



NUMS
NATIONAL UNIVERSITY
OF MEDICAL SCIENCES

TENDER DOCUMENTS

(Single Stage Two Envelope)

Tender for Procurement of Services for IRF Project

Location: -National University of Medical Sciences, Rawalpindi	MS file: - MS/ORIC/2026/32
Project Detail: Tender for Procurement of Services for IRF Project (Annex-A)	

1. **Introduction:** National University of Medical Sciences (NUMS), invites tenders/bids for the Procurement of Services for IRF Project as per attached **Annex-A**, accordingly of PPRA's <**Single Stage-Two Envelope**> bidding procedure as described and summarized in accordance with procedures, terms and conditions prescribed of tender documents. Sealed bids, prepared in accordance with instructions of the bidding documents must reach on or before due date & time mentioned below **whereas documents sent through Email or Fax shall not be accepted as Telephonic/faxed/telegraphic quotations will not be entertained.**
2. **Language:** As determined by NUMS, the working language of this tender is **English**. Other languages will not be accepted.
3. **Qualifying Conditions:** The main criteria for admission to the tender are as follows: -
 - a. Certificate of Registration including NTN, GST (having active status), and certificate of incorporation / company registration.
 - b. Company maintained bank account; NUMS will make all payments through crossed cheque.
 - c. **Bid Security @ 2%** of the total amount in the shape of CDR/ Demand draft or Pay order in favor of "National University of Medical Sciences", (**NTN # 9010197-0**), shall be submitted with bids. No other form of bid security shall be accepted.
4. **Tender Basis: -**
 - a. All Bidding documents must be completed in full. Otherwise the proposal / bid will be rejected / disqualified.
 - a. All applicants will receive identical documents. No applicant should add, provide any option, omit or change any item, term or condition in original papers.

- b. Each applicant should take one bid only. Bid shall be made in writing calculated in **PKR only** and clearly stated on the appropriate forms.
 - c. The price schedule must include all information requested, including origin of materials, quality specifications (warranty period) and GST etc.
5. **Scope of Services:** Tender for Procurement of Services required for IRF Research Project as per PPRA **Single Stage Two Envelope procedure** basis related to; PCR, DNA extractions services and equipment/items.
- o The bidder shall provide the required services of the specifications mention as given in **Annex A**.
 - o The bidder will responsible for quality, readability and analysis for the period specified from the date of delivery till completion of said Services and as per end user requirement.
6. **In-eligibility of Applicants:** Applicants cannot apply if they: -
- a. Blacklisted by PPRA or any other Government organization / agency
 - b. Are not registered companies with Tax & other government departments.
 - c. Have been convicted for an offence concerning professional conduct.
 - d. Have been guilty of grave professional misconduct.
 - e. Have not fulfilled obligations related to payment of taxes.
 - f. Are guilty of serious misinterpretation/misrepresentations.
 - g. Late deposit of tender documents.
7. **Bid Delivery:** All tenders must be delivered (though post / courier / by hand) in standard format to **NUMS** address in a sealed envelope. The last date for submission of bids is **21st May 2026 (Thursday) before 1030 hours**. The envelope should be clearly marked with precise reference of the tender invitation to which it is a response and must reach NUMS by/before the due date and time mentioned above.
8. **Bid Opening:** The bids will be opened on **21st May 2026 (Thursday) at 1030 hours** in presence of Tenders Opening & Evaluation Committee and participating vendors at **ATR Building, Adiyala road, Adjacent to Army Public School & College for girls, Humayun Road, Near Kacheri Chowk, Rawalpindi**. Only legitimate / authorized representatives of firm will be allowed to attend. Representative should be fully aware of the details of their firm's Proposals, its technical specifications and deviations, if any. They must be fully authorized to take decision on the spot on behalf of their company/firm.
9. **Bid Evaluation:** The Tenders Evaluation Committee will scrutinize and evaluate the proposals. The Tender Committee will check the tenders to ensure that they contain no

amendment(s) to the terms and conditions or any other calculation errors with prices and costs. The Committee may finalize one or more suppliers / firms according to rates and specifications.

10. Payments: Payment will be released to selected vendor only after successful delivery of all services/ materials as per NUMS requirement. In this regard, **a work satisfactory report from end user is mandatory to submit with the payment invoices.** No advance payment / mobilization amount will be released to the vendor. Payment will be released through crossed cheque only on the name of vendor / firm after delivery of complete materials/services within 25-30 days and as per NUMS satisfaction, submission of necessary Bills, invoices, Delivery Challan etc

