



Tender Documents

Procurement of Stationary Items

NUTECH/SCM/Stationary items-2019/TD-056

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/Stationary items-2019/TD-056

Sealed bids (Single Stage – Two Envelope) are invited from Government / FBR registered firms for procurement of Stationary items at NUTECH.

1. Tender documents containing terms & conditions and detailed specifications of items can be downloaded from NUTECH website “<https://nutech.edu.pk>” w.e.f **23 April 2019**.
2. Quotations shall be submitted as per requirements of the tender documents.
3. Bidders will be required to submit bank draft / PO equal to 5% of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
4. Sealed bids with detailed specifications should reach on the following address latest by **1100 hours on 10 May 2019**. Late submission will not be entertained.
5. Bids will be opened at **1130 hours on 10 May 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 favor 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)
NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH), UPROAD, SECI-12
ISLAMABAD
Tel: +92-051-5476768, Ext: 178

NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANAGEMENT

INVITATION TO TENDER

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 Single Stage – Two Envelop Procedure (two sealed envelopes placed together in third sealed envelope), marked clearly, **"Technical Offer" & "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. Note that Technical Offer should contain only 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 (dully marked and placed in separate envelop). Ensure that no space is left blank in the annexes.
3. Following must be noted-
 - a. 2 x copies of technical offer are to be provided.
 - b. Annexes A, B and C must be signed and stamped. Attach only relevant literature.
 - c. 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.
 - d. Validity of offer will be 90 days.
 - e. Delivery & installation period will be 15 days from the date of award of contract.
 - f. The firm should provide point to point acceptance of each clause of IT and special instructions attached with IT.
 - g. Firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly.
 - h. 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 5% 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 completion 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.

- i. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.

4. NUTECH reserves the right 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)

Technical Specifications**NUTECH/SCM/Stationary items-2019/TD-056**

Ser	Item	Specifications	Country of Origin	A/U	Qty	Bidder Compliance			Scrutiny by User	
						Yes	No	Alternate Offer	Accepted	Rejected
									Reason of Rejection	
1	Binder Clips	15 MM	Pakistan	Pkt	50					
2	Binder Clips	12 MM	Pakistan	Pkt	100					
3	Binder Clips	10 MM	Pakistan	Pkt	100					
4	Binder Clips	08 MM	Pakistan	Pkt	100					
5	Calculator	Casio or comparable, Electronic plastic Key, 14 digit, big display, Scientific	Pakistan	Nos	20					
6	Paper Color A4 Size	All Colors	Pakistan	Pkt	50					
7	Correction Pen	Unibal, Picasso, Dux	Pakistan	Nos	100					
8	Cutter Blades (Set of 10)	Berent A-100 (18 MM)	Pakistan	Pkt	50					
9	Paper Cutter	Plastic, Corrosion free blade, 9-15mm	Pakistan	Nos	50					
10	Duster	Cotton 18-24"	Pakistan	Kg	50					
11	Envelope (Khaki) - C3	324 x 458 mm	Pakistan	Nos	1000					
12	Envelope (Khaki) - C6	114 x 162 mm	Pakistan	Nos	1000					
13	Envelope (Khaki) - C7	81 x 114 mm	Pakistan	Nos	1000					
14	Envelope (Khaki) – C8	57 x 81 mm	Pakistan	Nos	1000					
15	Envelope (White - C6	114 x 162 mm	Pakistan	Nos	500					
16	Envelope (Khaki) SE-6A Cloth	114 x 162 mm	Pakistan	Nos	500					
17	Colour Flags		Pakistan	Pkt	100					
18	Gel Pen 0.7 RG-100	Dollar	Pakistan	Pkt	50					
19	Glu Stick	35 gm	Pakistan	Nos	100					
20	Glu Stick	40 gm	Pakistan	Nos	100					

