



TENDER DOCUMENTS

Printed stationery

NUTECH/SCM/Printed Stationery-2019/TD-058

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/Printing Material-2019/TD-058

Sealed bids are invited from Government / FBR Registered Firms for the procurement of Printing Stationery 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 **25 April 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 **1430 hours on 11 May 2019**. Late submission will not be entertained.
5. Bids will be opened at **1500 hours on 11 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 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 11 May 2019 at 1430 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 only Annexes-A & B duly filled I, supported with **ADVANCE SAMPLES OF ALL ITEMS** and receipt of tender processing fee. Commercial Offer will contain Annexure-C and bid bond (Dully mentioned and placed in separate envelop). Please ensure no space is left blank in the annexes.

3. Following must be noted for this IT (Invitation to Tender):-

- a. Sample of all items MUST be furnished with technical offer. Offer will NOT be accepted without sample.
- b. Annexes A, B and C must be signed and stamped. .
- c. 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.
- d. Validity of offer will be 60 days.
- e. Contract will be awarded on PACKAGE DEAL BASIS.
- f. Delivery period will be 15 days from the date of award of contract.
- g. Designing of all items will be included in quoted price. Colored samples pictures are attached.
- h. Quote firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly.
- i. 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.

- j. Quality, design, colors and content will be pre-approved by NUTECH to contracted firm and no error by firm in this regard will be accepted by NUTECH
- k. 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 MANGEMENT OFFICE

TECHNICAL OFFER

Annex A

User Reference No **ADM-008** Date: **24-04-2019**

| S/No | Item Name/Size | Specification | A/U | Country of Origin | Qty Req | Bidder Compliance (Yes/No) | User Dept Acceptance (Office use only) |
|------|---|---|-----|-------------------|---------|----------------------------|--|
| 1 | File Cover A4 Size (300 gm) | NUTECH Monogram 4 Different colors (Picture attached) | Nos | Pakistan | 10000 | | |
| 2 | File Cover Legal (300 gm) | NUTECH Monogram , 4 Different colors (Picture attached) | Nos | Pakistan | 3000 | | |
| 3 | Hand Diary Leather Medium 9" x 6" | NUTECH Monogram (Punch engraved) (Picture attached) | Nos | Pakistan | 400 | | |
| 4 | Mail Folder Leather Legal | NUTECH Monogram (Punch engraved) (Picture attached) | Nos | Imported | 200 | | |
| 5 | Writing pad for Diary 5" x 3", 80 gm | (Picture attached) | Nos | Pakistan | 2000 | | |
| 6 | Incoming Mail Diary 8.5" x 14" 80 gm, (300 Pages) | (Picture attached) | Nos | Pakistan | 200 | | |
| 7 | Outgoing Mail Diary 8.5" x 14" 80 gm, (300 Pages) | (Picture attached) | Nos | Pakistan | 200 | | |
| 8 | Flapper File, A4 Size | (Picture attached) | Nos | Pakistan | 800 | | |
| 9 | Flapper File, Legal Size | (Picture attached) | Nos | Pakistan | 300 | | |

| | | | | | | | |
|----|---|---|------|----------|-------|--|--|
| 10 | Student's Dossier, for Exam Dte | White Colour, NUTECH Coloured Monogram engraved, Weight of file Glazed with 700 gm with plastic clip Format attached | Nos | Pakistan | 1000 | | |
| 11 | Store Ledgers 70 gm, (200 leaves) | (Picture attached) | Nos | Pakistan | 50 | | |
| 12 | Visiting Card | (Picture attached) | Nos | Pakistan | 5000 | | |
| 13 | Minute Sheet Record Register | (Picture attached) | Nos | Pakistan | 25 | | |
| 14 | Accounts Ledgers 15.98 x 20 80 gm, (300 leaf) | (Picture attached) | Nos | Pakistan | 24 | | |
| 15 | Answer Sheet 6 Leaf | (Picture attached) | Nos | Pakistan | 8000 | | |
| 16 | Extra Sheets 1 Leaf | (Picture attached) | Nos | Pakistan | 10000 | | |
| 17 | Drawing Sheet | (Picture attached) | Nos | Pakistan | 2000 | | |
| 18 | Cover Sheet Glazed | (Picture attached) | Nos | Pakistan | 2000 | | |
| 19 | Envelope Large (Cloth) | (Picture attached) | Nos | Pakistan | 2000 | | |
| 20 | Red Seals | (Picture attached) | Pkts | Pakistan | 20 | | |

