



TENDER DOCUMENT

(single stage two envelopes procedure)

File: **MS/Proc/2026/38**

Tender for Procurement of Electric Bikes/Motorcycles for NUMS

1. **Introduction & Scope:** National University of Medical Sciences (NUMS) Rawalpindi invites sealed bids for procurement of Electric Bikes/Motorcycles for NUMS (**attached as Annex-A,**) as described and summarized in accordance with procedures, conditions and contract terms prescribed in the tender documents. Bids shall be received as per “**single stage two envelope procedure**”. Both envelopes should be sealed and marked as “Technical Proposals” & “Financial Proposals” separately and inserted in single envelop. After scrutinizing technical proposals, the tenders’ evaluation committee will decide date and time for opening of Financial Proposals.

Last date for submission of bids is **2nd June 2026 (Tuesday) till 0930 hours**. Bids will be opened publically on same day at/after 1000 hrs by the Tender Opening & Evaluation Committee in presence of all participating bidders or their authorized representatives (who may choose to be present) in “**ATR Building, Adiyala road, Adjacent to Army Public School & College for girls, Humayun Road, Near Kacheri Chowk, Rawalpindi**” Sealed bids, prepared in accordance with instructions to Bidders (ITBs) of the bidding documents, should reach on/ before the due date & time mentioned above whereas documents sent through email or fax shall not be accepted.

NUMS reserves the right to modify/change the quantity of vehicles/automobiles in accordance with PPRA rules without any change in unit price or other terms and conditions. Furthermore, NUMS reserves the right to accept or reject any, all, or part of the submitted offers/ proposals as per decision of Purchase committee and PPRA rules.

2. **Scope of work:** The procuring agency intends to procure Electric Bikes/Motorcycles as per specifications outlined in **Annex- A** through a single-stage, two-envelope PPRA bidding procedure. The selected vendor will be responsible for:

- i. Supply the required Vehicles/automobiles in accordance with the provided specifications.

- ii. Operationalizing the vehicles/Electric Bikes to ensure full functionality within the timeframe specified by the procuring agency and training of the staff where required / asked by end user.

3. **Language:** Language of this tender is **English**. Other languages will not be accepted.

4. **Qualifying Conditions:** The main criteria for admission to tender are as follows: -

- a. The Invitation to Bids is open to all suppliers/dealers i.e. association of firms/companies/sole proprietor/ Joint Ventures, registered with relevant registration authorities and tax departments (Income Tax, PPRA, Sales Tax, certificate of Incorporation/ Company registration etc). Government-owned enterprises may participate only if they are duly / legally authorized in this regard by the respective/relevant competent forum/authority.
- b. In case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution of Contract in accordance with the terms and conditions of the Contract. They shall nominate a Lead Member, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of contract. The appointment of lead member in the Joint Venture, Consortium, or Association shall be confirmed by submission of a valid JV or Consortium agreement to the Procuring Agency.
- c. Company must have a valid maintained Bank Account as NUMS will make all payments through crossed cheque.
- d. **Bid security @1%** of the total bidding cost in the shape of CDR/DD or Pay order should be submitted with bids. No other form of Bid Security will be accepted. The bid security of successful bidder will be retained (Until completion of the assignment)

5. **Tender Basis: -**

- a. All Bidding documents must be completed in full otherwise the application/bid will be disqualified/rejected.
- b. All applicants will receive identical documents and no applicant should add, omit, or change any item, serial number, options, terms or conditions.
- c. Each applicant should take one bid only. No bidder can be a sub-contractor while submitting a bid individually or as a member of a joint venture in the same bidding process. A bidder, if acting in the capacity of sub-contractor in any bid, shall not submit bid for the same.

- d. The firm must have the requisite technical and professional expertise and resources for supply of all the required vehicles.
- e. The price schedule must include all information requested, including origin, model etc of the items. More experience in said field will be given preference.

6. **Payments:** Payment shall be made upon satisfactory delivery of all vehicles, invoices, delivery challan, deduction of all due taxes and other necessary documents as per NUMS demand, policies, procedures and End User satisfaction. In this regard, a complete Work Satisfactory Report from end user side is a mandatory term.

