



INVITATION TO BID
FOR PROCUREMENT AND PLACEMENT OF ALPHABETS OF BUILDING NAME AND LOGO
CENTER FOR EMERGING TECHNOLOGIES (CEMTECH)
NATIONAL SCIENCE & TECHNOLOGY PARK (NSTP)
NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY (NUST), H-12, Islamabad

1. CENTER FOR EMERGING TECHNOLOGIES (CEMTECH), National Science and Technology Park (NSTP), NUST, H12- Islamabad invites the bids from the eligible bidders for the supply and placement of, “Alphabets of building name and logo”.
2. The eligible bidders who are registered with PPRA for E-Procurement on “e-Pak Acquisition and Disposal system (e-PADS)”, having Income, Sales Tax registration and are in Active Taxpayers List may apply for bid through e-PADS.
3. The complete set of bidding documents containing description and detailed terms & conditions may be downloaded (free of cost) from PPRA’s e-PAD System and PPRA website and may be obtained hard file from CEMTECH reception on payment to Rs. 2,000/-.
4. Bidding shall be conducted through Single Stage Single Envelope Bidding Procedure. The contract will be awarded to the lowest bidder.
5. All e-bids must be submitted through PPRA e-PADS by 22-04-25 before 1500 hrs. (bid closing date and time). Bidders are required to submit bid security (3% of bid amount) in the shape of pay order/bank draft in favor of NSTP, NUST. E-Bids will be opened on the same day at 1530 hrs.
6. Bidders are requested to get registered on Public Procurement Regulatory Authority (PPRA) e-PADS to participate in the aforesaid bidding process. In case of any technical difficulty in registration or using e-PADS, the prospective bidders may contact PPRA’s technical team.
7. The Procuring Agency reserves the right to cancel the selection process and reject all Proposals, at any time prior to the award of the Contract, without thereby incurring any liability in this regard.

Manager Allied Services & Support
National Science & Technology Park (NSTP),
NUST, H-12, Islamabad
051-8866439

**CENTER FOR EMERGING TECHNOLOGIES
(CEMTECH)**

**National Science & Technology Park (NSTP), NUST
Islamabad**



**BIDDING DOCUMENTS FOR PROCUREMENT AND
PLACEMENT OF ALPHABETS OF BUILDING NAME &
LOGO**
**CEMTECH-NATIONAL SCIENCE & TECHNOLOGY
PARK, NUST, H-12, ISLAMABAD**

**CEMTECH-NSTP,
NUST, Islamabad
Ph. 051-8866439**

TENDER DOCUMENT**CENTER FOR EMERGING TECHNOLOGIES (CEMTECH)****NATIONAL SCIENCE & TECHNOLOGY PARK (NSTP)****NATIONAL UNIVERSITY OF SCIENCE & TECHNOLOGY (NUST), ISLAMABAD****BIDDING DOCUMENT FOR PROCUREMENT AND PLACEMENT OF ALPHABETS****OF BUILDING NAME AND LOGO****NATIONAL SCIENCE AND TECHNOLOGY PARK, NUST H-12 CAMPUS ISLAMABAD****TENDER NOTICE: CEMTECH/NSTP/25-01****Bidder Information**

*Below table is required to fill by bidder

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

Signature of the Bidder:

Stamp of Bidder:

TENDER DOCUMENT

CENER FOR EMERGING TECHNOLOGIES (CEMTECH)

NATIONAL SCIENCE & TECHNOLOGY PARK (NSTP)

NATIONAL UNIVERSITY OF SCIENCE & TECHNOLOGY (NUST), ISLAMABAD

**BIDDING DOCUMENT FOR PROCUREMENT AND PLACEMENT OF ALPHABETS
OF BUILDING NAME AND LOGO**

At NATIONAL SCIENCE AND TECHNOLOGY PARK, NUST H-12 CAMPUS ISLAMABAD

1- Bids are invited from reliable firms / suppliers having NTN & Sales Tax registration for **supply and placement of alphabets of building name and logo at NSTP, NUST H-12 Campus Islamabad**, as per detail available at **Annexure - B**.

2- **Single Stage-Single Envelops procedure**. Bids should be submitted through EPADS only.

