

National Science & Technology Park (NSTP)

National University of Science & Technology (NUST)



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Tender Notice for Supply of Sanitation & Cleaning Items

Tender No. NSTP/24/01

Sealed bids (Single Stage Single Envelop procedure) are invited from reputed manufacturers/ firms / suppliers/Authorized dealers registered with federal tax authorities and who are an active taxpayer list of FBR for the supply of following items.

Sanitation / Cleaning Items	Tissue Roll, Hand Wash, Refill Air freshener, Harpic or equivalent, Phenyle or equivalent, Dettol or equivalent, Waste bin Bags, Sweep Acid, Washing Powder, Glint or equivalent, Dry Mop refills, Wet Mop refills, Tissue box.
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Detail specifications and all other terms and conditions can be collected in print form personally from NSTP reception on payment of Fee (non-refundable) of Rs.500. Sealed bids along earnest money should reach at or before 1500 hours on April 23, 2024. The proposals will be opened in the presence of available bidders at 1530 hours on the same day. NSTP reserves the right to accept or reject any or all bids without assigning any reason or suffering any liability thereof. No advance payment shall be made to any bidder.

Manager Allied Services & Support, NSTP, NUST, H-12, Islamabad Phone# 051-8866464,
Email: mgr.ss@nstp.pk

Signature of the Bidder: _____

Stamp of Bidder: _____

National Science & Technology Park (NSTP), NUST, H-12, Islamabad

TENDER DOCUMENTS

TENDER NOTICE: NSTP/24/01

Name of Firm	
Address of Firm & Contact No.	
Name of Focal Person	
Contact No. of Focal Person	
CNIC/NTN No.	
GST No.	
Tender applied for	
Pay Order / Demand Draft Amount	
Pay Order / Demand Draft No.	

Signature of the Bidder: _____

Stamp of Bidder: _____

Tender Serial No. NSTP/24/01

National Science & Technology Park (NSTP), NUST, H-12, Islamabad

BIDS SUBMISSION & OPENING DATE AND TIME

TENDER # NSTP/24/01

SUPPLY OF SANITATION & CLEANING ITEMS

Tender No.	Description/Specification	Last Date of Submission of Tender Documents	Date of Opening of Tender
NSTP/24/01	SUPPLY OF SANITATION & CLEANING ITEMS (As per Annexure-I)	1500 Hours on April 23, 2024	1530 Hours on April 23, 2024

Signature of the Bidder: _____

Stamp of Bidder: _____

National Science & Technology Park (NSTP), NUST, H-12, Islamabad

TERMS AND CONDITIONS

1. Qualification of the Vendor

The following Firms/Suppliers are eligible to apply and required to submit the following documents with their proposals.

1. Valid Registration Certificate with relevant tax Authority NTN/STRN etc.
2. Certificate of Active Taxpayer List
3. Full Address and Contact Numbers of the Office(s).
4. Relevant Experience of the bidder
5. Submit work orders of previous clients.
6. Affidavit on stamp paper mentioning that the Firms/Supplier that have never been blacklisted by any Government Agency or Authority.
7. Warranty / Guarantee Certificate

2. GENERAL

- i. Sealed Bids must be accompanied with bid security of Rs. 45,000/- in form of Demand Draft Pay Order in original in the name of NSTP, NUST.
- ii. Conditional/incomplete tenders will be not accepted.
- iii. Bidders are required to apply for all category of items.
- iv. Telephone/telexed/faxed/telegraphic/mailed quotations will not be entertained.
- v. Bids submitted without prescribed Earnest Money shall be liable for rejection at the time of tender opening. Earnest money shall be submitted along with tender. The cheque is not acceptable.
- vi. Bidders are required to include all applicable taxes in their prices/rates.
- vii. Loading, unloading and transportation of goods will be the supplier responsibility.
- viii. Items' rates and amount should be filled in in figures as well as in words and should be in accordance with the general directions given in tender documents. Overwriting and cutting will not be acceptable.
- ix. NSTP reserves the right to accept/reject any/all tenders/bids as per rules.
- x. NSTP also reserves the right to cancel PO/ Order in case of late deliveries.
- xi. Bidders are requested to bring sample of each item with them at the time of opening of tender.

3. METHOD OF PROCUREMENT

Bidding will be conducted through “**Open Competitive Bidding**” process and bidding is open to all eligible bidders that meet the minimum qualification criteria and required documents. It will be a “**Single Stage – One Envelope Bidding**” procedure.

