



## **TENDER DOCUMENTS**

**Procurement of Media Studio Equipment (NUMEST)**  
**NUTECH/SCM /Media Studio Eqpt 23-24 / TD-313**

**NATIONAL UNIVERSITY OF TECHNOLOGY**

**TENDER NOTICE****National University of Technology (NUTECH)  
NUTECH/SCM /Media Studio Eqpt 23-24 / TD-313**

1. Sealed bids are invited from Government / FBR Registered Firms for **Procurement of** Media Studio Equipment on **FOR Basis**. Tender documents (& draft contract) can be downloaded from NUTECH Website “<https://nutech.edu.pk/downloads/procurement/scm-tenders/> w.e.f - **22 Feb 2024** and quotations shall be submitted as per requirement.
2. Bidders will be required to submit **Bank Draft/CDR/BC/PO/SDR Bid Security equal to 5%** of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
3. Detail of bids and submission of tender is provided below: -

Ser	Description	Bank Account Details	Processing Fee	Submission	Tender Opening	Completion Days
a.	NUTECH/SCM /Media Studio Eqpt 23-24 / TD-313	HBL, Tendering and Contracts, A/C # 5037-7000210755	Rs 3,000/-	1030 hrs on 07 March 24	1100 hrs on 07 March 24	15 Days

**(Tender fee in shape of CDR/BC/PO/SDR etc. will not be acceptable. Only deposit receipt shall be considered)**

**Note:** - Please attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.

**Director (Supply Chain Management)**

**NATIONAL UNIVERSITY OF TECHNOLOGY**

**IJP ROAD,I-12,ISLAMABAD**

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

**scm.office@nutech.edu.pk**

## **Compliance – Check List**

Offer must be quoted and arranged in accordance with below mentioned sequence. Non-compliance & non-provision of following documents may lead to disqualification.

Sr.	Required Particulars	Documents Attached	
		Yes / No	Page #
1.	Tender Fee Original Receipt (Rs 3,000/-)		
2.	Technical & Financial Offer separately		
3.	NTN/GST Registration		
4.	All Annexures & Special Conditions Compliance <b>Note:</b> All annexures must be as per given format.		
5.	OEM Registration / Authorization Certificate (if applicable)		
6.	OEM Details (if applicable)		
7.	Copy of Earnest Money (prices hidden)		
8.	Proforma Invoice (if applicable) (prices hidden)		
9.	OEM / Equipment brochures & details		
10.	Non-Blacklisting Certificate		
11.	Firm"s Complete details (address, contacts & email)		

**NATIONAL UNIVERSITY OF TECHNOLOGY**  
**SUPPLY CHAIN MANAGEMENT**  
**INVITATION TO TENDER**

**Tender submission time: 1030 hrs on 07 March 2024**

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 Envelope**" (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 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 i.e literature/brochures) without mentioning the financial aspect of the offer 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) IJ P ROAD, I-12,  
ISLAMABAD  
Tel: 0092-51-5476768, Ext: 278

4. **Date and Time for Receipt of Tender** Sealed bids with detailed specifications should reach SCM office latest by **1030 hours on 07 March 2024**. 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 intimate 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. **Withdrawal of offer** If the firm withdraws its offer within validity period the competent authority may place such firm under embargo for a period, which may be extended up to one year. Moreover, the Earnest Money of the firm will be confiscated.
8. **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 and special conditions 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.

**9. 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. Deleted
- 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-initialed / 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.

**10. 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.

**11. 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.

**12. 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 CDR/DD/Pay order will be submitted at the time of signing the contract.
- c. 80% payment will be made to the Seller after receipt and confirming the correctness of ordered specifications, installation, commissioning.

- 13. Warranty: - 01 Year Warranty** will be required from the successful bidders from the date of commissioning.

- 14. 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 Seller **(in FOR Case)**. NUTECH will provide applicable exemption certificates and documents **(In FOB Cases only)**.

