NUMS
NATIONAL UNIVERSITY OF MEDICAL SCIENCES

Tender file:
MS/Exam Dte/2026/108

TENDER DOCUMENTS

Tender for Purchase of Stationery Items / OMR Sheets for NUMS
(*single stage two envelopes*)

1. **Introduction & Scope:** **National University of Medical Sciences (NUMS) Rawalpindi** invites sealed Bids/ Proposals for **supply of Stationery items** as described and summarized in accordance with Procedures, Terms, Conditions and detail Specifications mentioned at '**Annex-A**' on a "*single stage two envelopes***"** PPRA bidding procedure. Both envelops should be sealed and marked as "**Technical** & "**Financial Proposals**" separately and placed in single envelop. After scrutinizing technical proposals, the tenders' evaluation committee will decide date and time for opening of Financial Proposals which will be communicated to the technically qualified firms in due course of time.

Last date for submission of bids is ***13th August 2026*** (***Thursday***) by/ before ***0930 hours***. Tenders will be opened publically on same day at/after ***1000 hours*** by the Tenders Opening & Evaluation Board at following place / venue in presence of all participating bidders or their authorized representatives, (who may choose to be present) at "**Conference Room, NUMS (ATR), Adiyala Road (Opposite APS Girls Humayun Road), Rawalpindi**"**.** Sealed bids, prepared in accordance with instructions to bidders (**ITBs**) should reach on/before the due date & time mentioned above. Documents sent through email or fax shall not be accepted.

NUMS reserves the right to modify/ change the quantity of items 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. **Please note this document does not constitute a commitment by NUMS to award a contract or to pay any costs incurred in the preparation of bidding documents.**

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

3. **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/ general order suppliers, 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

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 maintained **bank account**; NUMS will make all payments through crossed cheque.

d. **Bid security @2%** 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)

4. **Tender Basis: -**

a. 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 / equipment and accessories to be provided with the equipment.

b. 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.

c. Each applicant should take one bid only. Bid shall be made in writing calculated in PKR only and clearly stated on the appropriate forms.

d. The price schedule must include all information requested, including origin of materials, quality, specifications (warranty period-if any) and GST etc.

5. **Payments:** Payment will be released after full delivery of complete items as per required specifications and Purchase Order as well as verification from end user. In this regard, a complete and formal work completion certificate/satisfactory report from the end user point is mandatory to be submitted with bills invoices. No advance payment or mobilization amount will be released in favor of selected Vendor/Contractor.

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

a. Are not registered companies with Tax & other government departments.

b. Blacklisted by PPRA or any other Government Organization / Agency

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 will be delivered (though post/courier/by hands) at **Procurement Directorate NUMS ATR Building, Adiyala Road (Opposite APS Girls Humayun Road), Rawalpindi** in standard format to NUMS address in a sealed envelope. 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.

8. **Bid Opening:** Bids shall be publically opened on ***13th August 2026 (Thursday) at/ 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 "**Conference Room, NUMS (ATR), Adiyala Road (Opposite APS Girls Humayun Road), 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 equipment and deviations, (if any). They must be fully authorized to take decision on the spot on behalf of their firm.

9. **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. Following the technical evaluation, only the proposals of technically qualified firms will proceed to the opening of the *Financial Proposals*. The date and 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 Procurement Directorate-NUMS.

10. **Cost 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.

11. **Specific Terms & Conditions:**

a. Bidder's quotation must be properly tagged and must be according to the format of Tender document, all pages must be numbered and sequenced.

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. Delivery of substandard items will not be accepted at all and no payment shall be made to the vendor on account of substandard/ rejected items. All items 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/ Financial Proposals.

a. Items wise rates (separately) quoted should be inclusive of all applicable gov't taxes.

b. Demanded items/ stores quoted other than NUMS's approved specifications (as provided with tender documents) will not be accepted and bid quotations will be treated as rejected.

