



TENDER DOCUMENTS

Procurement of Furniture Items

NUTECH / SCM / Furniture NUTL 2021 / TD-212

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH / SCM /NSDD IT Lab 2021 / TD-208, NUTECH / SCM /Antivirus & Linux Support 2021/TD-209, NUTECH / SCM /UPS NUTL 2021/TD-210, NUTECH / SCM /Innovation Lab/TD-211, NUTECH / SCM /Furniture NUTL 2021/TD-212 & NUTECH / SCM /HVAC, Generator & Transformer 2021 / TD-207

1. Sealed bids are invited from Government / FBR Registered Firms for the procurement on **FOR Basis**.
2. Tender documents containing terms, conditions and detailed specifications of items (including draft contract) can be downloaded from NUTECH website "<https://nutech.edu.pk/downloads/procurement/scm-tenders/>" w.e.f **19 March 2021**.
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 tender are as under: -

Ser	Description	Submission	Tender Opening	Completion Days
a.	NSDD IT Lab (TD-208)	1030 hrs on 05 Apr 2021	1100 hrs on 05 Apr 2021	45 Days
b.	Antivirus & Linux Support (TD-209)	1100 hrs on 05 Apr 2021	1130 hrs on 05 Apr 2021	30 Days
c.	UPS NUTL (TD-210)	1130 hrs on 05 Apr 2021	1200 hrs on 05 Apr 2021	60 Days
d.	Innovation Lab (TD-211)	1030 hrs on 06 Apr 2021	1100 hrs on 06 Apr 2021	60 Days
e.	Furniture NUTL (TD-212)	1130 hrs on 06 Apr 2021	1200 hrs on 06 Apr 2021	30 Days
f.	HVAC, Generator & Transformer (TD-207)	1200 hrs on 06 Apr 2021	1300 hrs on 06 Apr 2021	60 Days

Deputy Director (Supply Chain Management)

NATIONAL UNIVERSITY OF TECHNOLOGY, IJROAD,I-12,ISLAMABAD

Tel: 0092-51-5476768, Ext: 278

NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT
INVITATION TO TENDER

Tender submission time: 1130 hours, 06 April 2021

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 – Two Envelopes" (two envelopes placed together in third envelope), marked clearly as "**Technical Offer**" and "**Commercial Offer**" respectively to the undersigned, latest by or before 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 Lab Equipment.

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

a. **Technical Offer**. Technical Offer should contain only Annexure-A, & Annexure B duly filled in (supported with relevant technical literature / details / catalogues etc) and receipt of tender processing fee. Copy of bid bond WITHOUT MENTIONING PRICE should be attached with technical offer. Only relevant technical details ie literature/brochures) without mentioning the financial aspect of the offer in DUPLICATE should be enclosed in an envelope. In technical proposal, all items must have the brand names, model number, ~~manufacturer's name, country of origin, manufacturer's warranty~~ including parts with complete specs and brochures. Re-conditioned and re-furbished equipment shall not be acceptable. Following information will be clearly marked on the envelope:

- (1) Technical Offer
- (2) ~~Original Performa Invoice (without price)~~
- (3) Tender number
- (4) Date/ time of opening

- b. **Commercial Offer.** Commercial Offer will contain Annexure-C and bid bond (Dully mentioned and placed in separate envelope. The offer indicating the quoted price FE/Local Currency (in Local Currency for FOR cases & in FE for FOB cases) 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) ~~Original Performa invoice with price~~
 - (3) Tender number
- c. Both the envelopes i.e. commercial offer and technical offer would be enclosed in yet another properly sealed envelope that will be marked with address of this office only. There should be clear indication that this envelope contains tender documents.
- d. 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 **1130 hours on 06 April 2021**. 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. Commercial offers will be opened at later stage if Technical Offer is found acceptable on examination by technical authorities. Date and time for opening of commercial offer shall intimated later. 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. ~~Foreign supplier to provide its Registration Number issued by respective Department of Commerce authorizing export of subject stores (in FOB cases).~~
- d. Annexes A, B and C must be signed and stamped.- (ATTACH ONLY RELEVANT DOCUMENTS)-
- e. 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.
- f. ~~OEM/principal agency agreement must be provided.~~

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. Copy of EM/Bid Bond & Tender processing fee (with tech offer) and original EM/Bid Bond (with fin offer) are NOT attached.
- e. Multiple rates/items are quoted against one item.
- f. Manufacturer's relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
- g. Offer received later than appointed / fixed date and time.
- h. ~~Subject to restriction of export license.~~
- i. Offers (Commercial / technical) containing non-initialled / unauthenticated amendments / corrections / overwriting. If the validity of the agency agreement has expired. ~~The commercial offer against FOB / CIF / C&F tender quoted in local currency.~~

- j. 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 submission of Bank Guarantee/Bid bond against warranty period OR Bid bond retained for the warranty period as the case may be.