- 15. Insurance: -** Insurance will be Seller's Responsibility **(in FOR Cases)** and NUTECH's responsibility through NICL **(in FOB Cases)**.

- 16. 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 seller's responsibility and all associated costs will be part of quotation as well.

- 17. Delivery Schedule** Store will be delivered within **60 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, pandemics/epidemics 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.
  - b. 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. **Change In Specification /Mfr /Model.** No alternation marked/brand and quality of store will be entertained after the tender have been opened.
26. **Checking of Store at Consignee/User 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. User/Consignee's report on checking of the stores will be binding on the seller in such cases.
27. **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.
28. **Original Performa Invoice:** 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:** Proforma Invoice in the name of NUTECH in case of FOB cases & in the name of local partner in case of FOR cases.

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

- a. The firm should provide point to point acceptance of each clause of IT and special instructions attached with 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. (On Judicial Paper)
- c. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.
- d. **01 Year Warranty** will be required from the successful bidders from the date of commissioning as performance bond.
- e. 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.
- f. 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 of 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.
- g. 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.

- h. An appropriate amount may be paid for mobilization against Bank Guarantee/CDR/Demand Draft/Pay Order.
- i. Firms with previous pending/outstanding projects/business and unsatisfactory performance with NUTECH may not be considered for award of any further business.
- j. Lowest evaluated bidders must send their authorized representatives (with authorization letter) for signing of the contract within three days of sharing of the draft contract.
- k. For technical opening firm will send a representative who has knowledge about the quoted items otherwise representative will not be allowed to sit in tender opening.
- l. **Stamp duty for Contract will be taken as per Section 22-A of Stamp Act 1899 Pakistan.**
- m. **Business will be awarded on Package deal each LOT basis.**

Deputy Director  
Supply Chain Management Office

**Annex-A**

**Technical Specification**  
**NUTECH/SCM /Media Studio Eqpt 23-24 / TD-313**

Sr.	Part No	Item Name/Size	Specification	A/U	Qty	Country of Origin	Warranty	Remarks	Bidder Compliance	
									Yes	No
LOT A										
1	ultra-flair-3	Flash drive (256 GB)	<ul style="list-style-type: none"><li>SanDisk Ultra fair 256 GB USB 3.0</li></ul>	Nos	5	Any	N/A			
2		Hard Drives (2TB)	<ul style="list-style-type: none"><li>Seagate Expansion 2TB External Hard Drive</li></ul>	Nos	3	Any	1 Year			
3	U60787	PC speakers	<ul style="list-style-type: none"><li>Audionic Octane U-30 2.0 Speakers</li></ul>	Nos	5	Any	1 Year			
4		Table Desk mats	<ul style="list-style-type: none"><li>Yellow / wine red (Diversity)</li><li>Red/ Black (Diversity)</li><li>RGB black</li></ul>	Nos	4	Any	N/A			
5	V860III	Godox V860III	<ul style="list-style-type: none"><li>TTL Li-Ion Flash for Nikon</li><li>Built-In X Wireless Radio System</li><li>Recyclin4g 1.5 sec Full Power</li><li>Guide Number: 197' at ISO 100</li><li>Battery Gives 480 Full-Power Flashes</li><li>Flash Coverage: 20-200mm</li><li>Wireless Master/Slave TTL Functionality</li></ul>	Nos	1	Any	1 Year			
6	V1-S	Godox Round Flash Sony V1	<ul style="list-style-type: none"><li>Compatible with Sony ADI / P-TTL</li><li>Output: 76Ws</li><li>Auto Zoom Control, Zoom Range: 28-105mm</li><li>2.4 GHz Wireless X-System Transmitter</li><li>Built-In LED Modeling Lamp</li><li>Tilts -7 to 120°, Rotates 330°</li><li>Round Flash Head Design</li><li>Magnetic Light Modifier Attachment</li><li>1.5 sec Recycle Time, HSS Support</li><li>Removable, Rechargeable Li-Ion Battery</li></ul>	Nos	1	Any	1 Year			

