



TENDER DOCUMENT

(Single Stage One Envelops Procedure)

MS/Adm Dte (KHINAMS)2026/184

TENDER FOR INSTALLATION OF NUMS SIGNAGE AT ACADEMIC BLOCK (KHINAMS)

1. **Introduction & Scope:** National University of Medical Sciences (NUMS) invites sealed bids for Installation of NUMS Signage at Academic Block KHINAMS, Chak Shahzad, Islamabad with detailed specifications at '**Annex-A**' on a single stage one envelopes bidding procedure. Both envelopes should be sealed and marked as "**Technical Proposals**" and "**Financial Proposals**" separately and placed in one single envelop. Initially, envelopes marked as *Technical Proposals* will be opened and evaluated, whereas the *Financial Proposals* will remain sealed and retained by the Purchase Committee. 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 bid opening* will be determined by Procurement Committee which will be communicated in due course of time to respective qualified bidders via official correspondence including letter/email/telephone call.

Last date for submission of bids is **24 September 2026** by / before **0930 hours**. Tender will be opened publicly on same day at / after 1000 hours by Tenders Opening & Evaluation Committee at place given below in presence of all participating bidders or their authorized representatives, (who may choose to be present).

Tender Opening Venue:

"Conference Room, NUMS (ATR), Adiyala Road (Adjacent with Marka-E-Haq Colony Entrance Gate), 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 accept or reject any, all, or part of the submitted offers/ proposals and choose any number / quantity of selected items as per decision of Purchase committee.

2. **Scope of work:** The procuring agency intends to Installation of NUMS Signage at Academic Block KHINAMS as per specifications outlined in **Annex-A**. The selected vendor will be responsible for:
- Supplying & Installation of NUMS Signage in accordance with the provided specifications
 - Installing the equipment at the designated location(s).
3. **Language:** As determined by NUMS, the working language of this tender is **English**. **Other languages will not be accepted.**
4. **Qualifying Conditions:** The main criteria for admission in tendering process are as follows:
- Certificate of registration including NTN, GST or Professional Tax with FBR etc. (having active status), certificate of incorporation / company registration, any other works permit certificates are mandatory to provide. The supplier must ensure compliance with all applicable taxes, duties, and import regulations as per the Federal Board of Revenue (FBR) of Pakistan.
 - 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 / equipment, the bid security will be forfeited in favor of the procuring agency.
 - The bidder/manufacturer of the equipment offered should be in the business of the supply and installation of same equipment/items for the last 02 years or above.
5. **Tender Basis: -**
- All Bidding Documents must be completed in full. Otherwise the proposal / bids will be rejected / disqualified. The firms shall declare the make, model & country of origin of all items / equipment and accessories to be provided with the equipment. Warranty / Guarantee of items will be provided by vendor in writing.
 - All applicants will receive identical documents. No applicant should add, provide any option, omit or change any item, term or condition 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.

- d. The price schedule must include all information requested, including origin of materials, quality specifications (warranty period) and GST etc.
- e. The firm must have requisite technical and professional expertise and resources to supply/provide required items / equipment within the agreed time. More experience in said field will be given preference.

6. Payments: Payment will be released to the selected vendor after full & complete satisfactory delivery, installation and commissioning/operationalization of NUMS Signage at Academic Block of KHINAMS. In this regard, a formal complete Installation, Commissioning or **Work Satisfactory Report** from the End User is mandatory. No advance payment or mobilization amount will be released in favor of selected vendor / contractor.

7. Requirement of Essential Documents for Imported Equipment: 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 will lead to rejection of the technical bid. After selection, it will be mandatory to get these documents verified from concerned quarters as and when asked by the procuring agency;

- a. Original Equipment Manufacturer;(OEM) Certificate -----(at bid submission time)
- b. CE Mark Certificate (EU), ISO certificate ----- (at bid submission time)
- c. Certificate of Origin ----- (at bid submission time)
- d. Quality assurance, ISO certification 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. Performance Guarantee (10% of total value of equipment --- (at contract time)
- h. After sales service certificate (on company letterhead) ----- (at contract time)

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

- a. Blacklisted by PPRA or any other Government organization / agency
- b. Are not registered companies with Tax & other government departments.
- 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.

- h. Having no experience / very less experience in supply of required equipment.
- i. Non availability of technical staff with the company for installation / commissioning of equipment/items.
- j. Weak back up services.

