



TENDER DOCUMENTS

GENERAL ITEMS

NUTECH/SCM/General Items-2019/TD-068

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/General Items-2019/TD-068

NUTECH/SCM/General Items-2019/TD-054 stands Cancelled

Sealed bids are invited from Government / FBR Registered Firms for the procurement of General items for NUTECH Offices.

1. Tender documents containing terms & conditions and detailed specifications of items can be downloaded from NUTECH website “<https://nutech.edu.pk>” w.e.f **06-05-2019**.
2. Quotations shall be submitted as per requirement of the tender documents.
3. Bidders will be required to submit bank draft / PO equal to 4% 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 23-05-2019**. Late submission will not be entertained.
5. Bids will be opened at **1130 hours on 23-05-2019** at SCM Office.
6. Project is to be completed in 10 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) IJPROAD, SECI-12,
ISLAMABAD
Tel: 0092-51-5476768, 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 – One Envelop Procedure 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. Annexes A, B and C must be signed and stamped. Attach only relevant literature.
 - b. 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.
 - c. Validity of offer will be 90 days.
 - d. Delivery period will be 10 Days from the date of award of contract.
 - e. The firm should provide point to point acceptance of each clause of IT and special instructions attached with IT.
 - f. Firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly.
 - g. 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 4% 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.

h. 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)



NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANGEMENT OFFICE

TECHNICAL OFFER

Annex A

User Reference No **Adm-003**

Ser	Item	Description	Country of Origin	A/U	Qty Req	Bidder Compliance			Tech Scrutiny to be done by user	
						Yes	No	Alternate Offer	Accepted	Rejected
									Reason of Rejection	
1	Washing Detergent 1 Kg pack	Surf Excel	Pakistan	1 kg pack Nos	280					
2	Dish Washer liquid	Lemon Max	Pakistan	500 ml bottle	150					
3	Phenyl for Toilet	FINIS	Pakistan	1500 ml Bottle	300					
4	Toilet Cleaner (Acid)	Harpic	Pakistan	1000 ml Bottle	300					
5	Mop Drain opener	Acid	Pakistan	1000 ml Bottle	200					
6	Mop Round 1"	Cotton	Pakistan	Dozen	10					
7	Mop viper type	Cotton type with handle	Pakistan	Dozen	20					
8	Wiper Medium	Steel type with handle	Pakistan	Nos	20					
9	Floor Squeegee Wiper	Medium	Pakistan	Nos	15					

10	Scrubber for cleaning 445x223	Scotch Brite	Pakistan	Dozen	12					
11	Toilet Brush	Medium	Pakistan	Nos	50					
12	Air Freshener	Kwik	Pakistan	300 ml Tin	200					
13	Air Freshener	Aseil	Pakistan	300 ml Tin	500					
14	Air Freshener	Paradise	Pakistan	300 ml Tin	150					
15	Air Freshener	Admire	Pakistan	300 ml Tin	150					
16	Air Freshener	Flower Garden	Pakistan	300 ml Tin	70					
17	Air Freshener (Re-filling)	Airvike	Pakistan	Tin	150					
18	Soap cake 115 gm	Safeguard	Pakistan	Nos	800					
19	Soap cake 170 gm	Lux	Dubai/Saudi Arabia	Cake	100					
20	Hand Wash Liquid	Dalan Therapy	Pakistan	400 ml Bottle	50					
21	Hand Wash Liquid	Safeguard	Pakistan	250 ml Bottle	120					
22	Tissue Roll Large 1x30	Rose Petal	Pakistan	Roll	1800					
23	Tissue for Dispenser	Rose Petal	Pakistan	Nos	150					
24	Tissue Box small 100 x 2ply	Rose Petal	Pakistan	Nos	600					
25	Tissue Box Large 100 x 2ply, Perfumed	Rose Petal	Pakistan	Nos	1200					
26	Tissue Box Large 150 x 2ply	Rose Petal	Pakistan	Nos	1100					