Sr.	Part No	Item Name/Size	Specification	A/U	Qty	Country of Origin	Warranty	Remarks	Bidder Compliance	
									Yes	No
7		Drone wings	<ul style="list-style-type: none"> <li>DJI Mavic 2 Pro/Zoom/Enterprise Low-Noise Propellers (two Pair)</li> </ul>	set	2	Any	Check Warranty			
8		Mavic-II Drone bag	<ul style="list-style-type: none"> <li>Dji Mavic Hard-shell Bag</li> </ul>	Kit	01	Any	N/A			
9		Zhiyun Micro USB to Micro USB	<ul style="list-style-type: none"> <li>Zhiyun Micro USB to Micro USB Original Cable for Gimbals &amp; Stabilizers</li> <li>Suitable for Zhiyun Crane gimbals.</li> <li>Support real-time camera charging.</li> <li>Fold-resistant wires with high toughness.</li> </ul>	Nos	1	Any	Check Warranty			
10		Sony FZ100 LCD Dual USB Battery Charger For Sony	<ul style="list-style-type: none"> <li>2CM Super Slim, LCD Dual USB charger, the supper slim LCD dual Micro USB camera battery charger.</li> <li>Charger, Smart charging LCD indicates when charging is completed and prevents battery from overcharging, of course you can also check the charging process from the LCD display.</li> <li>Efficient, both charge slot with 8.4V / 0.6A output, charge 2 batteries at the same time without any conflict because of the sufficient 5V / 2A input. Beneficial from the sufficient 5V / 2A input, rapid charge is available. Fully charged within 60 - 90 minutes, no worry about missing awesome photos and videos.</li> <li>Convenience, USB cable and Built-in USB Charging Cable, you can charge wherever there is a USB jack, just connect with your desktop, notebook or cellphone adapter.</li> <li>Package included? 1x slim charger, 1x ac cable</li> </ul>	Nos	1	Any	N/A			
11		Sony FE 50mm f/1.8 Lens	<ul style="list-style-type: none"> <li>E-Mount Lens/Full-Frame Format</li> <li>Aperture Range: f/1.8 to f/22</li> <li>One Aspherical Element</li> <li>Double-Gauss Optical Design</li> <li>DC Autofocus Motor</li> <li>Seven-Blade Circular Diaphragm</li> </ul>	Nos	1	Any	1 Year			

Sr.	Part No	Item Name/Size	Specification	A/U	Qty	Country of Origin	Warranty	Remarks	Bidder Compliance	
									Yes	No
			<ul style="list-style-type: none"> <li>DESCRIPTION:</li> <li>A simple, bright, and lightweight normal prime, the FE 50mm f/1.8 from Sony is a versatile normal-length prime lens designed for full-frame E-mount mirrorless cameras. Its sleek design makes it well-suited for everyday shooting, while the fast f/1.8 maximum aperture benefits working in low-light conditions as well as offers increased control over depth of field for selective focus imagery. The optical design incorporates one aspherical element to control spherical aberrations, and employs a double-gauss configuration in order to realize sharper, clearer image quality throughout the aperture range with reduced field curvature. Normal-length 50mm prime lens is designed for full-frame Sony E-mount mirrorless cameras, however, can also be used with APS-C models where it will provide a 75mm equivalent focal length.</li> <li>Fast f/1.8 maximum aperture benefits working in difficult lighting conditions and also avails greater control over focus placement for working with shallow depth of field techniques.</li> <li>One aspherical element is incorporated in the lens design to reduce astigmatism, field curvature, coma, and other monochromatic aberrations.</li> <li>Double-gauss optical configuration helps to reduce field curvature and distortions for more consistent image quality from edge-to-edge.</li> </ul>							



