

**National Defence University**  
**Sector E-9 Islamabad**  
[www.ndu.edu.pk](http://www.ndu.edu.pk)

**TENDER NOTICE**

**Dated 16 - 09 - 2024**

National Defence University (NDU) Islamabad invites sealed tenders from registered firms/ contractors having active taxpayer status of Income Tax and GST with sound financial position and experience in relevant following items:-

Ser	Specifications	Description	Quantity
1.	Toner / Toner NPG-50	Purchase of Spare Parts of Photocopier Machines Sharp AR-452U, MX-464N, MX-M5050N, Canon IR-2545 and Ricoh MP-2001	As per Requirement
2.	Drum / Drum Unit 50/51		As per Requirement
3.	Developer / Developer Assy		As per Requirement
4.	Cleaning Blade		As per Requirement
5.	Heater Roller Upper & Lower		As per Requirement
6.	Heater Cleaning Web		As per Requirement
7.	Heater Activator		As per Requirement
8.	Feeding & Pickup Roller		As per Requirement
9.	Fixing Assembly		As per Requirement
10.	Heater Bearing Set Low Roller		As per Requirement
11.	Charging Unit		As per Requirement
12.	Laser Motor Unit		As per Requirement
13.	Hopper Unit		As per Requirement
14.	Pickup Assembly Tray 01 & 02		As per Requirement
15.	Separation Pad (ADF)		As per Requirement
16.	Pickup Roller Unit (ADF)		As per Requirement
17.	Pick Up Roller, Feed Roller & Separation Roller		As per Requirement
18.	Colour/ Black & White Photocopier Machine		As per Requirement
19.	Multimedia Projector	-	As per Requirement
20.	Multimedia Lamp	-	As per Requirement
21.	Power Mixer	-	As per Requirement
22.	Mic & Mic Connector Male / Female	-	As per Requirement
23.	Fax Film Roll	Fax Machine Panasonic KX-983	As per Requirement
24.	HD Video Camera	-	As per Requirement
25.	HDD 20 TB	-	As per Requirement

- The bidders will also append bank draft/Pay-Order equivalent to **2% of their offer** in favour of National Defence University Islamabad as earnest money.
- Amount quoted should be inclusive of GST and all government taxes.
- Bids are required to be quoted for **original spare parts only**.
- **Approved bidder will be bound to deliver items at quoted rates of original spare parts within 24x hrs of the order throughout the FY 2024-25.**
- Liquidation damages of 2% will be subject to actual price of deliverable till max of 2x weeks will be charged to suppliers in case of late delivery.
- Bid documents shall be accepted in the office of undersigned by a board of officers (Committee) latest by **04 Oct 2024 till 1000 hours. Tender will be opened on 04 Oct 2024 at 1100 hours** in the presence of authorized representatives of firms who choose to attend.
- The University reserves the right to increase/ decrease the quantity and to accept/ reject the tender(s) without justifying the grounds. The University shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds. The decision of the University on all matters relating to this tender shall be binding and final. [Ref: PPRa Rule # 33(1)].
- If Items found substandard or if not provided in time, the university (NDU) reserves the right to cancel the contract.
- Delivery and packing will be the responsibility of suppliers to NDU.
- Suppliers shall be registered with Govt of Pakistan and the Income Tax Return of the firm shall also be enclosed, the copies of income Tax Return for last 2x years.
- The contract shall be signed for one year and can further be extended on mutual consent.

**GSO – 2 (Media)**  
**Ph: 051-9260651-2**