



TENDER DOCUMENTS

Plotter

NUTECH/SCM/Plotter & Cartridge-2019/TD-067

NATIONAL UNIVERSITY OF TECHNOLOGY

University of Technology (NUTECH)

NUTECH/SCM/Plotter & Cartridge-2019/TD-067

Sealed bids are invited from Government / FBR Registered Firms for the procurement of Plotter and cartridges 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 **23 May 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 11 June 2019**. Late submission will not be entertained.
5. Bids will be opened at **1100 hours on 11 June 2019** at SCM Office.
6. Project is to be completed in 3 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 June 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 ensure no space is left blank in the **Annexure-A and B**.
3. 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.
4. Following must be noted for this IT (Invitation to Tender):-
 - 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 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 3 days after 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 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 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. 1 years warranty against 5% bank guarantee will be required from the successful bidders

from the date of commissioning.

5. 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

FINANCIAL OFFER

Annex A

User Reference No **PMO-004**

Date: **29-4-2019**

Ser	Item Name /size	Specification	A/U	Country of Origin	Qty Req	Unit Price Inclusive of al taxes (rs)	Total price for total qty (Incl all taxes) 9Rs)	
1.	HP Design Jet Z5600 Plotter and its additional Cartridge <u>or equivalent</u>	<u>Plotter</u> <ul style="list-style-type: none"> • 44-inch wide printing at2400dpi resolution • 6 color thermal inkjet printing • Dual roll feed with auto switching capability • USB-hot (for direct USB printing) • 320 GB hard drive (to handle heavy print jobs) • Hi- speed USB3.0 &Giga Ethernet connectivity 	Nos	Imported	01			
		<u>Cartridge</u> <ul style="list-style-type: none"> • HP745 130ML for Z5600 plotter (yellow ,cyan, chromatic red ,photo black ,magenta, Matte black) • Set of 6 colors 	Nos	Imported	01			
TOTAL								

Special Conditions

- a. Bid(s) shall be rejected if required detail (where applicable) of specifications are not fulfilled.
- b. Only original Item of desired model shall be accepted. Refurbished equipment will be rejected.
- c. Bid(s) shall be rejected if the rate(s) are unclear, incomplete, ambiguous or conditional. Multiple quotes are not allowed.
- d. All payments shall be made in local currency after delivery, inspection and acceptance.
- e. Penalty for delay will be mentioned in contract agreement.
- f. 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.
- g. 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.
- h. Representatives' of bidders are allowed to witness opening of tenders, without conferring any privilege.
- i. 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.
- j. Late submission of tender documents will not be entertained.
- k. 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.
- l. 12 months warranty will be provided for the item
- m. Installation, free delivery and ,commissioning will be firm's responsibility

Firm Name_____
Signature_____
Name_____
Designation_____



SUPPLY CHAIN MANAGEMENT OFFICE
TECHNICAL OFFER

Annex B

User Reference No **PMO-004**_____

Date: **29-04-2019**

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 MANAGEMENT OFFICE

FINANCIAL OFFER

Annex C

User Reference No **PMO Plotter** Date: **17-05-2019**

Ser	Nomen/ Experiment	Description	A/U	Qty Req	Unit Price (Rs) (excluding GST)	GST (if applicable)	Custom Duty (Rs) (If applicable)	Total Amount of Total Qty With Tax (Rs)
1.	HP Design Jet Z5600 Plotter and its additional Cartridge	<p><u>Plotter</u></p> <ul style="list-style-type: none"> • 44-inch wide printing at 2400dpi resolution • 6 color thermal inkjet printing • Dual roll feed with auto switching capability • USB-hot (for direct USB printing) • 320 GB hard drive (to handle heavy print jobs) • Hi- speed USB3.0 & Giga Ethernet connectivity <p><u>Cartridge</u></p> <ul style="list-style-type: none"> • HP745 130ML for Z5600 plotter (yellow ,cyan, chromatic red ,photo black ,magenta, Matte black) <p>Set of 6 colors</p>	Nos	01 each				
Grand Total								

Bid Bond Ref _____

Total Value _____

(Bid Bond be attached with Annex C. Copy of Bid Bond be attached with Tech Offer. Exposure of bid bond value will result on rejection of tech offer.

Firm Name _____
Signature _____
Name _____
Designation _____