

TENDER DOCUMENTS

Tender for Purchase of Stationery Items for Adm Dte; NUMS **(January to June' 2026)** *(single stage two envelopes)*

1. **Introduction & Scope:** National University of Medical Sciences (NUMS) Rawalpindi invites sealed Bids/ Proposals for **supply of Stationery items** as described and summarized in accordance with Procedures, Terms, Conditions and detail Specifications mentioned at '**Annex-A**' and '**Annex-B**' on a "single stage two envelopes" PPRA bidding procedure. Both envelopes should be sealed and marked as "**Technical & Financial Proposals**" separately and placed in 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 is **23 June 2026 (Tuesday)** by/ before **0930 hours**. Tenders will be opened publically on same day at/after **1000 hours** by the Tenders Opening & Evaluation Board at following place / venue in presence of all participating bidders or their authorized representatives, (who may choose to be present) at "**Conference Room, NUMS (ATR), Adiyala Road (Opposite APS Girls Humayun Road), Rawalpindi**". Sealed bids, prepared in accordance with instructions to bidders (ITBs) should reach on/before the due date & time mentioned above. Documents sent through email or fax shall not be accepted.

NUMS reserves the right to modify/ change the quantity of 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. **Language:** Language of this tender is **English**. Other languages will not be accepted.
3. **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/ general order suppliers, 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 legally / duly 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 maintained **bank account**; 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)

4. **Tender Basis: -**

- a. All Tender Documents must be completed in full otherwise the application will be disqualified. The firms shall declare the make, model & country of origin of all items / equipment and accessories to be provided with the equipment.
- b. All applicants will receive identical documents: No applicant should add, omit, or change any item, serial No, or options, terms or conditions and should be in original papers.
- c. Each applicant should take one bid only. Bid shall be made in writing calculated in PKR only and clearly stated on the appropriate forms.
- d. The price schedule must include all information requested, including origin of materials, quality, specifications (warranty period-if any) and GST etc.

5. **Payments:** Payment will be released after full delivery of complete items as per required specifications and Purchase Order as well as verification from end user. In this regard, a complete and formal work completion certificate/satisfactory report from the end user point is mandatory to be submitted with bills invoices. No advance payment or mobilization amount will be released in favor of selected Vendor/Contractor.

6. **In-eligibility of Applicants:** Applicants cannot apply if they: -

- a. Are not registered companies with Tax & other government departments.
- b. Blacklisted by PPRA or any other Government Organization / Agency
- c. Have been convicted for an offence concerning professional conduct.

- d. Have been guilty of grave professional misconduct.
- e. Have not fulfilled obligations related to payment of taxes.
- f. Are guilty of serious misinterpretation/misrepresentations.
- g. Late deposit of tender documents.

7. **Bid Delivery:** All tenders will be delivered (though post/courier/by hands) at **Procurement Directorate NUMS ATR Building, Adiyala Road (Opposite APS Girls Humayun Road), Rawalpindi** in standard format to NUMS address in a sealed envelope. 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.

8. **Bid Opening:** Bids shall be publically opened on **23 June 2026 (Tuesday) at/ after 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 (Opposite APS Girls 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 equipment and deviations, (if any). They must be fully authorized to take decision on the spot on behalf of their firm.

9. **Bid Evaluation:** The Tender & Evaluation Committee will check the tenders to ensure that they contain no amendment(s) to the terms and conditions or any other calculation errors with prices and costs. The Committee may finalize one or more suppliers/firms according to rates and specifications. Following the technical evaluation, only the proposals of technically qualified firms will proceed to the opening of the *Financial Proposals*. The date and time for financial Bids opening will be determined by procurement committee which will be communicated to respective qualified bidders in due course of time via email/ telephone call etc. facilitated by Procurement Directorate-NUMS.

10. **Cost of Bidding:** The bidders shall bear all costs associated with preparation and submission of bids and procuring agency will in no case be responsible and liable for those costs, regardless of the conduct or outcome of the bidding process.