No advance payment / mobilization amount will be released to the selected vendor / contractor. If a vendor fails to deliver the required vehicles within due date, his work / supply order will be considered canceled OR **the concerned vendor, if asked, has to submit a Bank Guarantee of equal amount of work / purchase order till supply and installation of said vehicles /automobiles.**

7. **Requirement of essential documents:** Documents which are mandatory to be submitted with the Technical Proposal by concerned bidders are given below;

- a) Manufacturer Authorization / Authority Letter
- b) Original Equipment Manufacturer;(OEM) Certificate -----(at bid submission time)
- c) Certificate of Origin ----- (at bid submission time)
- d) Quality assurance/ ISO certification (whichever is applicable)- (bid submission time)
- e) Goods Declaration(GD) Certificate (along with customer receipt) ---- (at contract)
- f) Warrantee/insurance Guarantee Certificates -----(both manufacturer & supplier)
- g) Performance Guarantee (10%) --- (at contract time)
- h) After sales service certificate (on company letterhead) ----- (at contract time)
- i) Guarantee for availability of essential spares/parts etc -----(at contract time)

Non availability of these documents will lead to rejection of the technical bid. After selection, it will mandatory to get these documents verified from concerned quarters as and when asked by the procuring agency

In-eligibility of Applicants: Applicants cannot apply if they: -

- a. Are not registered companies with Tax & other government departments.
- b. Have been convicted for an offence concerning professional conduct.
- c. Have been guilty of grave professional misconduct.
- d. Have not fulfilled obligations related to payment of taxes.
- e. Are guilty of serious misinterpretation/misrepresentations.
- f. Have not submitted bid/performance security with the bidding documents.
- g. Late deposit of tender documents.
- h. Disclosing of sensitive information to unauthorized parties.
- i. Conditional bid(s) will not be accepted in any case.
- j. Non-compliance with applicable laws/regulations essential throughout the tendering process.
- k. Having no experience / very less experience in supply of required vehicles.
- l. Non availability of technical staff with the company for delivering of required vehicles.
- m. Weak back up services.

8. **Bid Delivery:** All tenders will be delivered (though post/courier/by hands) in standard format to NUMS address in a sealed envelope. The envelope will be clearly marked with a precise reference of the *Invitation to Bid notice* as a response. NUMS will not be responsible for postal delay and any cost or expense incurred by Bidders in connection to/with preparation or delivery of bids. Documents sent through Email/ Fax etc shall not be entertained/accepted.

9. **Bid Opening:** Bids shall be publically opened on ***2nd June 2026, (Tuesday) till/after 1000 hours*** at following place/address in presence of all participating bidders or their authorized representatives, who may choose to be present/witness at **“NUMS ATR Building, Adiyala road, Adjacent to Army Public School & College for girls, Humayun Road, Near Kacheri Chowk, Rawalpindi”**. Only legitimate and authorized representatives of the bidder will be allowed to attend. Representative should be fully aware of the details of their firm’s Proposals, technical specifications of vehicles and deviations, (if any). They must be fully authorized to take decision on the spot on behalf of their firm.

10. **Bid Evaluation:** 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 in terms of prices, costs, taxes etc. The Committee may finalize one or more suppliers/vendors/contractors according to the quoted prices and specifications. **The Tender Evaluation Committee is fully authorized**

to ask for demo/presentation of vehicles or may ask to present a sample of hardcopy (if deemed necessary).

11. **Cost of Bidding:** Bidders shall bear all costs associated with preparation and submission of bids and the Procuring Agency will in no case be responsible and liable for those costs, regardless of the conduct or outcome of the bidding process.

