



Tender File:
MS/Adm Dte (KHINAMS)/2026/122

TENDER DOCUMENT **(single stage- two envelops procedure)**

Tender:- Supply, Installation, Testing, and Commissioning of Integrated Security Equipments at NUMS–KHINAMS, Chak Shahzad, Islamabad

1. **Introduction:** National University of Medical Sciences (NUMS) Rawalpindi invites sealed bids for the supply, installation and commissioning of Security Equipments for NUMS KHUNAMS 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 envelops 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 **(Monday, 3rd August 2026) till 9:30 hours**. 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. **Bid Delivery:** All tenders will be delivered (though post/courier/by hands) in standard format to NUMS address in a sealed envelope i.e. **(Procurement Directorate, National University of Medical Sciences- NUMS (ATR), Adiyala Road (Opposite APS Humayun Road), Rawalpindi)**. The envelope should be clearly marked with precise reference of the *Invitation to Bid notice* 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.

3. **Bid Opening:** Bids shall be publically opened on same date (i.e. **Monday, 3rd August 2026**) **at/ after 1000 hours** 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"**. 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 security equipment and deviations, (if any). They must be fully authorized to take decision on the spot on behalf of their firm.
4. **Bid Evaluation:** 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 in terms of prices, costs, items taxes etc. The Committee may finalize one or more suppliers/vendors according to the quoted prices and specifications. The Tender Evaluation Committee is fully authorized to ask for demo of security related equipment / present sample.
5. **Cost of Bidding:** Bidders shall bear all costs associated with preparation and submission of bids and the Procuring Agency will in no case be responsible and liable for those costs, regardless of the conduct or outcome of the bidding process.
6. **Scope of work:** Security Equipment & Accessories as per specifications outlined at **Annex-A** under **"Single-stage - two-envelope"** bidding procedure. Selected vendor will 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.
 - c. Testing & Operationalizing the items to ensure full functionality within timeframe specified in the supply order and training of the staff (where required).
 - d. Performance Warranty and after sale services (where applicable).
7. **Language:** Language of this tender is **English**. Other languages will not be accepted.
8. **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)

9. Tender Basis:

a. All Bidding documents must be completed in full otherwise the application/bid will be disqualified/rejected.

b. All applicants will receive identical documents and no applicant should add, omit, or change any item, serial number, options, terms or conditions.

c. Each applicant should take one bid only. No bidder can be a sub-contractor while submitting a bid individually or as a member of a joint venture in the same bidding process. A bidder, if acting in the capacity of sub-contractor in any bid, shall not submit bid for the same.

d. The firm must have the requisite technical and professional expertise and resources for supply of all the supplies / Security equipment.

e. The price schedule must include all information requested, including origin, model etc of the items. More experience in said field will be given preference.

10. 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 security items / equipment.

11. Submission of necessary documents- (where applicable): Following documents may be asked to submit with Proposals.

- a. Manufacturer Authorization (where applicable)
- b. CE Mark, ISO certificates ----- (where applicable)
- c. Certificate of Origin ----- (where applicable)
- d. Quality assurance, ISO certification etc. (where applicable)
- e. Goods Declaration(GD) Certificate (along with customer receipt) ---- (if demanded)
- f. Warrantee/insurance Guarantee Certificates
- g. Performance Guarantee (As per NUMS Demand)
- h. After sales service certificate and Essential spares/parts etc delivery. (on company letterhead)

12. 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. Are guilty of serious misinterpretation/misrepresentations.
- f. Have not submitted bid/performance security with the bidding documents.
- g. Late deposit of tender documents.
- h. Disclosing of sensitive information to unauthorized parties.
- i. Conditional bid(s) will not be accepted in any case.
- j. Non-compliance with applicable laws/regulations essential throughout the tendering process.
- k. Having no experience / very less experience in supply of required equipment.
- l. Non availability of technical staff with the company for installation / commissioning of equipment.
- m. Weak back up services.

13. Specific Terms & Conditions:

- a. Bidders shall provide to the Procuring Agency evidences of their **eligibility**, proof of compliance with necessary legal requirements to carry out work order effectively within given timelines and as per required 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. 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. Bids not complying with the given technical specifications/ mathematical errors / clerical mistakes will be considered as rejected.
- e. Items wise rates (separately) quoted should be inclusive of all applicable gov't taxes. Bids will be opened on same day of closing Tender.
- f. Items quoted other than NUMS's approved specifications (as provided with tender documents) will not be accepted and bid quotations will be treated as rejected.
- g. Most advantageous bids will be given due consideration for selection of vendor.
- h. 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.
- i. 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.
- j. All demanded material has to be supplied as one consignment on due date and time. No piecemeal supply will be accepted
- k. 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.
- l. **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

- m. 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.
- n. **Penalty @1% per day on the value of undelivered / Late supply of items will be imposed by NUMS after agreed upon due date of job completion.**
- o. NUMS will hold the payment till the security equipment/items supplied meet the given specifications / end user's satisfaction.
- p. **Quoted prices must be valid for a period of 90 days** from the date of opening of bids. 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.
- q. 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.
- r. 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.
- s. 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.
- t. The decision of NUMS competent authorities (CA) will be final and binding on all.
- u. 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.
- v. 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.
- w. 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.
- x. Custom Excise & Taxes are responsibility at supplier's end. If selected, a Stamp duty @25 paisa per Rs. 100/- 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 will applicable on

Contractor.

- y. The supplier 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 o/f the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the 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. Quality of the security equipment and all other miscellaneous required specifications have to be met in true letter and spirit.

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

(Signature of Vendor)

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Detail Specification

Ser	Item Name/ Particulars/ Descriptions	Quantity	Total price with GST
1.	<u>Perimeter pole lights</u> Perimeter lights need to have two lights i.e inwards and outwards, at present its only inwards	38	
2.	<u>Two-way pole frame</u>	38	
3.	<u>Search Lights</u> To be installed on main building	8	
4.	<u>Dragon Teeth</u> To be placed on gates	16	
Total Price with GST			

Important Notes:

- Specs equivalent to or superior meeting and exceeding these parameters shall be acceptable under PPRA rules, may be quoted and shall be given due consideration.
- Where a brand name or specific reference has been mentioned due to necessity in defining the required items, the term 'or equivalent' applies, ensuring transparency and fair competition for all participants in the procurement process.
- If selected, the concerned vendor (if asked) will have to submit a Bank Guarantee/CDR of equal amount of the PO till supply & installation of complete items/equipment.
- Warranty/Insurance Guarantee Certificates: Certificates from the manufacturer and supplier ensuring the equipment is covered under warranty and insurance.
- Performance Guarantee: A financial guarantee, typically 10% of the total equipment value, to ensure the bidder fulfills the contract terms.
- Guarantee for Availability of Essential Spares/Parts: A commitment to supply necessary spare parts for the equipment for at least two years.

**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: Manufacturer or Authorized agent of the Manufacturer Whether Public Undertaking, Public Ltd., Private Ltd. Company or Proprietary Firm			
2.	Original Technical Catalogue of the quoted Equipment			
3.	Certificate for sole ownership / partnership/ Certificate of Incorporation			
4.	One pager statement of turnover per year for last three successive years duly certified by concerned bank manager (Minimum Annual Turnover must be Rs. One Crore)			
5.	Rate of individual item must be quoted with all taxes according to format mentioned in the Bidding Document			
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 amount deposited is enclosed or not. If yes, please mention the details.			
8.	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.			
9.	Compliance Statement with relation to the terms & conditions as mentioned in the document.			
10.	Duly attested copy of sales tax registration certificate.			
11.	Soft copy of technical bids 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.