11. **Specific Terms & Conditions:**


- a. Bidders shall provide to procuring agency, evidences of their eligibility, proof of compliance with necessary legal requirements (FBR, NTN, GST, Professional Tax registrations, Quality assurance/ ISO registration, work permits, etc.), to carry out purchase / work order effectively within given timelines, specifications, terms and conditions etc.

- b. Bidder's quotations must be properly tagged, all pages must be numbered and sequenced accordingly of table of contents.
- c. All pages of the bidding documents are mandatory to be signed, stamped by the authorized officer meaning thereby bidder agrees to our terms and conditions, mentioned herein, failing which the bid may be liable to rejection.
- d. The item wise rates (separately) should be quoted inclusive of all applicable gov't taxes.
- e. Proposals / Quotations other than NUMS' approved specifications will not be accepted and will be treated as cancelled. Items wise rates (separately) quoted should be inclusive of all applicable government taxes.
- f. Most advantageous bids will be given due consideration for selection of vendor.
- g. Delivery of substandard stores 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.
- h. Collusion between the bidders are strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of procuring Agency/government etc, will be blacklisted and debarred.
- i. Payment will be released through crossed cheque in the name of concerned vendor after full delivery and full functionality of items as per NUMS satisfaction/ End User demand and after submission of necessary bills, invoices, delivery Challan etc.
- j. **Call deposit @2%** of the total bid value (refundable) in the shape of Demand Draft/Pay Order / CDR (cross cheque/cash will not be accepted) in the name of "National University of Medical Sciences" (NTN # 9010197-0) to be attached with bids; otherwise bids will be treated as cancelled for further review. Bid Security will be returned to un-successful bidder after selection of vendor(s). Bid Security less than or below 2% will not be accepted.
- k. Call deposit of successful bidder will be released after job completion and as per NUMS satisfaction. The successful bidder shall be required to complete the supply of non-imported items within 2 weeks and imported items within a maximum of 8 weeks from the issuance of the final supply order. Failure to comply with these timelines will result in a penalty of 1% up to a maximum of 10% per day of the total supply order amount. An extension in delivery period will only be considered if the vendor submits a valid reason for justification, supported by documentary evidences, to substantiate the reason for delay and after all, the competent authority approves them.
- l. 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 bid security / earnest money and put a ban on that vendor's participation in any future tenders/RFQs.

- m.** The decision of NUMS competent authorities (CA) will be final and binding to all.
- n.** The supplier/vendor shall, at all times, indemnify the procuring agency against any claims related to the goods for the infringement of any patent, registered design, or trademark. The supplier shall assume all risks of accidents or damages that may result in the failure of the supply, regardless of the cause, and shall bear full responsibility for the adequacy of all means employed to fulfill the supply/contract. In the event of a claim being made against the procuring agency regarding an alleged breach of patent, registered design, or trademark, the procuring agency shall promptly notify the supplier. The supplier shall have the right, at their own expense, to negotiate a settlement for any litigation arising from such claims.
- o.** Quality of items as per required specifications have to be met in true letter and spirit whereas bidding substandard goods / equipment will waste the precious time of procuring agency / concerned authorities and should absolutely be avoided.
- p.** As part of review process, the tender committee may request the tenderer for a site visit at its premises to view the items or invite the prospective firms for a presentation. The information provided by all tenderers shall be strictly confidential.
- q.** NUMS reserve the right to accept / reject any quotation/bid without assigning any reason, or increase/decrease the quantities as given in tender documents.
- r.** 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
- s.** 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.
- t.** NUMS reserve the right to accept / reject any quotation/bid without assigning any reason, or increase/decrease the quantities as given in tender documents.
- u.** This order does not create a partnership between NUMS and the vendor or make one party the agent for the other for any purpose.

