



TENDER DOCUMENTS

Furniture for Faculty Conference Room

NUTECH/SCM/Furniture for Faculty Conf Room-2019/TD-050

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/Furniture for Faculty Conf Room-2019/TD-050

Sealed bids are invited from Government / FBR Registered Firms for the procurement of Furniture for Faculty Conference room for NUTECH.

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 Mar 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 **1030 hours on 02 April 2019**. Late submission will not be entertained.
5. Bids will be opened at **1100 hours on 02 April 2019** at SCM Office.
6. Project is to be completed in 7 days from the date of award of contract.
7. Submit Rs 1500/- as Tender fee in favour of NUTECH HBL account: **NUTECH Tendering and contracts, 5037- 7000210755**. 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 02 April 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. 2 x copies of technical offer are to be provided. Sample of chair is to be provided at the time of technical offer which will be retained for a period of maximum 1 week time.
 - b. Annexes A, B and C must be signed and stamped, Attach only relevant documents.
 - c. 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.
 - d. Validity of offer will be 90 days.
 - e. Delivery period will be 7 days from the date of award of contract..
 - 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. 12 months warranty will be required from the successful bidders from date of commissioning.

h. 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 **DoU Off-001** Date: **25-02-2019**

Technical Specification

Ser	Item	Description	Country 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.	Chairs for Faculty Conference Room	Laminated frame. Arm rest and legs, Leatherite seat and back with standard height. Picture attached.	China	Nos	40					
2.	Table Wooden	Length - 4' Width - 4' Height - 2.5'	China	Nos	1					

SPECIAL CONDITION

- 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. Chair pictures are attached. Measurements and specs must be followed. Please provide item as shown in picture.
- g. Table pictures are attached. Measurements and specs must be followed. Please provide item as shown in picture.
- h. Bidders shall attach pictures of items to be provided. Same are to be accepted by user during technical evaluation. Physical samples will be furnished by bidders at technical evaluation stage.
- 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



Table Wooden





NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

TECHNICAL OFFER

Annex B

User Reference No **DoU Off-001** Date: **25-02-2019**

Please fill in the following essential parameters:

1. Validity of Offer: _____ Days (Should not be less than 90 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, installation /commissioning, 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 **DoU Off-001** Date: **25-02-2019**

Ser	Items/Store	Description	A/U	Qty Req	Unit Price (Rs) (excluding GST)	GST (If applicable)	Gross Total Value per unit (Rs)	Total amount for total value (Rs)
1.	Chairs for Faculty Conference Room	Laminated frame. Arm rest and legs, Leatherite seat and back with standard height. Picture attached.	Nos	40				
2.	Table Wooden	Length - 4' Width - 4' Height - 2.5'	Nos	1				
Total								

Total Value _____ -

Bid Bond Ref _____ GST _____

Total Gross Value (with all taxes) for total Qty _____

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

Technical offer without showing its value. Exposure of bid bond may result in rejection of offer.

Firm Name _____
Signature _____
Name _____
Designation _____