21	White Craft Glue	1 KG	Pakistan	Btl	100				
22	Board Pin	Plastic, Multi colour	Pakistan	Pkt	200				
23	Stapler Machine	Heavy Duty	Pakistan	Nos	5				
24	Stapler Pin	Large	Pakistan	Pkt	50				
25	Highlighter (nos of 6	Glow IT Classic,Mercury (Yellow)	Pakistan	Pkt	50				
26	Ink Blue	Dollar	Pakistan	Btl	10				
27	Ink Remover	Dux	Pakistan	Pkt	30				
28	Lead pencil	2x1/2 HB, Goldfish	Pakistan	Pkt	100				
29	Colour Pencil	All Colours	Pakistan	Pkt	50				
30	Note Pad Royalty Free	A4 Size (100 Pages)	Pakistan	Pad	100				
31	Note Pad Rose Lined	A4 Size (100 Pages)	Pakistan	Pad	100				
32	Note Book	Short Hand	Pakistan	Nos	30				
33	Paper A3 80gm	Double A	Pakistan	Ream	10				
34	Computer Paper	AA, A4 size, 80 gm, 500 sheets/ream	Pakistan	Ream	500				
35	Computer Paper	Legal size, 80 gm, 500 sheets/ream	Pakistan	Ream	50				
36	Post-it-pad Yellow	2 M	Pakistan	Nos	200				
37	Post-it-pad Yellow	3 M	Pakistan	Nos	200				
38	Post-it-pad Yellow	4 M	Pakistan	Nos	200				
39	Post-it-pad Yellow	5 M	Pakistan	Nos	200				
40	Ink Pen	Dollar, Dux, Piano	Pakistan	Nos	100				
41	Pencil Tray Plastic	37 x 350 MM, Black	Pakistan	Nos	50				
42	Poker with handle		Pakistan	Dozen	10				
43	Punching machine	Small	Pakistan	Nos	30				
44	Punching machine	Medium	Pakistan	Nos	20				
45	Punching machine	Extra Large	Pakistan	Nos	10				
46	Register	Large (300) Pages	Pakistan	Nos	150				
47	Register	Medium (150) Pages	Pakistan	Nos	150				
48	Scissors	Precision 6 Inch	Pakistan	Nos	100				
49	Scissors	Precision 10 Inch	Pakistan	Nos	50				
50	Separator	A4	Pakistan	Pkt	50				
51	Pencil Sharpner	Dux	Pakistan	Dozen	30				

52	Carl Coloris Pencil Sharpner Machine	Heavy Duty	Pakistan	Nos	20				
53	Spiral Binding	8 MM	Pakistan	Pkt	100				
54	Spiral Binding	10 MM	Pakistan	Pkt	100				
55	Spiral Binding	12 MM	Pakistan	Pkt	100				
56	Spiral Binding	14 MM	Pakistan	Pkt	50				
57	Spiral Binding	16 MM	Pakistan	Pkt	50				
58	Spiral Binding	18 MM	Pakistan	Pkt	20				
59	Spiral Binding	20 MM	Pakistan	Pkt	50				
60	Spiral Binding	22 MM	Pakistan	Pkt	10				
61	Spiral Binding	24 MM	Pakistan	Pkt	10				
62	Spiral Binding	26 MM	Pakistan	Pkt	10				
63	Spiral Binding	28 MM	Pakistan	Pkt	10				
64	Spiral Binding	30 MM	Pakistan	Pkt	10				
65	Spiral Binding Machine	Heavy Duty	Pakistan	Nos	2				
66	Stamp Pad	Pelicon or comparable, Blue, leakage proof, 70x110mm	Pakistan	Nos	100				
67	Stamp Pad Ink	Violet Colour	Pakistan	Btl	50				
68	Stapler Machine	Medium	Pakistan	Nos	100				
69	Stapler Pin X1000	24/6	Pakistan	Pkt	500				
70	Stapler Pin	Extra Large	Pakistan	Pkt	30				
71	Stapler Pin Remover	Small	Pakistan	Nos	100				
72	Scale	24 inch, metal	Pakistan	Nos	200				
73	Sticky Folder	Size A4	Pakistan	Pkt	200				
74	Tag	9 Inch, cotton	Pakistan	Bdl	150				
75	Tag	12 Inch, cotton	Pakistan	Bdl	200				
76	Binding Plastic Sheet	Transparent A4 Size	Pakistan	Pkt	100				
77	Mesh Paper Tray Desk	Medium	Pakistan	Nos	20				
78	Uni ball (Cristal + Matro)	Black	Pakistan	Pkt	50				
79	Uni ball (Cristal + Matro)	Blue	Pakistan	Pkt	100				
80	Uni ball (Cristal + Matro)	Red	Pakistan	Pkt	20				
81	USB	64GB HP	Pakistan	Nos	2				
82	USB	32GB HP	Pakistan	Nos	4				
83	USB	16GB HP	Pakistan	Nos	20				