9. Bid Delivery: All tenders will be delivered (though post / courier / by hand) in standard format to **NUMS** address in a sealed envelope. The envelope will be clearly marked with the precise reference of the invitation to which it is in response and it must reach NUMS by/before the due date and time. NUMS will not be responsible for postal delay, any cost or expense incurred by bidders in connection to preparation & delivery of bids proposals.

10. Bid Opening: The bids shall be opened on **24 September, 2026** at / after **1000** hours in presence of Tenders Opening & Evaluation Committee and all participating bidders or their authorized representative at **Conference Room, NUMS (ATR), Adiyala Road (Adjacent with Marka-E-Haq Colony Entrance Gate), 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/consumable items and deviations, (if any). They must be fully authorized to take decision on the spot on behalf of their Company.

11. Bid Evaluation: The Tenders Evaluation Committee will scrutinize and evaluate the Technical proposals. Only Technically accepted firms' proposals as per Tender document will step forward towards Financial Proposals. 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 with prices and costs. The Committee may finalize one or more suppliers / firms according to rates and specifications. The Tender Evaluation Committee is fully authorized to ask for demo of equipment / present sample.

12. Specific Terms & Conditions:

a. Bidders shall provide to procuring agency, evidences of their eligibility, proof of compliance with necessary legal requirements (FBR, NTN, GST, Professional Tax registrations, Quality assurance/ ISO registration, work permits, etc.), to carry out purchase / work order effectively within given timelines, 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. The item wise rates (separately) should be quoted inclusive of all applicable govt taxes.
- e. 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.
- f. Most advantageous bids will be given due consideration for selection of vendor.
- g. 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.
- h. 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.
- i. Payment will be released within 25-30 days through crossed cheque in the name of concerned Vendor / Firm after complete delivery, installation, commissioning as per NUMS satisfaction/End User demand and submission of necessary bills, invoices, delivery Challan etc.
- j. **Call deposit @2%** of the total bid value (refundable) in the shape of Demand Draft/Pay Order / CDR 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. Cross cheque/cash will not be accepted. 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.
- k. Call deposit of successful bidder will be released after job completion and as per NUMS satisfaction.
- l. **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 12 weeks from the issuance of final supply order.**
- m. An extension in delivery period will only be considered if the selected vendor submits a valid justification, supported by documentary evidences, to substantiate the reason for delay.
- n. **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.

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

p. 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.

q. Any dispute arising from this Agreement 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. The supplier / vendor shall at all times indemnify the procuring agency against the claims which may be made in respect of the goods for infringement 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 sufficiency of all the means used by him for fulfillment of 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.

s. Quality of equipment as per required specifications have to be met in true letter and spirit whereas bidding substandard goods / equipment will waste the precious time of procuring agency / concerned authorities and should absolutely be avoided.

t. The tender committee may ask the bidder for a **site visit** to inspect the items or request a **presentation** from the firm as part of the review process. All information shared will be kept strictly confidential by the bidder.

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

v. Retention money (in the form of performance guarantee) will be deducted from running bill @10% and will be released after successful completion of the Defect Liability Period (and after issuance of completion certificate/End User Certificate).

w. 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.

x. 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.

13. 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 / items are quoted against one item / work.
- g) If validity of Proposal is not quoted as required.

(Signature of Vendor)

**INSTALLATION OF NUMS SIGNAGE AT ACADEMIC BLOCK (KHINAMS) CHAK
SHAHZAD, ISLAMABAD**

S No	Item Name	Specification	GST	Total Price with GST
1	NUMS Signage	Supply Energy saving Board with Fitting Size : 72x5 ft		
2	Acrylic Letters	Acrylic letters on 3mm Sheet 3 Dimension Thickness 2.75"		
3	Iron Letters	Iron Letters GI Sheet Imported Back Side of Acrylic Letters		
4	Background ACM Sheet	ACM Sheet 4mm Imported Colour		
5	Frame	Frame Pipe 3"x1.5" 18 Gauge Support Pipes 1"x1" 18 Gauge with Toplex Paint Sprayed		
6	Modules	Modules 7070 High Quality Made in China or equivalent		
7.	Modules Driver	Modules Driver 12v/33.3 Amp Made in China or equivalent		

IMPORTANT NOTE: Vendors are requested to visit NUMS NIASR Abid Majeed Road Rawalpindi to view the NUMS Signage pattern which is already installed at NUMS NIASR.

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.			

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) are advised to go through the bidding document carefully and be prepared with all the required documents to avoid rejection of offer.