Sr.	Part No	Item Name/Size	Specification	A/U	Qty	Country of Origin	Warranty	Remarks	Bidder Compliance	
									Yes	No
16		NUMEST (TSHIRT, HOODIE, CAP)	<ul style="list-style-type: none"> <li>Shirts, hoodies , cap with NUMEST and Media Logo</li> </ul>	Set	9	Any				
17		Sound Proofing Door	<ul style="list-style-type: none"> <li>Window sound proofing <b>2ft x3ft</b></li> <li>Door sound proofing <b>4ft x 8ft</b></li> </ul>		1	Any				
LOT C										
18		STUDIO Backdrop (Chroma)	<ul style="list-style-type: none"> <li>Design upon selection</li> <li>Vinyl printing on backdrops with stand</li> <li>3 pieces</li> </ul>	Nos	3	Any				
19		MUICIN - 9 in 1 Everyday Professional Makeup Kit	<ul style="list-style-type: none"> <li>Eyeshadow</li> <li>Highlighter</li> <li>Blusher</li> <li>Face cream bb</li> <li>Lipgloss</li> <li>Eyeliners</li> <li>Concealer</li> <li>Makeup sponge</li> </ul>	Nos	1	Any				
19 (1)		Mac Studio Fix Powder Plus Foundation (Old Packaging )	<ul style="list-style-type: none"> <li>Face powder</li> </ul>	Nos	03	Any				
LOT D										
20		Standing Nordic Floor Lamp	<ul style="list-style-type: none"> <li>Floor lamp Nordic style modern vertical light</li> <li>Floor lamp Nordic style, standing lamp traditional style</li> </ul>	Nos	2	Any				
21		Pocket Size Digital Alarm Clock 613D Clock Stopwatch Calendar Multifunctional Table Clock	<ul style="list-style-type: none"> <li>Brand-KK-613D Easy to Use Color - Black Durable Stopwatch, Alarm, Calendar Could be used in a Vehicle, Kitchen, Study, Office Size- 7.4*4.6*2.8cm Type- Digital 3 Button Control</li> </ul>	Nos	2	Any				



Sr.	Part No	Item Name/Size	Specification	A/U	Qty	Country of Origin	Warranty	Remarks	Bidder Compliance	
									Yes	No
22		Looking Mirror full length	<ul style="list-style-type: none"> <li>• 3ft by 6ft approx.</li> <li>• Full length looking mirror</li> <li>• Stand for mirror attached</li> </ul>	Nos	1	Any				
23		Minimalist Brass planters	<ul style="list-style-type: none"> <li>• Golden brass stand with white or black pot for artificial plants</li> <li>• 3 pieces' set Planters green and small fit to size</li> </ul>	set	1	Any				
24		5 in 1 Collapsible Reflector 150 by 220 cm	<ul style="list-style-type: none"> <li>• Gold color always warm up the picture</li> <li>• Silver color usually brightens up the picture</li> <li>• White color is used to bounce light into shadows.</li> <li>• Translucent: soften light, often used overhead</li> <li>• Its size is 150 x 220cm.</li> <li>• It is easy to fold and fit in case.</li> <li>• It has black case with high quality material and strong zipper.</li> </ul>	set	1	Any				

**Firm Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_

**Annex-B**

**Technical Specification**  
**NUTECH/SCM /Media Studio Eqpt 23-24 / TD-313**

**Fill in following essential Parameters: -**

1.	Validity of Offer:	_____	Days (Should not be less than 60 <b>days</b> )
2.	Delivery period:	_____	Days (After placement of order)
3.	Country of Origin:	_____	
4.	Warranty Period	_____	
<b><u>General</u></b>			
1.	GST Number:		(Enclose Copy)
2.	NTN / CNIC:		(if exempted, provide valid exemption certificate)

**Payment Terms (In continuation of IT Document clause 12)**

In FOR Cases
20% advance payment against BG/CDR/Pay Order/DD
Remaining 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 & CNIC:
OEM Email Id:	Firm Email Id:	Designation:

**Note: Business will be awarded on Package deal each LOT basis**

**Annex C**

**FINANCIAL OFFER**  
**NUTECH/SCM /Media Studio Eqpt 23-24 / TD-313**

Sr.	Part No	Item Name/Size	Specification	A/U	Qty	Unit Price PKR (Including Tax)	Total Price PKR (Including Tax)
<b>LOT A</b>							
1	ultra-flair-3	Flash drive (256 GB)	<ul style="list-style-type: none"> <li>SanDisk Ultra fair 256 GB USB 3.0</li> </ul>	Nos	5		
2		Hard Drives (2TB)	<ul style="list-style-type: none"> <li>Seagate Expansion 2TB External Hard Drive</li> </ul>	Nos	3		
3	U60787	PC speakers	<ul style="list-style-type: none"> <li>Audionic Octane U-30 2.0 Speakers</li> </ul>	Nos	5		
4		Table Desk mats	<ul style="list-style-type: none"> <li>Yellow / wine red (Diversity)</li> <li>Red/ Black (Diversity)</li> <li>RGB black</li> </ul>	Nos	4		
5	V860III	Godox V860III	<ul style="list-style-type: none"> <li>TTL Li-Ion Flash for Nikon</li> <li>Built-In X Wireless Radio System</li> <li>Recyclin4g 1.5 sec Full Power</li> <li>Guide Number: 197' at ISO 100</li> <li>Battery Gives 480 Full-Power Flashes</li> <li>Flash Coverage: 20-200mm</li> <li>Wireless Master/Slave TTL Functionality</li> </ul>	Nos	1		
6	V1-S	Godox Round Flash V1 Sony	<ul style="list-style-type: none"> <li>Compatible with Sony ADI / P-TTL</li> <li>Output: 76Ws</li> <li>Auto Zoom Control, Zoom Range: 28-105mm</li> <li>2.4 GHz Wireless X-System Transmitter</li> <li>Built-In LED Modeling Lamp</li> <li>Tilts -7 to 120°, Rotates 330°</li> <li>Round Flash Head Design</li> <li>Magnetic Light Modifier Attachment</li> <li>1.5 sec Recycle Time, HSS Support</li> <li>Removable, Rechargeable Li-Ion Battery</li> </ul>	Nos	1		

7		Drone wings	<ul style="list-style-type: none"> <li>DJI Mavic 2 Pro/Zoom/Enterprise Low-Noise Propellers (two Pair)</li> </ul>	set	2		
8		Mavic-II Drone bag	<ul style="list-style-type: none"> <li>Dji Mavic Hard-shell Bag</li> </ul>	Kit	01		
9		Zhiyun Micro USB to Micro USB	<ul style="list-style-type: none"> <li>Zhiyun Micro USB to Micro USB Original Cable for Gimbals &amp; Stabilizers</li> <li>Suitable for Zhiyun Crane gimbals.</li> <li>Support real-time camera charging.</li> <li>Fold-resistant wires with high toughness.</li> </ul>	Nos	1		
10		Sony FZ100 LCD Dual USB Battery Charger For Sony	<ul style="list-style-type: none"> <li>2CM Super Slim, LCD Dual USB charger, the supper slim LCD dual Micro USB camera battery charger.</li> <li>Charger, Smart charging LCD indicates when charging is completed and prevents battery from overcharging, of course you can also check the charging process from the LCD display.</li> <li>Efficient, both charge slot with 8.4V / 0.6A output, charge 2 batteries at the same time without any conflict because of the sufficient 5V / 2A input. Beneficial from the sufficient 5V / 2A input, rapid charge is available. Fully charged within 60 - 90 minutes, no worry about missing awesome photos and videos.</li> <li>Convenience, USB cable and Built-in USB Charging Cable, you can charge wherever there is a USB jack, just connect with your desktop, notebook or cellphone adapter.</li> <li>Package included? 1x slim charger, 1x ac cable</li> </ul>	Nos	1		
11		Sony FE 50mm Lens	<ul style="list-style-type: none"> <li>E-Mount Lens/Full-Frame Format</li> <li>Aperture Range: f/1.8 to f/22</li> <li>One Aspherical Element</li> <li>Double-Gauss Optical Design</li> <li>DC Autofocus Motor</li> <li>Seven-Blade Circular Diaphragm</li> <li>DESCRIPTION:</li> <li>A simple, bright, and lightweight normal prime, the FE 50mm f/1.8 from Sony is a versatile normal-length prime lens designed for full-frame E-mount mirrorless cameras. Its sleek design makes it well-suited for everyday shooting, while the fast f/1.8 maximum aperture benefits working in low-light conditions as well as offers increased control over depth of field for selective focus imagery.</li> </ul>	Nos	1		

