NATIONAL UNIVERSITY OF MEDICAL SCIENCES

Tender file: **MS/Adm-Dte NIASR/2026/471**

TENDER DOCUMENTS

<*Single Stage -- Two Envelopes*>

TENDER FOR PROVISION OF MINERAL WATER

1. **Introduction:** National University of Medical Sciences- (NUMS) invites sealed bids from concerned dealers/suppliers/ firms who are registered on E-PADS (e-Pak Acquisition and Disposal System) for the supply of Drinking Water/ Mineral Water as described and summarized in accordance with procedures, terms, conditions and detail specifications mentioned in tender Document under PPRA's "Single Stage Two Envelopes" bidding procedure.

Bidders shall submit **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate sealed envelopes; The Technical Proposals shall be opened publicly on the specified date and time which shall be evaluated by the Tender Evaluation Committee. The Financial Proposals of technically qualified bidders shall remain sealed and will be opened at a later date. Financial Proposals of technically disqualified bidders shall be returned unopened.

2. **Submission Deadline:** Last date for submission of bids is ***Wednesday 12th August 2026*** by/before ***0930 hours***. Sealed bids prepared in accordance with instructions to bidders (**ITBs**) should reach before the due date & time mentioned above. Documents sent through email or fax shall not be accepted. Envelop should be sealed and marked as "Bidding Documents for Provision of Mineral Water/Drinking Water for NUMS.

3. **Bid Opening Detail:** Tenders shall be opened publically by Tenders Opening & Evaluation Board on same day at / after **1000 hours** in ***Conference Room NUMS ATR Building Near APS Girls Campus Humayoun Road Kachehri Chowk Rawalpindi*** in presence of all participating bidders or their authorized representatives (who may choose to be present). Only legitimate / authorized representatives of firm will be allowed to attend. Representative should be fully aware of the details of their firm's Proposals, technical specifications of items and deviations, if any. They must be fully authorized to take decision on spot on behalf of their firms.

- NUMS reserve the right to change the quantity of items as per public procurement (PPRA) rules as specified in the tender documents without change in unit price or other term or condition and to accept or reject any/ all / part of submitted offers.

4. **LANGUAGE:** As determined by NUMS, the working language of this tender is **English** for all kind of correspondences/document submission. Other language will not be accepted.

5. **QUALIFYING CONDITIONS:** The main criteria for admission to tender, are as follows; -

- Certificate of registration as taxpayer including **NTN and GST** as well as including certificate of incorporation / company registration. The bidders must ensure compliance with all applicable taxes, duties, and import regulations as per the Federal Board of Revenue (FBR) of Pakistan.
- Reputable firms / companies with at least 05 years or more of continuous experience of providing of similar services in any public or private institution / organization are only eligible to participate however firms shall provide documentary proof of work experience with reputable organizations for each criteria **(Annexures A, B, C, D, E).**

- The Invitation to Bids is open to all suppliers/dealers i.e. association of firms/ companies/ sole proprietor/ general order suppliers/ JVs, 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 legally / duly authorized in this regard by the respective/relevant competent forum/authority.

- Company profile including status of firm (e.g., company outlet, authorized dealer & sole distributor. 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/all the members of the joint venture, consortium, or association during the bidding process, and in case of award / 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/with the Procuring Agency.
- Company maintained **bank account**; NUMS will make all payments through crossed cheque.
- **Bid Security @ 2%** of the total amount in the shape of Demand draft/ Pay order/ CDR in favor of "National University of Medical Sciences (NTN # 9010197-0)", shall be submitted with bidding documents. No other form of Bid security or less than mentioned ratio will not be accepted. In case of non-supply of required items / Services the bid security will be forfeited in favor of the procuring agency.