11. **Terms of Payment/ LC Charges**

(In FOB cases)

- a. All categories payment will be made through letter of credit (LC). LC opening charges in Pakistan are to be borne by NUTECH. Payment will be made through irrevocable LC in favour of Manufacturer.

In FOR cases

- b. 20% advance payment will be made to the Seller on provision of unconditional Bank Guarantee/ CDR/ DD/ Pay order. Advance BG/CDR/DD/Pay order will be submitted at the time of signing the contract.
- c. 80% payment will 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. **Bank Guarantee (BG).** 1 Year against 5% Bank Guarantee/CDR/Pay Order/Bank Draft of the store value will be required from the successful bidders from

the date of commissioning as performance bond. BG submitted shall remain valid for up to 60 days beyond completion of warranty period.

13. **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 (**in FOR Case**). NUTECH will ~~provide applicable exemption certificates and documents~~ (**In FOB Cases only**).

14. **Insurance: - (Deleted)** Insurance will be NUTECH's responsibility through NICL (**in FOB Cases**).

15. **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.

16. **Warranty.** All goods /store offered would be brand new, from current year of production and will be governed as per warranty clause. The warranty period may be covered by BG as depending on the value /criticality of the tender equipment.

17. **Delivery Schedule.** Store will be delivered within 30 days from contract signing date.

18. **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.

19. **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.

20. **Arbitration.** Will be as under:-

"All Claims ,disputes ,controversies, differences arising out of or in connection with this contract ,including any question regarding its existence, validity, interpretation performance, breach or termination ,shall be referred to and shall finally be solved by binding arbitration. An Arbitration Committee Shall be constituted comprising Rector NUTECH and two Arbitration to be nominated on mutual agreement by each party. The venue of the Arbitration shall be the place of issuance of this contract or as Rector NUTECH may determine. In case of any difference, the clauses of Arbitration Act

1940, Rules and Regulation made thereof for time being enforce shall prevail. The award shall be final and binding on both parties.

- a. Provided that written record of any such arbitration and its award shall be arranged properly. An award of such arbitration may be confirmed in a court of competent jurisdiction at Islamabad.

Provided further that incase of any other question /dispute not covered under this clause, the decision of Rector NUTECH shall be final.”

21. **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.

22. **Export License/Permit /End User Cert.** It shall be the responsibility of the Supplier to obtain from the Government concerned all permits and export licenses, etc required to enable each consignment to be shipped immediately as per the delivery schedule. In case the supplier fails to arrange export license within 30 days of signing the contract the purchaser reserves the right to cancel the contract on the risk and expense of the supplier without prior notice. The purchaser will provide End User Certificate for acquisition of export license to the supplier (format to be provided by the supplier for respective country within 10 day of signing of the contract).

23. **Technical Specification:** The supplier will provide OEM certificate, quality certificate /inspection document to the purchaser confirming the quality of the product being supplied under this contract .Store must bear the manufacturer’s identification marking /monogram.

24. **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. ~~(Acceptance Test Procedure (ATPs)/Drawing /Test standard and specification).~~ **The supplier will provide ATPs with technical offer.** ~~Mutually agreed/approved ATPs will form part of contract to govern the inspection of store subsequently.~~

25. **Requirement of Samples / Visit of Technical Committee.** Tender sample will be required for evaluation by technical authorities’. Beside this, advance sample will also be required before bulk supply.

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

27. **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.

28. **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

29. **Original Performa Invoice: (Deleted)** Original Performa invoice must have following components incorporated: -

- a. HS Code
- b. Incoterm
- c. Payment Terms
- d. Origin of good
- e. Port of shipment
- f. Address of OEM
- g. Seller acceptance (on Performa Invoice)
- h. Invoice Date

- i. Latest date of shipment
- j. Seller complete bank detail

Note: Performa Invoice in the name of NUTECH in case of FOB cases & in the name of local partner in case of FOR cases.

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

- a. The firm should provide point to point acceptance of each clause of IT.
- b. Firm will render a certificate with technical 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 and unsatisfactory performance with NUTECH may not be considered for award of any further business.
- i. Supplier will provide 12 months' warranty.
- j. Quoted items pictures must be attached with technical bid. User will be evaluated from pictures and specs accordingly.
- k. Business will be awarded on package deal basis from Ser 1 to 8 only.
- l. Samples may be viewed by participating firms on 25th & 26th March 2021 from 1000 hrs to 1200 hrs.

