Tender Document

LUMS

TENDER NO. LUMS/306/2026 DATED: 03.11.2026 for "Procurement of IP Telephones"

Last Date for submission of bids	**18/11/2026 till 03:00 Pm**
Opening of bids	**18/11/2026 at 03:30 Pm**

Lahore University of Management Sciences (hereinafter called LUMS) invites sealed bids for the supplies as per attached BOQ on Single stage two envelope basis.

If you have doubt as to the meaning of any portion of the specification or other terms and conditions, you may seek clarification of the same in writing from us.

You are required to submit your bid, which will bear words "CONFIDENTIAL" and

TENDER NO. LUMS/306/2026 DATED: 03.11.2026 for "Procurement of IP Telephones"

Description

4. TECHNICAL SPECIFICATIONS

Technical specifications given below:

Item Number – 1: QTY (0 Unit)
Should be compatible with Eco server

We need only Yealink, Fanvill and Alcatel IP phones.

S R. #	ITEMS	Description	QTY
1	IP phone	IP Phones with 1000 base network connectivity with SIP protocol	200
2	Warranty	2Y -24 x 7 Principal Warranty with committed Fix time part replacement.	

Item Number – 2: QTY (0 Unit)

We need only Yealink, Fanvill and Alcatel IP phones.

SR. #	ITEMS	Description	QTY
1	IP phone	IP Phones with 100 network connectivity with SIP protocol	150
2	Warranty	2Y -24 x 7 Principal Warranty with committed Fix time part replacement.	

Evaluation Factors

LUMS will rate proposals based on the following factors, with cost being the most important factor:

5. PROPOSAL EVALUATION PROCEDURE

5.1. It must be understood and accepted by any Proponent submitting a proposal that all decisions as to the degree to which a proposal meets the requirements of the RFP are solely within the judgment of the proposed evaluation committee.

5.2. Proponents must respond to this solicitation by submitting all data required herein in order for the proposal to be evaluated and considered for award. Failure to submit such data shall be sufficient cause for disqualification or a proposal from further consideration of award.

5.3. Proposal shall undergo a three-stage evaluation process:

Stage I

Stage I will consist of a review to determine which proposals comply with all the mandatory requirements.

Stage II

Stage II will consist of a scoring by LUMS of each qualified Proposal on the basis of the Rated Criteria.

Stage III

Stage III will consist of a scoring of the pricing submitted by Proponents; the evaluation of price/cost shall be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed.

Cumulative Scores

At the conclusion of Stage III, all scores from Stage II and Stage III will be added and, subject to satisfactory reference checks, and the express and implied rights of LUMS, the highest scoring proponents will be selected for the interview stage.

6. ACCEPTANCE, AWARD AND REJECTION

6.1. LUMS reserves the right to terminate the process without awarding the contract.

6.2 LUMS reserves the right to accept or reject any part, or all, of each proposal submission and/or not to make an award if none of the proposals received meet the requirements.

6.3. LUMS may negotiate minor adjustments with the selected proponent prior to the final award of the contract.

6.4. LUMS will not be responsible in law or in equity to any proponent for any claim for losses or damages, or any other relief, arising out of the RFP process including the selection or rejection of any particular section of this proposal.

Feature Set supported by the Product (Mandatory):

- Item number – 1 **To be placed in a rack.**

Warranty and Support:

- OEM Should have presence in Pakistan with registered office in Pakistan for last 5 years
- OEM should have Sales, Pre-sales and Post Sales in Pakistan
- OEM should have warehouse in Lahore, Karachi and Islamabad. Share OEM letter
- OEM must have Local engineers in Pakistan
- OEM should have 24x7 fix time SLA available for Lahore
- Software upgradation / patching support direct from Principal
- Bidder must have authorization letter from OEM
- The bids must contain price of Principal' Onsite Configuration & Installation
- The latest and advanced services software/firmware update release support.
- Hardware warranty/contract/license support valid for minimum next 03 years with documented proof.

Important Notes:

- Proof of Concept (POC) may be required from the vendor before the issuance of Purchase Order by LUMS. The devices included in the POC should be the same as quoted by the vendor.
- The vendor will be responsible for the installation/deployment of equipment after delivery, and all the relevant expenses will be borne by the vendor.
- The partial solution will not be accepted. Only the vendor with the complete solution will qualify for technical.

