



## **TENDER DOCUMENTS**

**Provisioning of Photocopy & Stationery Shop**

**NUTECH / SCM /Photocopy Shop 2021 / TD-233**

## **NATIONAL UNIVERSITY OF TECHNOLOGY**

### **TENDER NOTICE**

#### **National University of Technology (NUTECH)**

#### **Contract for the Provisioning of Photocopier Service & Stationery Shop on Rental Basis**

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Sealed tenders are invited on **Single Stage Single Envelope** basis for Contract for the Provisioning of Photocopier Service on Rental Basis along with the Machine Operator in National University of Technology (NUTECH), Islamabad.

Bidders are required to submit their sealed bids on / before **03-08-2021** till **1030 Hrs.** at the below mentioned address which will be opened on same date at **1100 Hrs.** Bids received after the due date & time will not be considered valid. Submit Rs 1500/- as Tender fee in favor of NUTECH HBL Account (NUTECH Tendering and Contracts, 5037-7000210755). Please attach bank receipt with offer. Offers will not be entertained without payment of processing fee.

Bids shall accompany with a Security Deposit Rs 25,000/- (refundable) in shape of Pay Order or Bank Guarantee (valid for 90 days from the date of tenders opening).

Tender documents can be downloaded from: -

“<https://nutech.edu.pk/downloads/procurement/scm-tenders/>” w.e.f 16 July 2021.  
For any query, please feel free to contact undersigned.

**Deputy Director (Supply Chain Management)**

**NATIONAL UNIVERSITY OF TECHNOLOGY, IJPROAD,I-12,ISLAMABAD**

**Tel: 0092-51-5476768, Ext: 278**

**Subject: Contract for the Provisioning of Stationary Shop & Photocopier Service on Rental Basis.**

Dear Sir,

We are pleased to invite your sealed tenders for the items listed in the attached schedule/s. In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender / supplies are given below:-

**A) SUBMISSION OF TENDER**

**Tender submission time: 1030 hrs on 03 July 2021**

1. NUTECH desires the provision of photocopy and stationery shop on F O R b a s i s as per Annexure-A. Interested bidders are requested to send their bids through courier or deliver at NUTECH under "Single Stage – Single Envelope" (containing, separately, financial proposal and technical proposal if any), marked clearly as "Technical Offer" and "Commercial Offer" respectively to the undersigned, latest by or before above mentioned due date
2. Tenders received after stipulated date & time shall not be considered. The Organization will not be responsible for postal delays. The decision of Deputy Director Supply Chain Management in this respect shall be final and binding.
3. Submit Rs 1500/- as Tender fee in favor of NUTECH HBL Account (NUTECH Tendering and Contracts, 5037-7000210755). Please attach bank receipt with offer. Offers will not be entertained without payment of processing fee.

**B) SECURITY DEPOSIT**

The successful contractor upon award of Contract will be required to furnish security deposit of **Rs. 25,000** only as interest free in shape of Pay Order / Bank Guarantee to remain valid 3-months after the expiry period of the Contract.

**C) PREPARATION OF TENDER**

Tenders would be called on **Single Stage Single Envelope** basis.

Bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

**D) PRICES**

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- b) The Prices must be stated for each item separately both in words and figures in Pakistan Currency. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offer must be valid for 90 days.

**E) CONTRACT DURATION**

Initial duration of contract would be of one (01) year and may be extended for further two terms on same rates, terms & conditions subject to satisfactory performance and mutual consent.

**F) 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, pandemics/epidemics or the occurrence of unforeseen events, the period shall be reasonably extended.

**G) 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.

**H) 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.
- b. Provided further that incase of any other question /dispute not covered under this clause, the decision of Rector NUTECH shall be final."