Deputy Director
Supply Chain Management Office

Annex-A**Technical Specifications****NUTECH / SCM / Furniture NUTL 2021 / TD-212**

Ser	Items	Description	A/U	Country of Origin	Qty Req	Bidder Compliance		Tech Scrutiny to be done by user	
						Yes	No	Accepted	Rejected
						Reason of Rejection			
1.	Work benches / workstations	<ul style="list-style-type: none"> • Anodized Iron / steel frame 1.5" x 1.5". 16 Gauge. Frame pipe color = Black. • Triple story electronics workbenches. • Double side Laminated MDF Lasani board (0.75") • Architecture of 1st story: Width 2'6", length 7', height 2'6" (measured form ground). • Architecture of 2nd story: width 1', length 7", height 2' (measured form base of 1st story). • Architecture of 3rd story: width 1'4", length 7', height 1'6" (measured form base of 2nd story). • 2nd and 3rd story should be mounted on adjustable pillars. • 04 x European sockets and 08 x multipurpose sockets installed at back edge. 	No	Local	50				

		<ul style="list-style-type: none"> All multi / European sockets = 10Amp for single phase supply. Brand: TJ, as shown in Annex P. 1x plug (30Amp max load for each workbench) on the side for internal wiring to electrocute multi / European sockets (Female should be Fixed and male should be provided along with each workbench. Socket Picture is attached along with sample picture at annex B). Electrostatic discharge sheet fixed over the surface of workbench. Sample Picture attached as Annex B 						
2.	Wooden Tables	<ul style="list-style-type: none"> Anodized Iron / steel frame 1.5" x 1.5". 16 Gauge. Frame pipe color: Black Top of the tables should be of Double side Laminated MDF Lasani board (0.75"). L x W = 6' x 4' 03 x Drawers (22" x 09") along each length (06 x drawer per table in total). Sample Picture attached as Annex C 	No	Local	60			
3.	Wooden Tables with electric sockets	<ul style="list-style-type: none"> Anodized Iron / steel frame 1.5" x 1.5". 16 Gauge. Frame pipe color: Black Top of the tables should be of Double Side Laminated MDF Lasani board (0.75"). L x W = 6' x 4'. 03 x Drawers (22" x 09") along each length (06 x drawer per table in total). 	No	Local	40			

		<ul style="list-style-type: none"> 15 x multipurpose sockets installed at center of table, 1x plug (50 Amp max load for each table) on the side for internal wiring to electrocute sockets (Female should be Fixed and male should be provided along with each workbench. Socket Picture is attached along with sample picture at annex C). All sockets=10Amp for single phase supply, Brand: TJ as shown in Annex P. Electrostatic discharge sheet fixed over the surface of workbench <p>Sample Picture attached as Annex C</p>						
4.	Rostrum	<ul style="list-style-type: none"> L x H x W = 24" x 51" x 16" 03 x Shelves - Top, bottom, middle (32" from the bottom) Structure made of double side laminated MDF Lasani board (0.75") and groves of silver formica. <p>Sample Picture attached as Annex D</p>	No	Local	19			
5.	Computer Table	<ul style="list-style-type: none"> Made from double side laminated MDF Lasani board (0.75"). H x L x W = 30" x 36" x 20" with cabins (CPU / keyboard / others) CPU cabin: HxW=18"x8" 01 x Drawer (above CPU compartment) should have lock installed, HxW= 5"x8". Mouse tray should be right above the drawer (Single retractable laminated sheet tray) 	No	Local	50			

		Sample Picture attached as Annex E						
6.	Table for Lab Engrs / supervisors	<ul style="list-style-type: none"> Made from Double side Laminated MDF Lasani board (0.75") and wooden sheets combination. L x W x H = 4' x 2.5' x 2.5' with standard drawers and cabinet. Locks should be installed on at-least 01 x Drawer and cabinet. <p>Sample Picture attached as Annex F</p>	No	Local	31			
7.	Key Box	<ul style="list-style-type: none"> Made from Double side Laminated MDF Lasani board (0.75") L x W x D = 16" x 12" x 5" 27 key hooks Lock should be installed. <p>Sample Picture attached as Annex G</p>	No	Local	19			
8.	Cupboard	<ul style="list-style-type: none"> Made from Double side Laminated MDF Lasani board (0.75"). H x L x W = 6' x 5' x 1'.4" 09 x Cabinets in each Cupboard. Locks & handles should be installed on each cabinet. <p>Cupboard is also available in Computer Networks lab at Nutech.</p> <p>Sample Picture is attached as annex H.</p>	No	Local / Imported	03			
9.	Metallic Racks	<ul style="list-style-type: none"> H x L x W = 6' x 4', x 1.5' 5 Shelves Pillars: Laminated 14 Gauge (Maximum) Shelves: Laminated 18 Gauge (Maximum) 	No	Local	13			