- The criteria for the issuance of PO will be not only the lowest price but also the product stability, compatibility, specifications, and features mentioned in the tender.
- Only new hardware is required; repaired or refurbished devices will not be acceptable.
- A special educational discount is expected from all the vendors.
- Quantities can be changed depending on budget and availability.
- Proof of technical competence of the team engaged in deployment along with their profile/certificates, must be included in the proposal.
- Release date, end of sales, support, and life must be specified for all components.
- The provided solution must be officially verified by the Principal.
- All the vendors must perform requirement gathering first and submit the technical & financial proposal accordingly. Any loss because of incompatibilities with existing systems/solutions will be borne by the Vendor/Principal.
- For further technical information, / clarification you may contact IST if required.
- The vendor must deliver and install the product at LUMS.

TERMS AND CONDITIONS

1. Instruction to Bidders:

a) **General:** Bids are invited through Sealed Envelope for the purchase of supplies and other related items from the authorized distributors and manufacturers on delivery Ex-LUMS.

b) **Bill of quantities:** The bidder may quote for one or more items showing description and specification of offered items.

c) **The vendor is required to quote in PKR currency and delivery is on Ex-LUMS(DDP) basis.**

2. Date &Time of Submission of Tenders:

The interested bidders may submit their bids on the prescribed form, available on written request on the firm / company letter pad from the Procurement office located, Lahore University of Management Sciences, at Opposite Sector U, DHA Lahore along with a postal order/pay order/bank draft / amounting to Rs. 2,000/- (Non-refundable) drawn in favor of Lahore University Of Management Sciences.

All bids must be delivered in procurement office on or before the prescribed deadline of 03:00 pm on the date already mentioned above.

Any Bid received by LUMS after the prescribed deadline for submission of bids will be returned unopened to the Bidder.

3. Sealing and Marking of Bids:

The bids shall comprise in a Single package containing two separate envelopes each envelope shall contain separately, duly sealed, the "Financial Proposals" and "Technical Proposals". The envelopes shall be marked as "Financial Proposals" and "Technical Proposals" in bold and legible letters to avoid any confusion.

The envelop will be addressed to;
Manager Procurement
Lahore University of Management Sciences,
Opposite Sector U, DHA,
Lahore
TEL: (042)35608246

The envelopes shall also bear the word "CONFIDENTIAL" and following identifications: -
If the envelope is not marked, as instructed above, LUMS will assume no responsibility for the misplacement or premature opening of the bid.

4. Bid Opening:

LUMS will open the bids, in the presence of Bidder's representatives who choose to attend at 03:00 pm on the date already mentioned above, in the Procurement office.

5. Evaluation:

a) After opening of bids, LUMS will examine the bids for technical evaluation and completeness of the bids as per tender document.

b) The bids shall be evaluated on the basis of "Technical proposals" and "Financial Proposals" as under:

(i) The envelope for "Technical Proposals" will be opened initially in the presence of the bidders.

(ii) The envelope for "Financial Proposals" will be retained unopened.

(iii) The "Financial Proposals" envelope of technical responsive bidders will be opened in front of technically qualified bidders after the technical evaluation. The "Financial Proposals" envelope of technically non-qualified bidders will be returned unopened to the bidder.

c) Bidder(s) who do (es) not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.

6. Earnest Money:

The bidder must enclose 2% of the total quoted amount as earnest money in shape of pay order/bank draft in favor of Lahore University of Management Sciences. The tenders without earnest money or containing less earnest money will not be accepted. Earnest money of the successful bidder will be refunded after the delivery of the goods.

7. Change in Quantities:

LUMS reserves the right to increase/decrease quantities and it will be the responsibility of the supplier/contractor to deliver the item on time and change defective items.

8. Mode of Payment:

a) Payment terms will be credit basis.

b) In case of advance payment first class bank guarantee or mutually accepted collateral will be provided by the bidder.

9. NTN/GST Certificate:

Bidder must mention their National Tax Number (NTN) and General Sales Tax (GST) number (if sales tax registered) and furnish a copy of NTN and GST certificate along with tender.

10. Tax Deduction:

Income Tax as per government tax rules will be deducted from the total amount unless an exemption certificate is provided from the income tax department.

11. Specification Criteria:

All bids must be submitted according to specification given in the BOQ.

