



## INVITATION FOR TENDER

### **Supply, Installation and Commissioning of Biometric Based Attendance system**

Sealed bids are invited from concerned Dealers / Suppliers / Vendors/ Firms registered with Income Tax and Sales Tax authorities and listed as Active Taxpayers with the FBR for the supply, installation, and commissioning of **Biometric Based Attendance system**. This advertisement is also available on EPADS-PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and the NUMS website ([www.numspak.edu.pk](http://www.numspak.edu.pk)).

#### **BIDDING PROCEDURE:**

The tender shall follow the “Single Stage Two Envelopes” bidding procedure. All Bidders must submit Technical and Financial Proposals in separate sealed envelopes within a single package. Initially, only Technical Proposals will be evaluated. Financial Proposals of technically qualified bidders will be opened later, with prior communication in due course of time.

#### **TENDER DOCUMENTS & SUBMISSION DETAILS:**

- Detailed specifications, terms, and conditions are provided in the Tender Documents, which can be obtained upon submission of a **Demand Draft / Pay Order of PKR 3,000/-** (non-refundable) in favor of “**NUMS**” from the address below on any working day between 10<sup>th</sup> April 2025 (Thursday) and 25<sup>th</sup> April 2025 (Friday).
- Bid Security @2%** of the total bid amount (refundable) in the form of a Demand Draft/Pay Order/CDR in favor of NUMS (**NTN # 9010197-0**) must be attached with the bid.
- Bids must be submitted by 25<sup>th</sup> April 2025 (Friday) before 1100 hours**. Late, incomplete, email, or fax submissions will not be accepted.
- Bids will be publicly opened the same day at **1130 hours** in Board Room-7, NUMS Secretariat, C/O Pak Emirates Military Hospital, The Mall, Rawalpindi, in the presence of participating bidders or their authorized representatives.

#### **TERMS & CONDITIONS:**

- The quotations should be sent in a sealed envelope, clearly marked as “**Proposals for Biometric Attendance Machine**”, and will be opened in the presence of bidders.
- The rates must be in round figures and should be inclusive of all applicable taxes.
- The Bidders must have an established office in Islamabad/Rawalpindi, which may be inspected by NUMS’ authorized personnel if deemed necessary.
- The participating firms must provide their **GST & NTN** numbers, company profile, and an undertaking confirming they have never been blacklisted by any organization.
- No advance payment shall be made. Payment will be released only after the successful supply, installation, and commissioning of the equipment.
- NUMS reserves the right to increase, decrease, or drop any item, or accept/reject any or all bids as per Public Procurement Rules (PPRA) 2004.

#### **PROCUREMENT DIRECTORATE, NUMS**

PWD, Police Foundation, House No. 733, B Block, Street # 5, Islamabad

Ph: **051-5170364**