3- **Bids and Attachments to be provided by Suppliers:**

- a. Bids prices item wise in local currency- PKR.
- b. **Comparison/Selection of Bids:** NSTP will select a most competitive bidder and have an option of cancel bids without any liability as per PPRA 33.
- c. Bid should be **valid** for at least **90 days** after the opening date of tender.
- d. **Attach Bid Security** (refundable), equal to **3% of total quoted value** with bid. The same amount i.e 3% (Bid Security) may be reflected in EPAD system when uploading the draft of bid. **Pay-order / bank draft** will be in favor of "NSTP, NUST". Original pay-order/bank draft should submit at time of bid opening.
- e. **Please ensure submission of documents** as per details provided in **Annex-A**. Annex-B deals with specification, sizes are mentioned in Annex-C, mockup designs are placed at Annex-D & E and quotation format is placed at Annex-F
- f. Bids may be submitted by a nominated representative of the firm. Nomination letter from company should be provided.
- g. Multiple firms operating under common owner/administration will submit only **one bid out** of any one of its registered/legal entities.

4- **Instructions for Suppliers (Be Noted Carefully):**

- a. **Bid(s) shall be rejected if** required detail of specifications are **not clearly quoted**.
- b. Bid(s) shall be rejected **if the rate(s) are unclear, incomplete, ambiguous or conditional**.
- c. **Penalty for delays:** 1% of total value of the Purchase Order / per week.
- d. **Performance Guarantee.** Selected firm(s) shall provide **10% PG** of the order over.
- e. **Right to purchase at Risk-and-Expense of Supplier**, if the selected supplier: (i) fails to complete the order, or (ii) delays to supply within the delivery time quoted or extended time given by Purchaser, or (iii) supplies **sub-standard** items, or (iv) supplies low quality items, then NSTP,NUST reserves the right to (v) purchase single, all or un-supplied quantity of item(s), by the supplier's at **Risk-and-Expense** therefore forfeit Earnest Money and resort to administrative actions, etc.

- f. **CEMTECH-NSTP reserves the right to (i)** change the required quantity while placing purchase order. **(ii)** reject any bid or procurement process. **(iii)** amend delivery time. (iv) Make clarifications during contract period etc. any time, as per rules.
- g. Representatives' of bidders are allowed to witness opening of tenders, without conferring any privilege.
- h. **Contract Agreement** shall be signed with successful bidder(s) as per NSTP, NUST policy and Provision of **Rs.100 stamp paper** shall be the provided by successful bidder which shall be delivered before issuance of Purchase Order by NSTP.
- i. **Late submission of bids** cannot be uploaded therefore upload bid with in stimulation period.
- j. Bidder should completed and successfully delivered at least at least 2 similar projects in last 3 years year.
- k. Information regarding subject item should not be communicated to un-authorized person(s).
- l. In case of dispute, **Director NSTP, NUST** shall be final and binding on both the parties.
- m. **Delivery Time** provision of items including shall not be more than **4 weeks** from the date of issuance of Purchase Order.
- n. An "Inspection Certificate" shall be signed by the CEMTECH-NSTP before initiating payment process and payment process will take 30 to 45 days after provision of all documents.
- o. The bid opening may be postponed due to unavoidable circumstances including public holiday, leave or official commitment of President/ Members Purchase Committee. CEMTECH-NSTP will inform all bidders well in time through e-mail & telephone.
- p. Selection/ evaluation of items shall be according to the Evaluation Criteria i.e., lowest competitive bid out of all vendors will be selected for award of contract/PO, as per PPRA.
- q. Payments will be made after deduction of Income Tax and part of Sales Tax by NSTP, NUST as per Govt rules. It is vendor's responsibility to be on Active Tax Payers list of FBR.
- r. The specifications provided in this tender document are the minimum requirements of CEMTECH-NSTP, NUST. The bidders must meet or exceed these specifications to meet the actual requirements of this tender. However, in such cases, additionally proposed or alternate specifications should clearly be highlighted to enable CEMTECH-NSTP, NUST to clearly ascertain the impact of modified specifications.