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

d. Payment will be released within 25-30 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.

e. The successful bidders, (upon selection), must complete the supply of non-imported (locally available) equipment within 4 weeks and imported items within a maximum of 8 weeks from the issuance of final supply order.

f. All demanded material has to be supplied as one consignment on due date and time. No piecemeal supply will be accepted

g. 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.

h. **Call deposit / bid security @2%** of total bid value in shape of CDR, DD / PO (cross cheque / cash will not be acceptable, **NTN # 9010197-0**) 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.

i. 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.

j. **Penalty @1%** per day on the value of undelivered / Late supply of items will be imposed after agreed upon due date of job completion.

k. NUMS will hold the payment till the stores/ items supplied meet the given specifications / end user's satisfaction.

l. **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 procurements.

m. 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.

n. 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.

o. 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.

p. 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.

q. 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**.

r. Custom Excise & Taxes are responsibility at supplier’s end. If Purchase Order value exceeded from Rs. 2 Mn then Contract agreement will be made. a Stamp duty @25 paisa per Rs. 100/- (0.0025 x Purchas Order amount excluding GST) circulated vide Ministry of Defense Letter No. MoD’s U.O No.5-1/2019(PAC-III), dated 31st July 2019- of the total agreed value excluding GST will applicable on Contractor.

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

a) Technical & Financial Proposals are not according to NUMS format.
b) Taxes and allied charges are not indicated separately.
c) Earnest money is not attached with the Financial Proposal.
d) Proposals are found conditional or incomplete in any respect.
e) Received later than due date and time.
f) Any deviation from the General Instructions.
g) Multiple rates are quoted against one item / work.
h) If validity of Proposal is not quoted as required.

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(Signature of Vendor)

Annex A
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Detail Specification of Exam Stationery

S.No	NUMS Demand & Description	Qty	Unit Price	GST	Total Price with GST
1	**Yellow Answer Books** **Size:** A-4 **Pages:** 12 Pages with Title **Paper:** 80 GSM **Front Page**: To be left blank on the rear 30 Lines on each Page with Perforation Stitched with Glue Tape Binding Both Sides Watermark **Serial No.:** 00001–52000	**52,000**			
2	**Green Answer Books** **Size:** A-4 **Pages:** 20 Pages without Title **Paper:** 80 GSM **Front Page**: To be left blank on the rear 30 Lines on each Page with Perforation Stitched with Glue Tape Binding Both Sides Watermark **Serial No.:** 00001–15000	**15,000**			
3	**White Answer Books** **Size:** A-4 **Pages:** 20 Pages without Title **Paper:** 80 GSM **Front Page**: To be left blank on the rear 30 Lines on each Page with Perforation Stitched with Glue Tape Binding Both Sides Watermark **Serial No.:** 00001–20000	**20,000**			
4	**Extra Sheets** **Size:** A-4 **Pages:** 04 **Paper:** 80 GSM **Color**: White 30 Lines on each Page Both Sides Watermark **Serial No.:** 00001–60000	**60,000**			
5	**Magenta OMR Sheet (F/E)** **Size**: A-4 **Color**: Magenta **Paper**: 80 GSM **Orientation**: Landscape (Sample Attached) **No. of Question**: 100 **Special Instructions** : Right upper corner of the sheet. **Serial No**.: 00001–80000	**80,000**			
	Total Amount including all applicable taxes				

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Annex-B
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CHECK LIST FOR TERMS AND CONDITIONS

S. No	Terms & Conditions as per Bidding Document	Attached (Yes/No)	Page No.	Remarks
1.	Status of Bidder / Profile: Manufacturer or Authorized agent of the Manufacturer Whether Public Undertaking, Public Ltd., Private Ltd. Company or Proprietary Firm			
2.	Technical quote / BOQ			
3.	Certificate for sole ownership / partnership/ Certificate of Incorporation if any			
4.	**One pager bank statement** of turnover per year for last three successive years duly certified by concerned bank manager (Minimum Annual Turnover must be Rs. One Crore)			
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 CDR is enclosed with in Financial Offer only or not			
8.	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.			
9.	Soft copy of technical bids has been submitted or not.			

Note: 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.