



TENDER DOCUMENT
NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST),
ISLAMABAD

PROCUREMENT OF FURNITURE & FIXTURE FOR SCHOOLS/INSTITUTIONS
NUST H-12 CAMPUS ISLAMABAD

1. Bids are invited from reliable experienced, and financially sound manufacturer/supplier of furniture having NTN & Sales Tax registration for “**Procurement of Furniture & Fixture for Schools/Institutions NUST H-12 Campus Islamabad**”. Complete specifications and required quantity have been mentioned and attached as per **Annex-A,B&C**.
2. **Submission of Quotation: Single stage, Single envelope procedure.** Bid be submitted through EPADS.
3. **Eligibility Criteria:** To be eligible, the bidder must be:
 - a. Registered with FBR for sales tax as well as income tax.
 - b. Be active on tax payer list.
 - c. Registered with SECP as Furniture Manufacturer
 - d. Never Black listed. Undertaking on Stamp Paper.
 - e. Not under any litigation. Undertaking on Stamp Paper.
 - f. Technical Proposal must confirm to specs attached herewith **Annex-H**.
4. **Bids and Attachments to be provided by Suppliers:**
 - a. Bids prices for Furniture (Item wise) to be quoted in local currency- PKR, All inclusive.
 - b. **Comparison/Selection of Bids:** NUST will have the option to make selection as under:-
 - i. Item wise or Total wise (Lot wise).
 - ii. As per samples provided by vendor or NUST.
 - iii. Cancel the bids without any liability as per PPRA rule 33.
 - c. Bid Price should be **valid** for at least **90 days** after the opening date of tender.
 - d. **Minimum warranty period – 1 Year. During warranty period, firm will provide the repair& Maintenance coverage and replacement of items without any additional cost.**
 - e. **Attach Bid Security** (refundable), 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) will be reflected in EPAD system when uploading the draft record of bid. **Pay-order / bank draft** will be in favor of “**NUST, Islamabad**”.
 - f. **Please Submit:** Documents as per details provided in **Annex-D**
 - g. **Submit “Undertaking by Company”** on the form attached as **Annex-E**.
 - h. Bids may be submitted by a nominated representative of the firm.
 - i. Multiple firms operating under common owner/administration will submit only **one bid out** of any one of its registered/legal entities.
 - j. Bidding Documents processing fee must be provided physically in original at the time of technical bid opening in the shape of Pay Order / Bank Draft of **Rs. 5,000/-**(non-refundable) in favor of **NUST SGI Account, NUST H-12 Islamabad.**
 - k. Last 3x months utility bills, duly Paid, of the office accommodation of the company / firm.

1. All potential vendors can Inspect samples at P&LP Dte. Inspection Certificate is required to be filled by supplier/bidder as per form attached at **Annex-F**.
5. **Instructions for Suppliers (Be Noted Carefully):**
 - a. Incomplete bid in any aspect will be rejected.
 - b. Bid(s) shall 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,
- f. **NUST reserves the right to (i)** change the required quantity while placing purchase 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 Form of Contract (**Annex-G**) 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:**

S. No.	Item	Qty	Unit Price	Unit Price with GST	Total Price (Incl with GST)	Remarks (if any)

7. **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, as per following marking:

Most Advantageous Bid. 60% of marks obtained in Technical + 40% of the marks obtained in Financial bids.





8. 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 **30 June 2026 before 11:00 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)

Case No. 0972/A104/NUST/LP dated 15 Jun 2026





**Procurement of Furniture Items for NUST School/ Institution (Aerospace Dept SMME),
NUST H-12 Campus Islamabad, Lot-1**

Ser.	Equipment	A/U	Qty	Unit Rate with all Taxes Rs.	Total Rate with all Taxes Rs.	Picture
1	Classroom Chairs, Student Classroom Chairs, required for seating arrangement of 6x classrooms 22" x 24" (As per picture & sample)	No	300			
2	Classroom Table with Chair for Instructor, required for instructor's use in each classroom 4' x 2' & 24" x 20" (As per picture & sample)	No	6			
3	Notice Board (4x4), required for display of notices/academic information., 4 x 4 with aluminum frame (As per picture & sample)	No	6			
4	Rostrum for classroom, required for lecture delivery in each classroom, 50" x 27" (As per picture & sample)	No	6			

