	Essentially Running spare req			No	
Pub/Lit Req		No	Req of Cert for test data results			No	
TrgReq		No	Req of Calibration			No	
<b>Note:</b> * Labor charges are not included however they may be included in the final quotation by vendors * The quotations may also include warranty and maintenance for the period of one year * All estimated prices quoted are inclusive of Taxes.							

### **SPECIAL CONDITIONS**

- 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, installation/commissioning and acceptance.
- d. Supplier will provide 12 months warranty.
- e. Installation of furniture will be carried out by the successful firm rep at his own cost and risk at designated place at NUTECH.
- f. Pictures are attached. Measurements and specs must be followed. Please provide items as shown in picture.
- g. Bidders shall attach pictures of items to be provided. Same are to be accepted by user during technical evaluation.
- h. Any special requirement for installation and commissioning must be specified in the offer by the supplier.
- i. Penalty for delay will be mentioned in contract agreement.

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

Firm Name_____
Signature_____
Name_____
Designation_____



CHAIR AND COMPUTER TABLE





**NATIONAL UNIVERSITY OF TECHNOLOGY**  
**SUPPLY CHAIN MANAGEMENT OFFICE**

**TECHNICAL OFFER**

**Annex B**

User Reference No **NSDD-002** Date: **16-02-2019**

**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 made after successful delivery, installation and user satisfaction certificate.

**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 **NSDD-002** Date: **16-02-2019**

Ser	Nomen/ Experiment	Description	A/U	Qty Req	Unit Price (Rs) (excluding GST)	GST	Total Price per unit (with GST) Rs)	Gross amount of total qty (Rs)
1.	Computer Tables	<ul style="list-style-type: none"><li>• Table: Size: 4 feet(Length) x 2,5 feet(width) x 2.5 feet (height)</li><li>• Unit top to be made 25mm thick artificial wood laminated board,</li><li>• Edges to be covered with 2mm thick PVC edging base</li><li>• Duct and round grommet of 80x80 mm to be included (sockets not included).</li><li>• Reference picture is attached.</li><li>• The keyboard tray size 710mm(front width)x 300mm(depth) approximately</li><li>• End fittings made from minimum 2mm thick MS steel mounted on either side</li><li>• Keyboard tray shall be easily slide able, provided with two telescopic channels with balls.</li></ul>	Nos	30				

2.	Computer Chairs	<ul style="list-style-type: none"> <li>• Length 22.00, width 24.00, height 36 inches</li> <li>• Seat height adjustment by a single lever</li> <li>• Designed with upright position locking with tilt tension adjustment.</li> <li>• Push back mechanism with back connector.</li> <li>• Black Color</li> <li>• Double Cushion</li> </ul>	Nos	30				
				<b>Total</b>				

Bid Bond Ref\_\_\_\_\_

Total Gross Value\_\_\_\_\_

\*Custom duty is to be quoted separately.

\*\*Bid Bond to be attached with Annex C. Copy of Bid Bond be attached with

Technical offer without showing its value. Offer may be rejected for not doing the needful.

Firm Name_____
Signature_____
Name_____
Designation_____