			<p>The optical design incorporates one aspherical element to control spherical aberrations, and employs a double-gauss configuration in order to realize sharper, clearer image quality throughout the aperture range with reduced field curvature. Normal-length 50mm prime lens is designed for full-frame Sony E-mount mirrorless cameras, however, can also be used with APS-C models where it will provide a 75mm equivalent focal length.</p> <ul style="list-style-type: none"> <li>• Fast f/1.8 maximum aperture benefits working in difficult lighting conditions and also avails greater control over focus placement for working with shallow depth of field techniques.</li> <li>• One aspherical element is incorporated in the lens design to reduce astigmatism, field curvature, coma, and other monochromatic aberrations.</li> <li>• Double-gauss optical configuration helps to reduce field curvature and distortions for more consistent image quality from edge-to-edge.</li> <li>• DC actuator motor offers quick, quiet, and accurate autofocus performance to suit both stills and video applications.</li> <li>• Metal bayonet offers increased durability and a solid feel when mounting the lens.</li> <li>• Rounded seven-blade diaphragm contributes to a pleasing bokeh quality when employing selective focus techniques.</li> </ul>				
12		Sony NP-FZ100 Rechargeable Lithium-Ion Battery	<ul style="list-style-type: none"> <li>• SKU: HPFZ100</li> <li>• Original Sony NP-FZ100 Battery For Sony A9, A7III, A7RIII</li> </ul>	Nos	1		
13		DJI Mavic 2 Pro/Zoom Remote Controller	<ul style="list-style-type: none"> <li>• DJI Mavic 2 Pro/Zoom Remote Controller.</li> </ul>	Nos	1		
14		Camelion AA 2500 MAh Rechargeable Batteries (4 pack)	<ul style="list-style-type: none"> <li>• NI-MH</li> <li>• NH-AA1000AR</li> <li>• AA</li> <li>• 1.2V</li> </ul>	set	2		

			<ul style="list-style-type: none"> <li>• 18 g</li> <li>• 14.5 x 50.5 mm</li> <li>• 2500mAh</li> </ul>				
15		Camelion battery cell fast charger	<ul style="list-style-type: none"> <li>• Bc-0905</li> <li>• Independent Charging Channels</li> <li>• 6 Level Charge Protections</li> <li>• Trickle charge</li> <li>• Switch and match plugs</li> <li>• LED indicators</li> </ul>	Nos	1		
<b>LOT B</b>							
16		NUMEST (TSHIRT, HOODIE, CAP)	<ul style="list-style-type: none"> <li>• Shirts, hoodies , cap with NUMEST and Media Logo</li> </ul>	Set	9		
17		Sound Proofing Door	<ul style="list-style-type: none"> <li>• Window sound proofing <b>2ft x3ft</b></li> <li>• Door sound proofing <b>4ft x 8ft</b></li> </ul>		1		
<b>LOT C</b>							
18		STUDIO Backdrop (Chroma)	<ul style="list-style-type: none"> <li>• Design upon selection</li> <li>• Vinyl printing on backdrops with stand</li> <li>• 3 pieces</li> </ul>	Nos	3		
19		MUICIN - 9 in 1 Everyday Professional Makeup Kit	<ul style="list-style-type: none"> <li>• Eyeshadow</li> <li>• Highlighter</li> <li>• Blusher</li> <li>• Face cream bb</li> <li>• Lipgloss</li> <li>• Eyeliner</li> <li>• Concealer</li> <li>• Makeup sponge</li> </ul>	Nos	1		
19 (1)		Mac Studio Fix Powder Plus Foundation (Old Packaging )	<ul style="list-style-type: none"> <li>• Face powder</li> </ul>	Nos	3		
<b>LOT D</b>							
20		Standing Nordic Floor Lamp	<ul style="list-style-type: none"> <li>• Floor lamp Nordic style modern vertical light</li> <li>• Floor lamp Nordic style, standing lamp traditional style</li> </ul>	Nos	2		
21		Pocket Size Digital Alarm Clock 613D Clock	<ul style="list-style-type: none"> <li>• Brand-KK-613D Easy to Use Color - Black Durable Stopwatch, Alarm, Calendar Could be used in a Vehicle,</li> </ul>	Nos	2		