Special Conditions

- a. Bid(s) shall be rejected if required detail (where applicable) of specifications are not fulfilled.
- b. Designing of all items will be done by successful bidder.
- c. All items sample pictures are attached. Items with colored pictures will be printed colored accordingly,

- d. Successful bidder needs to get approval of final sample before printing.
- e. 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.
- f. Format must be followed strictly. Do not use any other format. Offer may be rejected if the case may be.
- g. Bid(s) shall be rejected if the rate(s) are unclear, incomplete, ambiguous or conditional. Multiple quotes are not allowed.
- h. All payments shall be made in local currency after delivery, inspection and acceptance.
- 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. Any firm having pending contract with NUTECH will not be allowed to participate and offer will not be accepted.
- 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. Any firm having pending work delivery with NUTECH from previous contracts will not be allowed to participate.
- 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.



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

FIRM'S COMPLIANCE

Annex B

User Reference No **ADM-008** Date: **24-04-2019**

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: _____



NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANGEMENT OFFICE

FINANCIAL OFFER

Annex C

User Reference No **ADM-008** Date: **24-04-2019**

| S/No | Item Name/Size | Specification | A/U | Qty Req | Per unit Price (Inc all taxes) | Total price for total qty (Incl All Taxes_ |
|------|--------------------------------------|---|-----|---------|--------------------------------|--|
| 1 | File Cover A4 Size (300 gm) | NUTECH Monogram (Picture attached) | Nos | 10000 | | |
| 2 | File Cover Legal (300 gm) | NUTECH Monogram (Picture attached) | Nos | 3000 | | |
| 3 | Hand Diary Leather Medium 9" x 6" | NUTECH Monogram (Punch engraved) (Picture attached) | Nos | 400 | | |
| 4 | Mail Folder Leather Legal | NUTECH Monogram (Punch engraved) (Picture attached) | Nos | 200 | | |
| 5 | Writing pad for Diary 5" x 3", 80 gm | (Picture attached) | Nos | 2000 | | |
| 6 | Incoming Mail Diary 8.5" x 14" 80 | (Picture attached) | Nos | 200 | | |

| | | | | | | |
|----|--|---|-----|-------|--|--|
| | gm, (300 Pages) | | | | | |
| 7 | Outgoing Mail Diary 8.5" x 14" 80 gm, (300 Pages) | (Picture attached) | Nos | 200 | | |
| 8 | Flapper File, A4 Size | (Picture attached) | Nos | 800 | | |
| 9 | Flapper File, Legal Size | (Picture attached) | Nos | 300 | | |
| 10 | Student's Dossier, for Exam Dte | White Colour, NUTECH Coloured Monogram engraved, Weight of file Glazed with 700 gm with plastic clip Format attached | Nos | 1000 | | |
| 11 | Store Ledgers 70 gm, (200 leaves) | (Picture attached) | Nos | 50 | | |
| 12 | Visiting Card | (Picture attached) | Nos | 5000 | | |
| 13 | Minute Sheet Record Register | (Picture attached) | Nos | 25 | | |
| 14 | Accounts Ledgers 15.98 x 20 80 gm,(300 leaf) | (Picture attached) | Nos | 24 | | |
| 15 | Answer Sheet 6 Leaf | (Picture attached) | Nos | 8000 | | |
| 16 | Extra Sheets 1 Leaf | (Picture attached) | Nos | 10000 | | |
| 17 | Drawing Sheet | (Picture attached) | Nos | 2000 | | |
| 18 | Cover Sheet Glazed | (Picture attached) | Nos | 2000 | | |

| | | | | | | |
|-------|------------------------|--------------------|------|------|--|--|
| 19 | Envelope Large (Cloth) | (Picture attached) | Nos | 2000 | | |
| 20 | Red Seals | (Picture attached) | Pkts | 20 | | |
| Total | | | | | | |

Total Value_____

Gross Total Value _____

Bid Bond Ref_____

* 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.

