



## INVITATION FOR TENDER

### Procurement of Heavy Duty Photocopier Machines

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 *Heavy Duty Photocopier Machines*. 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” PPRA 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 only shall be opened later, with prior notice to the bidders 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 26<sup>th</sup> March 2025 (Wednesday) and 11<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 11<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:**

1. The quotations should be sent in a sealed envelope, clearly marked as “**Technical Proposals**” and “**Financial Proposals**” in separate envelopes and placed in single package and will be opened in the presence of all participating bidders or their authorized representatives.
2. The rates must be in round figures and should be inclusive of all applicable taxes.
3. The participating firms must provide their **GST & NTN** numbers, company profile, and an undertaking confirming they have never been blacklisted by any organization.
4. No advance payment shall be made. Payment will be released only after the successful supply, installation, and commissioning of the Machine.
5. 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**