



TENDER DOCUMENT
NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST),
ISLAMABAD

Procurement of General Furniture & Allied Items for NSHS FY-2025-26 NUST H-12
Campus Islamabad

1. Bids are invited from reliable experienced, and financially sound manufacturer/supplier of furniture having NTN & Sales Tax registration for **“Procurement of General Furniture & Allied Items for NSHS FY-2025-26 NUST H-12 Campus Islamabad”**. Complete specifications and required quantity have been mentioned and attached as per **Annex-A**.
2. **Submission of Quotation: Single stage, Single envelope procedure.** Bid be submitted through EPADS.
3. **Eligibility Criteria:** To be eligible, the bidder must be:
 - a. Registered with FBR for sales tax as well as income tax.
 - b. Be active on tax payer list.
 - c. Registered with SECP as Furniture Manufacturer
 - d. Never Black listed. Undertaking on Stamp Paper.
 - e. Not under any litigation. Undertaking on Stamp Paper.
 - f. Technical Proposal must confirm to specs attached herewith **Annex-F**.
4. **Bids and Attachments to be provided by Suppliers:**
 - a. Bids prices for Furniture (Item wise) to be quoted in local currency- PKR, All inclusive.
 - b. **Comparison/Selection of Bids:** NUST will have the option to make selection as under:-
 - i. Item wise or Total wise (Lot wise).
 - ii. As per samples provided by vendor or NUST.
 - iii. Cancel the bids without any liability as per PPRA rule 33.
 - c. Bid Price should be **valid** for at least **90 days** after the opening date of tender.
 - d. **Minimum warranty period – 1 Year. During warranty period, firm will provide the repair& Maintenance coverage and replacement of items without any additional cost.**
 - e. **Attach Bid Security** (refundable), exact equal to **3% of total quoted value** with bid. **Please disregard the amount reflected on EPADS which is just a codal formality.** The same amount i.e 3% (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”**.
 - f. **Please Submit:** Documents as per details provided in **Annex-B**
 - g. **Submit “Undertaking by Company”** on the form attached as **Annex-C**.
 - h. Bids may be submitted by a nominated representative of the firm.
 - i. Multiple firms operating under common owner/administration will submit only **one bid out** of any one of its registered/legal entities.
 - j. Bidding Documents processing fee must be provided physically in original at the time of technical bid opening in the shape of Pay Order / Bank Draft of **Rs. 5,000/-**(non-refundable) in favor of **NUST SGI Account, NUST H-12 Islamabad.**
 - k. Last 3x months utility bills, duly Paid, of the office accommodation of the company / firm.
 - l. All potential vendors can Inspect samples at P&LP Dte. Inspection Certificate is required to be filled by supplier/bidder as per form attached at **Annex-D**.
5. **Instructions for Suppliers (Be Noted Carefully):**
 - a. Incomplete bid in any aspect will be rejected.
 - b. Bid(s) shall 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,
- f. **NUST 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 Form of Contract (**Annex-E**) 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 stimulation 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** including Installation and commissioning time shall not be more than **4-6 weeks** from the date of issuance of Purchase Order.
- m. The bid opening may be postponed due to unavoidable circumstances including public holiday, leave or official commitment of President/ Members Purchase Committee. P&LP Directorate shall inform all bidders well in time through e-mail & telephone.
- n. Payments 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.
- o. The specifications provided in this tender document are the minimum requirements of NUST. The bidders must meet or exceed these specifications to meet the actual requirements of this project. 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. Technical and Financial Quotations should be submitted in the following format: -

a. **Technical Quotation:**

S. No	Description	Technical Specifications	A/U	Qty	Remarks (if any)

b. **Financial Quotation:**

S. No.	Item	Qty	Unit Price	Unit Price with GST	Total Price (Incl with GST)	Remarks (if any)

7. **Procurement Contract:** In line with terms and conditions laid-down in this document and Provision under PPRA Rules (2004), as amended, the Procurement will be awarded to the bidder with the Most Advantageous bid, as per following marking:

Most Advantageous Bid. 60% of marks obtained in Technical + 40% of the marks obtained in Financial bids.