*** DO NOT mention prices without taxes. Prices will be considered as gross of tax.

| |
|------------------|
| Firm Name_____ |
| Signature_____ |
| Name_____ |
| Designation_____ |

Sr. 1 - File Cover A4 Size (Qty: 3000)

9.5 Inch

12 Inch



Sr. 1 - File Cover A4 Size (Qty: 2000)

9.5 Inch

12 Inch



NATIONAL UNIVERSITY OF TECHNOLOGY

Sr. 1 - File Cover A4 Size (Qty: 2500)

9.5 Inch

12 Inch



NATIONAL UNIVERSITY OF TECHNOLOGY

Sr. 1 - File Cover A4 Size (Qty: 2500)

9.5 Inch

12 Inch



NATIONAL UNIVERSITY OF TECHNOLOGY

Sr. 2 - File Cover Legal Size (Qty: 750)

← 10 Inch →

↑

14 Inch



Directorate/Office: _____ **File No:** _____

Sub Office: _____ **Vol No:** _____

Sr. 2 - File Cover Legal Size (Qty: 750)

10 Inch

14 Inch

14 Inch



Directorate/Office: _____ **File No:** _____

Sub Office: _____ **Vol No:** _____

Date of Opening: _____

Date of Closing: _____

Sr. 2 - File Cover Legal Size (Qty: 750)

10 Inch

14 Inch



Directorate/Office: _____ File No: _____

Sub Office: _____ Vol No: _____

Sr. 2 - File Cover Legal Size (Qty: 750)

10 Inch

14 Inch



Directorate/Office: _____ File No: _____

Sub Office: _____ Vol No: _____

Date of Opening: _____

Date of Closing: _____

Sr. 3 - Hand Dairy Leather Medium (Qty: 400)