84	USB	8GB HP	Pakistan	Nos	20				
85	Ball Point Blue	Piano, Dollar, Dux	Pakistan	Pkt	300				
86	Ball Point Red	Piano, Dollar, Dux	Pakistan	Pkt	50				
87	Schneider Green	Xtra 895	Pakistan	Pkt	4				
88	Schneider Blue	Xtra 895	Pakistan	Pkt	4				
89	Schneider Black	Xtra 895	Pakistan	Pkt	4				
90	Schneider Red	Xtra 895	Pakistan	Pkt	2				
91	Tape Insulation	1"	Pakistan	Nos	60				
92	Tape Insulation	1-1/2"	Pakistan	Nos	60				
93	Tape Insulation	2.5"	Pakistan	Nos	60				
94	DVD Blanks (RW)	XP	Pakistan	Nos	500				
95	Tip-Ex Correction Tap	Big White Out	Pakistan	Nos	50				
96	Table Diary Stand	Marble Type	Pakistan	Nos	200				
97	HP Original Toner / Cartridge HP 80A(CF280A)	Laser Jet Printer M401 / M400	Pakistan	Nos	4				
98	HP Original Toner/ Cartridge HP-201A (CF402A, CF-403A,CF-400A, CF-401)	Laser Jet Colour Pro M252n	Pakistan	set	3				
99	Original Toner / Cartridge	HP Laser Jet Pro M254nw (203A)	Pakistan	set	3				
100	Original Toner / Cartridge (MP2501S)	Photo State RICOH MP2501SP	Pakistan	Nos	10				
101	HP Original Toner / Cartridge HP 26A (CF226A)	HP Laser Jet Pro 402dne	Pakistan	Nos	30				
102	Original Toner / Cartridge HP-85	For HP Laser Jet Printer 1132	Pakistan	Nos	5				
103	Original Toner / Cartridge	Fax Machine Panasonic KX-FL 422	Pakistan	Nos	6				
104	Talic Sheet	Transparent Roll	Pakistan	Roll	1				
105	Marker	Blue	Pakistan	Pkt	50				
106	Marker	Black	Pakistan	Pkt	50				
107	Colour Marker	All Colours	Pakistan	Pkt	50				
108	PVC Box Folder	Large	Pakistan	Box	300				
109	PVC Box Folder	Small	Pakistan	Box	200				
110	Office Table Stationery Set	Sample attached	Pakistan	Set	50				

111	Card for Invitation Card	A-4 Size Format Att	Pakistan	Pkt	5				
112	Paper for DO Letter	A-4 Size Format Att	Pakistan	Pkt	5				
113	Office Scheduler		Pakistan	Nos	2				
114	Diary A4 size	Sample available at University	Pakistan	Nos	4				
115	Mail Bag	Leather	Pakistan	Nos	2				
116	Tape Dispenser	1-inch tape	Pakistan	Nos	100				
117	Finger Wet Device	Roller Ball	Pakistan	Nos	30				

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 redressed of grievance committee and decision of NUTECH shall be final and binding on both parties, without recourse to legal action.
- k. For samples firms representatives can visit SCM Office NUTECH.

