



## **TENDER DOCUMENTS**

### **PMO**

### **NUTECH/SCM/Racks & Furniture-2019/TD-28**

# NATIONAL UNIVERSITY OF TECHNOLOGY

## TENDER NOTICE

**National University of Technology (NUTECH)**

**NUTECH/SCM/Racks & Furniture -2019/TD-028**

Sealed bids are invited from Government / FBR Registered Firms for the procurement of Racks and 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 **01-02-2019**.
2. Quotations shall be submitted as per requirement of the tender documents.
3. Bidders will be required to submit bank draft/PO equal to 2% 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 18-02-2019**. Late submission will not be entertained.
5. Bids will be opened at **1130 hours on 18-02-2019** at SCM Office.
6. Project is to be completed in 15 days 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** 18-02-2019 at 1100 hours

1. NUTECH desires to procure Racks and furniture 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. Validity of offer will be 30 days.
  - b. Project completion period will be 15 days.
  - c. 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.
  - d. 12 months warranty for furniture is required.
  - e. Reference pictures are attached in special instructions.
  - f. Diagrams are attached for exact measurements.
  - g. Quoted items pictures must be attached with technical bid. User will be evaluated from pictures and specs accordingly.

- h. NUTECH reserves the right to visit bidder's premises to inspect items for stock availability and quality assurance.
- i. Rates should be quoted on free delivery/installation/commissioning 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 003** Date: **10-01-2019**

#### **Technical Specification**

Ser	Item/Store	Size	Specification	Count ry of Origin	A/ U	Qty Req	Bidder Compliance			Tech Scrutiny to be done by user	
							Yes	No	Alternate Offer	Accept ed	Rejecte d
										Reason of Rejection	
1	Wall hanging Cabinets (IT Control Room Auditorium)	Length - 7 ft Height - 2 ft depth - 1.5 ft	<ul style="list-style-type: none"> <li>• Wall Cabinet with hanging frame made of wood (termite treated)</li> <li>• Box and doors of Ash Veneer with locks</li> <li>• Wall Hanging Box of win board (termite treated)</li> </ul>	Local/ All	No s	1					
2	Floor Cabinets with drawers	Length- 13 ft Height- 3 ft Depth- 3 ft	<ul style="list-style-type: none"> <li>• Floor cabinet with wooden frame (termite treated)</li> <li>• Box and doors of Ash Veneer with locks</li> </ul>	Local/ All	No s	1					

3	Wooden Tables (IT Control Room)	Length - 13 ft Height - 3 ft Width - 3 ft	<ul style="list-style-type: none"> <li>Wooden frame table (termite treated) with Ash Veneer top &amp; drawers at one side</li> </ul>	Local/ All	No s	2				
4	Iron Rack (IT Store)	Length - 6 ft Height - 7 ft Width - 3 ft	<ul style="list-style-type: none"> <li>1.5" x 1.5" angle frame - 3mm thick</li> <li>1" x 1" box pipe of Guage 18</li> </ul>	Local/ All	No s	10				

