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|  | National University of Technology (NUTECH)IJP Road, Sector I-12Islamabad Telephone : 051-5476805106/SCM/NUTECH 21 June 2021 |

To: M/s

Subject: Re-RFQ: - **Establishment of Stationery Shop in NUTECH Venue**

**Please provide quotation for following items. Quotes will be submitted in closed envelop and must reached to SCM Office latest by 24 June 2020 before 1200 hrs.**

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| **Ser** | **Purpose** | **Specifications** | **Price/ unit** |
|  | **Establishment of Stationery Shop**  Nutech Admin Block Floor - 1 | **Photo copy Rates** |  |
|  | Single side (A4 size) |  |
|  | Double side (A4 size) |  |
|  | Single side (F4 size) |  |
|  | Double side (F4 size) |  |
|  | ID Card |  |
|  | **White & Black Print Out Rates** |  |
|  | Single side (A4 size) |  |
|  | Double side (A4 size |  |
|  | Single side (F4 size) |  |
|  | Double side (F4 size) |  |
|  | **Colour Print Outs Rates** |  |
|  | Single side, 1 Colour (A4 size) |  |
|  | Double side, 4 Colours (A4 size) |  |
|  | Single side, 1 Colour (F4 size) |  |
|  | Double side, 4 Colours (F4 size) |  |
|  | **Binding Rates** |  |
|  | Spiral binding (30-100 pages) |  |
|  | Tape binding |  |
|  | Lamination (Card) |  |
|  | Provision of Stationery | Yes / No |
|  | **Rent for Whole Shop** |  |

1. Provide unit price of each item.
2. Quote for above mentioned items should be on company’s letterhead, stamped & signed.
3. Also mention date of quote, NTN and STRN number in your quotation.
4. Contract will be for the period of 01 Year (extendable to one year on mutual consent of both parties).
5. Utility Bills shall be Rs 10,000/- for initial 2 x months and will increase or decrease according to the usage of the contractor.
6. Contractor is responsible for all damages made to room during period of contract.
7. Contractor is responsible for general cleanliness and good behavior of their staff with students.
8. Contractor may visit NUTECH Islamabad for sighting exact location of shop on 22 June and 23 June between 1100 hrs to 1300 hrs.
9. The same RFQ may also be available on NUTECH Website i.e

 https://nutech.edu.pk/downloads/procurement/rfqs/

1. Quotes must be evaluated on following Criteria: -
	1. Photo Copy Rates = 20 Marks
		1. Single Side (A4 Size) = 4 Marks
		2. Double Side (A4 Size) = 4 Marks
		3. Single Side (F4 Size) = 4 Marks
		4. Double Side (F4 Size) = 4 Marks
		5. ID Card = 4 Marks
	2. White & Black Print Out Rates = 16 Marks
		1. Single Side (A4 Size) = 4 Marks
		2. Double Side (A4 Size) = 4 Marks
		3. Single Side (F4 Size) = 4 Marks
		4. Double Side (F4 Size) = 4 Marks
	3. Colour Print Outs Rates = 16 Marks
		1. Single Side, 1 Colour (A4 Size) = 4 Marks
		2. Double Side, 4 Colours (A4 Size) = 4 Marks
		3. Single Side, 1 Colour (F4 Size) = 4 Marks
		4. Double Side, 4 Colours (F4 Size) = 4 Marks
	4. Binding Rates = 12 Marks
		1. Spiral Binding (30-100 pages) = 4 Marks
		2. Tape Binding = 4 Marks
		3. Lamination (Card) = 4 Marks
	5. Provision of Stationery Items by the successful firm to the students of NUTECH in assigned Shop = 16 Marks (**List of items must be attached with Quotation**)
		1. Stationery Items (200 x Items or more) = 16 Marks
		2. Stationery Items (100 x Items) = 8 Marks
		3. Stationery Items (30 x Items) = 4 Marks
	6. Rent for whole shop = 20 Marks

 𝑃𝑟𝑖𝑐𝑒 𝑜𝑓 𝑙𝑜𝑤𝑒𝑠𝑡 𝑏𝑖𝑑𝑑𝑒𝑟

------------------------------- X Weighted Amount (For Serial a to d)

 X-𝐵𝑖𝑑𝑑𝑒𝑟 𝑝𝑟𝑖𝑐𝑒

X-Bidder Price

 ------------------------------- X Weighted Amount (For Serial e)

 Price of Highest Bidder

1. Special Condition must be followed.

## Special Condition

1. In case of any accident/loss, NUTECH will not accept any responsibility, if by any reason

of any act or omission of the contractor, NUTECH and/or any of its staff and/or 3rd party suffers any damage or injury, the contractor shall always be liable for compensating such damage or injury and in this respect shall always keep NUTECH fully indemnified

1. Any required clearance from any concerned authority shall be responsibility of the

contractor.

1. If the contractor wants to discontinue the agreement, he should give notice 30 days in

advance.

1. Contractor under no condition will be allowed to sublet the contract.
2. Quotes shall be rejected if the rate(s) are unclear, incomplete, ambiguous or conditional.
3. Copy of CNIC of the owner of the firm will be attached with the Quote.
4. NUTECH can discontinue this contract with advance notice of 30 days.
5. The participated firms will provide the list of stationery provided by them during tenure.
6. The contractor shall be responsible for making shelfs etc. in the shop for provision of

 stationery.

Deputy Assistant Director

Supply Chain Management Office

National University of Technology Islamabad