6 Inch

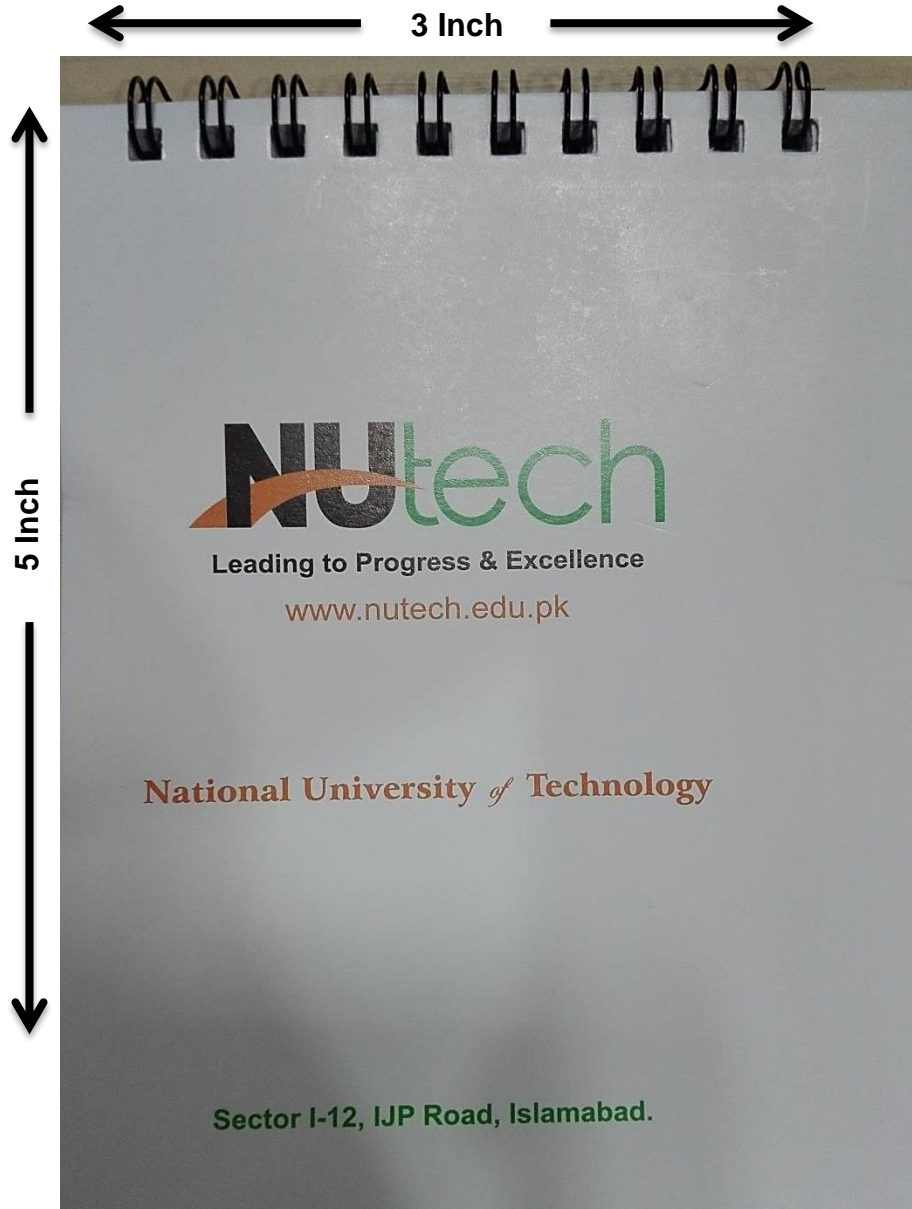
9 Inch



**Sr. 4 - Mail Folder Legal size (Good Quality Leather)
(Qty: 200)**



**Sr. 5 - Writing pad for Diary 5 x 3
(100 Pages) (Qty: 2000)**



**Sr. 8 - Flapper File (A4 Size)
(Qty: 800)**



**Sr. 9 - Flapper File (Legal Size)
(Qty: 300)**



Sr. 10 – Student`s Dossier (Legal Size) (Qty: 1000)

← 9.5 Inch →

↑

12 Inch

↓



STUDENT`S DOSSIER

YEAR: _____

Pocket with Lamination Sheet

(5" x 1.5")

NATIONAL UNIVERSITY OF TECHNOLOGY

Sr. 12 – Visiting Cards (Qty: 5000)
(Data will be provided later)
Standard visiting card size



Sr. 15 – Answer Sheet (6 Leaf) (Qty: 8000) (A4 Size)

First Page Printed , Rest 5 Pages blank duly jointed, Ser No will be marked

| | |
|--|--|
| No of Extra / Graph Sheets attached | |
|--|--|



Serial No: 2301

| | |
|----------------------------------|--|
| Initials of Supdt / Dy. Supdt | |
|----------------------------------|--|

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)

NUTECH ID: _____ Course Name: _____
 Semester: _____ Course Code: _____
 Examination Type: _____ Date: _____

INSTRUCTIONS FOR EXAMINEES

CAREFULLY READ THE INSTRUCTIONS AND LISTEN TO THE ADDITIONAL INSTRUCTIONS READ OUT OR GIVEN IN THE EXAMINATION HALL / ROOM

| Q. No | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | G.Total |
|----------------|----|----|----|----|----|----|----|----|----|-----|---------|
| Marks Obtained | | | | | | | | | | | |
| SLO No. | | | | | | | | | | | |

