

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..

- 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. .
 - 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.
- I. 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 redressel 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

Use	r Reference No ADM-008	_ Date: 24-04-2019
Plea	ase fill in the following ess	ential parameters:
1. 2. 3. 4.	Delivery Period:	Days(Should not be less than 30 days Days(After Placement of order) Months from the date of final acceptance of the
<u>Gen</u>	<u>neral</u>	
GS1	Γ No:	(Please enclose copy)
NTN exe	N/CNIC: mption certificate)	(if exempted, please provide valid
<u>Pay</u>	ment Terms:	
100	% payment will be paid after	successful delivery and user satisfaction certificate.
Det	tails of Payment Recipient	
(1)	Name/Title:	
(2)	Address	
Sigr	nature:	
Offic	cial Seal:	
Nan	ne/Designation:	



NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANGEMENT OFFICE

FINANCIAL OFFER

Annex C

User Reference No <u>ADM-008</u> Date: <u>24-04-2019</u>

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		

Page **10** of **40**

	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	

Page **11** of **40**

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

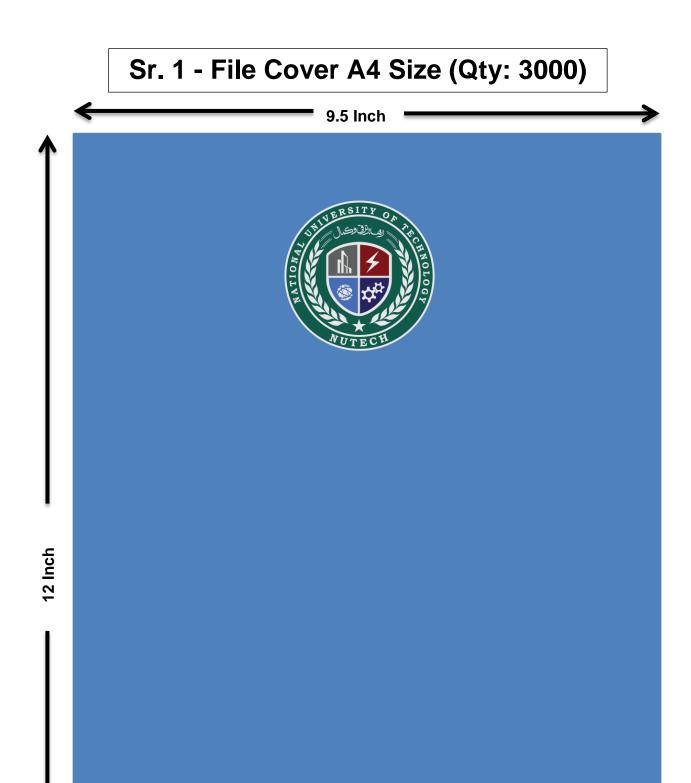
Total Value	
Gross Total Value _	
Bid Bond Ref	

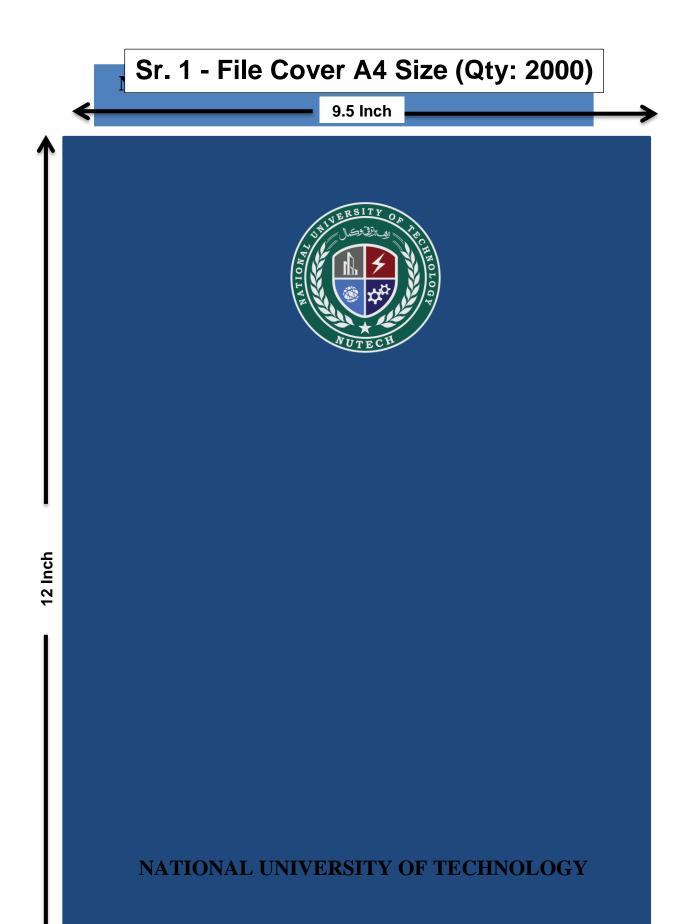
*** DO NOT mention prices without taxes. Prices will be considered as gross of tax.