		<ul style="list-style-type: none"> • Load Bearing Capacity: 50Kg per shelve <p>Sample Picture attached as Annex J</p>						
10.	White Boards	<ul style="list-style-type: none"> • Made from double side laminated MDF Lasani board (0.75") • L x W = 4' x 6' • 9.0mm +/- 0.5 mm Panel gauge • Anodised aluminium / PVC frame, clip-on rounded corner pieces or corner fixings. • Wall mounting accessories must be included. 	No	Local	36			
11.	Lab Stools	<ul style="list-style-type: none"> • 360° all-around • Height adjustable <ul style="list-style-type: none"> ❖ Minimum: not greater than 18 inches. ❖ Maximum: not less than 34 inches • Foot ring to improve circulation • Sample should be provided along with technical offer for approval. <p>Sample picture attached as Annex K</p>	No	Local	850			
12.	Chairs for Lab Engrs / supervisors	<ul style="list-style-type: none"> • High back design / head rest • Built-in lumbar support • PU Coated Nylon wheels (Noise Free) • Armrest: Fixed steel / ergonomic plastic armrest • Back & seat: Injected Plastic, PU sponge, Leatherette • Mechanism: Steel • Frame: Plastic / steel 	No	Local	37			

		<ul style="list-style-type: none"> • Seat Height Adjustment: Steel gas lift with harmless gas • Caster: PU Caster • Center Tilt: 3-5 locking points • Test load: 100 kg • Color: Black <p>Sample pictures attached as Annex L</p>						
13.	First Aid Boxes	<ul style="list-style-type: none"> • A set with a First Aid station and a First Aid kit containing a variety of first aid products, intended to be used in emergency situations. • First aid kits should contain the following items: <ul style="list-style-type: none"> • Gauze pads (at least 4 by 4 inches) • Two large gauze pads (at least 8 by 10 inches) • A box of adhesive bandages. • Antiseptic Wash. • Scissors. • Sterile Gauze Pads and Medical Tape. • Elastic Bandage. • Disposable Gloves 100 each. • Adhesive Bandages. • Tweezers • Anti-Burn Ointment/cream • Anti-Inflammatory gel • Panadol (4 leafs) <p>Sample Picture attached as Annex M</p>	No	Local / Imported	23			
14.	Fire Bottles 5kg	<ul style="list-style-type: none"> • CO2 Capacity: 5kg • Extinguishing agent: CO2 99,99% • Fire Rating 113 B 	No	Local / Imported	78			