12. **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 work order effectively within given timelines and as per required specifications, terms and conditions etc.
- b. Bidder's quotations must be properly tagged, all pages must be numbered and sequenced according to the table of contents.
- c. 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.
- d. Delivery of substandard vehicles will not be accepted at all and no payment shall be made to the vendor on account of substandard/rejected goods. All vehicles 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. Items wise rates (separately) quoted should be inclusive of all applicable gov't taxes. Bids will be opened on same day of closing Tender.
- f. Demanded vehicles quoted other than NUMS's approved specifications (as provided with tender documents) will not be accepted and bid quotations will be treated as rejected.
- g. Most advantageous bids will be given due consideration for selection of final vendor.
- h. Payment will be released within 30-45 days through crossed cheque on the name of supplier/ vendor after delivery of goods as per NUMS/End User's satisfaction and submission of invoices, and other necessary documents, completed in all respect.
- i. **The successful bidders, (upon selection), must complete the supply of non-imported (locally available) vehicles within 4 weeks and imported items within a maximum of 12 weeks from the issuance of final supply order.**
- j. **All demanded material has to be supplied as one consignment on due date and time.**

No piecemeal supply will be accepted

- k. 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.
- l. **Call deposit / bid security @1%** of total bid value in shape of CDR, DD / PO (cross cheque / cash will not be acceptable) in the name of “National University of Medical Sciences” to be attached with bidding documents; otherwise, bid/proposal will be treated as cancelled for further review. Call deposit less than 2% shall not be accepted
- m. Call Deposit of un-successful bidder will be returned within 10-15 working days from the date of opening of tenders whereas Call deposit of successful bidder will be released after job/work order completion and as per satisfaction of NUMS authorities.
- n. **Penalty @1%** per day on the value of undelivered / Late supply of vehicles will be imposed after agreed upon due date of job completion (Total time for job completion will be given not more than ten (10) days – including closed holidays.
- o. NUMS will hold the payment till the vehicles supplied meet the given specifications / end user’s satisfaction.
- p. **Quoted prices must be valid for a period of 60 days** from the date of opening of tenders. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ’s / Quotations / bids, if any. Withdrawal or any modification of the original offer within the validity period shall entitle NUMS to forfeit the earnest money in favor of the NUMS and put a ban on such vendor participation in any future procurement.
- q. All bidders must ensure that all the documents are typed, signed where necessary, and include the company's official letterhead. Additionally, ensure that the documents are properly organized and labeled for easy reference.
- r. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the procuring Agency/government, will be blacklisted and debarred.
- s. The selected vendor/supplier shall ascertain that no proprietary and confidential information received by the supplier from the procuring agency shall be disclosed to unauthorized or third party unless the supplier receives a written permission from the procuring agency to do so.
- t. The decision of NUMS competent authorities (CA) will be final and binding on all.
- u. If unresolved, the dispute shall be referred to arbitration under the Arbitration Act, 1940, and the decision of the arbitrator(s) shall be binding on both parties.
- v. Any dispute arising from this procurement shall be resolved amicably through mutual

consultation. In case of any unresolved dispute only court of jurisdiction at Rawalpindi shall have the jurisdiction to decide the matter.

- w. NUMS reserve the right to accept/reject any quotation without assigning any reason, or **increase/decrease/delete** the item and amend **quantities as given in tender documents**.
- x. Financial Proposals/quotations shall include price list of all vehicles.
- y. The supplier shall at all times **indemnify** the procuring agency against the claims which may be made in respect of the vehicles for **damages** of any 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 the sufficiency of all the means used by him for the fulfillment of the 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. Quality of the automobiles and all other miscellaneous required specifications have to be met in true letter and spirit.

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

- a) Earnest money is not attached with the Proposal.
- b) Proposals are found conditional or incomplete in any respect.
- c) Received later than due date and time.
- d) Taxes and allied charges are NOT indicated separately.
- e) Any deviation from the General Instructions.
- f) Multiple rates are quoted against one item / work.

If validity of Proposal is not quoted as required.