11. Specific Terms & Conditions:

- a. Bidders shall provide to the Procuring Agency evidences of their eligibility, proof of compliance with necessary legal requirements to carry out Purchase / Service Order effectively within given timelines, specifications, terms and conditions etc. The bidders must submit affidavit regarding Non-Black Listing/ Bankruptcy (confirming that bidder is not Blacklisted by any Government/Semi Government Organization nor any banking institution) along with their offer, failing which their offer will be rejected.
- b. All pages of the bidding documents are mandatory to be signed, stamped meaning thereby bidder agrees to our terms and conditions, mentioned herein, failing which the bid may be liable to rejection.
- c. Only authorized representative of the firm will be allowed to attend tender meeting. They must be fully authorized to take decision on the spot on behalf of the firm / company.
- d. Delivery of substandard items/materials/services will not be accepted at all and no payment shall be made to the vendor on account of substandard/rejected Services/items. All services required should be quoted as per given specifications in the tender documents. In case of any query, vendors/firms can contact the NUMS Procurement Directorate before submission of bids/ Proposals. Bids not complying with the given technical specifications/ mathematical errors / clerical mistakes will be considered as rejected.
- e. Serial-wise rates (separately) of services/materials should be quoted **inclusive of all applicable gov't taxes.**
- f. Proposals other than NUMS' approved specifications each services/materials will not be accepted and will be treated as cancelled.
- g. All demanded Services/materials has to be provided as one consignment on due date and time. No piecemeal supply shall be accepted

- h. An extension in delivery period will only be considered if the vendor submits a valid justification, supported by documentary evidences, to substantiate the reason for delay
- i. Most advantageous bids will be given due consideration for selection of vendor.
- j. **Call deposit @ 2%** of the total bid value (refundable) in shape of DD/Pay Order/CDR (cross cheque/ cash will not be accepted) in the name of “National University of Medical Sciences” (NTN # 9010197-0) to be attached with bids; otherwise bids will be treated as cancelled for further review. Bid Security will be returned to un-successful bidder after selection of vendor(s). Bid Security less than or below 2% will not be accepted.
- k. Call deposit of selected bidder(s) will be released after job completion/supply of all items and as per **NUMS** satisfaction.
- l. **Penalty @1-10% per day on the value of undelivered services** will be imposed after due date of Purchase Order (PO).
- m. **Quoted prices must be valid for a period of 120 days** from the date of opening of tenders.
- n. The supplier / vendor shall at all times indemnify the procuring agency against the claims which may be made in respect of the goods or services for infringement of any legal right protected by patent, registration of design or trade mark and shall take all risks of accident of damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for sufficiency of all the means used by him for fulfillment of supply / contract; provided always that in event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the procuring agency, it shall notify the supplier of the same and the supplier shall be at liberty at his / her own expense to conduct negotiations for settlements of any litigation that may arise there from.
- o. Quality of services/goods as per required specifications have to be met in true letter and spirit.
- p. Any bids received after the prescribed date & time for submission of bids shall be returned un-opened to the bidder.
- q. No cutting/corrections or interpolation will be allowed in the tender.
- r. Bidder must mention the **country of origin** of quoted products.
- s. The University shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders (if any) that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the PPRA Rules.
- t. The decision of NUMS authorities will be final and binding to all. NUMS reserve the

right to vary the quantity services without change in unit price for the required services or other terms and conditions and to accept or reject any / all / part of submitted offer / proposal as per PPRA Rules. The University may offer for re-bidding in case the proposal does not satisfy its professional requirements.

12. Disqualification: Proposals are liable to be rejected if: -

- i. Earnest money is not attached with the Proposal.
- ii. Proposals are found conditional or incomplete in any respect.
- iii. Received later than due date and time.
- iv. Taxes and allied charges are NOT indicated separately.
- v. Any deviation from the General Instructions.
- vi. Multiple rates are quoted against one item / service.
- vii. If validity of Proposal is not quoted as required section.

(Signature of Vendor)



Tender for Procurement of Services for IRF Project

S#	Items/Services Specs	<u>Qty</u>	Price	Total Price with GST
a	DNA extraction from Blood	100 samples		
b	PCR for Salmonella STY01	100 samples		
c	PCR for ceftriaxone resistance (CTX)	100 samples		
d	Primers for STY01 and CTX	100 samples		
e	Agarose gel electrophoresis	100 samples		
f	Master mix for real time PCR	100 samples		
Grand Total				

CHECK LIST FOR TERMS AND CONDITIONS

Annex -C

S. No	Terms & Conditions as per Bidding Document	Attached (Yes/No)	Page No.	Remarks
1.	Status of Bidder: Manufacturer or Authorized agent of the Manufacturer Whether Public Undertaking, Public Ltd., Private Ltd. Company or Proprietary Firm			
2.	Original Technical Catalogue of the quoted model			
3.	Certificate for sole ownership / partnership / Certificate of Incorporation			
4.	One-page statement of turnover per year for last three successive years duly certified by concerned bank manager (Minimum Annual Turnover should be Rs. (Two hundred millions)			
5.	Rate of individual item must be quoted with all taxes according to format mentioned in the Bidding Document			
6.	Affidavit to the effect that the bidder is not blacklisted by any Govt. agency or have no pending case either civil or criminal against them.			
7.	Bid Security amount deposited is enclosed or not. If yes, please mention the details.			
8.	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.			
9.	Compliance Statement with relation to the terms & conditions as mentioned in the document.			
10.	Duly attested copy of sales tax registration certificate.			
11.	Soft copy (Excel or Word format only)of technical bids has been submitted or not.			

If above-mentioned details are not mentioned and required documents are not attached at appropriate places, the offer of the bidder(s) shall be summarily rejected. Hence, bidder(s) devised to go through the bidding document carefully and be prepared with all the required documents to avoid rejection of offer.