12. Delivery Time:

a) Validity period of the tender will be mutually decided from the date of placement of order. During this period successful bidders will be bound to supply the items on the rates they quoted.

b) In case the supplier fails to supply the agreed material in time, LUMS reserves the right to reject its offer and confiscate the earnest money deposited.

c) Delivery will be on Ex-LUMS

d) Pre-shipment inspection will be done by LUMS if required.

13. Inspection and Testing

a) LUMS representative shall have the right to inspect and / or test the Goods to confirm their conformity to the Purchase order(s) Specifications.

b) Should any inspected or tested goods fail to conform to the specifications, LUMS may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet specification of LUMS. All costs incurred on such replacements / alterations shall be entirely borne by the supplier, failing to do so, the purchase order(s) will be cancelled and all retained values will be forfeited in favor of LUMS.

14. Quality of items:

All item(s) supplied by successful bidder should be wholesome and include all the basic accessories. The additional accessories may be included separately. The offered items(s) should not be of substandard nature.

15. Warranty:

As mentioned against each item or for the given period starting from the date of supply.

16. Penalty:

For failure to comply with delivery schedule of Purchase Order(s) penalty will be imposed on defaulting bidder as under:

a) 1% of the cost of entire order or of such items/job as remains un-supplied/not-completed for every day up to maximum of 5% for 10 days exceeding the delivery period unless mutually agreed in writing.

b) If the material is not supplied even after payment of penalty for 10 consecutive days LUMS reserves the right to cancel the purchase order and to obtain the required

items/get the job done from elsewhere at risk and cost of the defaulting contractor. In this scenario the Earnest money will be confiscated.

17. Grievance Committee

Supplier can contact the grievance committee of LUMS if required.

18. Rejection of Bids:

LUMS reserves the right to reject any or all bids or proposals without assigning any reason.

19. Other Instructions:

a) Bid Prices shall be quoted on Annexure-"A" and also on letter Head duly filled in, stamped and signed by the authorized representative of Bidder.
b) Bidding Form Annexure-"B" must also be duly filled in, stamped and signed by authorized representative of Bidder.
c) Quoted price shall be valid for three months from the opening date of the Tender, for placing order however, any subsequent change in taxes and duties as notified by government will be given due consideration

I/We hereby agree to abide by and fulfill all the terms and conditions of the contract.

The sum of Rs._____ is herewith forwarded in the shape of _____as 2% earnest money.

Name and Address of the Firm **Company's Stamp**

_____

_____

_____

Name and Signature of company's Representative

_____

_____

CNIC: _____

ANNEXURE "A"
FINANCIAL PROPOSALS

S. No.*	**Name of Item**	**Qty**	Ex-LUMS(DDP)	**Total Price**	**Remarks**

* S.NO as mentioned on BOQ

Authorized Signature of Bidder with seal stamp_____

Full name of firm _____

N.I.C. No. _____

Phone no. _____ Mobile No._____

ANNEXURE-"B"

TECHNICAL PROPOSALS

S. No.*	Name of Item(s)	Specifications / Brand	Qty

* S.NO as mentioned on BOQ

Authorized Signature of bidder with seal stamp

_____

Full name of firm _____

N.I.C. No. _____

Phone no. _____ Mobile No._____

Note: Attach technical brochure producing detailed specifications for all the offered items(s).

BIDDING FORM

Date: _____

Lahore University of Management Sciences.
Lahore

Gentleman

1. Having examined the conditions to Tender and Specifications of Tender No LUMS/306/2026 DATED: 03.11.2026, the receipt of which is hereby acknowledged. We the undersigned, offer to supply and deliver in conformity with specifications mentioned in BOQ and conditions of Tender for the sum of Rs._____ (Rupees _____) or such other sums as may be ascertained in accordance with the said Conditions.

2. If our Bid is accepted, we shall deliver the required supplies mentioned in the tender documents within _____ days from the date of receipt of your firm Purchase Order.

3. We agree to abide by the terms and conditions of the Tender for the period of _____ from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. Until a formal Purchase order(s) is placed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

5. We understand that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof.

Dated this _____ day of _____ 2026.

Signature _____ in the capacity of _____ duly authorized to sign Tender for and on behalf of

_____
(NAME OF FIRM IN BLOCK CAPITALS)

Complete Address: _____

Fax No._____ Telephone No._____

(SIGNATURE)
Witness :-1. _____ 2_____