



TENDER DOCUMENTS

Procurement of Stationery & General Items

NUTECH / SCM /Stationery & General Items 2023 / TD-299

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE**National University of Technology (NUTECH)****NUTECH/SCM/ Stationery & General Items 2023/TD-299**

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 **05 May 2023**.
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 3000/- 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.	Stationery & General Items (TD-299)	1030 hrs on 19 May 2023	1100 hrs on 19 May 2023	20 Days

Deputy Director (Supply Chain Management)

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

Tel: 0092-51-5476768. Ext: 278

NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT
INVITATION TO TENDER

Tender submission time: 1100 hours, 19 May 2023

1. NUTECH desires to procure the list of item(s) / Store(s) 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 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 General Items.

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)
IJP 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 **1100 hours on 19 May 2023**. 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 over issued by respective Department of Commerce authority subject stores (in FOB cases).~~ ~~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. Manufacturer's relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
- f. Offer received later than appointed / fixed date and time.
- g. ~~Subject to restriction of export license.~~
- h. 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.~~

- i. 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% payment will be paid in advance if demanded by the firm against CDR/BG/PO/DD/BC through cross cheque or inland LC.
- c. 80 % payment will be paid after installation, commissioning of the store through cross cheque or 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 successful bidders from the date of commissioning acting as performance bond. BG 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 07 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.~~

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 loss 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.

1. **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. 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. 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.
- j. 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.
- k. **Stamp duty for Contract will be taken as per Section 22-A of Stamp Act 1899 Pakistan.**
- l. **Tender will be awarded on LOT basis.**

Deputy Director
Supply Chain Management Office

Annex-A**Technical Specifications****NUTECH/SCM/ Stationery & General Items 2023/TD-299****(LOT A)**

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.	Computer Paper A4 AA	80 Gm Double AA	Ream	Pakistan	1200				
2.	DO Paper Yellow (without Logo)	Without Logo	Ream	Pakistan	10				
3.	DO Paper Yelloow (With Logo)	With Logo	Ream	Pakistan	10				
4.	Thick White Paper		Ream	Pakistan	10				
5.	MOU DO Paper		Ream	Pakistan	4				
6.	Hard Paper A4	(Off White)	Pkt	Pakistan	10				
7.	Envelope Khaki Legal Size		Nos	Pakistan	3000				
8.	Envelope White Legal		Nos	Pakistan	1000				
9.	Envelope (Khaki) - SE-A4 Cloth	Cloth	Nos	Pakistan	500				
10.	Envelpoe Legal Size White	(NUTECH LOGO)	Nos	Pakistan	1000				
11.	Marker Piano for White Board (Green)	Green	Pkt	Pakistan	100				
12.	Marker Permanent Black		Pkt	Pakistan	30				

13.	Marker Permanent Blue		Pkt	Pakistan	27			
14.	Marker Permanent Red		Pkt	Pakistan	27			
15.	Marker Permanent Green		Pkt	Pakistan	27			
16.	Schenider	One Business 0.6mm Green, Red, Blue, Black	Pkt	Pakistan	100			
17.	Pencil Sharpner Dux		Doz	Pakistan	100			
18.	Uni Ball Point eye	(Green, Black)	Pkt	Pakistan	100			
19.	Ball Point	Red, Blue	Pkt	Pakistan	500			
20.	Eraeser	DG50	Nos	Pakistan	200			
21.	Zip File		Nos	Pakistan	200			
22.	Answer Sheet 6 Leaf	As per Sample	Nos	Pakistan	30000			
23.	Extra Anwer Sheet 1 Leaf	As per Sample	Nos	Pakistan	20000			
24.	Stamp Pad Ink		Btl	Pakistan	30			
25.	Separator Legal		Pkt	Pakistan	100			
26.	PVC Box Folder Large		Nos	Pakistan	1000			
27.	Board Duster		Nos	Pakistan	100			
28.	Post It Pad	Diff Colour Small, Medium, Large	Pkt	Pakistan	600			
29.	A4 High Gloss Binding Cover		Pkt	Pakistan	20			
30.	Double Side Tape 3m		Roll	Pakistan	200			

Technical Specifications**NUTECH/SCM/ Stationery & General Items 2023/TD-299****(LOT B)**

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.	Air Freshener	Aseil	300 ml Tin	Pakistan	400				
2.	Mop Drain Opener	Acid	1000 ml Bottle	Pakistan	500				
3.	Sweep Acid	Acid	Btl 500ml	Pakistan	500				
4.	Hand Wash Liquid	Safeguard	250 ml Bottle	Pakistan	150				
5.	Hand Wash – Liquid	Home Mate	4.75 Liter Bottle	Pakistan	100				
6.	Insect Killer	Mortein	400 ml Bottle	Pakistan	100				
7.	Dettol Multi Surface Cleaner Rose	Dettol	1000mlBottle	Pakistan	200				
8.	Garbage Bag for Dust Bins	Polythene (Diff Size)	Kg	Pakistan	1600				
9.	Diamond Foil Cling Film	Wrap 37.5 feet For food wrapping	Roll	Pakistan	20				
10.	Match Box (Set of 10)	Kite 1 x 10	Packet	Pakistan	30				
11.	Mop Dust Pujara	Small	Doz	Pakistan	25				
12.	Cell AAA		Doz	Pakistan	25				
13.	Cell AA		Doz	Pakistan	25				
14.	Tissue	Party Pack	Pkt (500pack)	Pakistan	50				
15.	Dish Wash Powder	VIM	Packet 500gm	Pakistan	600				