5-Pre-bid Clarifications/Technical Queries: Firms are advised to email Mr. Usman Mahmood Manager Allied Services & Support (mgr.ss@nstp.pk) for any clarification/technical queries.

6- Quotation should be submitted in the format placed at Annexure-F

8- Only registered suppliers who are on Active Tax Payer list (ATL) of FBR are eligible to submit their bids, and attach a copy of their "Tax Payer Status".

9- All ebids must be submitted through EPADS, and without e-PADS will not be accepted/entertained. The electronic bids, must be submitted by using EPADS by **22 April 2025 before 1500 hrs** (bid closing date and time). **Hard copies of Proposal as asked be deposited to NSTP, MUST before opening on the same day.** Electronic Bids will be opened on the same day at **15:30 hrs** in the presence of Purchase Committee Members and available representatives of firms.

Director NSTP
(M. Emmad Ahson)

Annexure - A**INSTALLATION OF BUILDING NAME ALPHABETS AT CEMTECH-NSTP, NUST H-12 ISLAMABAD****Qualification Criteria**

Below mentioned qualification criteria must be supported with documents and these documents must be attached/uploaded on ePADS while bidding.

Company Name: _____

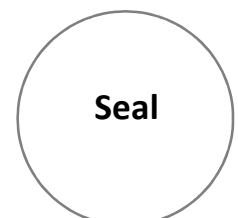
Address: _____

Contact No.: _____

SR. #	PARAMETERS	Check list
1	Company/Firm/Sole proprietor Registration	
2	NTN and GST Registration	
3	Affidavit on stamp paper that Company/Firm/Sole proprietor is not black listed	
4	Submission of bid security in form of Bank Draft/ Pay Order in favour of NSTP-NUST	
5	At least two previous purchase order/ work order for execution of same project in last 3 years	

