



TENDER DOCUMENTS

General Items

NUTECH / SCM /GeneralItems 2020 / TD-138

NATIONAL UNIVERSITY OF TECHNOLOGY

National University of Technology (NUTECH)

NUTECH/SCM/Stationery Items 2020/TD-137,

NUTECH/SCM/General Items 2020/TD-138 &

NUTECH/SCM/Printed Stationery 2020/TD-139

1. Separate sealed bids are invited for tenders from Government / FBR Registered firms for the procurement against above mentioned tenders on FOR Basis.
2. Tender documents containing terms, conditions and detailed compliance of items (including draft contract) can be downloaded from NUTECH website "<https://nutech.edu.pk/downloads/procurement/scm-tenders/>" w.e.f **22 May 2020**.
3. Quotations shall be submitted as per requirement of the tender documents.
4. Bidders will be required to submit Bank Draft/ CDR equal to 5% of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
5. Submit Rs 1500/- as Tender fee in favor 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.
6. Details for submission & opening of bids for each tender are as under:-

Ser	Description	Submission	Tender Opening	Completion Days
a.	Stationery Items TD-137	1000 hrs on 09 June 2020	1030 hrs on 09 June 2020	10 Days
b.	General Items TD-138	1100 hrs on 09 June 2020	1130 hrs on 09 June 20	10 Days
c.	Printed Stationery TD-139	1200 hrs on 09 June 2020	1230 hrs on 09 June 2020	10 Days

Deputy Director (Supply Chain Management)

NATIONALUNIVERSITYOFTECHNOLOGY, UPROAD,I-12 ISLAMABAD

Tel:0092-51-5476768,Ext: 227

NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT
INVITATION TO TENDER

Tender submission time: 1100 hours, 09 June 2020

1. NUTECH desires to procure the list of item(s) / Store(s) on **FOR basis**. as per **Annexure-A**. Interested bidders are requested to send their bids through courier or deliver at NUTECH under **"Single Stage – Single Envelopes"** to the undersigned, latest by or before the above mentioned due date.

2. **Conditions Governing Contracts.** The contract made as result of this IT will be in accordance with the **draft contract published on NUTECH University website** and other special conditions (Mentioned in this document) that may be added to given contract for the supply of Printed Stationery.

3. **Delivery of Tender.** The offer is to be submitted as under:-

a. **Commercial Offer.** Commercial Offer will contain Annexure-A, Annexure-B, bid bond and tender processing fee. The offer indicating the quoted price Local Currency in figures as well as in words would be enclosed in an envelope. Following information will be clearly marked on the envelope;

(1) Commercial Offer

(2) Tender number

b. Envelope i.e. commercial offer that will be marked with address of this office only. There should be clear indication that this envelope contains tender documents.

c. The tender duly sealed will be addressed to the following:-

Deputy Director (Supply Chain Management Office)

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)

I J P ROAD, I-12 ISLAMABAD

Tel: 0092-51-5476768, Ext: 227

4. **Date and Time for Receipt of Tender.** Sealed bids with detailed specifications should reach SCM office latest by **1100 hours on 09 June 2020**. Delay occurring in post shall not be accepted. Tenders received after the appointed / fixed time will NOT be

entertained. The appointed time will, however, fall on next working day in case of closed / forced holiday.

5. **Tender opening.** The offers shall be opened 30 minutes after submission time. Only legitimate / registered representatives of firm will be allowed to attend tender opening.

6. **Validity of Offer.** The validity period of quotations must be indicated and should be 90 days from the date of opening of financial offer.

7. **Documents.** Following information / copy of documents must be provided / attached with offer:-

- a. A copy of letter showing firm's financial capability.
- b. NTN/GST number be mentioned on the offer and copy of registration Certificate issued by Sales Tax Department, attached.
- c. Annexes A, Annexure B and Check List must be signed and stamped. (ATTACH ONLY RELEVANT DOCUMENTS).
- d. Complete all Annexes as per given format. Do not use your format or letter head. Offer may be rejected if given format is not followed.