**Procurement of Furniture Items for NUST School/ Institution (NLS), NUST H-12
Campus Islamabad, Lot-2**

Ser.	Equipment	A/U	Qty	Unit Rate with all Taxes Rs.	Total Rate with all Taxes Rs.	Picture
1	Executive (sofa type chairs with foldable armrests (As per sample)	No	45			

**Procurement of Furniture Items for NUST School/Institution (SCEE (IESE), NUST H-12
Campus Islamabad, Lot-3**

Ser.	Equipment	A/U	Qty	Unit Rate with all Taxes Rs.	Total Rate with all Taxes Rs.	Picture
1	Faculty Lounge standing serving Table (As per picture & sample)	No	6			
2	Planter Stainless Steel Non-magnet for indoor plants (Silver) diameter 16". Depth 16" Base stand 2" , total Height 18", High class stainless steel non-magnet Rust Proof imported sheet with a lifetime warranty (As per picture & sample)	No	15			
3	Computer library chairs, with Black color arms rest, base & back (As per picture & sample)	No	12			
4	Tea poy (NUST Standard) (As per picture & sample)	No	4			

Procurement of Furniture & Fixture for Schools/Institutions NUST H-12 Campus
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.

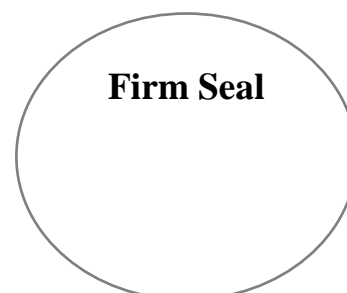
S/No.	Required Documents (ONE COPY ONLY)	Attached? ☑/ ☒	Placed At
1	NTN certificate equivalent	<input type="checkbox"/>	
2	Sales Tax certificate	<input type="checkbox"/>	
3	GST Deposit record	<input type="checkbox"/>	
4	Literature of each quoted equipment	<input type="checkbox"/>	
5	Firm's Registration Certificates Since foundation till date	<input type="checkbox"/>	
6	Bid Security(No less than 3% of the quoted value)	<input type="checkbox"/>	
7	Document showing similar equipment/work supplied/completed in last 2 years (Only Last 3 works / POs)	<input type="checkbox"/>	
8	Details, if Black-listed, warned, etc	<input type="checkbox"/>	
9	Financial Position Record (Bank Statement)	<input type="checkbox"/>	
10	Resume of technical manpower (on company's payroll), posted in Islamabad/Rawalpindi office: Relevant to the project only (One Page)	<input type="checkbox"/>	
11	Resumes of technical manpower (on company's payroll), dedicated for this project: Relevant to the project only (Please mention)	<input type="checkbox"/>	
12	Firm's level of relation (i.e. partner, distributor and reseller) with the manufacturer	<input type="checkbox"/>	
13	Bid is valid for at least 90 days	<input type="checkbox"/>	X
14	Each item is quoted separately	<input type="checkbox"/>	
15	End-of-Life (EoL) and End-of-Sale (EoS equipment NOT QUOTED)	<input type="checkbox"/>	
16	Prices is quoted in Pak Rupees PKR	<input type="checkbox"/>	
17	Delivery Time shall not be more than 4 weeks. Installation, testing, integration and commissioning time shall not be more than 2 weeks.	<input type="checkbox"/>	
18	Equipment is quoted with at least 1 Year warranty. Extended warranty should be quoted separately for additional 2 years.	<input type="checkbox"/>	
19	Make, Origin and Manufacturer is as indicated in the quotation in Bid	<input type="checkbox"/>	
20	All quoted items are New and Genuine.	<input type="checkbox"/>	
21	Compliance Sheet Signed and Stamped by owner/representative.	<input type="checkbox"/>	