8. All e-bids 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 June 2026 before 11:00 hrs** (bid closing date and time). **Hard copies of Proposal as asked be deposited to P&LP Dte (Procurement Section) before opening on the same day.** Electronic Bids will be opened on the same day at (bid opening time at least 30 minutes after bid closing time at **1130 hrs** in the presence of Local Purchase Committee (LPC) Members and available representatives of firms.



A/Director P&LP
(Muhammad Maalik)
(Telephone: 051-90851649)

Case No. 0972/A104/NUST/LP dated 4 Jun 2026

Procurement of General Furniture & Allied Items for NSHS FY-2025-26 NUST H-12
Campus Islamabad

Ser.	Equipment	A/U	Qty	Unit Rate with all Taxes Rs.	Total Rate with all Taxes Rs.	Picture
1	Visitor Chair (As per picture & sample)	Nos	20			
2	Green Notice Board (Size 3'x4') (As per picture & sample)	Nos	5			
3	Computer Table/Desk (3'x4') (As per picture & sample)	Nos	10			
4	Student Chair with Desk (As per picture & sample)	Nos	15			

Procurement of General Furniture & Allied Items for NSHS FY-2025-26 NUST H-12
Campus Islamabad

(ATTACHMENT ON EPADS)

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

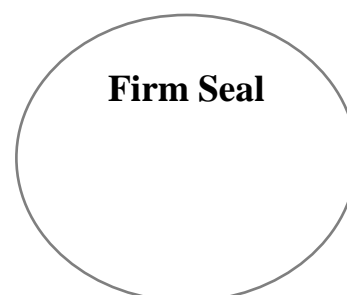
S/No.	Required Documents (ONE COPY ONLY)	Attached? ☑/ ☒	Placed At
1	NTN certificate equivalent	<input type="checkbox"/>	
2	Sales Tax certificate	<input type="checkbox"/>	
3	GST Deposit record	<input type="checkbox"/>	
4	Literature of each quoted equipment	<input type="checkbox"/>	
5	Firm's Registration Certificates Since foundation till date	<input type="checkbox"/>	
6	Bid Security(No less than 3% of the quoted value)	<input type="checkbox"/>	
7	Document showing similar equipment/work supplied/completed in last 2 years (Only Last 3 works / POs)	<input type="checkbox"/>	
8	Details, if Black-listed, warned, etc	<input type="checkbox"/>	
9	Financial Position Record (Bank Statement)	<input type="checkbox"/>	
10	Resume of technical manpower (on company's payroll), posted in Islamabad/Rawalpindi office: Relevant to the project only (One Page)	<input type="checkbox"/>	
11	Resumes of technical manpower (on company's payroll), dedicated for this project: Relevant to the project only (Please mention)	<input type="checkbox"/>	
12	Firm's level of relation (i.e. partner, distributor and reseller) with the manufacturer	<input type="checkbox"/>	
13	Bid is valid for at least 90 days	<input type="checkbox"/>	X
14	Each item is quoted separately	<input type="checkbox"/>	
15	End-of-Life (EoL) and End-of-Sale (EoS equipment NOT QUOTED)	<input type="checkbox"/>	
16	Prices is quoted in Pak Rupees PKR	<input type="checkbox"/>	
17	Delivery Time shall not be more than 4 weeks. Installation, testing, integration and commissioning time shall not be more than 2 weeks.	<input type="checkbox"/>	
18	Equipment is quoted with at least 1 Year warranty. Extended warranty should be quoted separately for additional 2 years.	<input type="checkbox"/>	
19	Make, Origin and Manufacturer is as indicated in the quotation in Bid	<input type="checkbox"/>	
20	All quoted items are New and Genuine.	<input type="checkbox"/>	
21	Compliance Sheet Signed and Stamped by owner/representative.	<input type="checkbox"/>	

Signature: _____

Name: _____

Designation: _____

Date: _____



NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY ISLAMABAD
Procurement of General Furniture & Allied Items for NSHS FY-2025-26 NUST H-12
Campus Islamabad

INSPECTION CERTIFICATE

(To be filled by Supplier/Bidder)

It is certified that rep of our firm M/s _____ has visited/inspected the sample/Pictures/drawings (in person) of _____ (name of items) and quoted the rates accordingly. The detail of rep is following: -

(Company Seal)

Name: _____

Designation: _____

Inspection Date/time: _____

Cell no: _____

Email address: _____

Address: _____

Signature: _____

Form of Contract

STANDARD PROCUREMENT & SUPPLY AGREEMENT FOR FURNITURE
(NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY – NUST, ISLAMABAD)

Contract No: _____

This Agreement is made at Islamabad on this ___ day of ____, 20__.