8. **Disqualification.** Offers are liable to be rejected if:-

- a. Validity of offer is not quoted as required in IT documents.
- b. Any deviation from the General/ Special / Technical Instructions.
- c. Offers are found conditional or incomplete in any respect.
- d. EM/Bid Bond & Tender processing fee (with fin offer) are NOT attached.
- e. Multiple rates/items are quoted against one item.
- f. Offer received later than appointed / fixed date and time.
- g. Offers (Commercial / technical) containing non-initialled / unauthenticated amendments / corrections / overwriting.
- h. If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.

9. **Earnest Money / Bid Bond.** Commercial Offer must be accompanied with a Bid Bond (CDR/Pay Order/Bank Draft) in agreement of faithful compliance of the conditions of Contract. This amount will be equivalent to 5% of the total quoted value. The Bid Bond amount submitted by the successful bidder will however be refunded on effective termination of Contract. (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. Bid Bond will be used as performance guarantee till the delivery of stores, otherwise separate performance guarantee valued at 5 % of contract will be submitted by successful firm till stores are delivered and inspected.

10. **Return of Earnest Money/Bid Bond.**

- a. Bid Bond to the unsuccessful bidders will be returned on finalization of the lowest evaluated bidder.
- b. Bid Bond of the successful bidder/bidders will be returned on successful completion of contract.

11. **Terms of Payment/ LC Charges** 50% advance payment will be made to the Seller on provision of unconditional Bank Guarantee/ CDR/ DD/ Pay order. 50% payment will be made to the Seller after receipt and confirming the correctness of ordered specifications, installation, commissioning OR as the case may be i.e through Inland LC.

12. **Taxes/ Duties/ Custom clearance** All taxes /duties /import Licenses Fee as applicable under government laws in Pakistan as well as country of supplier shall be on firm.

13. **Freight charges /Misc charges:** All charges such as packing, forwarding, local freight, loading and unloading, installation and commissioning, custom clearance, orientations, on job training or any other will be part of quoted price. Delivery till NUTECH will be firm's responsibility and all associated costs will be part of quotation as well.

14. **Delivery Schedule.** Store will be delivered within 10 days from contract signing date.

15. **Force Majeure.** If non-compliance with the period of delivery or services can be proved to be due to Force Majeure, such as but not limited to mobilization, war, riot, strike, lockout or the occurrence of unforeseen events, the period shall be reasonably extended.

16. **Subletting** Suppliers are not allowed to sublet wholly or part of the contract to any other firm /company without prior permission by NUTECH. Firm found in breach of the clause will be dealt with as per purchaser's right and discretion.

17. **Arbitration.** The dispute shall be referred for adjudication to a board comprising of Pro-Rector NUTECH as Chairman and two arbitrators, one to be nominated by each party. The arbitration proceeding shall be held in Pakistan under Pakistan Law. The venue of arbitration shall be the place from which the contract is issued or such other

place as the purchaser at his discretion may determine. Arbitration award so given will be firm and final.

18. **Redress of Grievance.** In case of dispute, case shall be reviewed by 'NUTECH Redress of grievance committee and decision of NUTECH shall be final and binding on both parties.

19. **Export License/Permit /End User Cert.** (Deleted)

20. **Inspection /Testing of Store:** Inspection testing will be carried out at NUTECH by the concerned inspection team as detailed by the respective department in accordance with the laid down Acceptance Criteria.

21. **Change In Specification / Mfr / Model.** No alternation marked/brand and quality of store will be entertained after the tender have been opened.

22. **Checking of Store at Consignee End.** All stores will be checked at Consignee's end in the presence of the supplier's representative. If for some reason, the supplier decides not to nominate his representative for such checking, an advance written notice to this effect will be given by the supplier to the consignee prior to immediately on shipment of store. In such an event the supplier will clearly undertake that decision of consignee with regard to quantities and description of consignment will be taken as final and discrepancy found will be accordingly made up by supplier. In all other cases the consignee will inform the supplier about arrival of consignment immediately on receipt of store through registered email/letter and telephone. If no response from the supplier is received within 15 days from initiation letter the consignee will have the right to proceed with the checking without supplier's representative .Consignee's report on checking of the stores will be binding on the supplier in such cases.