Total Value_____

GST _____

Gross Total Value_____

Bid Bond Ref_____

Firm Name_____
Signature_____
Name_____
Designation_____

TECHNICAL OFFER
NUTECH/SCM/Stationary items-2019/TD-056

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:

1. 50 % advance payment (Against valid bank Guarantee)
2. 50% Payment during delivery / installation /commissioning /user satisfaction certificate

Details of Payment Recipient

(1) Name/Title: _____

(2) Address: _____

Signature: _____

Official Seal: _____

Name: _____

Designation: _____

FINANCIAL OFFER
NUTECH/SCM/Stationary items-2019/TD-056

Ser	Item	Specification	A/U	Qty	Unit Price (Rs) (including all taxes)	Total (Rs)
1	Binder Clips	15 MM	Pkt	50		
2	Binder Clips	12 MM	Pkt	100		
3	Binder Clips	10 MM	Pkt	100		
4	Binder Clips	08 MM	Pkt	100		
5	Calculator	Casio or comparable, Electronic plastic Key, 14 digit, big display, Scientific	Nos	20		
6	Paper Color A4 Size	All Colors	Pkt	50		
7	Correction Pen	Unibal, Picasso, Dux	Nos	100		
8	Cutter Blades (Set of 10)	Berent A-100 (18 MM)	Pkt	50		
9	Paper Cutter	Plastic, Corrosion free blade, 9-15mm	Nos	50		
10	Duster	Cotton 18-24"	Kg	50		
11	Envelope (Khaki) - C3	324 x 458 mm	Nos	1000		
12	Envelope (Khaki) - C6	114 x 162 mm	Nos	1000		
13	Envelope (Khaki) - C7	81 x 114 mm	Nos	1000		
14	Envelope (Khaki) – C8	57 x 81 mm	Nos	1000		
15	Envelope (White - C6	114 x 162 mm	Nos	500		
16	Envelope (Khaki) SE-6A Cloth	114 x 162 mm	Nos	500		
17	Colour Flags		Pkt	100		
18	Gel Pen 0.7 RG-100	Dollar	Pkt	50		
19	Glu Stick	35 gm	Nos	100		
20	Glu Stick	40 gm	Nos	100		
21	White Craft Glue	1 KG	Btl	100		

22	Board Pin	Plastic, Multi colour	Pkt	200		
23	Stapler Machine	Heavy Duty	Nos	5		
24	Stapler Pin	Large	Pkt	50		
25	Highlighter (nos of 6	Glow IT Classic, Mercury (Yellow)	Pkt	50		
26	Ink Blue	Dollar	Btl	10		
27	Ink Remover	Dux	Pkt	30		
28	Lead pencil	2x1/2 HB, Goldfish	Pkt	100		
29	Colour Pencil	All Colors	Pkt	50		
30	Note Pad Royalty Free	A4 Size (100 Pages)	Pad	100		
31	Note Pad Rose Lined	A4 Size (100 Pages)	Pad	100		
32	Note Book	Short Hand	Nos	30		
33	Paper A3 80gm	Double A	Ream	10		
34	Computer Paper	AA, A4 size, 80 gm, 500 sheets/ream	Ream	500		
35	Computer Paper	Legal size, 80 gm, 500 sheets/ream	Ream	50		
36	Post-it-pad Yellow	2 M	Nos	200		
37	Post-it-pad Yellow	3 M	Nos	200		
38	Post-it-pad Yellow	4 M	Nos	200		
39	Post-it-pad Yellow	5 M	Nos	200		
40	Ink Pen	Dollar, Dux, Piano	Nos	100		
41	Pencil Tray Plastic	37 x 350 MM, Black	Nos	50		
42	Poker with handle		Dozen	10		
43	Punching machine	Small	Nos	30		
44	Punching machine	Medium	Nos	20		
45	Punching machine	Extra Large	Nos	10		
46	Register	Large (300) Pages	Nos	150		
47	Register	Medium (150) Pages	Nos	150		
48	Scissors	Precision 6 Inch	Nos	100		
49	Scissors	Precision 10 Inch	Nos	50		
50	Separator	A4	Pkt	50		
51	Pencil Sharpener	Dux	Dozen	30		
52	Carl Coloris Pencil Sharpener Machine	Heavy Duty	Nos	20		
53	Spiral Binding	8 MM	Pkt	100		
54	Spiral Binding	10 MM	Pkt	100		
55	Spiral Binding	12 MM	Pkt	100		
56	Spiral Binding	14 MM	Pkt	50		

