



**TENDER DOCUMENT**  
**NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST)**  
**PROCUREMENT OF MISC ITEMS FOR ALL EVS, NUST H-12 CAMUS ISLAMABAD**

1. Bids are invited from reliable firms / suppliers having NTN & Sales Tax registration for **“Procurement of Misc Items for all EVs, NUST H-12 Camus Islamabad”**. Complete specifications and required quantity have been mentioned and attached as per **Annex-A**.
2. **Submission of Bids.** Single Stage-Single Envelope procedure through EPADS.
3. **Eligibility Criteria:** The bidder must be:
  - a. Registered with FBR for sales tax/ income tax.
  - b. Be active on tax payer list
  - c. Never Black listed; Affidavit on stamp paper.
  - d. Not under any litigation; Affidavit on stamp paper.
  - e. Technical Proposal must confirm to specs attached herewith **Annex-D**.
4. **Bid and Attachments to be provided by Suppliers:**
  - a. Bid prices item wise for each lot duly totaled up in local currency- PKR, All inclusive.
  - b. **Comparison/Selection of Bids:** NUST will have the option to select item wise or Lot wise and cancel bids without any liability as per PPRA Rule no 33.
  - c. Bid must be **valid** for at least **90 days** after the opening date of tender.
  - d. **Bid Security** Exact equal to **3% of total quoted value** with bid. **Please disregard the amount reflected on EPADS which is just a codal formality.** The same amount i.e 3% (Bid Security) may be reflected in EPAD system when uploading the draft record of bid. **Pay-order / bank draft** will be in favor of **“NUST, Islamabad”**.
  - e. Bidder to ensure submission of documents as per details provided in **Annex-C**.
  - f. Multiple firms operating under common owner/administration will submit only **one bid** from any one of its registered/legal entities.
  - g. **Last 3x month utility bills**, duly paid, of the firm’s office/accommodation.
5. **Instructions for Suppliers (Be Noted Carefully):**
  - a. Incomplete bid in any aspect will be rejected.
  - b. Bid(s) may be rejected **if the rate(s) are unclear, incomplete, ambiguous, conditional or not totaled.**
  - c. **Penalty for delays:** To be decided by P&LP Dte in view of prevalent factors.
  - d. **Performance Guarantee for Warranty Period.** Selected firm(s) shall provide **5% PG** of the PO amount.
  - e. **Right to purchase at Risk-and-Expense of Supplier**, if the selected supplier: **(i)** fails to complete the order, or **(ii)** delays to supply within the delivery time quoted or extended time given by Purchaser, or **(iii)** supplies **sub-standard** items, or **(iv)** supplies low quality items, then NUST reserves the right to **(v)** purchase single, all or non-supplied quantity of item(s), by the suppliers at **Risk-and-Expense** therefore forfeit Earnest Money and resort to administrative actions, etc.
  - f. **NUST reserves the right to (i)** Increase/decrease/delete the required quantity while placing purchase order or add related item in repeat order. **(ii)** reject any bid or procurement process. **(iii)** Amend delivery time. **(iv)** Make clarifications during contract period etc. any time, as per rules.
  - g. Representatives of bidders are allowed to witness opening of tenders, without conferring any privilege.

- h. **Contract Agreement** shall be signed with successful bidder(s) as per Contract (**Annex-B**) NUST policy and Provision of **Rs.100 stamp paper** shall be the provided by successful bidder which shall be delivered before issuance of Purchase Order by P&LP Dte.
- i. **Late submission of bids** cannot be uploaded therefore upload bid with in stimulation period.
- j. Information regarding subject item should not be communicated to un-authorized person(s).
- k. In case of dispute, **decision of Pro-Rector (P&R)**, NUST shall be final and binding on both the parties. Firms will to ensure that the “End of Sale” and “End-of-Life” (EOL) are not being quoted / provided.
- l. **Delivery Time** including Installation and commissioning time shall not be more than **4-6 weeks** from the date of issuance of Purchase Order.
- m. The bid opening may be postponed due to unavoidable circumstances including public holiday, leave or official commitment of President/ Members Purchase Committee. P&LP Directorate shall inform all bidders well in time through e-mail & telephone.
- n. Payments will be made after deduction of Income Tax and part of Sales Tax by NUST, as per Govt rules. It is vendor’s responsibility to be on Active Tax Payers list of FBR.
- o. The specifications provided in this tender document are the minimum requirements of NUST. The bidders must meet or exceed these specifications to meet the actual requirements of this project. However, in such cases, additionally proposed or alternate specifications should clearly be highlighted to enable NUST to clearly ascertain the impact of modified specifications.