6. **TENDER BASIS: -** following factors are essential to be considered;

- All Tender Documents must be completed in full otherwise the application will be disqualified. The firms shall declare the make, model & country of origin of all items.
- All applicants will receive identical documents: No applicant should add, omit, or change any item, serial No, or options, terms or conditions and should be in original papers.
- Each applicant should take one bid only. Bid shall be made in writing calculated in PKR only and clearly stated on the appropriate forms.
- The price schedule must include all information requested, including origin of materials,

quality, specifications and GST etc.

7. **Scope of Works:** .

a. Supply of bottled drinking / mineral water at the door step of purchaser initially for a period of **1 x YEAR** extendable for another year (subject to satisfactory performance in the previous year with a mutual consent of both parties) by ensuring the highest standards of quality, high level of professionalism, adherence to standard operating procedures (SOPs), and a commitment to excellence in service delivery.

b. Selected firm / company will also be responsible to provide / supply and install 80 x water dispensers at different locations / offices and 400(19 liters) empty bottles in a good / operational condition for circulation (without any security deposit / without service charges) as complimentary value added service (returnable upon completion or termination of the contract period). whereas the maintenance of those water dispensers and replacement of damaged bottles will be the responsibility of selected Firm / Company.

8. **In-eligibility of Applicants:** Applicants cannot apply if they: -

a. Are not registered companies with Tax & other government departments.
b. The bidder should not be blacklisted by PSQCA/PCRWR.
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.

9. **Bid Delivery:** All tenders should be delivered (though post/ courier/ by hand) in standard format to NUMS address in sealed envelope. The envelope should be marked with precise reference of the Tender/ Invitation to Bid notice as a response to **NUMS ATR Building Near APS Girls Campus Humayoun Road Kachehri Chowk Rawalpindi** Procuring agency will not be responsible for postal delay, any cost or expense incurred by bidders/ supplier in connection with preparation/ delivery of bids/ equipment/ stores. NUMS will not be responsible for postal delay, any cost or expense incurred by bidders in connection to preparation & delivery of bidding documents. Documents sent through email/ fax shall not be entertained/accepted.

10. **Bid Evaluation:** The Tender & Evaluation 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. Bids will be evaluated by the Tenders Opening & evaluation committee based on Technical & Financial values The date & time for Financial Bids opening will be determined by procurement committee which will be communicated to respective qualified bidders in due course of time via email/ telephone call etc. facilitated by the Procurement Directorate-NUMS.

11. Costs of Bidding: The bidders shall bear all costs associated with preparation and submission of bids and 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) The bidder should have a current license/approved and should be registered with food authority of federal and provincial government of Pakistan

b) The bidder should have current licensed/approved and should be registered by Pakistan Standards and Quality Control Authority (PSQCA).

c) The bidder Should have certification of International Organization of Standardization (ISO) or Hazard Analysis or Critical Control Point (HACCP) and provide Copy of Test Report issued by PSQCA.

d) Bidder's quotations must be properly tagged, all pages must be numbered and sequenced accordingly of table of contents.

e) All pages of the bidding documents are mandatory to be signed, stamped by the authorized officer meaning thereby bidder agrees to our terms and conditions, mentioned herein, failing which the bid may be liable to rejection.

f) The item wise rates (separately) should be quoted inclusive of all applicable gov't taxes.

g) Proposals / Quotations other than NUMS' approved specifications will not be accepted and will be treated as cancelled. Items wise rates (separately) quoted should be inclusive of all applicable government taxes.

h) Most advantageous bids will be given due consideration for selection of vendor.

i) Collusion between the bidders are strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of procuring Agency/government etc, will be blacklisted and debarred.

j) Payment will be released through crossed cheque in the name of concerned vendor after full delivery and full functionality of items as per NUMS satisfaction/ End User demand and after submission of necessary bills, invoices, delivery Challan etc.

k) Call deposit @2% of the total bid value (refundable) in the shape of Demand Draft/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.

l) Quoted prices must be valid for a period of 90 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 bid security / earnest money and put a ban on that vendor's participation in any future tenders/RFQs.