(Signature of Vendor)



Director Procurement
National University of
Medical Sciences (NUMS),
Rawalpindi

Stationary Demand List (Adm Dte, NUMS Secretariat)

| Sr. No. | Items Description | A/U | Qty/ Req. | Unit Price | GST % | Unit price with GST | Total Price with GST |
|---------|---|------|-----------|------------|-------|---------------------|----------------------|
| 1 | Paper A4 : 80 gm | Ream | 500 | | | | |
| 2 | Paper Legal : 80 gm | Ream | 30 | | | | |
| 3 | Paper A3 ; 80 gm | Ream | 10 | | | | |
| 4 | Ball Point Black : Dollar Clipper or equivalent | Pkt | 60 | | | | |
| 5 | Ball Point Blue: Dollar Clipper or equivalent | Pkt | 120 | | | | |
| 6 | Ball Point Red: Dollar Clipper or equivalent | Pkt | 25 | | | | |
| 7 | Binding Sheets :Size, egal | Nos | 400 | | | | |
| 8 | Binder Clip 15 mm (Pack of 12) | Pkt | 200 | | | | |
| 9 | Binder Clip 19 mm (Pack of 12) | Pkt | 50 | | | | |
| 10 | Blanco Pen / Correction Pen | Nos. | 100 | | | | |
| 11 | Box File Blue (Imported) | Nos. | 600 | | | | |
| 12 | Chart Papers : White | Nos. | 250 | | | | |
| 13 | Color Paper A4 | Pkt | 25 | | | | |
| 14 | Color Flag (Self Adhesive Slip) | Pkt | 100 | | | | |
| 15 | Endorsing Ink Blue & Black | Nos | 20 | | | | |
| 16 | Envelop Brown Small | Nos. | 3,000 | | | | |
| 17 | Envelop Brown A4 | Nos. | 2,500 | | | | |
| 18 | Envelop Small with NUMS Logo | Nos. | 500 | | | | |
| 19 | Envelop A4 with NUMS Logo | Nos. | 500 | | | | |
| 20 | Envelop Legal with NUMS Logo | Nos. | 500 | | | | |
| 21 | Eraser (Pelikan / DG-50/ equivalent | Nos. | 250 | | | | |
| 22 | File Binders | Nos. | 100 | | | | |
| 23 | File Cover Blue with NUMS Logo | Nos. | 1,500 | | | | |
| 24 | File Cover White with NUMS Logo | Nos. | 2,000 | | | | |
| 25 | Gum Stick Large (35 gm) deli/equivalent | Nos. | 150 | | | | |
| 26 | Gum Stick Small (21 gm) deli/equivalent | Nos. | 200 | | | | |
| 27 | Highlighter Yellow | Nos. | 200 | | | | |
| 28 | Highlighter Blue (mercury/equivalent) | Nos. | 50 | | | | |
| 29 | Highlighter Green (mercury/equivalent) | Nos. | 50 | | | | |
| 30 | Highlighter Pink (mercury/equivalent) | Nos. | 80 | | | | |
| 31 | Lead Pencil : Tick platinum or Equivalent | Pkt | 25 | | | | |

