



## **TENDER DOCUMENTS**

### **GENERAL ITEMS**

**NUTECH/SCM/General Items-2019/TD-075**

# NATIONAL UNIVERSITY OF TECHNOLOGY

## **TENDER NOTICE**

**National University of Technology (NUTECH)**

**NUTECH/SCM/General Items-2019/TD-075**

Sealed bids (Single Stage – Two Envelope) 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 **01-06-2019**.
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 17-06-2019**. Late submission may not be entertained.
5. Bids will be opened at **1130 hours on 17-06-2019** at SCM Office.
6. Store to be supplied in 3 days from the date of award of contract.
7. Rs 1500/- will be submitted 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 – 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. 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 & installation period will be 03 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.
  - i. Partially quoted bids may be rejected.
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**

### **TECHNICAL OFFER**

#### **Annex A**

Ser	Item	Description	Country of Origin	A/U	Qty	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	1500					
2	Dish Washer liquid	Lemon Max	Pakistan	500 ml bottle	100					
3	Phenyl for Toilet	FINIS	Pakistan	1500 ml bottle	2000					
4	Toilet Cleaner (Acid)	Harpic	Pakistan	1000 ml Bottle	2000					
5	Mop Drain opener	Acid	Pakistan	1000 ml Bottle	2000					
6	Mop Round 1"	Cotton	Pakistan	Dozen	400					
7	Mop viper type	Cotton type with handle	Pakistan	Dozen	100					
8	Wiper Medium	Steel type with handle	Pakistan	Nos	200					
9	Floor Squeegee Wiper	Medium	Pakistan	Nos	200					

10	Scrubber for cleaning 445x223	Scotch Brite	Pakistan	Dozen	200					
11	Toilet Brush	Medium	Pakistan	Nos	100					
12	Air Freshener	Kwik	Pakistan	300 ml Tin	1000					
13	Air Freshener	Aseil	Pakistan	300 ml Tin	700					
14	Air Freshener	Paradise	Pakistan	300 ml Tin	500					
15	Air Freshener	Admire	Pakistan	300 ml Tin	500					
16	Air Freshener	Flower Garden	Pakistan	300 ml Tin	500					
17	Air Freshener (Re-filling)	Airvike	Pakistan	Tin	300					
18	Soap cake 115 gm	Safeguard	Pakistan	Nos	1000					
19	Soap cake 170 gm	Lux Creamy	Dubai/Saudi Arabia	Cake	50					
20	Hand Wash Liquid	Safeguard	Pakistan	250 ml Bottle	300					
21	Tissue Roll Large 1x30	Rose Petal	Pakistan	Roll	4000					
22	Tissue for Dispenser	Rose Petal	Pakistan	Nos	2000					
23	Tissue Box small 100 x 2ply	Rose Petal	Pakistan	Nos	2500					
24	Tissue Box	Rose Petal	Pakistan	Nos	2500					

	Large 100 x 2ply, Perfumed									
25	Tissue Box Large 150 x 2ply	Rose Petal	Pakistan	Nos	2500					
26	Tissue Box Medium 150 x 2ply	Rose Petal	Pakistan	Nos	2500					
27	Glass Cleaner	KIWI	Pakistan	500 ml bottle	3000					
28	Cleaning Cloth 2 feet x 2 feet	Duster Yellow	Pakistan	Kgs	1500					
29	Cleaning Cloth 2 feet x 2 feet	Duster White/others	Pakistan	Kgs	300					
30	Broom, Large	Standard	Pakistan	Kgs	500					
31	Broom, Large	Flower	Pakistan	Nos	200					
32	Wooden Handle for Brooms	Local	Pakistan	Nos	100					
33	Iron Ring for Brooms	Local	Pakistan	Nos	100					
34	Insect Killer	Mortein	Pakistan	400 ml Bottle	1000					
35	Insect Killer	Baygon	Pakistan	400 ml Bottle	500					
36	Cell AA	Toshiba,	Pakistan	Dozen	100					
37	Cell AAA	Toshiba	Pakistan	Dozen	100					
38	Cell	555	Pakistan	Dozen	50					
39	Sporge (steel wire Jali)	Standard	Pakistan	Nos	100					