16.	Body Polish Towel for Vehs	Size 1x1	Nos	Pakistan	200			
17.	Rat Poison Block	Rat Killer Medicine	Pkt (1000 gm)	Pakistan	10			
18.	Washing Detergent	Surf Excel	1/2 kg pack	Pakistan	200			
19.	Air Freshener	Lavender	300 ml	Pakistan	300			
20.	Mospel	Mosquito Lotion	75ml Bottle	Pakistan	200			
21.	Air Freshener (Re-filling)	Airvike	Tin	Pakistan	150			
22.	Broom, Large	Flower	Doz	Pakistan	12			
23.	Toilet Brush	Medium (Round)	Nos	Pakistan	100			
24.	Hygine Paper		Pkt	Pakistan	1000			
25.	Glint Water		Btl	Pakistan	400			
26.	Gulla / Steel Ring for Broom		Doz	Pakistan	3			
27.	Scotch Brite	Foam Type	Nos	Pakistan	50			

Firm Name: _____
Signature: _____
Name: _____
Designation: _____

Annex B

TECHNICAL OFFER
NUTECH/SCM/ Stationery & General Items 2023/TD-299

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
50% advance payment against BG/CDR/Pay Order/DD/BC through cross cheque or inland LC
50% payment after delivery, installation / commissioning /user satisfaction certificate through cross cheque or inland LC
Or
100% payment may be considered on delivery of the store also through cross cheque or inland LC

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/ Stationery & General Items 2023/TD-299****(LOT A)**

Ser	Items	Description	A/U	Qty Req	Unit Price PKR (Including Tax)	Total Price PKR (Including Tax)
1.	Computer Paper A4 AA	80 Gm Double AA	Ream	1200		
2.	DO Paper Yellow (without Logo)	Without Logo	Ream	10		
3.	DO Paper Yelloow (With Logo)	With Logo	Ream	10		
4.	Thick White Paper		Ream	10		
5.	MOU DO Paper		Ream	4		
6.	Hard Paper A4	(Off White)	Pkt	10		
7.	Envelope Khaki Legal Size		Nos	3000		
8.	Envelope White Legal		Nos	1000		
9.	Envelope (Khaki) - SE-A4 Cloth	Cloth	Nos	500		
10.	Envelopoe Legal Size White	(NUTECH LOGO)	Nos	1000		
11.	Marker Piano for White Board (Green)	Green	Pkt	100		
12.	Marker Permanent Black		Pkt	30		
13.	Marker Permanent Blue		Pkt	27		
14.	Marker Permanent Red		Pkt	27		
15.	Marker Permanent Green		Pkt	27		

16.	Schenider	One Business 0.6mm Green, Red, Blue, Black	Pkt	100		
17.	Pencil Sharpner Dux		Doz	100		
18.	Uni Ball Point eye	(Green, Black)	Pkt	100		
19.	Ball Point	Red, Blue	Pkt	500		
20.	Eraeser	DG50	Nos	200		
21.	Zip File		Nos	200		
22.	Answer Sheet 6 Leaf	As per Sample	Nos	30000		
23.	Extra Anwer Sheet 1 Leaf	As per Sample	Nos	20000		
24.	Stamp Pad Ink		Btl	30		
25.	Separator Legal		Pkt	100		
26.	PVC Box Folder Large		Nos	1000		
27.	Board Duster		Nos	100		
28.	Post It Pad	Diff Colour Small, Medium, Large	Pkt	600		
29.	A4 High Gloss Binding Cover		Pkt	20		
30.	Double Side Tape 3m		Roll	200		

FINANCIAL OFFER**NUTECH/SCM/ Stationery & General Items 2023/TD-299****(LOT B)**

Ser	Item Name/Size	Description	A/U	Qty Req	Unit Price PKR (Including Tax)	Total Price PKR (Including Tax)
1.	Air Freshener	Aseil	300 ml Tin	400		
2.	Mop Drain Opener	Acid	1000 ml Bottle	500		
3.	Sweep Acid	Acid	Btl 500ml	500		
4.	Hand Wash Liquid	Safeguard	250 ml Bottle	150		
5.	Hand Wash – Liquid	Home Mate	4.75 Liter Bottle	100		
6.	Insect Killer	Mortein	400 ml Bottle	100		
7.	Dettol Multi Surface Cleaner Rose	Dettol	1000mlBottle	200		
8.	Garbage Bag for Dust Bins	Polythene (Diff Size)	Kg	1600		
9.	Diamond Foil Cling Film	Wrap 37.5 feet For food wrapping	Roll	20		
10.	Match Box (Set of 10)	Kite 1 x 10	Packet	30		
11.	Mop Dust Pujara	Small	Doz	25		
12.	Cell AAA		Doz	25		
13.	Cell AA		Doz	25		
14.	Tissue	Party Pack	Pkt (500pack)	50		
15.	Dish Wash Powder	VIM	Packet 500gm	600		

16.	Body Polish Towel for Vehs	Size 1x1	Nos	200		
17.	Rat Poison Block	Rat Killer Medicine	Pkt (1000 gm)	10		
18.	Washing Detergent	Surf Excel	1/2 kg pack	200		
19.	Air Freshener	Lavender	300 ml	300		
20.	Mospel	Mosquito Lotion	75ml Bottle	200		
21.	Air Freshener (Re-filling)	Airvike	Tin	150		
22.	Broom, Large	Flower	Doz	12		
23.	Toilet Brush	Medium (Round)	Nos	100		
24.	Hygine Paper		Pkt	1000		
25.	Glint Water		Btl	400		
26.	Gulla / Steel Ring for Broom		Doz	3		
27.	Scotch Brite	Foam Type	Nos	50		

Firm Name: _____
Signature: _____
Name: _____
Designation: _____

Tender No _____
Name of the Firm _____
Firm Address _____
Date _____
Telephone No _____
E-Mail _____

To,

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

Dear Sir

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

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

Yours Faithfully.

(Signature of Tenderer)

Designation

Date:

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

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:

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