| | | | | | | | |
|----|---|------|-----|--|--|--|--|
| 32 | Notice Board 2x4 | Nos. | 12 | | | | |
| 33 | Packing Tape 2" x 72 yds | Nos. | 144 | | | | |
| 34 | Packing Tape 3" x 72 yds | Nos. | 144 | | | | |
| 35 | Paper Pin | Pkt | 30 | | | | |
| 36 | Paper Clip | Pkt | 100 | | | | |
| 37 | Paper Cutter medium size; | Nos. | 50 | | | | |
| 38 | Permanent Marker Black | Pkt | 65 | | | | |
| 39 | Permanent Marker Blue | Pkt | 50 | | | | |
| 40 | Permanent Marker Green | Pkt | 8 | | | | |
| 41 | Pointer Green | Pkt | 12 | | | | |
| 42 | Punch Machine H/D | Nos. | 6 | | | | |
| 43 | Punch Machine Medium | Nos. | 20 | | | | |
| 44 | Punch Machine Small | Nos. | 12 | | | | |
| 45 | Register No.16 | Nos. | 12 | | | | |
| 46 | Register No.18 | Nos. | 12 | | | | |
| 47 | Register No. 20 | Nos. | 12 | | | | |
| 48 | Register No. 22 | Nos. | 12 | | | | |
| 49 | Ring Folder | Nos | 50 | | | | |
| 50 | Scale Steel | Nos. | 50 | | | | |
| 51 | Scissor: Medium | Nos. | 48 | | | | |
| 52 | Scotch Tape 1" 72 yds | Nos. | 200 | | | | |
| 53 | Scotch Tape 2" 72 yds | Nos. | 100 | | | | |
| 54 | Sharpener | Nos. | 100 | | | | |
| 55 | Stapler Machine with Remover 24/6 (Deli/Equivalent) | Nos. | 48 | | | | |
| 56 | Stapler Pin 24/6 | Pkt | 100 | | | | |
| 57 | Strip Files | Nos. | 300 | | | | |
| 58 | Table Tray A4 Size | Nos. | 25 | | | | |
| 59 | Talic Sheet | Roll | 4 | | | | |
| 60 | Thumb Pin / Push Pins | Pkt | 48 | | | | |
| 61 | Unibal Signo Blue | Pkt | 30 | | | | |
| 62 | Unibal Signo Black | Pkt | 50 | | | | |
| 63 | Unibal Signo Green | Pkt | 10 | | | | |
| 64 | Unibal Signo Red | Pkt | 6 | | | | |
| 65 | Unibal Eye Blue / Equivalent-Green | Pkt | 30 | | | | |
| 66 | Unibal Eye Black / Equivalent-Green | Pkt | 30 | | | | |
| 67 | Unibal Eye Green / Equivalent-Green | Pkt | 6 | | | | |
| 68 | Unibal Eye Red / Equivalent-Green | Pkt | 12 | | | | |
| 69 | White Board Marker Black | Pkt | 24 | | | | |
| 70 | White Board Marker Blue | Pkt | 20 | | | | |
| 71 | White Board Marker :Green | Pkt | 15 | | | | |
| 72 | White Board Marker :Red | Pkt | 15 | | | | |
| 73 | Writing Pad Fine (Large) | Nos. | 30 | | | | |
| 74 | Writing Pad Fine (Small) | Nos. | 20 | | | | |
| 75 | Writing Pad Normal Large | Nos. | 48 | | | | |

| | | | | | | | |
|----|-------------------------------|------|-----|--|--|--|--|
| 76 | Writing Pad Normal Small | Nos. | 48 | | | | |
| 77 | White Board 2x4 | Nos. | 8 | | | | |
| 78 | Yellow Sticky Pad (3" x 3") | Nos. | 50 | | | | |
| 79 | Yellow Sticky Pad (3" x 4") | Nos. | 50 | | | | |
| 80 | Yellow Sticky Pad (3" x 5") | Nos. | 50 | | | | |
| 81 | A4 Transparent L Shape Folder | Nos | 500 | | | | |

Note:

- Any reference to brand name, model, catalog number, country of origin, or similar classification mentioned in above specifications is based on user requirements. However, equivalent items meeting the same specifications and technical requirements 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.
- Quantity of items can be increase\ decrease as per end user demand.
- Editable (Word / Excel) soft copy of financial quote must be submitted with in one hour after opening of Financial bids to email: ishaq.wirk@numspak.edu.pk

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 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) | | | |
| 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. | Editable (Word / Excel) soft copy of technical quote submitted to email: ishaq.wirk@numspak.edu.pk | | | |
| 12. | Editable (Word / Excel) soft copy of Financial quote must be submitted after opening of Financial Bids with in one hours to email: ishaq.wirk@numspak.edu.pk | | | |

Note: If above-mentioned details are not mentioned and required documents are not attached at appropriate places, the offer of the bidder(s) shall be summarily rejected. Hence, bidder(s) devised to go through the bidding document carefully and be prepared with all the required documents to avoid rejection of offer.