Signature: _____

Name: _____

Designation: _____

Date: _____



NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY ISLAMABAD
PROCUREMENT OF FURNITURE & FIXTURE FOR SCHOOLS/INSTITUTIONS
NUST H-12 CAMPUS ISLAMABAD

INSPECTION CERTIFICATE

(To be filled by Supplier/Bidder)

It is certified that rep of our firm M/s _____ has visited/inspected the sample/Pictures/drawings (in person) of _____ (name of items) and quoted the rates accordingly. The detail of rep is following: -

(Company Seal)

Name: _____

Designation: _____

Inspection Date/time: _____

Cell no: _____

Email address: _____

Address: _____

Signature: _____

Form of Contract

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 the **Procurement of Furniture & Fixture for Schools/Institutions NUST H-12 Campus Islamabad.**

AND WHEREAS the Supplier’s bid for **Procurement of Furniture & Fixture for Schools/Institutions NUST H-12 Campus Islamabad**, was accepted at a total Contract Value of PKR _____/- (inclusive of all applicable taxes);

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below: -
 - (h) This form of Contract;
 - (i) the Form of Bid and the Price Schedule submitted by the Bidder;
 - (j) the Schedule of Requirements;
 - (k) the Technical Specifications;
 - (l) the Special Conditions of Contract;
 - (m) the General Conditions of the Contract;
 - (n) the Procuring Agency’s Letter of Acceptance; and
 - (o) [*add here: any other documents*]
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

PURCHASER (1st Party)

SUPPLIER (2nd Party)

Signature: _____

Name: Muhammad Maalik

Designation: A/Director P&LP Directorate

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

Signature & Thumb Impression: _____

Name: _____

Designation: _____

Company: _____

Address: _____

Email: _____

Cell: _____

WITNESS 1

WITNESS 2

Signature _____

& Thumb Impression:

Name: _____

CNIC: _____

Signature: _____

Name: _____

Designation: _____

(Witness to the signatures of the Purchaser)

(Witness to the signatures of the Supplier)

Contract Agreement

for Procurement of Furniture & Fixture for Schools/Institutions NUST H-12 Campus 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 Furniture & Fixture for Schools/Institutions NUST H-12 Campus 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 the **Procurement of Furniture & Fixture for Schools/Institutions NUST H-12 Campus Islamabad**;

AND WHEREAS the Supplier’s bid for **Procurement of Furniture & Fixture for Schools/Institutions NUST H-12 Campus 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 Furniture & Fixture for Schools/Institutions NUST H-12 Campus 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)

SUPPLIER (2nd Party)

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

Signature & Thumb Impression: _____
Name: _____
Designation: _____
Company: _____
Address: _____
Email: _____
Cell: _____

WITNESS 1

WITNESS 2

Signature _____
& Thumb Impression:
Name: _____
CNIC: _____

Signature: _____
Name: _____
Designation: _____

(Witness to the signatures of the Purchaser)

(Witness to the signatures of the Supplier)

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: _____

TECHNICAL / EVALUATION CRITERIA

S/No.	Evaluation Parameters	Marks	Remarks
1.	Capacity of Firm i.e., organization, resources, support system (Wood, Metal, Lamination Workshops)	30	
2.	<u>Back Support</u> -In-house designing -Outlet at Rwp/Isb -Wherehouse in Raw/Isb -Available' Raw wood material -Trained / Skilled Manpower on regular Pay Roll	20	
3.	Similar Projects in Hand (Each Project 15 Mln & more then)	10	
4.	Financial Statement of last one year (Min 50 Mln Sale)	10	
5.	Quality of samples produced by the bidder	30	
	Total Marks	100	
	Qualifying Marks in Technical Evaluation	60%	

FINANCIAL EVALUATION CRITERIA

1	Financial Evaluation Marks	100	
---	----------------------------	-----	--

Most Advantageous Bid. 60% of marks obtained in Technical + 40% of the marks obtained in Financial bids.