m) The decision of NUMS competent authorities (CA) will be final and binding to all.

n) Quality of items as per required specifications have to be met in true letter and spirit.

o) As part of review process, the tender committee may request the tenderer for a site visit at its premises to view the items or invite the prospective firms for a presentation. The information provided by all tenderers shall be strictly confidential.

p) NUMS reserve the right to accept / reject any quotation/bid without assigning any reason, or increase/decrease the quantities as given in tender documents.

q) 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

r) In case of any query, vendors/firms can contact the NUMS Procurement Directorate before submission of bids/ Financial Proposals. Bids not complying with the given technical specifications/ mathematical errors / clerical mistakes will be considered as rejected.

s) This order does not create a partnership between NUMS and the vendor or make one party the agent for the other for any purpose.

13. **<u>Payments:</u>** Payment shall be released only after the complete supply and successful delivery of Drinking Water / Mineral Water in accordance with the approved Purchase Order, required specifications, and delivery schedule. The supplied items shall be subject to inspection and verification by the End User/Consignee to ensure compliance with the contractual requirements. A duly signed Delivery Receipt, and Satisfactory Supply/Acceptance Certificate issued by the End User shall be mandatory and must be submitted along with the Vendor's original invoice and other relevant billing documents for processing of payment**.** No advance payment or mobilization amount will be released in favor of selected Vendor/Contractor.

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(Signature of Vendor)

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ANNEX-A
MS/Adm-NIASR/2026/471

Specification of Drinking Water

S.no	NUMS Demand	Price	Price with GST
1	Bottled Water 330ml		
2	Bottled Water 500ml		
3	Bottled Water 19 liter		
Total			

Annex B
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BID EVALUATION CRITERIA

Ser	Documents Detail	Valid Form	Total Marks	Remarks
i.	Company Profile information	Hard copies of Documents	**5**	Mandatory
ii.	Registration with FBR and local bodies / work permit certification from concerned authorities **(PCRWR, PSQCA, ISO, HACCP)**	Certificates/ Documentary proofs	**5**	Mandatory
iii.	NTN+GST Certificate (having active status)	Certificate	**3**	Mandatory
iv.	**Affidavit** of Non-Black listing/ Statement of No-penalty on violation of PPRA Rules or Procuring Agency’s Terms & Conditions	Affidavit, duly attested by Notary Public	**2**	Mandatory
v.	Declaration on Company/ Firm’s Letterhead + Quality assurance Certificate	Declaration on firm’s Letterhead that information and documents submitted are true and accurate.	**5**	Mandatory

vi.	Technical Capabilities	❖ Experience ❖ Equipment and Facilities ❖ Service and Support ❖ Quality Control Measures ❖ Responsiveness & Completeness of Application	**50**	Experience= 10 marks	5years’ experience (if worked in similar projects).	6-10
					>05years’ experience (if worked in different Projects).	2-5
					≤ 04 years’ experience	0-1
				Equipment & Facilities (Availability and condition of water dispensers, bottles, delivery vehicles etc)	Fully equipped with excellent condition	6-10
					Adequately equipped	4-5
					Moderately Equipped;	2-3
					Poorly equipped:	0-1
				Service and Support Customer Support, Provision of after-sales service including maintenance and repairs etc)	Excellent service & support availability	6-10
					Adequate service & support availability	2-5
					poor service & support availability	0-1
				Quality Control Measures Implementation of stringent quality control measures, relevant certifications i.e. PCRWR, PSQCA, etc. and regular testing)	cellent quality control, fully certified and regular testing	8-10
					ood quality control, partially certified and regular testing	4-7
					dequate quality control and occasional testing	1-3
					Poor or no quality control	0
				Responsiveness &Completeness of Application	Complete and accurate submission	6-10
					Partially complete submission	2-5
					Incomplete or inaccurate submission	0-1
vii.	Audited Financial Statements/ Statements of cash flows/ income statements, with annual tax returns for **Last three years**, (2022-23, 2023-24, 2024-25)	Signed/ stamped from concerned authority/FBR with Tax Returns Copies	**6**	3 x Marks/year if turnover is 10 Million & above and 1 x Mark/year if turnover is less than 10 Million		