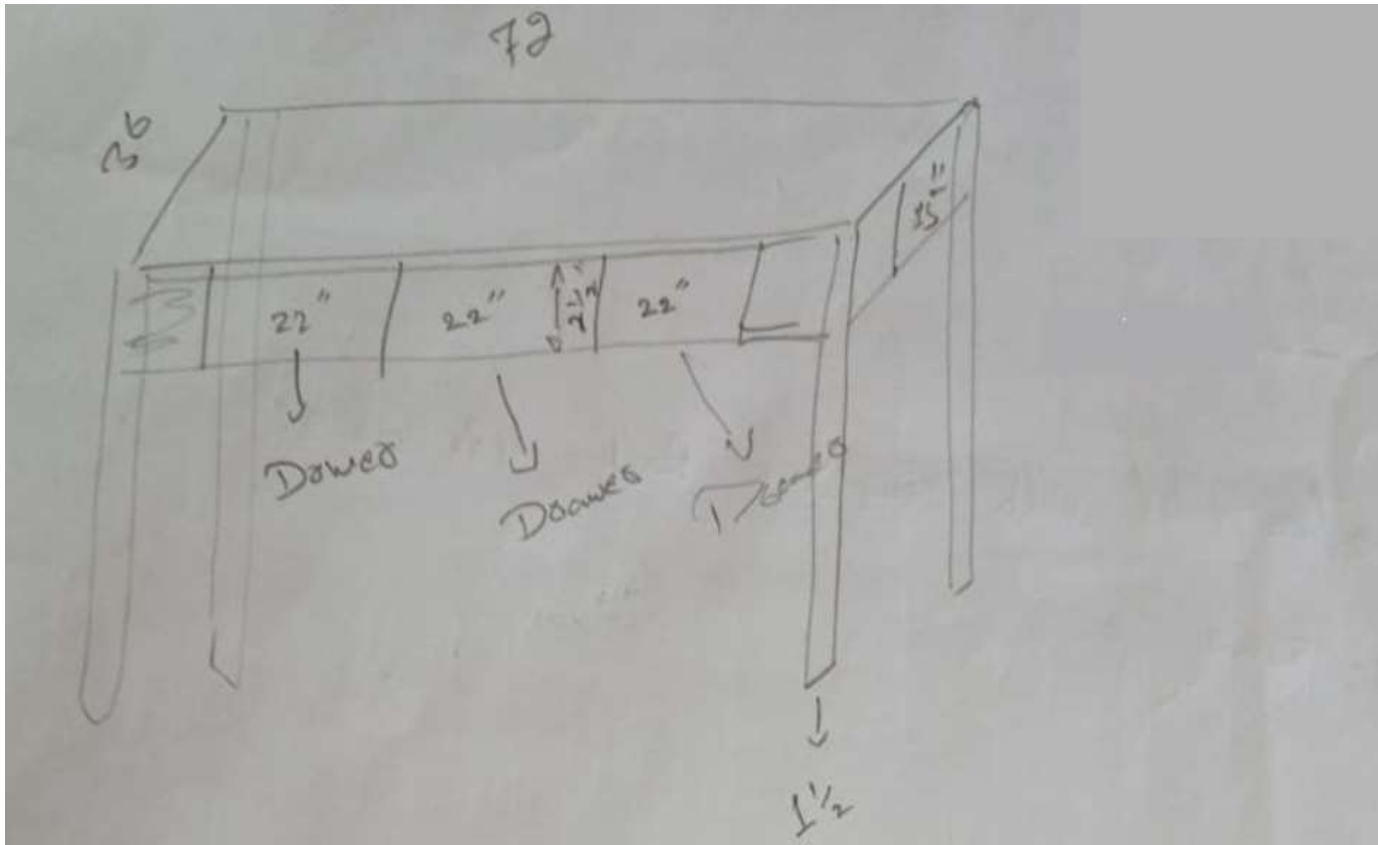
		<ul style="list-style-type: none"> Working Temperature: -10 degree Celsius to +55 degree Celsius Cylinder pressure test: PT 212 Bar Wall mount bracket and installation accessories should be provided alongside. 						
15.	Fire Bottles with trolley 20 kg	<ul style="list-style-type: none"> CO2 Capacity: 20 kg Fire rating: 233 B Extinguishing agent: CO2 99,99% Temperature range : -30°C +60°C Cylinder pressure test: PT 250 Bar Safety valve : Set between 230 and 245 bar Bottle should be placed and provided along wheeled trolley stand . 			14			
16.	Executive Office Chair Table set with computer rack (Dir NUTL)	<p>Should be at per with the furniture already available with Directors at NUTECH and shown in Annex N.</p> <p>Same / equivalent offers should be submitted in technical bids.</p>	No	Local	1			
17.	Executive office Sofa set with center table & Office Chairs (Dir NUTL)	<p>5 Seater Sofa set. center table. 04 x office chairs. 02 x side tables. Should be at par with the furniture already available with Directors at NUTECH and shown in Annex O.</p> <p>Same / equivalent offers should be submitted in technical bids.</p>	No	Local	1			

18.	LED TV & table stand for Dir NUTL	50" / 49" UHD 4K Android flat screen or Equivalent	No	US/ EU/ Japan/ Korea	1			
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Firm Name:	_____
Signature:	_____
Name:	_____
Designation:	_____



Annex C































Annex B**TECHNICAL OFFER****NUTECH / SCM / Furniture NUTL 2021 / TD-212****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)
3. Country of Origin: _____
4. Warranty Period: _____

General

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

Payment Terms

In FOR Cases
20% advance payment against BG/CDR/Pay Order/DD
80% payment after delivery, installation / commissioning /user satisfaction certificate

Details of Foreign Principal Information with account details)

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

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

Annex C**FINANCIAL OFFER****NUTECH / SCM / Furniture NUTL 2021 / TD-212**

Ser	Items	Description	A/U	Qty Req	Unit Price PKR (Including Tax)	Total Price PKR (Including Tax)
1.	Work benches / workstations	<ul style="list-style-type: none"> • Anodized Iron / steel frame 1.5" x 1.5". 16 Gauge. Frame pipe color = Black. • Triple story electronics workbenches. • Double side Laminated MDF Lasani board (0.75") • Architecture of 1st story: Width 2'6", length 7', height 2'6" (measured form ground). • Architecture of 2nd story: width 1', length 7", height 2' (measured form base of 1st story). • Architecture of 3rd story: width 1'4", length 7', height 1'6" (measured form base of 2nd story). • 2nd and 3rd story should be mounted on adjustable pillars. • 04 x European sockets and 08 x multipurpose sockets installed at back edge. • All multi / European sockets = 10Amp for single phase supply. Brand: TJ, as shown in Annex P. • 1x plug (30Amp max load for each workbench) on the side for internal wiring to electrocute multi / European sockets 	No	50		

