

NATIONAL UNIVERSITY OF MEDICAL SCIENCES

INVITATION FOR TENDERS

Supply of Stationary Items

Sealed bids are invited from reputed Suppliers/ Dealers/ Distributors/ Vendors having extensive experience in supply of **Stationary items**, registered with the Income Tax and Sales Tax Departments and be listed as Active Tax Payers with the FBR. This advertisement is also available on EPADS-PPRA (<https://www.ppra.org.pk>) and NUMS website (<https://numspak.edu.pk/tender-notice.php>).

Bidding Procedure: The tender shall follow “**Single Stage Two Envelopes**” bidding Process. **Technical Proposals** and **Financial Proposals** must be submitted in separate sealed envelopes and placed within single package. Initially, only technical proposals will be evaluated by the Tender Opening & Evaluation Board. Financial Proposals of technically qualified bidders will be opened at a later date, which will be communicated to them in due course. *Samples of Stationary items may be requested from bidders as and when required during the evaluation process*

Tender Document & Submission Details: Complete details of stationary items along with specifications, quantities, terms & conditions etc. are mentioned in Tender Documents, which can be obtained on provision of Demand Draft / Pay Order amounting to **PKR 3,000/-** (non-refundable) in favor of “**NUMS**” from the address given at bottom of this advertisement on any working day from **Wednesday, 5th March 2025, to Thursday, 20th March 2025**.

Bid Security of 2% of total bidding amount (refundable) in the form of a Demand Draft/ Pay Order/ CDR in favor of NUMS (NTN # 9010197-0) must be attached. Bids must be submitted by **Thursday, 20th March 2025 before 1000 hours**. Email or Fax submissions of bidding documents will not be accepted.

Bids will be publicly opened on the same day at 1030 hours in *Board Room-7, NUMS Secretariat C/O Pak Emirates Military Hospital, The Mall, Rawalpindi*, in the presence of all participated bidders or their representatives. NUMS reserves the right to drop/increase/decrease number of items or accept/reject any or all bids as per PPRA Rules 2004.