

NATIONAL UNIVERSITY OF MODERN LANGUAGES, H-9, ISLAMABAD

TENDER DOCUMENTS FOR SUPPLY / INSTALLATION OF WATER FILTERS/ CARTRIDGES
ON AS AND WHEN REQUIRED BASIS VALID UPTO 30TH JUNE 2027

S. #.	Name of item	A/U	Qty	Per Item Rate (including all taxes)	Total Amount (including all taxes)	Bid Sec 2.5%	Warranty Required
a.	Water filter three stage plastic body with multiply cartridges blue complete with installation fine quality	Per Set	5				3 months
b.	Water filter cartridges 0.3 Micron (Multiply) with complete installation fine quality	Per Nos	270				15 days
c.	Water filter cartridges 2 stage CTO block carbon Multiply with complete installation fine quality	Per Nos	270				15 days
d.	U.V Control Module superior quality with installation	Per Nos	5				1 month
e.	U.V Lamp superior quality with installation	Per Nos	5				1 month

TERMS & CONDITIONS

(MUST BE ON LETTER HEAD PAD OF THE BIDDER/FIRM)

1. The bidding firms are bound to fill the rates only in the tender form and quote the rates of make & type for which the rates are being asked; otherwise the bid will not be considered.
2. Bids must be submitted electronically through EPADS, whereas, prospective bidders may contact PPRA (1st floor, FBC building sector G-5/2, Islamabad. (Contact number 051-111-137-237) for registration, training and technical assistance. Proposals sent to NUML by fax, email or any other electronic mode other than EPADS shall not be accepted. Soft copy of the proposal and supporting documents must also be uploaded on EPADS.
3. The bidders are also required to submit bids in sealed envelope to the office of Director Administration, Jinnah Block, on or before **21 Oct 2026 at 1100 Hrs**, which will be opened on the same day at **1130 Hrs** in the presence of available bidders through EPADS. Moreover, timely submission of sealed envelope is the sole responsibility of the bidder.
4. A Tender Fee of **Rs.2000/- (non-refundable)** in shape of bank draft favouring Rector, NUML is also required to be submitted along with tender documents.
5. Contract will be awarded for the lowest rate basis for each item subject to approval of samples by the Committee.
6. Only GST and Income Tax registered and well-reputed firms/dealers are eligible to participate in the bidding.
7. **Earnest money/Bid security of 2.5%** of total bid amount in the shape of bank draft in favour of **Rector, NUML** must accompany with the bid; otherwise the same will not be considered.
8. The rates quoted shall be in Pak Rupees inclusive of all Govt taxes and **valid upto 30 June 2027**.
9. The items will be delivered at the campus of this University within **five days** (from the date of placing the supply order) and the quantity/quality of the same will be checked/verified by the Purchase Committee. In case supply found substandard/not in accordance with the make & type, besides imposition of **5% penalty (maximum upto 10% as the case may be)**, the same will also be purchased at the risk & cost of the bidder.
10. Sample of each item will be provided by the lowest bidder which will be checked by the Committee. Supply order will be issued if samples are passed by the Committee.
11. In case items are not delivered within stipulated time period, **5% penalty (LD)** of contract/order will be deducted. However, the maximum limit of the liquidated damages will not exceed **10% (LD)** of the delayed store value.
12. If even after applicability of 10% LD, the seller fails to deliver the required stores, the buyer will be at liberty to cancel the contract, and /or procure the stores from an alternate source, on the seller's "Risk & Cost/Expense". In that case, the seller will be bound to make payment to the new source through NUML.
13. In case contractor failed/refused to supply the items within stipulated period, University can confiscate the **Earnest Money** besides blacklisting of firm as the case may be.
14. University reserves the right to cancel/ terminate the contract in case of unsatisfactory services / violation of agreed terms & conditions by the bidder/contractor.
15. The bidder must demonstrate a stable financial position. To this effect, the bidder shall submit a recent bank statement (not older than three months from the date of bid submission) issued by a scheduled bank. The statement must clearly reflect the bidder's financial capacity to undertake the procurement.
16. If the firm withdraws its offer within validity period the competent authority may place such firm under embargo for a period, which may be extended up to one year. Moreover, the bid security of the firm will be confiscated.
17. If the Government declares the tender opening date a public holiday, the next working day shall be deemed the date for opening of the tender at the same time and venue.
18. Replacement Warranty of items is required as mentioned against each.
19. While assessing the bids quality of the items will be given proper weightage. Lower rates for the lower, substandard or inferior quality will not be considered.
20. Quantity mentioned in tender document is tentative and may be increased/ decreased as per actual requirement.
21. The bidder shall provide an affidavit that any Government Department/Organization has never blacklisted the firm.

22. In case of any dispute/differences, the decision of the Rector of the University will be final, and will not be challenged in any court, and bidder will remain bound to accept.
23. Rector NUML or person nominated by him has the right to accept/reject part or full quotation without assigning any reason thereof.
24. Pre-conditions set by the bidder in addition to the above-mentioned terms & conditions will not be accepted, and will lead to the rejection of the bid.
25. Submission of any false statements/documents including concealing of any information will straightaway lead to **Rejection of the Bid / forfeiture of the Earnest Money as deemed appropriate.**
26. A copy of the National Identity Card of bidding firm's Chief Executive and fresh GST/Income tax payer the firm must accompany the tender.

Note:- Each and every page of this document must be signed and stamped by the authorised signatory of the firm.

We, the under mentioned firm, hereby undertake to abide by the above-mentioned terms & conditions.

Name of Firm & Address _____

Tele Phone No. _____ GST No. _____ (Please attach a copy of GST Certificate) Draft/Pay order No. _____ Date _____ Amount _____

Firm Authorized Person Name. _____

CNIC No. _____ Contact No. _____