23. **Packing /Marking.** The supplier shall be responsible for proper packing of the Store in standard export packing worthy of transportation by sea /air /road rail so as to ensure their content being free from lose or damages due to faulty packing on arrival at the ultimate destination. Packing of stores will be done at the expenses of the supplier. All packing cases, containers and other packing material shall become the property of the NUTECH on receipt. Any loss occurred /demurrage paid due to wrong marking will be made good by the supplier

24. **General Instructions:** Following must be noted:-

- a. The firm should provide point to point acceptance of each clause of IT and special instructions (If any) attached with IT.
- b. Firm will render a certificate with offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly.
- c. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.
- d. The stipulated delivery period should be strictly adhered to. Any anticipated delay that is beyond the control of Seller will be informed (in writing) well in advance of the expiry of the due date of the activity along with reasons thereof, requesting for the grant of extension in delivery period. If the Seller fails to do so, or the Buyer is not convinced with the rationale provided by the Seller, Liquidated Damages up to/at 2% per month or part thereof, will be imposed. However, the maximum limit of the Liquidated Damages will not exceed 10% of the delayed store value.
- e. If even after applicability of 10% LD, the Seller fails to deliver the required stores, the Buyer will be at liberty to Cancel the contract, and /or procure the stores from an alternate source, on the Seller's "Risk & Cost/Expense". In that case, the Seller will be bound to make payment to the new source through NUTECH. The purchaser's decision under this clause shall NOT be subjected to arbitration.
- f. NUTECH reserves the right to cancel the Contract without assigning any reason whatsoever during its currency / execution / after placement, if the firm is found to be involved in any dubious activity, litigation, lacking to meet contractual obligations with the purchaser or is blacklisted with any other Public procurement agency. No claims / loss/damage of whatsoever nature shall be entertained and NUTECH's decision in this regard will be final / binding on the Seller.
- g. An appropriate amount may be paid for mobilization against Bank Guarantee/CDR/Demand Draft/Pay Order.
- h. Firms with previous pending/outstanding projects/business with NUTECH may not be considered for award of this tender.

Deputy Director
Supply Chain Management Office

**Annex-A****FINANCIAL OFFER**

Ser	Items	Description	A/U	Country of Origin	Qty Req	Unit Price PKR (Including Tax)	Total Price PKR (Including Tax)
1.	Washing Detergent	Surf Excel	1 kg pack Nos	Pakistan	1000		
2.	Dish Washer liquid	Lemon Max	500 ml bottle	Pakistan	100		
3.	Phenyl for Toilet	FINIS	1500 ml bottle	Pakistan	500		
4.	Mop Drain opener	Acid	1000 ml Bottle	Pakistan	300		
5.	Wiper Small	Steel type with handle	Nos	Pakistan	36		
6.	Floor Squeegee Wiper	Medium	Nos	Pakistan	50		
7.	Toilet Brush	Medium	Nos	Pakistan	60		
8.	Air Freshener	Aseil	300 ml Tin	Pakistan	800		
9.	Air Freshener	Paradise	300 ml Tin	Pakistan	200		
10.	Air Freshener	Fairy	300 ml Tin	Pakistan	200		
11.	Air Freshener (Re-filling)	Airvike	Tin	Pakistan	400		
12.	Soap cake 115 gm	Safeguard	Nos	Pakistan	500		
13.	Soap cake 170 gm	Lux Creamy	Cake	Pakistan	60		
14.	Hand Wash Liquid	Safeguard	250 ml Bottle	Pakistan	200		
15.	Tissue Box small 100 x 2ply	Rose Petal	Nos	Pakistan	500		
16.	Tissue Box Large 100 x 2ply, Perfumed	Rose Petal	Nos	Pakistan	500		
17.	Tissue Box Large 150 x 2ply	Rose Petal	Nos	Pakistan	500		
18.	Glass Cleaner	KIWI	500 ml bottle	Pakistan	400		
19.	Insect Killer	Mortein	400 ml Bottle	Pakistan	500		
20.	Insect Killer	Baygon	400 ml Bottle	Pakistan	300		
21.	Sporge (steel wire Jali)	Standard	Nos	Pakistan	220		
22.	Extension Lead - With 8 Sockets & 3 meter wire	Camelion CMS-118	Nos	Pakistan	100		