**I) 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.

### **TERMS AND CONDITIONS**

1. Photocopier Machine must be reputed brand and have output capacity up to 4,000 pages per day.
2. Machine Operator shall be provided by the contractor during office hours (9 AM – 5:30 PM) from Monday to Friday.
3. Approximate number of pages to be copied will be 4,000 per day.
4. Contractor shall be sole responsible to ensure the smooth running of the machine, its maintenance, replacement of consumables and spares on its own cost.
5. A backup machine of same capacity must be made available whole time by the contractor in the premises.
6. Electricity to operate the machine and suitable place will be provided by NUTECH, Bill for electricity shall be paid by contractor along with the rent of the space provided for such facility.
7. In case of non-functioning of the machine due to technical fault or absence of operator, a fine of Rs. 1000 / day will be charged.
8. Utility Bills shall be Rs 10,000/- for initial 2 x months and will be increase or decrease according to the usage of the contractor.
9. **Evaluation Criteria:** The criteria of evaluation for the award of contract shall be done on the following parameters: -
  - a. Photo Copy Rates = 20 Marks
    - i. Single Side (A4 Size) = 4 Marks
    - ii. Double Side (A4 Size) = 4 Marks
    - iii. Single Side (F4 Size) = 4 Marks
    - iv. Double Side (F4 Size) = 4 Marks
    - v. ID Card = 4 Marks
  - b. White & Black Print Out Rates = 16 Marks
    - i. Single Side (A4 Size) = 4 Marks
    - ii. Double Side (A4 Size) = 4 Marks
    - iii. Single Side (F4 Size) = 4 Marks
    - iv. Double Side (F4 Size) = 4 Marks

- c. Colour Print Outs Rates = 16 Marks
  - i. Single Side, 1 Colour (A4 Size) = 4 Marks
  - ii. Double Side, 4 Colours (A4 Size) = 4 Marks
  - iii. Single Side, 1 Colour (F4 Size) = 4 Marks
  - iv. Double Side, 4 Colours (F4 Size) = 4 Marks
- d. Binding Rates = 12 Marks
  - i. Spiral Binding (30-100 pages) = 4 Marks
  - ii. Tape Binding = 4 Marks
  - iii. Lamination (Card) = 4 Marks
- e. 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 Offer**)
  - i. Stationery Items (200 x Items or more) = 16 Marks
  - ii. Stationery Items (100 x Items) = 8 Marks
  - iii. Stationery Items (30 x Items) = 4 Marks
- f. Rent for whole shop = 20 Marks

$$\begin{array}{r}
 \textit{Price of lowest bidder} \\
 \hline
 \textit{X-Bidder price} \\
 \text{X-Bidder Price} \\
 \hline
 \text{Price of Highest Bidder}
 \end{array}
 \times \text{Weighted Amount (For Serial a to d)}$$
  

$$\begin{array}{r}
 \text{X-Bidder Price} \\
 \hline
 \text{Price of Highest Bidder}
 \end{array}
 \times \text{Weighted Amount (For Serial e)}$$

**UNDERTAKING**

I/We hereby confirm that I we have thoroughly right understood all terms & conditions of this tender and undertake to fully abide by them in letter & spirit.

Contractor -----

Signature -----

Name -----

N I C No -----

Address -----

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Telephone No-----Cell No -----

Fax No----- date -----

## Annexure A

**TENDER SCHEDULE**

Ser	Purpose	Specifications	Price/ unit
	Nutech Admin Block Floor - 1	<b><u>Photo copy Rates</u></b>	
a.		Single side (A4 size)	
b.		Double side (A4 size)	
c.		Single side (F4 size)	
d.		Double side (F4 size)	
e.		ID Card	
		<b><u>White &amp; Black Print Out Rates</u></b>	
f.		Single side (A4 size)	
g.		Double side (A4 size)	
h.		Single side (F4 size)	
i.		Double side (F4 size)	
		<b><u>Colour Print Outs Rates</u></b>	
j.		Single side, 1 Colour (A4 size)	
k.		Double side, 4 Colours (A4 size)	
l.		Single side, 1 Colour (F4 size)	
m.		Double side, 4 Colours (F4 size)	
		<b><u>Binding Rates</u></b>	
n.		Spiral binding (30-100 pages)	
o.		Tape binding	
p.		Lamination (Card)	
q.		Provision of Stationery	Yes / No (Attached List)
r.	<b><u>Rent for Whole Shop</u></b>		



Authorized Signature of Contractor

Seal & Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_

Date: \_\_\_\_\_

**Special Condition**

- a. 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 3<sup>rd</sup> 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
- b. Any required clearance from any concerned authority shall be responsibility of the contractor.
- c. If the contractor wants to discontinue the agreement, he should give notice 30 days in advance.
- d. Contractor under no condition will be allowed to sublet the contract.
- e. NUTECH can discontinue this contract with advance notice of 30 days.
- f. Contractor is responsible for all damages made to room during period of contract.
- g. Contractor is responsible for general cleanliness and good behavior of their staff with students.

Signature (Contractor)

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

Title: \_\_\_\_\_

Seal: \_\_\_\_\_

Signature (Client)

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

Title: \_\_\_\_\_

Seal: \_\_\_\_\_