



**TENDER DOCUMENT**  
**NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST)**  
**PROCUREMENT OF GLASS WATER BOTTLES**  
**NUST H-12 CAMPUS ISLAMABAD**

Tender No: 0972/A104/NUST/LP

Date: 16 Apr 2026

1. Bids are invited from reliable OEM / suppliers having NTN & Sales Tax registration for **PROCUREMENT OF GLASS WATER BOTTLES, NUST H-12 CAMPUS ISLAMABAD** as per details available at Annex-A.
2. **Submission of Bids.** Single Stage-Single Envelope procedure through EPADS.
3. **Eligibility Criteria:** The bidder must be:
  - a. Registered with FBR for sales tax/ income tax.
  - b. Be active on tax payer list
  - c. Never Black listed; Affidavit on stamp paper.
  - d. Not under any litigation; Affidavit on stamp paper.
4. **Bid and Attachments to be provided by Suppliers:**
  - a. Bid prices for complete systems duly totaled up in local currency- PKR, All inclusive.
  - b. **Comparison/Selection of Bids:** Comparison will done Lot-Wise. NUST has the right to cancel bids without any liability as per PPRA Rule no 33.
  - c. Bid must be **valid** for at least **90 days** after the opening date of Financial Bid. However, quoted rates will hold good for One Year at least.
  - d. **Bid Security** Exact equal to **5% of total quoted value** with bid. **Please disregard the amount reflected on EPADS which is just a codal formality.** The same amount i.e 5% (Bid Security) will be reflected in EPAD system when uploading the draft record of bid. **Pay-order / bank draft** will be in favor of "**NUST, Islamabad**" to be handed over at the time of bid opening.
  - e. Bidder to ensure submission of documents as per details provided in **Annex-B**.
  - f. Multiple firms operating under common owner/administration will submit only **one bid** from any one of its registered/legal entities.
  - g. **Last 3 x month utility bills**, duly paid, of the firm's office/accommodation.
5. **Instructions for Suppliers (Be Noted Carefully):**
  - a. Incomplete bid in any aspect will be rejected.
  - b. Bid(s) may be rejected **if the rate(s) are unclear, incomplete, ambiguous, conditional or not totaled.**
  - c. **Penalty for delays:** To be decided by P&LP Dte in view of prevalent factors.
  - d. **Performance Guarantee for Warranty Period.** Selected firm(s) shall provide **5% PG** of the PO amount.
  - 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 NUST reserves the right to (v) purchase single, all or non-supplied quantity of item(s), by the suppliers at **Risk-and-Expense** therefore forfeit Earnest Money and resort to Legal action under relevant rules.

- f. **NUST reserves the right to (i)** change/delete the required quantity while placing purchase order or add related item in repeat 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 Form of Contract (**Annex-C**) 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 P&LP Dte.
- i. **Late submission of bids** cannot be uploaded therefore upload bid with in the given time period.
- j. Information regarding subject item should not be communicated to un-authorized person(s).
- k. In case of dispute, **decision of Pro-Rector (P&R)**, NUST shall be final and binding on both the parties. Firms will to ensure that the “End of Sale” and “End-of-Life” (EOL) are not being quoted / provided.
- l. **Delivery Time:** Delivery schedule to be agreed with the successful bidder.
- m. Bid openings may be postponed due to unavoidable circumstances, including public holidays, leave, or official commitments of the President or members of the Purchase Committee. In such cases, the bid opening will be rescheduled to the next working day.
- n. Selection/ evaluation of items shall be according to the Evaluation Criteria (**Annex D**).
- o. **Payment** will be made after deduction of Income Tax and part of Sales Tax by NUST, as per Govt rules. It is vendor’s responsibility to be on Active Tax Payers list of FBR.
- p. The specifications provided in this tender document are the minimum requirements of NUST, and will not be compromised. However, in such cases, additionally proposed or alternate specifications should clearly be highlighted to enable NUST to clearly ascertain the impact of modified specifications.