		<p>(Female should be Fixed and male should be provided along with each workbench. Socket Picture is attached along with sample picture at annex B).</p> <ul style="list-style-type: none"> Electrostatic discharge sheet fixed over the surface of workbench. <p>Sample Picture attached as Annex B</p>				
2.	Wooden Tables	<ul style="list-style-type: none"> Anodized Iron / steel frame 1.5" x 1.5". 16 Gauge. Frame pipe color: Black Top of the tables should be of Double side Laminated MDF Lasani board (0.75"). L x W = 6' x 4' 03 x Drawers (22" x 09") along each length (06 x drawer per table in total). <p>Sample Picture attached as Annex C</p>	No	60		
3.	Wooden Tables with electric sockets	<ul style="list-style-type: none"> Anodized Iron / steel frame 1.5" x 1.5". 16 Gauge. Frame pipe color: Black Top of the tables should be of Double Side Laminated MDF Lasani board (0.75"). L x W = 6' x 4'. 03 x Drawers (22" x 09") along each length (06 x drawer per table in total). 15 x multipurpose sockets installed at center of table, 1x plug (50 Amp max load for each table) on the side for internal wiring to electrocute sockets (Female should be Fixed and male should be provided along with each workbench. Socket Picture is attached along with sample picture at annex C). 	No	40		

		<ul style="list-style-type: none"> All sockets=10Amp for single phase supply, Brand: TJ as shown in Annex P. Electrostatic discharge sheet fixed over the surface of workbench <p>Sample Picture attached as Annex C</p>				
4.	Rostrum	<ul style="list-style-type: none"> L x H x W = 24" x 51" x 16" 03 x Shelves - Top, bottom, middle (32" from the bottom) Structure made of double side laminated MDF Lasani board (0.75") and groves of silver formica. <p>Sample Picture attached as Annex D</p>	No	19		
5.	Computer Table	<ul style="list-style-type: none"> Made from double side laminated MDF Lasani board (0.75"). H x L x W = 30" x 36" x 20" with cabins (CPU / keyboard / others) CPU cabin: HxW=18"x8" 01 x Drawer (above CPU compartment) should have lock installed, HxW= 5"x8". Mouse tray should be right above the drawer (Single retractable laminated sheet tray) <p>Sample Picture attached as Annex E</p>	No	50		
6.	Table for Lab Engrs / supervisors	<ul style="list-style-type: none"> Made from Double side Laminated MDF Lasani board (0.75") and wooden sheets combination. L x W x H = 4' x 2.5' x 2.5' with standard drawers and cabinet. Locks should be installed on at-least 01 x Drawer and cabinet. <p>Sample Picture attached as Annex F</p>	No	31		

7.	Key Box	<ul style="list-style-type: none"> • Made from Double side Laminated MDF Lasani board (0.75") L x W x D = 16" x 12" x 5" • 27 key hooks • Lock should be installed. <p>Sample Picture attached as Annex G</p>	No	19		
8.	Cupboard	<ul style="list-style-type: none"> • Made from Double side Laminated MDF Lasani board (0.75"). H x L x W = 6' x 5' x 1'.4" • 09 x Cabinets in each Cupboard. • Locks & handles should be installed on each cabinet. <p>Cupboard is also available in Computer Networks lab at Nutech. Sample Picture is attached as annex H.</p>	No	03		
9.	Metallic Racks	<ul style="list-style-type: none"> • H x L x W = 6' x 4', x 1.5' • 5 Shelves • Pillars: Laminated 14 Gauge (Maximum) • Shelves: Laminated 18 Gauge (Maximum) • Load Bearing Capacity: 50Kg per shelf <p>Sample Picture attached as Annex J</p>	No	13		
10.	White Boards	<ul style="list-style-type: none"> • Made from double side laminated MDF Lasani board (0.75") L x W = 4' x 6' 9.0mm +/- 0.5 mm Panel gauge • Anodised aluminium / PVC frame, clip-on rounded corner pieces or corner fixings. • Wall mounting accessories must be included. 	No	36		
11.	Lab Stools	<ul style="list-style-type: none"> • 360° all-around • Height adjustable ❖ Minimum: not greater than 18 inches. ❖ Maximum: not less than 34 inches 	No	850		

