



TENDER DOCUMENT

(single stage Two envelope procedure)

Tender Reference: MS/Adm Dte(KHINAMS)/2026/133

Tender for Interior Décor Plan of Daycare at NUMS-KHINAMS

Introduction & Scope: National University of Medical Sciences (NUMS) Rawalpindi invites sealed bids for Interior Décor Plan of Daycare at NUMS-KHINAMS 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 one 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/proposals is **3rd September 2026** till **09:30 hours**. Tenders/Envelops will be opened publicly on same day at/after **10:00 hours** by the Tender Opening & Evaluation Committee in presence of all participating bidders or their authorized representatives (who may choose to be present) in **Conference Room, NUMS (ATR), Adiyala Road (Opposite APS Humayun Road), 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 equipment/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.

- Scope of work:** The scope of work includes provision of furniture, Books racks, Children kiosks, Mixed Playing equipment, Decorative 3D Items, Small Rugs, Blinds for windows Crockery and cutlery sets etc. The procuring agency intends to procure all the required items as per specifications outlined in **Annex-A** through a single-stage, two-envelope

bidding procedure. The selected vendor will be responsible for:

- a. Supplying the required equipment/items in accordance with the provided specifications.
- b. Installing the equipment/items at the designated location(s) as per instructions of End User department.

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/ 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 @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. **Payments:** Payment shall be made upon satisfactory delivery of all items/ stores, invoices, delivery challan, deduction of all due taxes and other necessary documents as per NUMS demand, policies and procedures and End User satisfaction. In this regard, a complete installation/ Commissioning / Work Satisfactory Report from end user side is mandatory term. No advance payment / mobilization amount will be released to the selected vendor / contractor. If a vendor fails to supply the items within due date, his work / supply order will be considered cancelled 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 items / equipment.

5. Requirement of essential documents for Imported items: Following documents are mandatory to be submitted with the Technical Proposal by bidder for all the imported / high end equipment. Non availability of these documents may 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;

- a) Manufacturer Authorization/ Authority Letter (In case of Sole Distributor, a copy of memorandum of association/ partnership deed registered with the registrar of Companies. However, in case of manufacturer, they should have a documentary proof that they are the original manufacturer of the Goods required. (at bid submission)
- b) CE Mark Certificate (EU), ----- (at bid submission time)
- c) Certificate of Origin ----- (at bid submission time)
- d) Quality assurance, etc. ----- (at bid submission time)
- e) Goods Declaration (GD) Certificate (along with customer receipt) ---- (at contract)
- f) Warrantee/ insurance Guarantee Certificates ----- (both manufacturer & supplier)
- g) After sales service certificate (on company letterhead) ----- (at contract time)

6. 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. Have not submitted bid/ performance security with the bidding documents.
- f. Late deposit of tender documents.
- g. Disclosing of sensitive information to unauthorized parties.
- h. Conditional bid(s) will not be accepted in any case.
- i. Having no experience / very less experience in supply of required items.
- j. Non availability of technical staff with the company for installation / commissioning of equipment/items.

7. 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* and contact number of WhatsApp and email address 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.

8. **Bid Opening:** Bids shall be publicly opened on **3rd September 2026 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 “Conference Room, NUMS (ATR), Adiyala Road (Opposite APS Humayun Road), Rawalpindi”. Representative should be fully aware of the details of their firm’s Proposals, technical specifications of equipment/items and deviations, (if any). They must be fully authorized to take decision on the spot on behalf of their firm.

9. **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.
- b. Items wise rates (separately) quoted should be inclusive of all applicable gov’t taxes.
- c. 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.
- d. Most advantageous bids will be given due consideration for selection of vendor.
- e. 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.
- f. **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.**
- g. **All demanded material has to be supplied as one consignment on due date and time. No piecemeal supply will 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. **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.
- j. 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.
- k. **Penalty @1%** per day on the value of undelivered / Late supply of items will be imposed after agreed upon due date of job completion.
- l. NUMS will hold the payment till the stores/ items supplied meet the given specifications / end user's satisfaction.
- m. **Quoted prices must be valid for a period of 120 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.
- n. 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.
- o. 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.
- p. 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.
- q. 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/Islamabad shall have the jurisdiction to decide the matter.
- r. 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**.