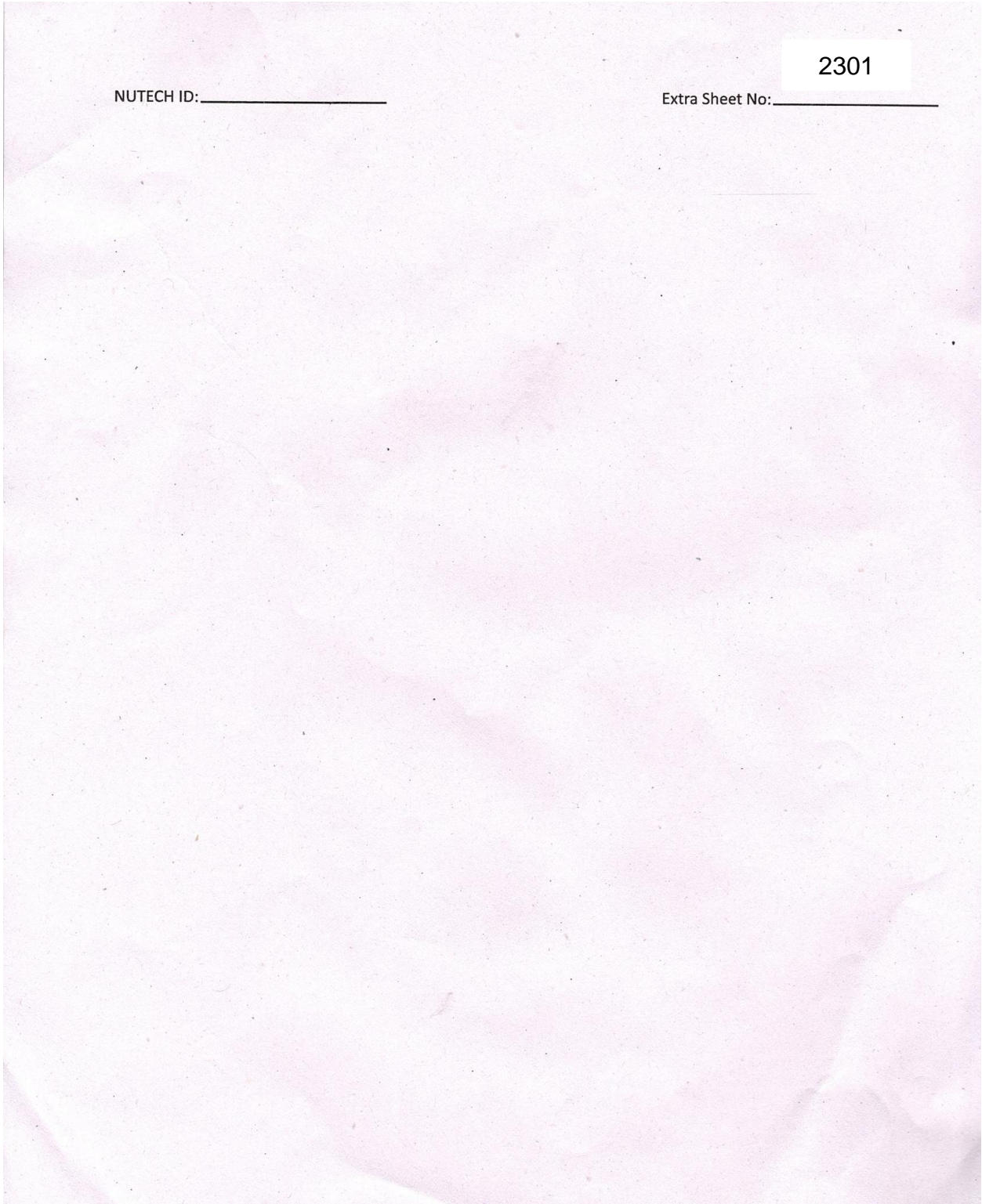
Signatures of the Examiner: _____

1. Do not write roll number or name anywhere on or in the Answer Book and extra sheet except the space provided.
2. Write on both sides of each leaf. Do not write on reverse side of cover sheet.
3. Do not take out or remove the Answer Book or extra sheets from examination hall / room. No leaf from the Answers Sheet is to be torn out.
4. Put cross (X) on the unused spaces and sheets.
5. Extra sheets to be stapled with answer sheet.
6. Do not borrow anything from anyone.
7. There should be no reference material in the calculator memory.
8. Any candidate caught using unfair means will be disqualified from the examination and be liable to disciplinary / academic action. Unfair means include:-
 - a. An attempt to have an access to the question paper (through any means) before the test / examination.
 - b. Use / possession of unauthorized reference material during test / examination.
 - c. Any form of communication by the examinees with anyone in or outside the examination room while the test / examination is in progress.
 - d. Unauthorized entry into the faculty's office or that of his staff with the intention of having an access to or tampering with the official record / exam papers etc.
9. **Mobile Phones are not allowed in the examination hall.**

EXAMINEE'S PLEDGE

I certify that I have complied with the instructions given on the cover page and that I have NOT used any unfair means in this examination.

**Sr. 16 – Extra Sheet (1 Leaf) (Qty: 10000) (A4 Size)
Serial number will be added**



Sr. 17 – Drawing Sheets (Qty: 2000)

White Chart Paper
Standard Size

Sr. 18 – Cover Sheet Glazed (Qty: 2000) (A4 Size)

Serial No. will be marked

| | |
|--|--|
| No of Extra / Graph Sheets attached | |
|--|--|



Serial No: _____

| | |
|----------------------------------|--|
| Initials of Supdt / Dy. Supdt | |
|----------------------------------|--|

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)

NUTECH ID: _____ Course Name: _____

Semester: _____ Course Code: _____

Examination Type: _____ Date: _____

INSTRUCTIONS FOR EXAMINEES

CAREFULLY READ THE INSTRUCTIONS AND LISTEN TO THE ADDITIONAL INSTRUCTIONS READ OUT OR GIVEN IN THE EXAMINATION HALL / ROOM

| Q. No | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | G.Total |
|----------------|----|----|----|----|----|----|----|----|----|-----|---------|
| Marks Obtained | | | | | | | | | | | |
| SLO No. | | | | | | | | | | | |