Signature with date: _____

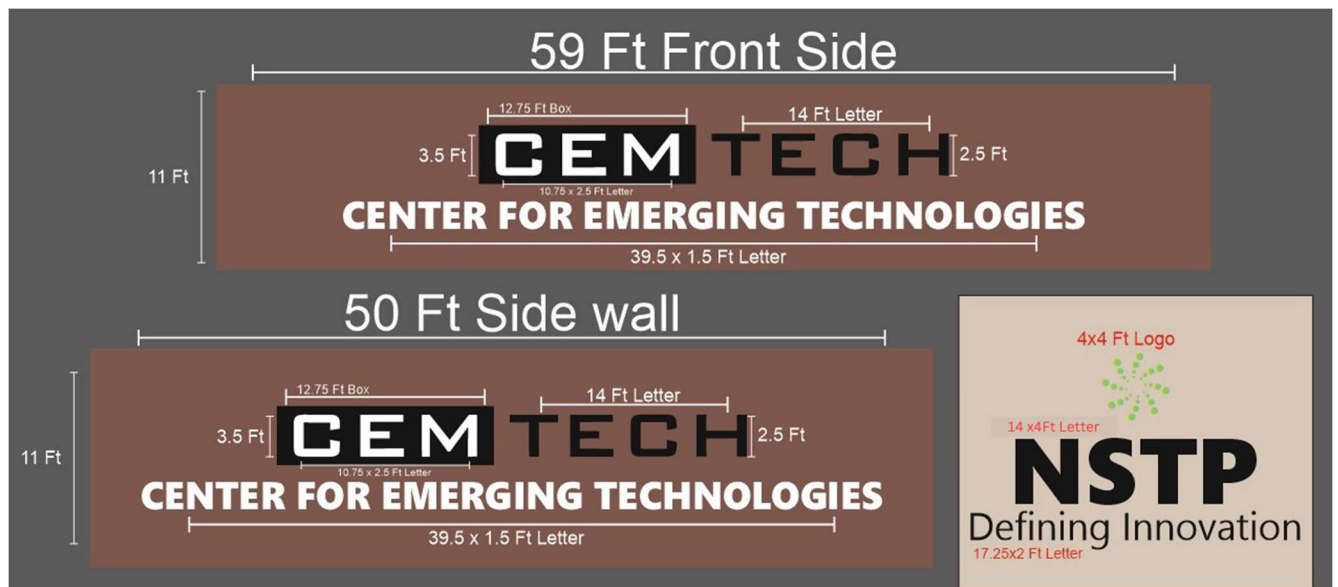
Name: _____



Annexure – B**SPECIFICATION OF INSTALLATION OF BUILDING NAME ALPHABETS AT CEMTECH-NSTP, NUST H-12 ISLAMABAD**

Sr. No.	Alphabet Letters	Location	Placemen t Height	Size of letter	Material	Colour	Font
1	CEM TECH	Front Side-facing Ravi Road	68ft almost	Annexure-C	18 gauge metal sheet, Powder Coating	White: hex #FFFFFF	Bank Gothic Md BT
1.1	Matel frame with Plate behind letter CEM	Front Side-facing Ravi Road	68ft almost	Annexure-C	ACP Aluminum Sheet with frame	Black: hex #000000	-
2	CENTER FOR EMENRGING TECHNOLOGIES	Front Side-facing Ravi Road	68ft almost	Annexure-C	18 gauge metal sheet, Powder Coating	White: hex #FFFFFF	Century Gothic
3	CEM TECH	Side wall-facing Khyber Road	68ft almost	Annexure-C	18 gauge metal sheet, Powder Coating	White: hex #FFFFFF	Bank Gothic Md BT
3.1	Plate behind letter CEM	Front Side-facing Ravi Road	68ft almost	Annexure-C	ACP Aluminum Sheet with frame	Black: hex #000000	-
4	CENTER FOR EMENRGING TECHNOLOGIES	Side wall-facing Khyber Road	68ft almost	Annexure-C	18 gauge metal sheet, Powder Coating	White: hex #FFFFFF	Century Gothic
5	NSTP	Side wall-facing Khyber Road	68ft almost	Annexure-C	18 gauge metal sheet, Powder Coating	Black: HEX #000000	Segoe UI Black
6	Logo- Circles	Side wall-facing Khyber Road	68ft almost	Annexure-C	18 gauge metal sheet, Powder Coating	Green color: HEX#90C74B	-
7	Defining Innovation	Side wall-facing Khyber Road	68ft almost	Annexure-C	18 gauge metal sheet, Powder Coating	Black: HEX #000000	Segoe UI Regular

SIZES FOR NAME ALPHABETS AT CEMTECH-NSTP, NUST H-12 ISLAMABAD



Thickness:

Thickness of letters and logo (Except CEM and ACP plate): 2 inch

Thickness of letters: CEM: 1 inch

Thickness of frame with ACP plate: 1inch

*Above image only for size (nothing to do with color scheme and font style)

Annexure – D

FRONT SIDE - FACING RAVI ROAD



Front Elevation

SIDE WALL- FACING PARKING AND KHYBER ROAD



QUOTATION FOR INSTALLATION OF BUILDING NAME ALPHABETS AT CEMTECH-NSTP, NUST H-12 ISLAMABAD**Name of Bidder:** _____**Address:** _____**Contact No.:** _____

Sr. No.	Alphabet Letters	Location	Material	Price	GST	Price with GST
1	CEM TECH	Front Side-facing Ravi Road	18 gauge metal sheet, Powder Coating			
1.1	Plate behind CEM	Front Side-facing Ravi Road	ACP Aluminum Sheet with frame			
2	CENTER FOR EMENRGING TECHNOLOGIES	Front Side-facing Ravi Road	18 gauge metal sheet, Powder Coating			
3	CEM TECH	Side wall-facing Khyber Road	18 gauge metal sheet, Powder Coating			
3.1	Plate behind CEM	Front Side-facing Ravi Road	ACP Aluminum Sheet with frame			
4	CENTER FOR EMENRGING TECHNOLOGIES	Side wall-facing Khyber Road	18 gauge metal sheet, Powder Coating			
5	NSTP	Side wall-facing Khyber Road	18 gauge metal sheet, Powder Coating			
6	Logo- Circles	Side wall-facing Khyber Road	18 gauge metal sheet, Powder Coating			
7	Defining Innovation	Side wall-facing Khyber Road	18 gauge metal sheet, Powder Coating			
Total Price						

Signature with date: _____**Name:** _____

THANK YOU