23.	Dettol Multi Surface Cleaner Rose	Dettol	1000 mlBottle	Pakistan	400		
24.	Garbage bag for Dust Bins	Polythene (24x28x50)	Kg	Pakistan	100		
25.	Hand Wash – Liquid	Home Mate	4.75 Liter Bottle	Pakistan	300		
26.	Cell Original (Pack Of 10)	Toshiba 23A 12 V	Packet	Pakistan	60		
27.	Dashboard Polish	Kivi	Nos	Pakistan	100		
28.	Lemon Max, 285 gm	Lemon Max	Cake	Pakistan	50		
29.	Scotch Brite	Scotch Brite	Nos	Pakistan	100		
30.	Diamond Foil Cling Film wrap 37.5 feet	For food wrapping	Nos	Pakistan	30		
31.	Match Box (set of 10)	Kite 1 x 10	Pkt	Pakistan	10		
32.	Mop Dust Pujara	36"	Doz	Pakistan	5		
33.	Garbage Bag	50 x 30 x 24 Blue Colour	Kg	Pakistan	200		
34.	Cleaning Cloth 2 feet x 2 feet	Duster Yellow	Kgs	Pakistan	350		
35.	Cleaning Cloth 2 feet x 2 feet	Duster White/others	Kgs	Pakistan	100		
36.	Cell AA	Power Plus, Toshiba,	Dozen	Pakistan	100		
37.	Cell AAA	Power Plus, Toshiba,	Dozen	Pakistan	100		
38.	Cell 555	Power Plus, Toshiba,	Dozen	Pakistan	2		
39.	Wiper Glass Cleaner	Large	Dozen	Pakistan	10		
40.	Hand Sanitizer	Dettol, Lifebuoy	Btl 100ml	Pakistan	240		
41.	Sanitizer Liquid	Dettol, Lifebuoy	Btl 1000ml	Pakistan	800		
42.	Face Mask	Imported	Pkt (50 each)	Imported	60		
43.	Face Mask	Local	Pkt (50 each)	Pakistan	500		
44.	Verocid Spray	For fumigation of Corona	Btl 1000ml	China	40		
45.	Tissue	Party Pack	Pkt (500 pack)	Pakistan	50		
46.	Dunhill London Edition For Men - EDT 100 ML	Alfred Dunhill	100ml Bottle	Pakistan	8		

47.	Enziclor Mouth wash 200ml	Platinum Pharmaceuticals (Pvt) Ltd	Nos	Pakistan	30		
48.	Morning Energy Skin Brightening Daily Facial Wash	Clean & Clear	Nos	Pakistan	50		
49.	Nivea Body Lotion Nourishing Dry Skin	Nivea	400 ml Bottle	Pakistan	50		
50.	Mosphal	Mosquito Lotion	75ml Bottle	Pakistan	300		
51.	Dettol Liquid	1000 ml	Btl 1000ml	Pakistan	50		
52.	Dettol Liquid		Btl 75ml	Pakistan	400		
53.	Kothrine EC15	EC-15	Lit	Pakistan	24		
54.	Kothrine SC 25	SC-25	Lit	Pakistan	24		
55.	Icon Powder		Sachet	Pakistan	24		
56.	Body Polish	COSMIC	Nos	Pakistan	500		
57.	Mega Phone		Nos	China	2		
58.	Stop Watch	Casio	Nos	China	4		
59.	PP Gold Cartridge	10", So-Safe	Nos	China	15		
60.	SGAC (Cartridge)	10", So-Safe	Set	China	180		
61.	Broom, Large	Flower	Nos	Pakistan	200		
62.	Air Freshner Machine	Airvike	Nos	Pakistan	30		
63.	Gloves Surgical	Surgical	Pkt	Imported	60		
64.	Gloves Disposable	Life care	Pkt	Pakistan	2000		
65.	Dish Wash Powder	VIM	Pkt 500gm	Pakistan	600		
Total							