57	Spiral Binding	16 MM	Pkt	50		
58	Spiral Binding	18 MM	Pkt	20		
59	Spiral Binding	20 MM	Pkt	50		
60	Spiral Binding	22 MM	Pkt	10		
61	Spiral Binding	24 MM	Pkt	10		
62	Spiral Binding	26 MM	Pkt	10		
63	Spiral Binding	28 MM	Pkt	10		
64	Spiral Binding	30 MM	Pkt	10		
65	Spiral Binding Machine	Heavy Duty	Nos	2		
66	Stamp Pad	Pelicon or comparable, Blue, leakage proof, 70x110mm	Nos	100		
67	Stamp Pad Ink	Violet Colour	Btl	50		
68	Stapler Machine	Medium	Nos	100		
69	Stapler Pin X1000	24/6	Pkt	500		
70	Stapler Pin	Extra Large	Pkt	30		
71	Stapler Pin Remover	Small	Nos	100		
72	Scale	24 inch, metal	Nos	200		
73	Sticky Folder	Size A4	Pkt	200		
74	Tag	9 Inch, cotton	Bdl	150		
75	Tag	12 Inch, cotton	Bdl	200		
76	Binding Plastic Sheet	Transparent A4 Size	Pkt	100		
77	Mesh Paper Tray Desk	Medium	Nos	20		
78	Uni ball (Cristal + Matro)	Black	Pkt	50		
79	Uni ball (Cristal + Matro)	Blue	Pkt	100		
80	Uni ball (Cristal + Matro)	Red	Pkt	20		
81	USB	64GB HP	Nos	2		
82	USB	32GB HP	Nos	4		
83	USB	16GB HP	Nos	20		
84	USB	8GB HP	Nos	20		
85	Ball Point Blue	Piano, Dollar, Dux	Pkt	300		
86	Ball Point Red	Piano, Dollar, Dux	Pkt	50		
87	Schneider Green	Xtra 895	Pkt	4		
88	Schneider Blue	Xtra 895	Pkt	4		
89	Schneider Black	Xtra 895	Pkt	4		
90	Schneider Red	Xtra 895	Pkt	2		

91	Tape Insulation	1"	Nos	60		
92	Tape Insulation	1-1/2"	Nos	60		
93	Tape Insulation	2.5"	Nos	60		
94	DVD Blanks (RW)	XP	Nos	500		
95	Tip-Ex Correction Tap	Big White Out	Nos	50		
96	Table Diary Stand	Marble Type	Nos	200		
97	HP Original Toner / Cartridge HP 80A(CF280A)	Laser Jet Printer M401 / M400	Nos	4		
98	HP Original Toner/ Cartridge HP-201A (CF402A, CF-403A,CF-400A, CF-401)	Laser Jet Colour Pro M252n	set	3		
99	Original Toner / Cartridge	HP Laser Jet Pro M254nw (203A)	set	3		
100	Original Toner / Cartridge (MP2501S)	Photo State RICOH MP2501SP	Nos	10		
101	HP Original Toner / Cartridge HP 26A (CF226A)	HP Laser Jet Pro 402dne	Nos	30		
102	Original Toner / Cartridge HP-85	For HP Laser Jet Printer 1132	Nos	5		
103	Original Toner / Cartridge	Fax Machine Panasonic KX-FL 422	Nos	6		
104	Talic Sheet	Transparent Roll	Roll	1		
105	Marker	Blue	Pkt	50		
106	Marker	Black	Pkt	50		
107	Colour Marker	All Colours	Pkt	50		
108	PVC Box Folder	Large	Box	300		
109	PVC Box Folder	Small	Box	200		
110	Office Table Stationery Set	Sample attached	Set	50		
111	Card for Invitation Card	A-4 Size Format Att	Pkt	5		
112	Paper for DO Letter	A-4 Size Format Att	Pkt	5		
113	Office Scheduler		Nos	2		
114	Diary A4 size	Sample attached	Nos	4		
115	Mail Bag	Leather	Nos	2		
116	Tape Dispenser	1-inch tape	Nos	100		
117	Finger Wet Device	Roller Ball	Nos	30		
Total						

Bid Bond Ref _____ **GST** _____ **Custom Duty** _____

Total Gross Value of total Qty _____

(Bid Bond 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 _____