viii.	Audited statements of accounts/ bank statements for last 3 years, (2022-23, 2023-24, 2024-25)	signed and stamped from concerned Bank/ Institution	**6**	2 marks for each year
ix.	Bank Account Maintenance Certificate	On Banks Letter Head only.	**3**	Mandatory
x.	Earnest Money/ Security	CDR/Demand Draft/ Pay order	**4**	Mandatory (As per prequalification Document of PKR 100,000/-)
xi.	Credit Limit Certificate on Company/ Firm's Letterhead	Certificate	**6**	3 x Mark for each month
xii.	References	At least 3-5 references from previous clients who can be contacted to verify the company's performance and quality of services	**5**	1 x mark for each reference

Note:

- ❖ No compromise shall be made on minimum requirements in each of the following evaluation criteria. Disqualification in any sub criteria shall stand over all disqualification of applicant. Please provide documentary proofs for each of the above criteria.
- ❖ Minimum Qualifying Marks should be 70%

Annex-C
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Financial Performance Analysis

Ser No.	Type of Financial information	Historic information for previous years (PKR in Millions)			
		2020-21	2022-23	2024-25	
Statement of Financial Position (Information from the Balance Sheet)					
	Total Assets (TA) Total				
	Liabilities (TL) Total				
	Equity/Net Worth (NW)				
	Current Assets (CA)				
	Current Liabilities (CL)				
	Working Capital (WC)				
Information from Income Statement					
	Total Revenue				
	Profits Before Taxes (PBT)				
Cash Flow Information					
	Cash Flow from Operating Activities				

Signature with date and stamp of firm

Annex-D
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Current Projects Commitments / Contracts in Progress

Ser	Name of Projects / Contract(S)	Procuring Agency (Contact Information, Address, Telephone, Fax, E-Mail Address]	Value of Outstanding Contracts [Current PKR Equivalent]	Estimated Delivery/completion Date	Average Monthly Invoices Over The Last Six Months (PKR/mn)	Remarks
1						
2						
3						
4						
5						

Signature with date and stamp of firm

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Annex-E
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PRE-QUALIFICATION FORM

Job/Service applied for: ____

Name of Firm/ Vendor:
____

P.O. Box and Mailing Address: ____

Phone: ______________________________ Fax: ______________________________

E-mail: ______________________________

URLhttp://www.______________________________

Type of firm: ☐ Sole Proprietor ☐ Partnership ☐ Limited

Other______________________ Date of Establishment ______________________________

National Tax Number ______________________________ Validity Date____________________

General Sales Tax Number __________________________ Validity Date____________________

Registration if any ______________________________ Validity Date____________________

Registrations / Prequalification with other departments/ firms:

1. ____
2. ____
3. ____
4. ____
5. ____

Detail of Head / Branch Office / Workshop (s):

Address: ____

Phone ______________________________ Fax______________________________

Address ____

Signature with date and stamp of firm

SR. #	**DETAIL**	***YES***	***NO***
KNOCK OUT CLAUSES			
1.	Company profile including managerial capability. (Name, Address, Tel No)		
2.	Authorization / Registration / Affiliation with Respective authorities / food and safety authority / PCRWR, PSQCA, ISO, HACCP		
3.	Acceptance of terms and condition of tender documents duly signed and stamped		
4.	An affidavit on stamp paper of Rs.100/- submitting that the firm is never blacklisted on any grounds whatsoever from Government / Autonomous institutions		
5.	Earnest Money/ Security (CDR, DD, Pay Order amounting to PKR 100,000/-)		
6.	Valid National Tax Number (Active status)		
7.	Valid General Sale Tax certificate / Valid Professional Tax certificate		