6. Technical and Financial Quotations should be submitted in the following format: -

a. **Technical Quotation:**

S. No	Description	Technical Specifications	A/U	Qty	Remarks (if any)

b. **Financial Quotation:**

7. Financial Quotation should be submitted in the following format: -

S. No.	Item	Qty	Unit Price	Unit Price with GST	Total Price (with GST)

8. **Procurement Contract:** In line with terms and conditions laid-down in this document and Provision under PPRA Rules (2004), as amended, the Procurement will be awarded to the bidder with the Most Advantageous bid.

9. All e-bids must be submitted through EPADS, and without e-PADS will not be accepted/entertained. The electronic bids, must be submitted by using EPADS by **05 May 2026 before 1100 hrs** (bid closing date and time). **Hard copies of Proposal as asked be deposited to P&LP Dte (Procurement Section) before opening on the same day.** Electronic Bids will be opened on the same day at (bid opening time at least 30 minutes after bid closing time at **1130 hrs** in the presence of Local Purchase Committee (LPC) Members and available representatives of firms.

A/Director P&LP  
**(Muhammad Maalik)**  
 (Telephone: 051-90851649)

**Specifications for Procurement of Misc Items for all EVs,  
NUST H-12 Camus Islamabad**

Sr.	Description	A/U	Qty	Unit Rate with GST (Rs)	Total Rate with GST (Rs)
1	AGS Batteries Or Equivalent (7 x E V s) 12 Vol N-250	Nos	42		
2	China Tyres (LangQing) Or Equivalent Size 155-80-12	Nos	04		
3	China Tyres (LV Tong) Or Equivalent Size 165-70-13	Nos	20		
4	Star Sprinter Tyres (Yes Electro Motive) Or Equivalent Size 145-R-12	Nos	40		
5	Air Vacuum pressure & Side mirror Pair LT-SIL C (Imported)	Pair	02		
6	Differential carrier assembly 7.5 K W Shuttle Bus Complete Transaxle 16:1 (Imported)	Nos	01		

**Contract Agreement**

**for Procurement of Misc Items for all EVs, NUST H-12 Camus Islamabad**

**Contract Agreement No:** \_\_\_\_\_ **Date:** \_\_\_\_\_ 2026

**Purchaser:**

National University of Sciences and Technology (NUST), H-12, Islamabad

Through its A/Director P&LP Directorate

Hereinafter referred to as the "Purchaser" (which expression shall include its successors and permitted assigns)

**Supplier:**

Supplier's Name & Address

**CONTRACT AGREEMENT FOR PROCUREMENT OF MISC ITEMS FOR ALL EVS, NUST H-12 CAMUS ISLAMABAD**

This Contract Agreement No: \_\_\_\_\_ is made on \_\_\_\_ 2026.

**Purchaser:**

National University of Sciences and Technology (NUST), H-12, Islamabad, through its A/Director P&LP Directorate, hereinafter referred to as the “**Purchaser**”, which expression shall include its successors and permitted assigns.

**Supplier:**

M/s \_\_\_\_\_, through its authorized representative Mr. \_\_\_\_\_, hereinafter referred to as the “**Supplier**”, which expression shall include its successors and permitted assigns.