27	Tissue Box Medium 150 x 2ply	Rose Petal	Pakistan	Nos	800					
28	Glass Cleaner	KIWI Glint	Pakistan	500 ml bottle	1100					
29	Cleaning Cloth 2 feet x 2 feet	Duster Yellow	Pakistan	Kgs	300					
30	Cleaning Cloth 2 feet x 2 feet	Duster White/others	Pakistan	Kgs	100					
31	Broom, Large	Standard	Pakistan	Kgs	400					
32	Broom, Large	Flower	Pakistan	Nos	50					
33	Wooden Handle for Brooms	Local	Pakistan	Nos	50					
34	Iron Ring for Brooms	Local	Pakistan	Nos	50					
35	Insect Killer	Mortein	Pakistan	400 ml Bottle	200					
36	Insect Killer	Baygon	Pakistan	400 ml Bottle	300					
37	Cell AA	Toshiba	Pakistan	Dozen	50					
38	Cell AAA	Toshiba	Pakistan	Dozen	20					
39	Cell 555	Toshiba	Pakistan	Dozen	2					
40	Sporge (steel wire Jali)	Standard	Pakistan	Nos	150					
41	Extension Lead - With 12 Sockets & 3 meter wire	Camelion CMS- 118	Pakistan	Nos	50					
42	Acid	Soda	Pakistan	1500 ml Bottle	30					
43	Soda (Powder)	Sweet	Pakistan	Kg	10					

44	Dettol Multi Surface Cleaner Rose	Dettol	Pakistan	1000 mlBottle	150					
45	Garbage bag for Dust Bins	Polythene (24x28x50)	Pakistan	Kg	180					
46	Recycle / Waste Bin – Medium	Blue colour	Pakistan	Nos	60					
47	Towel (Medium) 30 X 48	Colour White (Chain one)	Pakistan	Nos	40					
48	Towel (Small) 24 X 48	Colour White	Pakistan	Nos	40					
49	Morning Energy Skin Brightening Daily Facial Wash	Clean & Clear	Pakistan	Nos	50					
50	Nivea Body Lotion Nourishing Dry Skin	Nivea	Pakistan	400 ml Bottle	50					
51	Body Spray	Axe	Pakistan	150ml bottle	50					
52	Long Handle Floor Brush	HUBEI	Pakistan	Nos	60					
53	Gloves for Cleaning	Green Home's	Pakistan	Pairs	100					
54	Hair Comb	Hn collection	Pakistan	Nos	80					
55	Enziclor Mouth wash 200ml	Platinum Pharmaceuticals (Pvt) Ltd	Pakistan	Nos	70					
56	Dunhill London Edition For Men - EDT 100 ML	Alfred Dunhill	Pakistan	100ml Bottle	70					

57	Hand Wash – Liquid	Home Mate	Pakistan	4.75 Liter Bottle	100					
58	Cell Original (Pack Of 10)	Toshiba 23A 12 V	Pakistan	Dozen	10					
59	Dashboard Polish	Kivi	Pakistan	Nos	500					
60	Body Polish	Cosmic	Pakistan	Nos	500					
61	Lemon Max, 285 gm	Lemon Max	Pakistan	Cake	200					
62	Scotch Brite	Scotch Brite	Pakistan	Nos	200					
63	Diamond Foil Cling Film wrap 37.5 feet	For food wrapping	Pakistan	Nos	15					
64	Match Box (set of 10)	Kite 1 x 10	Pakistan	Pkt	21					
65	Mop Dust Pujara	36”	Pakistan	Doz	10					
66	Garbage Bag	50 x 30 x 24 Blue Colour	Pakistan	Kg	80					
67	Dishwash Liquid	Lemon Max	Pakistan	900 ml Bottle	120					
68	Polish Shoes (Black)	Cherry Blossom	Pakistan	Nos	6					
69	Polish Shoes (Red)	Cherry Blossom	Pakistan	Nos	6					
70	Emergency Light	SOGO	Pakistan	Nos	4					
71	Shoes Brush (Black)	Ralyn Professional	Pakistan	Nos	10					
72	Shoes Brush (Red)	Ralyn Professional	Pakistan	Nos	10					
73	Hair Brush	Sliqhaq	Pakistan	Nos	30					
74	Dust Pan	Metal Type, Large	Pakistan	Dozen	50					