BETWEEN

National University of Sciences and Technology (NUST), Islamabad, acting through its duly authorized representative, hereinafter referred to as the “Purchaser”, which expression shall, where the context so admits, include its successors, legal representatives and assigns;

AND

M/s _____, acting through its duly authorized representative, having its registered office at _____, hereinafter referred to as the “Supplier”, which expression shall, where the context so admits, include its successors and permitted assigns.

The Purchaser and the Supplier are hereinafter collectively referred to as the “Parties”.

RECITALS

WHEREAS, the Purchaser invited bids for procurement of goods/ furniture/ fixtures and related services in accordance with applicable procurement laws, rules and bidding documents and whereas the Supplier participated in the procurement process in its independent legal capacity and was declared the successful bidder after completion of the evaluation process and whereas the Purchaser has accepted the bid submitted by the Supplier for supply and delivery of the Goods described in Annex-A at the agreed contract price, now therefore, in consideration of the mutual covenants and obligations set forth herein, the Parties agree as follows.

SCOPE OF SUPPLY

The Supplier hereby undertakes and agrees to supply and deliver and make fully operational the Goods, furniture, fixtures, accessories and all related items strictly in accordance with the specifications, quantities, approved samples, technical standards and requirements provided in Annex-A, the Purchase Order and all documents forming part of this Agreement. The Supplier confirms that all Goods supplied shall be brand new, genuine, unused and free from defects in workmanship and material. The Supplier shall be responsible for transportation, handling, loading, unloading, insurance, labour and all incidental services necessary for satisfactory completion of the supply. Any work not expressly included in the agreed scope shall require prior written approval of the Purchaser through formal amendment.

CONTRACT PRICE

The total contract price under this Agreement shall be Rs. _____/- (Rupees _____ only), inclusive of all applicable taxes, duties, transportation charges, insurance, installation costs and incidental expenses. The contract price shall remain firm and binding throughout the duration of the Agreement and shall not be subject to escalation except where adjustment becomes necessary due to any statutory change imposed by the Government after execution of the Agreement. No additional payment shall be admissible unless expressly approved in writing by the Purchaser.

PAYMENT TERMS

Payment shall be made after satisfactory completion of delivery, testing and formal acceptance of the Goods by the Purchaser. Ninety-five percent (95%) of the contract value shall be released upon successful acceptance while five percent (5%) shall be retained as Performance Security and released upon expiry of the warranty period subject to satisfactory performance. Payment shall only be processed upon submission of all requisite documents including invoice, delivery challan, inspection report, warranty certificate and tax documents. All payments shall be subject to deduction of taxes at source in accordance with applicable laws. Payment shall be made exclusively to the successful bidder through its designated bank account not to any third party, principal or supplier who is not the successful bidder under the procurement process.

DELIVERY PERIOD AND EXTENSION

The Supplier shall complete delivery of the Goods within the delivery period specified in the Purchase Order. Time and quality shall be the essence of this Agreement. Any anticipated delay shall immediately be communicated to the Purchaser in writing together with reasons and proposed remedial measures. Extension in delivery period may only be granted upon written request and approval of the Purchaser. Grant of extension shall not prejudice the Purchaser's rights under the Agreement.

INSPECTION AND ACCEPTANCE

The Purchaser shall have the right to inspect and test the Goods at any stage in order to verify conformity with agreed specifications and quality standards. Inspection by the Purchaser shall not relieve the Supplier from any responsibility under the Agreement. Goods found defective, substandard or non-compliant may be rejected and the Supplier shall promptly replace or rectify the same at its own cost and risk. Final acceptance shall only occur upon issuance of written acceptance by the Purchaser.