4. SCOPE OF SUPPLY

The bidder shall supply items as per specifications given in the **attached Annexure-I**.

5. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

National Science & Technology Park (NSTP), NUST, H-12, Islamabad**6. EARNEST MONEY:**

The bidders shall furnish, as part of his bid, earnest money i.e. Rs. 45,000/- their offer in the form of demand draft/pay order in favor of **NSTP, NUST**. The earnest money shall be denominated in Pak rupees and shall be in the form Demand Draft / Pay Order issued by a Pakistani scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity or failed to fulfill the contract agreement / PO.

7. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned unopened to the bidder.

8. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

The NSTP reserves the right to reduce or increase the quantity, accept, or reject any/all tenders/ bids as per rules.

9. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

10. DELIVERY OF ITEMS

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from the NSTP. Delivery of items will be on monthly basis, i.e. the delivery of all items is divided over 12 x parts (for each month of the year) due to storage limitation, whereas the payments will be made on quarterly basis. In case of delay in supply within stipulated time, penalty will be imposed as per following schedule. The delivery of items will be made as per the table below after issuance of Purchase Order (without penalty) or as agreed.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	10-15 Days (In Stock)	10-15 Days (In Stock)
Penalty rate @ 0.10 % per day for 10 days, 0.20% per day for 20 days, 0.30% per day for 30 days and above.		

11. MODE OF PAYMENT

Payment will be made after complete delivery, Inspection, and acceptance of items subject to deduction of taxes as per Govt. law. Furthermore, payment will be made on quarterly basis after delivery of goods.

12. AWARD OF CONTRACT:

The contract will be awarded to lowest responsive bid keeping in mind the quality and specifications provided in the bidding document.

13. Taxes:

All Government Taxes i.e., Income Tax, GST, etc. will be deducted.

14. Bid Validity

All offers shall remain valid for 365 days from the date of opening of bids, until any further extension required by the NSTP.

15. Performance Guarantee

Successful bidder will be required to submit 10% Performance Guarantee to NSTP, out of which 5% will be

released on successful completion of 6 months delivery whereas remaining 5% will be released at the end of the contract period.

16. Extension of Agreement

Contract may be extended for another year subject to satisfactory performance of contract. Inflation may be adjusted by increase in prices (maximum 10%).

Signature of the Bidder: _____

Stamp of Bidder: _____

National Science & Technology Park (NSTP), NUST, H-12, Islamabad**Annexure - I****SPECIFICATIONS****PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:**

Name of Bidder: _____

Address: _____

Contact No.: _____

Tender No: NSTP/24/01**SUPPLY OF SANITATION & CLEANING ITEMS- tabulated as under:**

Sr.	Items	Quantity	Units	Price (PKR)	Amount in Words
1	2 ply Tissue Roll (Rose Petal or equivalent)	276	Ctn (100 pcs/ctn)		
2	Liquid Hand Wash	168	5000 ml bottle		
3	Auto Refill Air Freshener for Dispenser	360	bottle (300 ml)		
4	Harpic or equivalent	180	bottle (500 ml)		
5	Phenyle or equivalent	120	bottle (1500 ml)		
6	Dettol or equivalent	60	bottle (1000 ml)		
7	Waste bin Bags, Size (30 inch x 50 inch)	30	kg		
8	Waste bin Bags, Size (14 inch x 21 inch)	12	kg		
9	Sweep or equivalent	96	bottle (500 ml)		
10	Washing Powder sachet (100gm)	72	dzn		
11	Dry Mop refills	48	Pc (320 gm)		
12	Glint or equivalent	72	bottle (500 ml)		
13	Popup Tissue Box 2 ply (Rose Petal or equivalent)	12	Ctn (36 pcs/ctn)		
14	Wet Mop refills	48	Pc (700 gm)		
Total					

Signature of the Bidder: _____

Stamp of Bidder: _____

Note:

- If NSTP feels that items are not up to the specified standards in quality or specifications, the substandard material / equipment will be returned. Decision of replacement or deduction from bill will be determined by the NSTP as per requirement.
- In case of Replacement, the delivery must be made within a MAXIMUM of one week - time with no extra cost. If the delivery is not made in one week, the delivery will be rejected, and no excuse will be accepted, and deduction will be made from the bill.

Signature of the Bidder: _____

Stamp of Bidder: _____