		<ul style="list-style-type: none"> • Foot ring to improve circulation • Sample should be provided along with technical offer for approval. <p>Sample picture attached as Annex K</p>				
12.	Chairs for Lab Engrs / supervisors	<ul style="list-style-type: none"> • High back design / head rest • Built-in lumbar support • PU Coated Nylon wheels (Noise Free) • Armrest: Fixed steel / ergonomic plastic armrest • Back & seat: Injected Plastic, PU sponge, Leatherette • Mechanism: Steel • Frame: Plastic / steel • Seat Height Adjustment: Steel gas lift with harmless gas • Caster: PU Caster • Center Tilt: 3-5 locking points • Test load: 100 kg • Color: Black <p>Sample pictures attached as Annex L</p>	No	37		
13.	First Aid Boxes	<ul style="list-style-type: none"> • A set with a First Aid station and a First Aid kit containing a variety of first aid products, intended to be used in emergency situations. • First aid kits should contain the following items: <ul style="list-style-type: none"> • Gauze pads (at least 4 by 4 inches) • Two large gauze pads (at least 8 by 10 inches) • A box of adhesive bandages. • Antiseptic Wash. • Scissors. • Sterile Gauze Pads and Medical Tape. 	No	23		

		<ul style="list-style-type: none"> • Elastic Bandage. • Disposable Gloves 100 each. • Adhesive Bandages. • Tweezers • Anti-Burn Ointment/cream • Anti-Inflammatory gel • Panadol (4 leafs) <p>Sample Picture attached as Annex M</p>				
14.	Fire Bottles 5kg	<ul style="list-style-type: none"> • CO2 Capacity: 5kg • Extinguishing agent: CO2 99,99% • Fire Rating 113 B • Working Temperature: -10 degree Celsius to +55 degree Celsius • Cylinder pressure test: PT 212 Bar • Wall mount bracket and installation accessories should be provided alongside. 	No	78		
15.	Fire Bottles with trolley 20 kg	<ul style="list-style-type: none"> • CO2 Capacity: 20 kg • Fire rating: 233 B • Extinguishing agent: CO2 99,99% • Temperature range : -30°C +60°C • Cylinder pressure test: PT 250 Bar • Safety valve : Set between 230 and 245 bar • Bottle should be placed and provided along wheeled trolley stand . 		14		
16.	Executive Office Chair Table set with computer rack (Dir NUTL)	<p>Should be at per with the furniture already available with Directors at NUTECH and shown in Annex N.</p> <p>Same / equivalent offers should be submitted in technical bids.</p>	No	1		
17.	Executive office Sofa set with center table & Office Chairs (Dir NUTL)	<p>5 Seater Sofa set. center table. 04 x office chairs.</p>	No	1		

		<p>02 x side tables. Should be at par with the furniture already available with Directors at NUTECH and shown in Annex O.</p> <p>Same / equivalent offers should be submitted in technical bids.</p>				
18.	LED TV & table stand for Dir NUTL	50" / 49" UHD 4K Android flat screen or Equivalent	No	1		
Total						

<p>Firm Name: _____</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Designation: _____</p>
--

Special Instructions

Description	Bidder		Tech Scrutiny to be done by User		
	Yes	No	Accepted	Rejected	Reasons of Rejection
<p>Sample Submission: Samples should be approved before delivery (for serial 1,2,3,4,5,6,7,9,10,11,12,13,14,15, 16, 17). Sockets (wherever used) should be imported and approved before installation.</p>					
<p>Package deal: For items at serial 1,2,3,4,5,6,7,8. Material and color samples should be provided beforehand for approval. Color for all from ser 1 – 8 should be same.</p>					
<p>Warranty period: One year from the date of commissioning.</p>					
<p>Physical Inspection Criteria: 100% physical inspection of store will be carried out before commissioning of the equipment for following details: -</p> <p style="padding-left: 40px;">(a) For physical damage, scratches and deformity.</p> <p style="padding-left: 40px;">(b) Accessories /components as per contractual specifications.</p>					
<p>Installation & Commissioning: (for items at serial 1,3,10,14,18)</p> <p style="padding-left: 40px;">(a) Installation & Commissioning of the equipment will be carried out at his own cost and risk at designated place at NUTECH.</p> <p style="padding-left: 40px;">(b) Any special requirement for installation, operation and commissioning must be specified the offer by the supplier.</p>					

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 he 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.