LIQUIDATED DAMAGES

In the event of delay attributable solely to the Supplier, the Purchaser may impose liquidated damages at the rate of one percent (1%) of the value of delayed Goods per month of delay or part thereof, subject to a maximum of ten percent (10%) of the total contract value. Such liquidated damages represent a genuine pre-estimate of loss and shall not prejudice any other remedy available to the Purchaser under law or contract.

PERFORMANCE SECURITY

As security for due and faithful performance of the Agreement, the Supplier shall furnish or maintain Performance Security equivalent to five percent (5%) of the total contract value in the form acceptable to the Purchaser. The Performance Security may be retained, forfeited or encashed in case of breach, non-performance, defective supply or any loss attributable to the Supplier.

WARRANTY

The Supplier warrants that the Goods supplied under this Agreement shall strictly conform to contractual specifications and remain free from defects in design, material and workmanship during the warranty period. During the warranty period, the Supplier shall promptly repair, replace or rectify defective Goods at its own cost without causing inconvenience to the Purchaser.

RISK AND COST PURCHASE

If the Supplier fails to perform its obligations or maintain delivery schedule, the Purchaser shall have the right to cancel the Agreement wholly or partially and procure substitute Goods from alternative sources at the sole risk and cost of the Supplier. Any additional expenditure incurred by the Purchaser shall be recoverable from the Supplier.

FORCE MAJEURE

Neither Party shall be liable for delay or failure caused by events beyond reasonable control including acts of God, war, governmental restrictions, natural disasters, industrial disturbances, pandemics or supply chain disruptions. The affected Party shall notify the other Party promptly upon occurrence of such event. The delivery period shall be reasonably extended for the duration of the Force Majeure event.

DISPUTE RESOLUTION

The Parties shall endeavor to resolve amicably any dispute arising out of or in connection with this Agreement. In the event amicable settlement is not possible, the dispute shall be referred to arbitration under the Arbitration Act, 1940. The seat and venue of arbitration shall be NUST Islamabad and the arbitral award rendered by the arbitrator shall be final and binding upon the Parties.

ENTIRE AGREEMENT

This Agreement together with all Annexes, schedules, Purchase Orders and documents incorporated herein constitutes the entire understanding between the Parties and supersedes all prior negotiations, discussions and representations. No amendment or modification shall be valid unless made in writing and signed by duly authorized representatives of both Parties.

EXECUTION

This Agreement has been executed in duplicate on the date first above written. Each copy shall be deemed an original and one copy shall remain with each Party. The Parties undertake to faithfully perform their obligations in accordance with the terms and conditions contained herein.

SIGNATURES

In witness thereof the parties have signed this agreement on this _____ day of _____ 20_____.

FOR THE PURCHASER (NUST)

Signature: _____
Name: _____
Designation: _____
Office/Directorate: _____
Official Seal: _____
Date: _____

FOR THE SUPPLIER

Signature: _____
Name: _____
Designation: _____
Company Name: _____
Official Seal: _____
Date: _____

WITNESSES

Witness No. 1

Signature: _____
Name: _____
CNIC No: _____

Witness No. 2

Signature: _____
Name: _____
CNIC No: _____

TECHNICAL / EVALUATION CRITERIA

S/No.	Evaluation Parameters	Marks	Remarks
1.	Capacity of Firm i.e., organization, resources, support system (Wood, Metal, Lamination Workshops)	30	
2.	<u>Back Support</u> -In-house designing -Outlet at Rwp/Isb -Wherehouse in Raw/Isb -Available' Raw wood material -Trained / Skilled Manpower on regular Pay Roll	10	
3.	Similar Projects in Hand (Each Project 15 Mln & more then)	10	
4.	Financial Statement of last one year (Min 50 Mln Sale)	10	
5.	Quality of samples produced by the bidder	40	
	Total Marks	100	
	Qualifying Marks in Technical Evaluation	70%	

FINANCIAL EVALUATION CRITERIA

1	Financial Evaluation Marks	100	
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Most Advantageous Bid. 60% of marks obtained in Technical + 40% of the marks obtained in Financial bids.