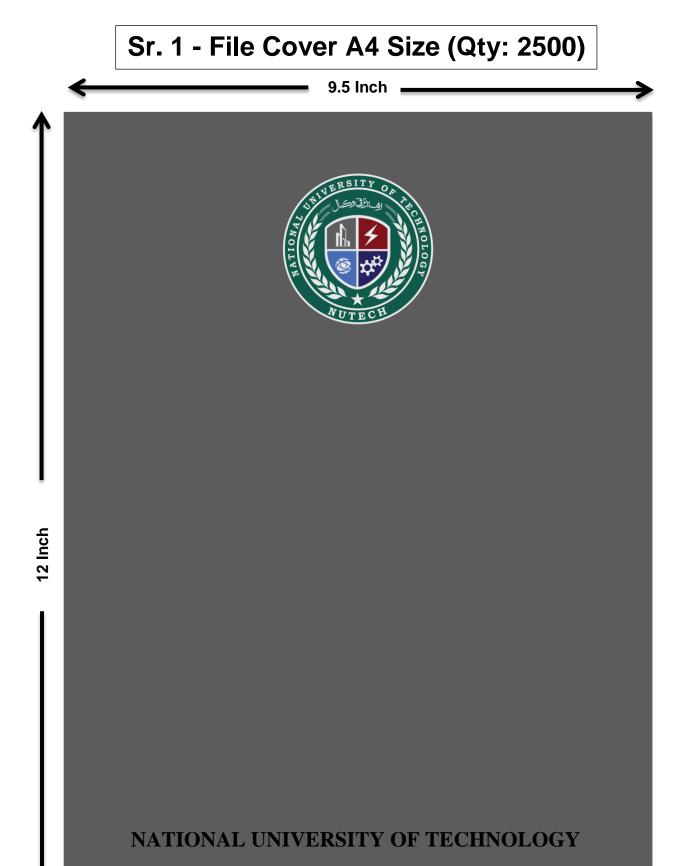
Firm Name
Signature
Name
Designation

^{*} 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.







Sr. 1 - File Cover A4 Size (Qty: 2500) 9.5 Inch NATIONAL UNIVERSITY OF TECHNOLOGY

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

JI. Z - I IIE COVEI L	Legal Size (Qty. 750)
10	Inch
AN UNIVERS	SITY OF TECHNOLOGY
Directorate/Office:	
Sub Office:	Vol No:

•		r Legal Size (Qty: 750)
	A COLAR LUNIVER	SITY OF THE CHARLES THE CHARLE
	Directorate/Office: Sub Office:	File No: Vol No:
14 Inch		

Date of Opening:

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

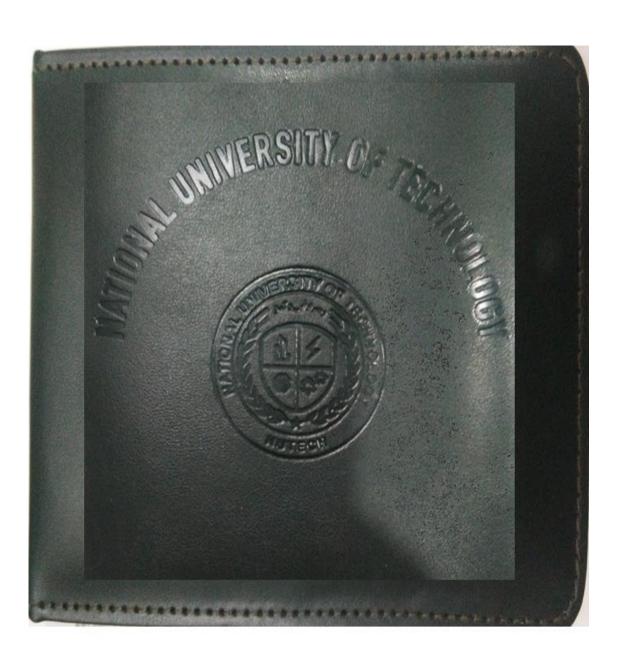
10 Inch TECHNIVERSITY OF TECHNICAL STREET, STR Directorate/Office: _____ File No: ____ **Sub Office:** Vol No: 14 Inch

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

*		Olnch SITY OF THE CHAPTER OF THE CH		
14 incn	Directorate/Office: Sub Office:	File No:		
		Date of Opening:		