Annex 'D'**SPECIMEN FOR "ADVANCE PAYMENT BANK GUARANTEE"**

Guarantee No: _____ Date _____ Amount: _____ Valid upto: _____

In Favour of:

National University of Technology (NUTECH), IJP Road, I-12, Islamabad

Subject: **Advance Payment Bank Guarantee**

Contract No: _____ DATED. _____

Dear Sir,

1. We [Name of Guarantor] understand that you have entered into contract with M/S [Name of Firm] (hereinafter called Our Client), for provision of [Name of Stores]. And as per the above mentioned Contract, you are liable to pay to Our Client an amount of [Amount of Guarantee] in advance, which shall be released against a Bank Guarantee.
2. Bank & seller firm shall inform your office regarding termination of the validity of this bank Guarantee one clear month before the actual expiry date of this Bank Guarantee.
3. Now, we hereby irrevocably undertake to immediately make payment on to your orders, merely upon receipt of your first written notice, an amount not exceeding [Amount of Guarantee] that may be claimed by you at your own discretion without it being necessary for you to prove or even assert to the Bank any default whatsoever of Our Client under the Contract.
4. Claims against this Guarantee shall be lodged on us through written request/s on your proper Letter Head. Unless claims are not presented on or before the Validity Date, all rights and benefits under this guarantee shall be forfeited and we shall be released from all claims, demands or liabilities of any kind whatsoever.
5. This Guarantee shall remain in force up to the above mentioned Validity Date which can however, be extended upon request of Our Client.

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Bank Stamp:

BANK GUARANTEE AGAINST
"SPECIMEN FOR PERFORMANCE/WARRANTY
GUARANTEE"

Guarantee No: _____ Date _____ Amount: _____ Valid upto: _____

In Favour of:

National University of Technology (NUTECH), IJP Road, I-12, Islamabad

Subject: **In compliance with terms of Performance/Warranty Guarantee Bank Guarantee**

Contract No:

_____ dated

Dear Sir,

1. Whereas your good-self have entered into Contract No:
_____ dated _____ with M/s [Firm Name] Located at [Firm Address],
Herein after referred to as our customer and that one of the conditions of the
Contract is submission of Bank Guarantee by our customer to your good-self for
a sum of [Amount].
2. Incompliance with this stipulation of subj contract, we hereby
agree and undertake as under:-
 - a. To pay to you unconditionally on demand and / or without
any reference to our Customer an amount not exceeding
the sum of [Amount] as would be mentioned in your
written Demand Notice.
 - b. To keep this Guarantee in force till [Validity Date].
 - c. That the validity of this Bank guarantee shall be kept two
clear year ahead of the original / extended delivery
period or the warrantee of the stores which so ever is
later in duration on receipt of information from your office.
Our liability under this Bank Guarantee shall cease on
the closing of banking hours on the last date of validity of
this Bank Guarantee. Claim received there after shall not
been entertained by us whether you suffer a loss or not.
On receipt of payment under this Guarantee, this

documents i.e., Bank Guarantee must be clearly cancelled, discharged and returned to us.

- d. That we shall inform your office regarding termination of the validity of this bank Guarantee on clear month before the actual expiry date of this Bank Guarantee.
- e. That with the consent of our customer you may amend / alter any term / cause of the contractor add / delete any term / clause to / from this contract without making any reference to us. We do not reserve any right to receive any such amendment / alternation or addition / deletion provided such like actions do not increase our monetary liability under this Bank Guarantee which shall be limited only [Amount].
- f. That the bank guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer / Supplier or Vendor.
- g. That this is an unconditional Bank guarantee, which shall be cashed on sight on presentation without any reference to our Customer / Supplier or Vendor.

Signature_____

Name_____

Desig_____

Bank Stamp_____

Note: No changes in the above given BG format shall be accepted.

Annex 'E'

"SELLER'S WARRANTY"

(To be provided on stamp paper)

Contract No: _____

Dated: _____

Validity _____ from the date of final acceptance of the Stores.

1. We hereby guarantee that we are the genuine and original Source of provisioning the Stores to our Buyer. We also undertake that nothing in the manufacturing of these Stores has been obtained through unauthorized means.
2. We hereby warrant and undertake that the Stores and all the associated spares/ accessories supplied under the terms and conditions of the above Contract, are:
 - a. brand new, complete in all respects, possessing good quality and standard workmanship; and
 - b. liable for replacement/rectification free of charge, if during the Warranty period the same are found defective before or under normal use or these do not remain within the limits and tolerances stated under the specifications or in any way not in accordance with the terms of this Contract. All expenses incurred in removal, re-provisioning and reinstallation of such defective Stores or their parts shall also be borne by us.
3. The Warranty shall remain valid for a period of _____ from the date of final acceptance of the Stores.

Signature_____

Name_____

Desig_____

Stamp_____

Date_____

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, B and C 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	Country of origin of store _____			
9	Name of OEM:- _____			
10	Original Performa invoice (Mandatory)		Yes	No
11	Certified that there is no Deviation from IT conditions/ there is deviation from IT condition as per fol details		Yes	No
12	Blacklisting certificate.		Yes	No
13	Verifiable OEM Certificate		Yes	No
14	Warranty Period as per IT		Yes	No
15	ATPs provided		Yes	No

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

 Signature of Firm Auth Signatory