6. **Pre-bid Clarifications/Technical Queries:** Firms are advised to email P&LP Dte ([ddproc@nust.edu.pk](mailto:ddproc@nust.edu.pk)) for any clarification/technical queries.

7. **Pre-bid Meeting:** A Pre-Bid meeting will be held at 1100 hrs on **05 May 2026** for any clarification/technical queries representatives in **P&LP Directorate Conference Room, Near NT Park, NUST H-12 Campus, Islamabad.**

8. Technical and Financial Quotations should be submitted in the following format: -

a. **Format for Technical Quotation**

S. No	Nomenclature	Technical Specifications (Material / Grade/ Leakage Proof/ Packaging Standard etc)	A/U	Qty

b. **Format for Financial Quotation**

S. No.	Nomenclature	A/U	Qty	Unit Price	Unit Price with All Applicable Taxes	Total Price with All Applicable Taxes

9. **Selection / Evaluation Criteria:** Comprehensive Bid Evaluation Criteria is provided in the tender document as **Annexure-D**. Both the bids i.e., Technical and Financial carry equal marks. Final selection

will be made by calculating the average marks so obtained by each bidder. Any Firms scoring more than or equal to 70% aggregated marks will qualify. Contract will be awarded to the bidder offering the Most Advantageous bid.

10. **Bid Opening:** The e-bids must be submitted through E-PADS by **13 May 2026 (Wednesday) before 1100 hrs**. Electronic Bids will be opened on the same day at 1130 hrs in the presence of Local Purchase Committee (LPC) and firm representatives in **P&LP Directorate Conference Room, Near NT Park, NUST H-12 Campus, Islamabad**. Bidders are also required to submit a duly compiled hard copy of bid to P&LP Dte at the time of bid opening **which will be in addition to the mandatory requirement of bid uploaded on E-PADS.**



A/Director P&LP

**(Muhammad Maalik)**

(Telephone: 051-90851649)

PROCUREMENT OF GLASS WATER BOTTLES, NUST H-12 CAMPUS ISLAMABAD**BILL OF QUANTITIES (BOQ)****Lot I - Refill Model (One-Time Procurement of Glass Bottles + Recurring Refill Service)**

*Under this Lot, NUST shall procure glass bottles as a one-time capital expenditure. Thereafter, the bottles shall be collected, washed, refilled, and resealed by the vendor on a two-week rotational cycle, with a maximum turnaround time of two (02) days from collection to redelivery at the designated point of use.*

S.No.	Item Description	Specification	Unit	Quantity
<b>(a) One-Time Procurement of Glass Bottles</b>				
1	Glass water bottle 320ml - 330 ml	Food-grade clear glass; leak-proof cap; suitable for repeated washing & refilling  Delivery to NUST, H-12, Islamabad	No.	4650
2	Glass water bottle - 500 ml	Food-grade clear glass; leak-proof cap; suitable for repeated washing & refilling  Delivery to NUST, H-12, Islamabad	No.	300
3	Glass water bottle - 1 L	Food-grade clear glass; leak-proof cap; suitable for meeting-table use & repeated refilling  Delivery to NUST, H-12, Islamabad	No.	250
<b>(b) Recurring Refill Service (as required)</b>				
4	Refill service 320ml - 330 ml	Collection, washing, refilling with potable water, delivery to NUST, H-12, Islamabad	Refill	93000
5	Refill service - 500 ml bottle	Collection, washing, refilling with potable water, delivery to NUST, H-12, Islamabad	Refill	6000
6	Refill service – 1 L bottle	Collection, washing, refilling with potable water, delivery to NUST, H-12, Islamabad	Refill	5400

*Note: Bidders shall quote separate rates for one-time supply of bottles (Items 1–3) and for per-refill services (Items 4–6). The contract period for refill services shall be one (01) year, extendable on mutually agreed terms and conditions.*