WHEREAS the Purchaser invited tenders for **Procurement of Misc Items for all EVs, NUST H-12 Camus Islamabad;**

AND WHEREAS the Supplier’s bid for **Procurement of Misc Items for all EVs, NUST H-12 Camus Islamabad** was accepted at a total Contract Value of **PKR \_\_\_\_\_**/- (inclusive of all applicable taxes);

**NOW THEREFORE, the Parties agree as follows:**

1. A/Director P&LP, NUST hereby appoints the second party for **Procurement of Misc Items for all EVs, NUST H-12 Camus Islamabad,** as per **Annex** specifications.

2. **Delivery/Delay Penalty:** Time and quality are the essence of the contract. The Supplier undertakes to supply, the ordered items within **4x6 Weeks** of issuance of PO, at Purchasers premises. Period may be extended under special circumstances, only up to a specific time limit. In case of subsequent delay, Purchaser reserves the right to impose penalty of 1% of total contract value for each delayed week, subject to a maximum of 10%.

3. **Penalty for delays: To be decided by P&LP Dte in view of prevalent factors.**

4. **Terms of Payment:** Payment shall be made after the delivery/completion of ordered items (as per Purchase Order) inspection and acceptance by NUST. Payment shall be released in favor of **M/s \_\_\_\_\_**. On completion of inspection, case shall be forwarded to Finance Directorate (NUST) for release of payment which shall take 30 to 45 days.

5. **Risk and Expense Purchase:** If at any stage, it appears that the Supplier is not following the delivery schedule and/or would be unable to deliver the ordered item as per specifications of Purchase Order, within the specified or the extended period, then the Purchaser has the right to cancel the order at any time and procure the remaining or all the items from some other source, at the ‘Risk and Expense’ of the Supplier;- subject to the condition that if the Purchaser has to pay any amount in excess of the agreed amount, then the difference will be recovered from the Supplier. It is pertinent to mention that Purchaser may take other actions as deemed appropriate including blacklisting of firm and forfeiture of Earnest Money.

**WARNING**

Any information about the sale / purchase of the stores under this contract shall not be communicated to any person, other than the Supplier of the stores or to any person or agency not authorized by RECTOR NUST to receive it. The breach of the undertaking shall be punishable under the Official Secret Act 1923, as adopted by the court of law.

6. **NUST reserves the right to** (i) change/delete the required quantity while placing purchase order or add related item in repeat order. (ii) reject any bid or procurement process. (iii) Amend delivery time. (iv) Make clarifications during contract period etc. any time, as per rules.

7. Contract Agreement shall be signed. Rs.100 stamp paper shall be provided by successful bidder which shall be delivered before issuance of Purchase Order by P&LP Dte.

8. **Performance Guarantee (PG):** A performance guarantee (PG) equivalent to 5% of the total value of the ordered items shall be deducted from the Supplier's final payment. This amount will be retained until the successful completion of the warranty period.

9. **Warranty:** Supplier shall provide **1 Year** warranty for equipment against manufacturing / fabrication and material faults etc which shall be effective from the date of delivery & acceptance by the Purchaser.

10. **Indemnity.** Each party agrees to perform its part of the contract and in case of default binds itself to indemnify the other.

11. **Repeat Order:** If required, the Purchaser may place a repeat order (at previous rates and conditions) for the supply of subject item(s), during a period of one year after the issue of purchase order. The Supplier may accept such order on mutual consent.

12. **Force Majeure:** The Supplier shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered items(s) for reasons of Force Majeure or any cause beyond their control. In case of delay the delivery, date would be extended appropriately.

13. **M/s \_\_\_\_\_:** Only new Items with corresponding warranty will be acceptable. Refurbished/old items will not be accepted at any cost.