40	Extension Lead - With 8 Sockets & 3 meter wire	Camelion CMS- 118	Pakistan	Nos	200					
41	Acid	Soda	Pakistan	1500 ml Bottle	200					
42	Soda (Powder)	Sweet	Pakistan	Kg	200					
43	Dettol Multi Surface Cleaner Rose	Dettol	Pakistan	1000 mlBottle	500					
44	Garbage bag for Dust Bins	Polythene (24x28x50)	Pakistan	Kg	500					
45	Recycle / Waste Bin - Medium	Blue colour	Pakistan	Nos	300					
46	Towel (Medium) 30 X 48	Colour White (Chain one)	Pakistan	Nos	100					
47	Towel (Small) 24 X 48	Colour White	Pakistan	Nos	100					
48	Body Spray	Axe You	Pakistan	150ml bottle	50					
49	Long Handle Floor Brush	HUBEI	Pakistan	Nos	150					
50	Gloves for Cleaning	Green Home's or good quality	Pakistan	Pairs	100					
51	Hand Wash – Liquid	Home Mate	Pakistan	4.75 Liter Bottle	500					
52	Cell Original (Pack Of 10)	Toshiba 23A 12 V	Pakistan	Packet	40					
53	Dashboard	Kivi	Pakistan	Nos	800					



	Polish									
54	Body Polish	Cosmic	Pakistan	Nos	800					
55	Lemon Max, 285 gm	Lemon Max	Pakistan	Cake	100					
56	Scotch Brite	Scotch Brite	Pakistan	Nos	100					
57	Diamond Foil Cling Film wrap 37.5 feet	For food wrapping	Pakistan	Nos	50					
58	Match Box (set of 10)	Kite 1 x 10	Pakistan	Pkt	24					
59	Mop Dust Pujara	36"	Pakistan	Doz	15					
60	Garbage Bag	50 x 30 x 24 Blue Colour	Pakistan	Kg	300					
61	Dishwash Liquid	Vim	Pakistan	900 ml Bottle	100					
62	Polish Shoes (Black)	Cherry Blossom	Pakistan	Nos	10					
63	Polish Shoes (Red)	Cherry Blossom	Pakistan	Nos	10					
64	Shoes Brush (Black)	Ralyn Professional	Pakistan	Nos	4					
65	Shoes Brush (Red)	Ralyn Professional	Pakistan	Nos	4					
66	Hair Brush	Sliqhaq	Pakistan	Nos	50					
67	Dust Pan	Metal Type, Large	Pakistan	Dozen	100					
68	Rain Coat	Dark Green Colour	Pakistan	Nos	50					

69	Water Cooler	30 Lit	Imported	Nos	30					
----	--------------	--------	----------	-----	----	--	--	--	--	--

### **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 (Rs.100) 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 tax 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. For sample firm can visit SCM office NUTECH University.
- o. **Lowest bidder will furnish samples of each item before resuming bulk supply.**

Firm Name\_\_\_\_\_

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_



**NATIONAL UNIVERSITY OF TECHNOLOGY**  
**SUPPLY CHAIN MANAGEMENT**

**FIRM'S COMPLIANCE**

**Annex B**

**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**

**FINANCIAL OFFER**

**Annex C**

Ser	Item	Description	A/U	Qty Req	Unit Price (Rs) Including all Taxes	Total Amount (Rs) Including all taxes
1	Washing Detergent 1 Kg pack	Surf Excel	1 kg pack Nos	1500		
2	Dish Washer liquid	Lemon Max	500 ml bottle	100		
3	Phenyl for Toilet	FINIS	1500 ml bottle	2000		
4	Toilet Cleaner (Acid)	Harpic	1000 ml Bottle	2000		
5	Mop Drain opener	Acid	1000 ml Bottle	2000		
6	Mop Round 1"	Cotton	Dozen	400		
7	Mop viper type	Cotton type with handle	Dozen	100		
8	Wiper Medium	Steel type with handle	Nos	200		
9	Floor Squeegee Wiper	Medium	Nos	200		
10	Scrubber for cleaning 445x223	Scotch Brite	Dozen	200		
11	Toilet Brush	Medium	Nos	100		
12	Air Freshener	Kwik	300 ml Tin	1000		