## Technical Specifications (Lot I)

All glass bottles supplied under Lot I shall conform to the following minimum specifications:

- **Material:** Food-grade glass, free from lead, cadmium, and other heavy-metal contaminants.
- **Finish:** Smooth interior surface suitable for industrial washing and repeated refilling.
- **Closure:** Tamper-evident sealed, Leak-proof & corrosion-resistant cap.
- **Washing & Sanitisation:** Bottles to be washed in industrial-grade equipment using food-safe detergent before each refill.
- **Refill water quality:** Potable water conforming to PSQCA / Pakistan Standards for drinking water; vendor to submit periodic water-quality test reports.
- **Packaging / return:** Delivery and return in returnable plastic crates or cartons with protective separators to minimise breakage during handling.

## Lot II - Supply Model (Pre-Filled Glass Bottles, No Refill)

*Under this Lot, the vendor shall supply pre-filled and sealed glass water bottles on a recurring basis as required. The quantity shall be equivalent to the full annual consumption for a period of one (01) year.*

S.No.	Item Description	Specification	Unit	Annual Quantity
1	Pre-filled glass water bottle 320 ml - 330 ml	Food-grade glass; sealed cap; filled with potable water conforming to PSQCA standards  Delivery to NUST, H-12, Islamabad	No.	93000
2	Pre-filled glass water bottle - 500 ml	Food-grade glass; sealed cap; filled with potable water conforming to PSQCA standards  Delivery to NUST, H-12, Islamabad	No.	6000
3	Pre-filled glass water bottle - 1 L	Food-grade clear glass; sealed cap; filled with potable water conforming to PSQCA standards  Delivery to NUST, H-12, Islamabad	No.	5400
	<b>Total bottles per annum</b>		<b>No.</b>	<b>104,400</b>

**Note:** Delivery shall be effected on a notice of 2-3 days. Bidders shall quote a per-bottle rate inclusive of delivery, packaging, and all applicable taxes.

## Technical Specifications (Lot II)

All glass bottles supplied under Lot II shall conform to the following minimum specifications:

- **Material:** Food-grade glass, free from lead, cadmium, and other heavy-metal contaminants.
- **Closure:** Tamper-evident sealed, Leak-proof & corrosion-resistant cap.
- **Water quality:** Potable water conforming to PSQCA / Pakistan Standards for packaged drinking water.
- **Filling:** Hygienic filling under controlled conditions in compliance with applicable food-safety standards.
- **Packaging:** Delivered in cartons with protective separators to minimise breakage during handling.

**Notes (Applicable to Both Lots)**

- (1) For Lot I (Refill Model) and Lot II (Supply Model), the most economical Lot can be determined on the basis of tendered rates.
- (2) All rates shall be quoted by bidders inclusive of applicable taxes, duties, delivery, and packaging.

(ATTACHMENT ON EPADS)

Ensure that you have provided the following documents, labelled and referred correctly. Please highlight the relevant information in the attached document.

