



GALLOP TENDER DOCUMENT

(Single stage one envelope procedure)

MS/MDS/2026/61

INSTALLATION OF FURNITURE AT UG & PG LABS STORE AT MDS LAB NIASR

1. **Introduction & Scope:** National University of Medical Sciences (NUMS) Rawalpindi invites sealed bids for the **Installation of Furniture at UG & PG Labs Store at MDS Lab NIASR** 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 One 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 **23rd October 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 (Adjacent with Marka-E-Haq Colony Main 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 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.

2. **Scope of work:** The procuring agency intends to procure all the required for the

Installation of Furniture at UG & PG Labs Store at MDS Lab NIASR 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 in accordance with the provided specifications.
 - b. Installing the equipment at the designated location(s) as per instructions of End User department.
 - c. Operationalizing the equipment to ensure full functionality within the timeframe specified by the procuring agency and training of the staff where required / if asked by end user.
3. **Language:** Language of this tender is **English**. Other languages will not be accepted.
4. **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).
5. **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.

6. 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), 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 (As per NUMS Demand up to 5%) --- (at contract time)
- h) After sales service certificate (on company letterhead) ----- (at contract time)
- i) Guarantee for availability of essential spares/ parts etc ----- (at contract time)

7. 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 equipment.
- j. Non availability of technical staff with the company for installation / commissioning of equipment.

k. Weak back up services in previous history.

8. **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.

9. **Bid Opening:** Bids shall be publicly opened on **23rd October 2026 till 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 (Adjacent with Marka-E-Haq Colony Main Entrance Gate), Rawalpindi"**. 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.

10. **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. Successful 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 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.
- n. 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.
- o. 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**.

11. 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)

INSTALLATION OF FURNITURE AT UG & PG LABS STORE – NIASR

Sr#	Noun	Specification	Reference Picture	Qty	Unit Price	GST	Total Price with GST
1	Rack	Adjustable height MS racks (Powder coated) 6'x8' (LxH) with 4 rows, each 2' high. To be supplied with wheels		14			
2	Ladder	Three step ladder/platform * Material: Heavy-duty aluminium or powder-coated steel , lightweight but sturdy * Steps: 3 anti-slip, wide steps * Top platform height: Approximately 70–80 cm * Step width: Minimum 30 cm * Load capacity: Minimum 120–150 kg * Features: Anti-slip steps, rubber/anti-skid feet, sturdy locking mechanism * Design: Foldable, easy to store and move * Safety: Non-slip feet and secure locking system * Colour: Any standard colour		1			
3	Cupboard	Cupboards with glass door (6' x 3' x 1'-6")		2			

4	Refrigerator	Lab Grade Refrigerator (500 Liters or more)	-	1			
5	Freezer	Lab grade Freezer (-20° C; 500 Liter or more)	-	1			

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.