(Signature of Vendor)

Detailed Technical Specifications – Electric Scooter**(Quantity = 3)****1. General Specifications**

Sr. No	Description	Specification
1	Brand	YADEA/ Jolta/ Equivalent
2	Model	Any latest model
3	Vehicle Type	Electric Scooter / E-Bike
4	Country of Origin	Local or Imported
5	Seating Capacity	Minimum 02 Persons
6	Usage	Urban/Institutional/Commercial Transportation
7	Maximum Load Capacity	Minimum 150 Kg
8	Chassis Material	High Strength Cold Rolled Steel Frame
9	Suspension Type	Front Telescopic & Rear Dual Shock Absorbers
10	Wheel Size	16 Inch Alloy Wheels
11	Tire Type	Tubeless Anti-Skid Tires

2. Electrical & Motor Specifications

Sr. No	Description	Specification
1	Motor Type	Brushless Hub Motor
2	Rated Motor Power	Minimum 1200W
3	Peak Motor Power	Minimum 2300W – 2400W
4	Motor Efficiency	Minimum 90%
5	Maximum Torque	Minimum 85 – 120 Nm
6	Drive Type	Rear Hub Motor Drive
7	Waterproof Rating	Minimum IP57
8	Climbing Ability	Minimum 12–15 Degrees

3. Battery Specifications

Sr. No	Description	Specification
1	Battery Type	Lithium Battery
2	Battery Capacity	60V 32Ah or 72V 26Ah
3	Battery Protection	Overcharge, Short Circuit & Over-Discharge Protection
4	Battery Removal	Removable Portable Battery
5	Battery Charging	On-board & External Charging Facility
6	Charging Time	Maximum 5–6 Hours
7	Battery Life	Long-Life Deep Cycle Battery
8	Battery Weight	Approx. 11–13 Kg

4. Performance Specifications

Sr. No	Description	Specification
1	Maximum Speed	Minimum ≥ 90 Km/h
2	Driving Range	Minimum 80–100 Km per Charge
3	Energy Consumption	Approx. 27–32 Wh/Km
4	Acceleration	Smooth Electronic Acceleration

5	Noise Level	Low Noise Electric Operation
6	Emissions	Zero Emission Vehicle

5. Brake & Safety Specifications

Sr. No	Description	Specification
1	Front Brake	Hydraulic Disc Brake
2	Rear Brake	Hydraulic Disc Brake
3	Brake Disc Size	Minimum 220 mm
4	Lighting System	Full LED Headlights & Tail Lights
5	Anti-Theft System	Smart Alarm & Immobilizer
6	Parking Mode	Electronic Parking Mode
7	Side Stand Safety	Required
8	Reflectors	Front & Rear Reflectors Required

6. Digital & Smart Features

Sr. No	Description	Specification
1	Display Type	7-Inch LCD / LED Digital Dashboard
2	Dashboard Features	Speedometer, Battery Status, Range, Odometer
3	Brightness Control	Automatic Brightness Adjustment
4	USB Charging Port	Required
5	Riding Modes	ECO & SPORT Modes
6	Smart Key / Remote	Required
7	Battery Monitoring	Intelligent Battery Monitoring System

7. Physical Dimensions

Sr. No	Description	Specification
1	Overall Length	Approx. 1810 mm
2	Overall Width	Approx. 700 mm
3	Overall Height	Approx. 1095–1150 mm
4	Ground Clearance	Minimum 120 mm
5	Wheel Base	Approx. 1270 mm

6	Net Weight	Approx. 75–88 Kg
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8. Standard Accessories

Sr. No	Description	Specification
1	Portable Charger	Included
2	Tool Kit	Included
3	User Manual	Included
4	Side Mirrors	Included
5	Remote Key	Included
6	USB Charging Port	Included
7	Storage Compartment	Included
8	Rear Foot Rest	Included

9. Warranty Requirements

Sr. No	Description	Specification
1	Vehicle Warranty	Minimum 01 Year
2	Motor Warranty	Minimum 01 Year
3	Battery Warranty	Minimum 01–02 Years
4	After Sales Support	Authorized Local Service Support Required
5	Spare Parts Availability	Mandatory

10. Compliance Requirements

- The offered electric scooter shall be brand new and unused.
- Vehicle must comply with applicable Pakistan road safety standards.
- Availability of spare parts and service support in Pakistan is mandatory.
- Supplier shall provide brochures, technical literature, and warranty certificates with bid submission.
- Delivery shall include charger, toolkit, and operating manuals.
- Bidder shall clearly mention battery type, charging cycle life, and energy efficiency.



CHECK LIST FOR TERMS AND CONDITIONS

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 must 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 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.