



**NUMS**  
NATIONAL UNIVERSITY  
OF MEDICAL SCIENCES

Tender Reference:  
**MS/Procurement)/2026/25**

## INVITATION FOR TENDER

### Purchase of stationery items

National University of Medical Sciences (NUMS) invites sealed bids as on “**Single Stage – Two Envelopes**” basis from well-reputed, experienced, and financially sound Firms/ Companies for the **purchase of stationery items**. This advertisement is also available on EPADS-PPRA (<https://www.ppra.org.pk>) and NUMS website (<https://numspak.edu.pk/tender-notice.php>). **Samples of Stationery items must be provided during opening of Tender for the evaluation process.**

### Bidding detail: -

- Interested bidders must have a minimum of two (02) years’ relevant experience in the provision of stationery items in Public or Private sector organizations / Institutes.
- Bidders must be registered with relevant tax authorities and must be on the **Active Taxpayer List (ATL)** of FBR for GST and Income Tax.
- Detailed specifications and terms & conditions are provided in the bidding documents. Bidders shall submit Technical Proposal and Financial Proposal separately along with samples. Technical proposals will be opened and evaluated in line with samples first, whereas financial proposals of technically qualified bidders will be opened at a later stage.
- **Bid Security equivalent to 2% of the total bid value** (refundable) in the form of Call Deposit/ Bank Draft/Pay Order drawn in favor of “NUMS” must be submitted physically at NUMS, while a scanned copy shall be uploaded on PPRA E-PADS before the closing date and time.
- Bidding documents can be obtained from the office of the undersigned upon submission of a **Pay Order/Demand Draft of PKR 3,000/- (non-refundable)** in favor of “NUMS” during working hours. Bidders may obtain further information / clarification from Procurement Directorate NUMS.
- **The last date for submission of bids is Tuesday, 23 June, 2026 by 0930 hours.** Technical Proposals shall be opened on the same day at/after **1000 hours** in the **Conference Room, NUMS (ATR), Adyala Road (Opposite APS Humayun Road), Rawalpindi**, in the presence of participating bidders or their authorized representatives. Late, incomplete, or bids submitted through email or fax shall not be entertained.
- The bidding process shall be conducted through **PPRA E-PADS**, and interested bidders are required to ensure registration on the EPADS for participation.
- NUMS reserves the right to increase or decrease the scope of work or quantities as per requirement and to accept or reject any or all bids or cancel the tendering process at any stage in accordance with **PPRA Rules, 2004**.

**PROCUREMENT DIRECTORATE**  
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