S/No.	Required Documents (ONE COPY ONLY)	Attached? <input type="checkbox"/> / <input type="checkbox"/>	Placed At
1.	NTN certificate	<input type="checkbox"/>	
2.	Sales Tax certificate	<input type="checkbox"/>	
3.	GST Deposit record	<input type="checkbox"/>	
4.	No Blacklisting & No litigation Affidavit	<input type="checkbox"/>	
5.	OEM Authorization Certificate	<input type="checkbox"/>	
6.	Literature of each quoted equipment	<input type="checkbox"/>	
7.	Firm's Registration Certificates Since foundation till date	<input type="checkbox"/>	
8.	Bid Security (Not less than 5% of the quoted value of quotation)	<input type="checkbox"/>	
9.	Document showing similar equipment/work supplied/completed in last 2 years <b>(Only Last 3 works / POs)</b>	<input type="checkbox"/>	
10.	Financial Position Record (Bank Statement) – Last 1 Year	<input type="checkbox"/>	
11.	Resume of technical manpower (on company's payroll), posted in Islamabad/Rawalpindi office: Relevant to the project only <b>(One Page)</b>	<input type="checkbox"/>	
12.	Resumes of technical manpower (on company's payroll), dedicated for this project: Relevant to the project only <b>(Please mention)</b>	<input type="checkbox"/>	
13.	Bid is valid for at least <b>90 days</b>	<input type="checkbox"/>	X
14.	Each Lot is quoted separately	<input type="checkbox"/>	
15.	End-of-Life (EoL) and End-of-Sale (EoS equipment NOT QUOTEQ)	<input type="checkbox"/>	
16.	Prices is quoted in Pak Rupees PKR	<input type="checkbox"/>	
17.	Delivery Time as per bidding document	<input type="checkbox"/>	
18.	The equipment is quoted with Warranty as per BQQ	<input type="checkbox"/>	
19.	Make, Origin and Manufacturer is as indicated in the quotation in Bid	<input type="checkbox"/>	
20.	Compliance Sheet Signed and Stamped by owner/representative.	<input type="checkbox"/>	
21.	Firm must possess a registered PTCL number under its name	<input type="checkbox"/>	
22.	<b>Last 3 x month utility bills</b> , duly paid, of the office accommodation of the company/firm.		

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

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



Form of Contract

This Contract Agreement No: \_\_\_\_\_ is made on \_\_\_ Apr 2026.

**Purchaser:**

National University of Sciences and Technology (NUST), H-12, Islamabad, through its A/Director P&LP Directorate, hereinafter referred to as the “**Purchaser**”, which expression shall include its successors and permitted assigns.

**Supplier:**

M/s \_\_\_\_\_, through its authorized representative Mr. \_\_\_\_\_, hereinafter referred to as the “**Supplier**”, which expression shall include its successors and permitted assigns.

WHEREAS the Purchaser invited tenders for the PROCUREMENT OF GLASS WATER BOTTLES, NUST H-12 CAMPUS ISLAMABAD;

AND WHEREAS the Supplier’s bid for PROCUREMENT OF GLASS WATER BOTTLES, NUST H-12 CAMPUS ISLAMABAD was accepted at a total Contract Value of PKR \_\_\_\_\_/- (inclusive of all applicable taxes);

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below: -
  - a) This form of Contract;
  - b) the Form of Bid and the Price Schedule submitted by the Bidder;
  - c) the Schedule of Requirements;
  - d) the Technical Specifications;
  - e) the Special Conditions of Contract;
  - f) the General Conditions of the Contract;
  - g) the Procuring Agency’s Letter of Acceptance; and
  - h) [add here: any other documents]
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

**PURCHASER (1st Party)**

**SUPPLIER (2nd Party)**

Signature: \_\_\_\_\_  
Name: Muhammad Maalik  
Designation: A/Director P&LP Directorate  
Organization: National University of  
Sciences and Technology (NUST), H-12,  
Islamabad

Signature & Thumb Impression: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell: \_\_\_\_\_

**WITNESS 1**

**WITNESS 2**

Signature \_\_\_\_\_  
& Thumb Impression:  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

*(Witness to the signatures of the Purchaser)*

*(Witness to the signatures of the Supplier)*

**TECHNICAL / EVALUATION CRITERIA**

<b>S/No.</b>	<b>Evaluation Parameters</b>	<b>Marks</b>	<b>Remarks</b>
1.	Confirmation to specs	40	
2.	Capacity of Firm i.e., Plant + Staff	30	
3.	Relevant Past Experience	10	
4.	Financial Statement of last one year	10	
6.	Quality Certification, if any	5	
7.	Clarity & cohesiveness of bid document	5	
	<b>Total Marks</b>	<b>100</b>	
	<b>Qualifying Marks</b>	<b>70</b>	