		Stopwatch Calendar Multifunctional Table Clock	Kitchen, Study, Office Size- 7.4*4.6*2.8cm Type- Digital 3 Button Control				
22		Looking Mirror full length	<ul style="list-style-type: none"> <li>• 3ft by 6ft approx.</li> <li>• Full length looking mirror</li> <li>• Stand for mirror attached</li> </ul>	Nos	1		
23		Minimalist Brass planters	<ul style="list-style-type: none"> <li>• Golden brass stand with white or black pot for artificial plants</li> <li>• 3 pieces' set Planters green and small fit to size</li> </ul>	set	1		
24		5 in 1 Collapsible Reflector 150 by 220 cm	<ul style="list-style-type: none"> <li>• Gold color always warm up the picture</li> <li>• Silver color usually brightens up the picture</li> <li>• White color is used to bounce light into shadows.</li> <li>• Translucent: soften light, often used overhead</li> <li>• Its size is 150 x 220cm.</li> <li>• It is easy to fold and fit in case.</li> <li>• It has black case with high quality material and strong zipper.</li> </ul>	set	1		

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- 2, 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.



**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:

**"SPECIMEN FOR BANK GUARANTEE AGAINST 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 been 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.

**"SELLER'S WARRANTY CERTIFICATE"****(To be provided on stamp paper)**

Contract No:

Dated:

Validity 01 **year** from the date of final acceptance of the Stores.

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.

1. 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.

2. The Warranty shall remain valid for a period of \_\_\_\_ years from the date of final acceptance of the Stores.

Signature & Stamp \_\_\_\_\_

Name & CNIC \_\_\_\_\_

Designation: \_\_\_\_\_

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

**\*\*Sellers warranty must be provided by the Seller (firm) on Rs 100 stamp paper along with bank guarantee/CDR/Pay Order without changing a word. BG with additional clauses will be rejected.**

**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		<b>Yes</b>	<b>No</b>
4	Offering specification of items as per IT		<b>Yes</b>	<b>No</b>
5	Quoted Currency as per IT		<b>Yes</b>	<b>No</b>
6	Accounting unit/Qty as per IT		<b>Yes</b>	<b>No</b>
7	Delivery Schedule as per IT		<b>Yes</b>	<b>No</b>
8	Country of origin of store			
9	Name of OEM:- _____			
10	Original Performa invoice (Mandatory)		<b>Yes</b>	<b>No</b>
11	Certified that there is no Deviation from IT conditions/ there is deviation from IT condition as per fol details		<b>Yes</b>	<b>No</b>
12	Blacklisting certificate.		<b>Yes</b>	<b>No</b>
13	Verifiable OEM Certificate		<b>Yes</b>	<b>No</b>
14	Warranty Period as per IT		<b>Yes</b>	<b>No</b>
15	ATPs provided		<b>Yes</b>	<b>No</b>

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

\_\_\_\_\_  
Signature of Firm Auth Signatory