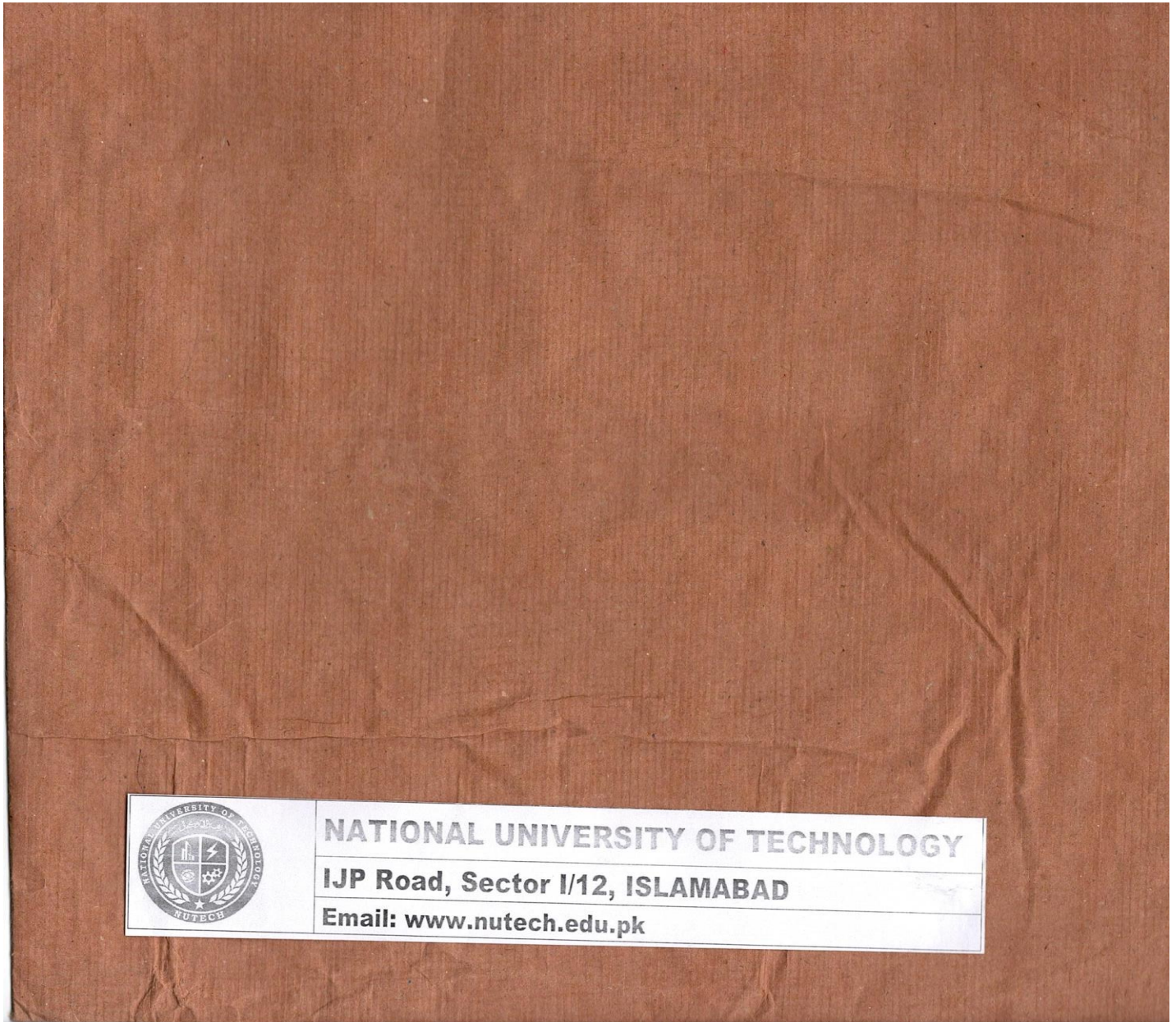
Signatures of the Examiner: _____

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EXAMINEE'S PLEDGE

I certify that I have complied with the instructions given on the cover page and that I have NOT used any unfair means in this examination.

**Sr. 19 – Envelope Large (Inner Cloth lining) 14 x 17.
Craft 130 Gm (Qty: 2000) (Printing on envelope)**



Sr. 20 – Red Seals (Qty: 20)

Seal