14. **Dispute:** In case of any dispute between the two parties on any matter arising out of this contract, the matter shall be referred to the "**Arbitration Committee of NUST**". **Pro-Rector (P&R) will be the arbitrator whose decision shall be final and binding. Both the parties agreed not to seek recourse to any court of law and shall resolve all disputes.**

15. Information regarding subject item should not be communicated to un-authorized person(s).

16. Vendor must provide one year contract for any repair & maintenance coverage.

17. This agreement has been prepared in duplicate. The original will remain with the first party and the duplicate with the second party.

**IN WITNESS WHEREOF**, the Parties have executed this Contract Agreement. It has been prepared in duplicate. The original will remain with the first party and the duplicate with the second party.

**PURCHASER (1st Party)**

Signature: \_\_\_\_\_  
Name: Muhammad Maalik  
Designation: A/Director P&LP Directorate  
Organization: National University of  
Sciences and Technology (NUST), H-12,  
Islamabad

**WITNESS 1**

Signature \_\_\_\_\_  
& Thumb Impression: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_

*(Witness to the signatures of the Purchaser)*

**SUPPLIER (2nd Party)**

Signature & Thumb Impression: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell: \_\_\_\_\_

**WITNESS 2**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

*(Witness to the signatures of the Supplier)*

Annex  
**SCHEDULE OF STORES TO BE SUPPLIED**

CONTRACT No. \_\_\_\_\_

Ser	Particular of Stores	Specification	A/U	Qty	Unit Rate with all Taxes (Rs)	Total Rate with all Taxes (Rs)
1						
2						

1. **Grand Total Cost**
  - a. In words (PKR):
  - b. In figures (PKR):
2. **Prices are Firm and Final**

**SUPPLIER**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

**Procurement of Misc Items for all EVs, NUST H-12 Camus Islamabad****(ATTACHMENT ON EPADS)**

Ensure that you have provided the following documents, labelled and referred correctly. Please highlight the relevant information in the attached document.

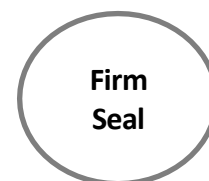
S/No.	Required Documents (ONE COPY ONLY)	Attached? <input type="checkbox"/> /☒	Placed At
1.	NTN certificate	<input type="checkbox"/>	
2.	Sales Tax certificate	<input type="checkbox"/>	
3.	No Blacklisting & No litigation Affidavit	<input type="checkbox"/>	
4.	OEM Authorization Certificate	<input type="checkbox"/>	
5.	Bid Security (Not less than 3% of the quoted value of quotation)	<input type="checkbox"/>	
6.	Financial Position Record (Bank Statement) – Last 1 Year	<input type="checkbox"/>	
7.	Technical manpower (Yes/ No & Number)	<input type="checkbox"/>	
8.	Bid is valid for at least <b>90 days</b>	<input type="checkbox"/>	X
9.	Each Lot is quoted separately	<input type="checkbox"/>	
10.	Prices is quoted in Pak Rupees PKR	<input type="checkbox"/>	
11.	Delivery Time as per bidding document	<input type="checkbox"/>	
12.	Item is quoted with at least 1 Year warranty.	<input type="checkbox"/>	
13.	Make, Origin and Manufacturer is as indicated in the quotation in Bid	<input type="checkbox"/>	

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



**TECHNICAL / EVALUATION CRITERIA**

S/No.	Evaluation Parameters	Marks	Remarks
1.	Original Equipment Manufacturer (OEM)/ Authorized Dealer.	30	
2.	<b><u>Back Support</u></b> - Local Outlet at Rwp/ Isb. - Local Warehouse in Rwp/ Isb. - Trained / Skilled Manpower on regular Pay Roll.	30	
3.	Last One Year Purchase Orders	15	
4.	Financial Statement of last One year	15	
5.	Inspection Report by NUST Inspection Team	10	
<b>Total Marks:</b>		<b>100</b>	
Qualifying Marks in Technical Evaluation:		<b>40%</b>	

**FINANCIAL EVALUATION CRITERIA**

1	Financial Evaluation Marks	<b>60</b>	
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