### **Special Instructions**

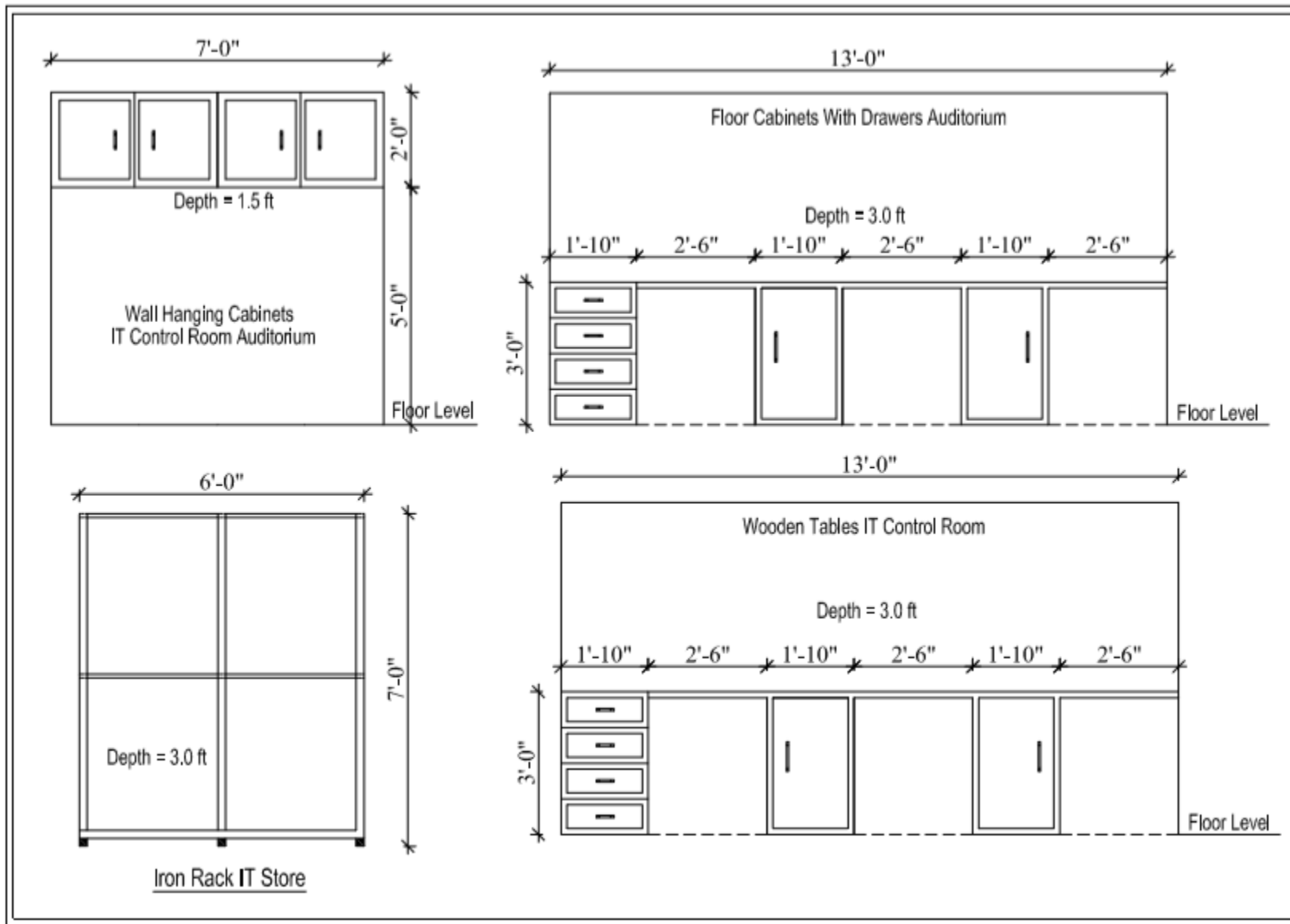
- a. Bid(s) shall be rejected if required detail (where applicable) are not clearly quoted / mentioned.
- b. Bid(s) shall be rejected if the rate(s) are unclear, incomplete, ambiguous or conditional. Multiple quotes are not allowed.
- c. All payments shall be made in local currency after delivery, inspection, installation/commissioning and acceptance.
- d. Supplier will provide 12 months warranty.
- e. Installation of the racks and furniture will be carried out by the successful firm rep at his own cost and risk at designated place at NUTECH.
- f. Material to be used must be as required in this IT document.
- g. Diagrams are attached for measurements and any variations will not be accepted.
- h. Sample pictures are attached for reference purposes only.
- i. Interested bidders may visit the site on 14-15 Feb 19 to see the site and contact PMO for the needful.
- j. Bidders shall attach pictures of items to be provided. Same are to be accepted by user during technical evaluation.
- k. Any special requirement for installation and commissioning must be specified in the offer by the supplier.
- l. Penalty for delay will be mentioned in contract agreement.
- m. 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.

- n. 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.
- o. Representatives' of bidders are allowed to witness opening of tenders, without conferring any privilege.
- p. 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.
- q. Late submission of tender documents will not be entertained.
- r. 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_____

## DIAGRAMS





## REFERENCE PICTURES

### (Ser 1 & 2 ) Cabinets

(7 feet length x 3.5 feet height x 3 feet width), Required Quantity =1



### (Ser 3) Wooden Tables

(13 feet length x 3.5 feet height x 3 feet width), Required Quantity =2



**(Ser 4) Iron Racks**

(6 feet length x 7 feet height x 3 feet width), Required Quantity =10





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

**TECHNICAL OFFER**

**Annex B**

User Reference No **PMO 003** Date: **10-01-2019**

**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 will be paid after successful commissioning, 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 **PMO 003** Date: **10-01-2019**

Ser	Name	Size	Description	Qty	Unit Price (Rs) (excluding GST)	GST (If applicable)	Total amount (Rs)
1.	Wall hanging Cabinets (IT Control Room Auditorium)	Length - 7 ft Height - 2 ft depth - 1.5 ft	<ul style="list-style-type: none"> <li>• Wall Cabinet with hanging frame made of wood</li> <li>• Box and doors of Ash Veneer with locks</li> <li>• Wall Hanging Box of win board</li> </ul>	1			
2.	Floor Cabinets with drawers	Length- 13 ft Height- 3 ft Depth- 3 ft	<ul style="list-style-type: none"> <li>• Floor cabinet with wooden frame</li> <li>• Box and doors of Ash Veneer with locks</li> </ul>	1			
3.	Wooden Tables (IT Control Room)	Length - 13 ft Height - 3 ft Width - 3 ft	<ul style="list-style-type: none"> <li>• Wooden frame table with Ash Veneer top &amp; drawers at one side</li> </ul>	2			
4.	Iron Rack (IT Store)	Length - 6 ft Height - 7 ft Width - 3 ft	<ul style="list-style-type: none"> <li>• 1.5" x 1.5" angle frame of 3mm thick</li> <li>• 1" x 1" box pipe of Gage 18</li> </ul>	10			
<b>TOTAL</b>							

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

Firm Name_____
Signature_____
Name_____
Designation_____

GST \_\_\_\_\_

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

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

(Bid Bond be attached with Annex C)