- s. 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/- ($0.0025 \times$ 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.

10. 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.

(Signature of Vendor)



Detail Specification of Décor Plan for Day Care at KHINAMS

Ser	Item Details	Qty	Rate	Total Price with GST
1	Reception Chair and Wooden Reception Table Supply, fabrication, and installation of a custom-made semi-circular reception counter (approx. 2400 × 800 × 1100 mm), fabricated using commercial laminated sheets with spray/deco paint finish.	1		
2	Children's Chairs and Tables Set	3		
3	Children's Beds Supply, fabrication, and installation of a single wooden bed measuring 2.5 ft × 4 ft , fabricated from commercial wood and laminated plywood/MDF sheets, complete with headboard, side safety rails, rounded corners, and a solid bed platform. Each bed shall include one 4-inch high-density foam mattress, one pillow with pillow cover, one bedsheet, and one blanket/comforter.	6		
4	2-Seater Couch	1		
5	Sitting Stool with Racks	1		
6	High Chair for Dining	3		
7	Book Racks	2		
8	Children's Kiosks	2		
9	Tree-Shaped Rack	1		
10	Activity Wall (including xylophone and various sensory-motor play equipment and toys mounted on the wall)	1 Job		
11	Mixed Play Equipment , including 1 Ball Pit, 2 Bean Bags, and 5 additional mixed play items/instruments.	8		
12	Decorative 3D Items , including Sun, Clouds, Alphabets, Houses, and other decorative elements.	1 Job		
13	Floor Carpet (8 ft × 12 ft)	1		
14	Supply and Installation of Interlocking EVA Foam Safety Floor Mats	1		

Ser	Item Details	Qty	Rate	Total Price with GST
	Minimum 20–25 mm thickness , manufactured from high-density, non-toxic, shock-absorbing EVA foam in assorted colours, with anti-slip, water-resistant, and easy-to-clean surfaces. Mats shall have interlocking edges for secure installation and provide cushioned, impact-resistant flooring suitable for children's play and safety areas. Complete with all necessary accessories and installation.	Job		
15	Small Rugs	1		
16	Window Blinds	3		
17	Supply of Children's Arts & Crafts, Books, and Stationery Including coloured pencils, sketch pens, washable poster colours, watercolours, paint brushes, drawing books, colouring books, worksheets, chart paper, modelling clay/play dough, glitter sheets, foam sheets, stickers, markers, pencils, erasers, sharpeners, puzzles, alphabet and number learning materials, picture books, story books, fairy tale books, nursery rhyme books, alphabet books, number books, and other educational and creative learning supplies suitable for children's activities and playrooms.	1 Job		
18	Crockery and Cutlery (6-Piece Sets)	3		
19	Planters with Artificial Plants	2		
20	Insect Killers	1 Job		
21	Paint Work (Decorative wall painting with attractive children's artwork and themes)	1 Job		
22	Kitchen Wall Panaflex (11 ft × 9 ft)	1 Job		
23	Diaper Changing Table for Washroom (Foldable HDPE Material)	1		
24	Lighting (Cloud lights, hanging mobiles, and fixtures)	1 Job		
25	Premium Children's Commode Chair	2		



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 is incorporated in Technical & Financial Offers, separately			
3.	Rate of individual item must be quoted with all taxes according to format mentioned in the Bidding Document			
4.	Certificate for sole ownership / partnership/ Certificate of Incorporation if any			
5.	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)			
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 bid (in USB) / or (on e-mail address nums.procurementdte@numspak.edu.pk) has been submitted or not.			

Above mentioned details are needed to be provided/mentioned properly along with required documents at appropriate places, otherwise the offer of the bidder(s) shall be summarily rejected. Hence, bidder(s) are devised to go through the bidding documents carefully and be prepared with all the required documents to avoid rejection of offer.