Firm Name: _____

Signature: _____

Name: _____

**Annex B****Firm's Compliance****Fill in following essential parameters:-**

1. Validity of Offer: _____ Days (Should not be less than **90 days**)
2. Delivery period: _____ Days (After placement of order)

General

1. GST Number: _____ (Enclose Copy)
2. NTN / CNIC: _____ (if exempted, provide valid exemption certificate)

Payment Terms

Ser	In FOR Cases
a.	50% advance payment against BG/CDR/Pay Order/DD
b.	50% payment after delivery, installation / commissioning /user satisfaction certificate

Details of Firm Information with account details)

1. Name / Title: _____
2. Address: _____

Firm Name:	Signature:
Firm Focal Person:	Official Seal:
Firm Phone Number:	Name:
Firm Email Id:	Designation:

Special Instructions

- a. **Business will be awarded on package deal basis to the firm quoting maximum items.**
- b. Bid(s) shall be rejected if required detail (where applicable) of specifications, brand, origin, make, model, warranty etc. are not clearly quoted / mentioned. No margin shall be given on this account.
- 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.
- 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.

Total Value_____

GST _____

Gross Total Value_____

Bid Bond Ref_____

Firm Name_____

Signature_____

Name_____

Designation_____

Tender No _____

Name of the Firm _____

Firm Address _____

Date _____

Telephone No _____

E-Mail _____

To,

DD SCM Office
NUTECH University
I-12, Main IJP Road,
Islamabad.

Dear Sir

1. I / We hereby offer to supply to the NUTECH University the stores detailed in schedule to the tender inquiry or such portion thereof as you may specify in the acceptance of tender at the price offered against the said schedule and further agree that this offer will remain valid up to 90 days after opening of Financial offer and will not be withdrawn or altered in terms of rates quoted and the conditions already stated therein or on before this date. I / we shall be bound by a communication of acceptance to be dispatched within the prescribed time.

2. I / we have understood the instructions to Tenders and General Conditions Governing Contract available at NUTECH website and have thoroughly examined the specifications / drawing and / or patterns quoted in the schedule here to and am/are fully aware of the nature of the stores required and my/ our offer is to supply stores strictly in accordance with the requirements.

Yours Faithfully.

(Signature of Tenderer)

Designation

Date:

Individual signing tender and / or other documents connected with a contract must be signed by principal authorized rep/ OEM rep/ Authorized partner firm rep.

CHECK LIST**(This checked list must be attached with your technical offer, duly filled and****Signed by authorized signatory)****Tender No**_____**Date**_____

1	Tender Processing Fee	a. Tender processing fee ref no _____ b. Bank _____ c. Amount _____	
2	EM/ Bid Bond	a. EM/ Bid Bond ref no _____ b. Bank _____	
3	Form Annex A and B signed by Authorized Signatory	Yes	No
4	Offering specification of items as per IT	Yes	No
5	Quoted Currency as per IT	Yes	No
6	Accounting unit/Qty as per IT	Yes	No
7	Delivery Schedule as per IT	Yes	No
8	Certified that there is no Deviation from IT conditions/ there is deviation from IT condition as per fol details	Yes	No
9	Blacklisting certificate.	Yes	No

Note: Fill and/or mark Yes/No where required

Signature of Firm Auth Signatory