75	Rain Coat	Dark Green Colour	Pakistan	Nos	20					
76	Water Cooler	30 Lit	Imported	Nos	10					
77	Mirror (Looking with Comb / Brush Tray)	2.5' X 1.5' Photo Attached	Pakistan	Nos	1					
78	Jai Namaz	Good quality	Pakistan	Nos	10					
79	Office Table Lamp, medium size	metal Jafferjees	Pakistan	Nos	3					
80	Umbrella	-	Pakistan	Nos	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 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. In Annex C of tender document bidder should quote the price per unit, Price per unit with tex and total Price per item as per Demand Quantity.
- l. Place picture of non-Branded items in Technical Proposal and names of Branded items.
- m. Non Branded items should be of good quality.
- n. **Lowest bidder will furnish samples of each item before resuming bulk supply.**

Firm Name_____
Signature_____
Name_____
Designation_____





NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

FIRM'S COMPLIANCE

Annex B

User Reference No **Adm-003**

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 after delivery, inspection 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 **Adm Off-006**

Ser	Item	Description	Country of Origin	A/U	Qty Req	Unit Price (Rs) Including all Taxes	Total Amount (Rs) Including all taxes
1	Washing Detergent 1 Kg pack	Surf Excel	Pakistan	1 kg pack Nos	280		
2	Dish Washer liquid	Lemon Max	Pakistan	500 ml bottle	150		
3	Phenyl for Toilet	FINIS	Pakistan	1500 ml Bottle	300		
4	Toilet Cleaner (Acid)	Harpic	Pakistan	1000 ml Bottle	300		
5	Mop Drain opener	Acid	Pakistan	1000 ml Bottle	200		
6	Mop Round 1"	Cotton	Pakistan	Dozen	10		
7	Mop viper type	Cotton type with handle	Pakistan	Dozen	20		
8	Wiper Medium	Steel type with handle	Pakistan	Nos	20		
9	Floor Squeegee Wiper	Medium	Pakistan	Nos	15		

10	Scrubber for cleaning 445x223	Scotch Brite	Pakistan	Dozen	12		
11	Toilet Brush	Medium	Pakistan	Nos	50		
12	Air Freshener	Kwik	Pakistan	300 ml Tin	200		
13	Air Freshener	Aseil	Pakistan	300 ml Tin	500		
14	Air Freshener	Paradise	Pakistan	300 ml Tin	150		
15	Air Freshener	Admire	Pakistan	300 ml Tin	150		
16	Air Freshener	Flower Garden	Pakistan	300 ml Tin	70		
17	Air Freshener (Re-filling)	Airvike	Pakistan	Tin	150		
18	Soap cake 115 gm	Safeguard	Pakistan	Nos	800		
19	Soap cake 170 gm	Lux	Dubai/Saudi Arabia	Cake	100		
20	Hand Wash Liquid	Dalan Therapy	Pakistan	400 ml Bottle	50		
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22	Tissue Roll Large 1x30	Rose Petal	Pakistan	Roll	1800		
23	Tissue for Dispenser	Rose Petal	Pakistan	Nos	150		
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26	Tissue Box Large 150 x 2ply	Rose Petal	Pakistan	Nos	1100		
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	2ply						
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34	Iron Ring for Brooms	Local	Pakistan	Nos	50		
35	Insect Killer	Mortein	Pakistan	400 ml Bottle	200		
36	Insect Killer	Baygon	Pakistan	400 ml Bottle	300		
37	Cell AA	Toshiba	Pakistan	Dozen	50		
38	Cell AAA	Toshiba	Pakistan	Dozen	20		
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40	Sporge (steel wire Jali)	Standard	Pakistan	Nos	150		
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61	Lemon Max, 285	Lemon Max	Pakistan	Cake	200		

	gm						
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75	Rain Coat	Dark Green Colour	Pakistan	Nos	20		
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78	Jai Namaz	Good quality	Pakistan	Nos	10		
79	Office Table Lamp, medium size	metal Jafferjees	Pakistan	Nos	3		
80	Umbrella	-	Pakistan	Nos	10		
Total							

Total Value_____

Total GST _____

Gross Total Value_____

Bid Bond Ref_____

Firm Name_____

Signature_____

Name_____

Designation_____

- Bid Bond will be attached with Annex C in Commercial offer. Offer will be rejected without bid bond.