13	Air Freshener	Aseil	300 ml Tin	700		
14	Air Freshener	Paradise	300 ml Tin	500		
15	Air Freshener	Admire	300 ml Tin	500		
16	Air Freshener	Flower Garden	300 ml Tin	500		
17	Air Freshener (Re- filling)	Airvike	Tin	300		
18	Soap cake 115 gm	Safeguard	Nos	1000		
19	Soap cake 170 gm	Lux Creamy	Cake	50		
20	Hand Wash Liquid	Safeguard	250 ml Bottle	300		
21	Tissue Roll Large 1x30	Rose Petal	Roll	4000		
22	Tissue for Dispenser	Rose Petal	Nos	2000		
23	Tissue Box small 100 x 2ply	Rose Petal	Nos	2500		
24	Tissue Box Large 100 x 2ply, Perfumed	Rose Petal	Nos	2500		
25	Tissue Box Large 150 x 2ply	Rose Petal	Nos	2500		
26	Tissue Box Medium 150 x 2ply	Rose Petal	Nos	2500		
27	Glass Cleaner	KIWI	500 ml bottle	3000		
28	Cleaning Cloth 2 feet x 2 feet	Duster Yellow	Kgs	1500		
29	Cleaning Cloth 2 feet x 2 feet	Duster White/others	Kgs	300		
30	Broom, Large	Standard	Kgs	500		
31	Broom, Large	Flower	Nos	200		
32	Wooden Handle for Brooms	Local	Nos	100		
33	Iron Ring for Brooms	Local	Nos	100		
34	Insect Killer	Mortein	400 ml Bottle	1000		
35	Insect Killer	Baygon	400 ml Bottle	500		

36	Cell AA	Toshiba,	Dozen	100		
37	Cell AAA	Toshiba,	Dozen	100		
38	Cell	555	Dozen	50		
39	Sporge (steel wire Jali)	Standard	Nos	100		
40	Extension Lead - With 8 Sockets & 3 meter wire	Camelion CMS-118	Nos	200		
41	Acid	Soda	1500 ml Bottle	200		
42	Soda (Powder)	Sweet	Kg	200		
43	Dettol Multi Surface Cleaner Rose	Dettol	1000 mlBottle	500		
44	Garbage bag for Dust Bins	Polythene (24x28x50)	Kg	500		
45	Recycle / Waste Bin - Medium	Blue colour	Nos	300		
46	Towel (Medium) 30 X 48	Colour White (Chain one)	Nos	100		
47	Towel (Small) 24 X 48	Colour White	Nos	100		
48	Body Spray	Axe You	150ml bottle	50		
49	Long Handle Floor Brush	HUBEI	Nos	150		
50	Gloves for Cleaning	Green Home's or good quality	Pairs	100		
51	Hand Wash – Liquid	Home Mate	4.75 Liter Bottle	500		
52	Cell Original (Pack Of 10)	Toshiba 23A 12 V	Packet	40		
53	Dashboard Polish	Kivi	Nos	800		
54	Body Polish	Cosmic	Nos	800		
55	Lemon Max, 285 gm	Lemon Max	Cake	100		
56	Scotch Brite	Scotch Brite	Nos	100		
57	Diamond Foil Cling Film wrap 37.5 feet	For food wrapping	Nos	50		
58	Match Box (set of 10)	Kite 1 x 10	Pkt	24		
59	Mop Dust Pujara	36"	Doz	15		

60	Garbage Bag	50 x 30 x 24 Blue Colour	Kg	300		
61	Dishwash Liquid	Vim	900 ml Bottle	100		
62	Polish Shoes (Black)	Cherry Blossom	Nos	10		
63	Polish Shoes (Red)	Cherry Blossom	Nos	10		
64	Shoes Brush (Black)	Ralyn Professional	Nos	4		
65	Shoes Brush (Red)	Ralyn Professional	Nos	4		
66	Hair Brush	Sliqhaq	Nos	50		
67	Dust Pan	Metal Type, Large	Dozen	100		
68	Rain Coat	Dark Green Colour	Nos	50		
69	Water Cooler	30 Lit	Nos	30		
<b>Total</b>						

Total Value\_\_\_\_\_

Total GST \_\_\_\_\_

Gross Total Value\_\_\_\_\_

Bid Bond 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.