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

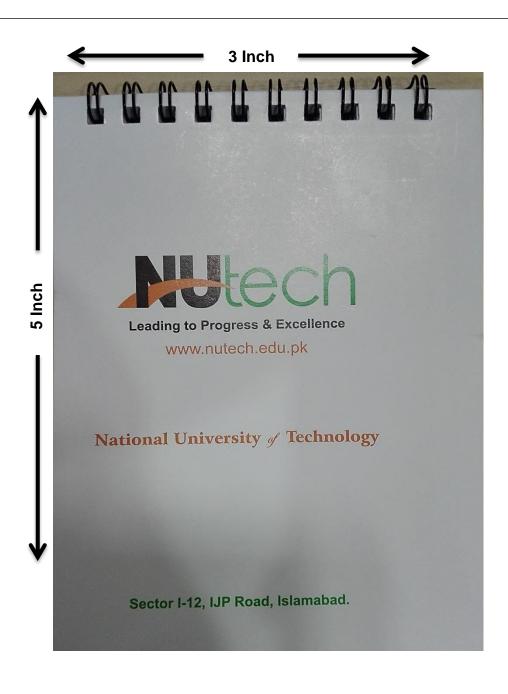
6 Inch



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. 6 - Incoming Mail Record Format (8.5" x 14") (300 Pages) (Qty: 200)

	Incoming Mail Record						
Diary No.	Letter Number	Initiating Date	Subject	Receiving Date	Received From	File Reference	Remarks
						4	

Sr. 7 - Outgoing Mail Record Format (8.5" x 14") (300 Pages) (Qty: 200)

		Outgoing Mail Record		
Ser No.	Letter Number and Date	Subject	То	Received by
_				
_				

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

THE REITY OF THE OFFICE AND THE OFFI

STUDENT'S DOSSIER

YEAR: ____

Pocket with Lamination Sheet (5" x 1.5")

NATIONAL UNIVERSITY OF TECHNOLOGY

2 Inch

Designation							LI/Pa	and N					standin
VOS/MT Sec							AP						
Acct Unit													
DWIN		Issi	ue		T	Rece	ipts			Balar	nce		
RV/ IV Loss Statement Condemnation Board Proceed- ing No. And Date	-	ceable	rable	VC	Servi	ceable	able	o _A	Service	ceable	able	Ş	Remarks
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Sr. 11 - Store Ledgers (200 Leaf)- Back (Qty: 50)

8 Inch DISTRIBUTION WITHIN UNIT Total colm should agree with balance shown obverse as on charge of unit TOTAL QM STORE Serial No. Serviceable Remarks Daga 24 of 40

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



Sr. 13 – Minute Sheet Record Register, (8.5" x 14"), 70 gm (400 leaf in each register)

Left Side

MINUTE SHEET RECORD

Sr	Initiating	Minute Sheet No	Subject	Value	To \	Whom Fo	rward
	Initiating Date				Dte/ Office	Name	Signature

Right Side

	Sta	atus		Cheque	Value of	Remarks
		atus		Cheque No & Date	Cheque	Remarks

Sr. 14 Accounts Ledgers 15.98 x 20 (300 Pages in each ledger) duly binded

				LEFT S	SIDE															RIGH'	T SID	Ε							
		С	ASH LE	EDGER FOR BALANCE SHEET FO	R THE N	ONTH	OF										C	ASH L	EDGER FOR BALANC	SHEET FOR	THE M	ONTH (OF_						_
R	ECEII	PT														PAY													
Da		Voucher No.	Entry No.	Particulars (From whom paid	Cash Rs.	Bank Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs	. Rs.	Rs.	Initials	Date	Voucher No.	Entry No.	Particular (From whom	_	Cash Rs.	Bank Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

Sr. 15 – Answer Sheet (6 Leaf) (Qty: 8000) (A4 Size) First Page Printed, Rest 5 Pages blank duly jointed, Ser No will be marked

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH) NUTECH ID:	of Extra / Graph eets attached		3		THE STATE OF THE S	7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	le de			of Supdt Supdt		
Examination Type:		NATI	ONAL (JNIVER	RSITY O	F TECHI	NOLOG	Y (NUT	rech)			
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	NUTECH II	D:				Cou	rse Name	e:				
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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.	 Do not write r provided. Write on both Do not take on Answers Shee Put cross (X) of Extra sheets to Do not borrow There should be disciplinary for an An attempto. Use fossion. Any form for the test for d. Unauthoria 	sides of out or rem t is to be on the union t be staply anything to enorefee to caught un academic out to have session of of commiexaminat ized entry	each lead ove the a torn out used spa led with g from a erence m action. Use an acce f unauthounication ion is in a into the	f. Do not Answer l . ces and answer : nyone. naterial i air mear Unfair m ess to the orized re n by the progress	where on a write or a sheets. Sheet. In the call be eans included equestion of the call of	or in the n reverse extra she culator r disquali lude:- n paper material es with a	Answer side of cets from memory. fied from during to	the examination the examination the example any meest / example or out:	eet. aation hal amination amination amination side the e	I / room. In and be one the to. It is a minated to the total and the tot	. No leaf liable to est / exar	from the mination.
	9. Mobile Phone	s are not	allowed	in the e		tion hall.						

any unfair means in this examination.

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

	2301
NUTECH ID:	Extra Sheet No:

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

	STILL SECTION OF THE PARTY OF T
o 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.			į.		2						

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



Sr. 20 – Red Seals (Qty: 20)

