

**Balochistan University of Information Technology,
Engineering & Management Sciences (BUITEMS),
Quetta**

TENDER DOCUMENTS

For

Purchase of Office Stationery

(Single Stage – One Envelope Procedure)

Submission Date & Time: 2nd of December 2024 till 3: 00 pm

Opening Date & Time: 2nd of December 2024 at 3:30 pm

Tender Issued to M/S _____

Directorate of Procurement, BUITEMS

Airport Road, Quetta

Phone# +92 (81) 289991

UAN# +92 (81) 111-717-111

Ext# 602/686

Web: <https://www.buitms.edu.pk>

Email: procurements@buitms.edu.pk

INVITATION TO BID

Purchase of Office Stationery

1. BUIITEMS, a public sector University situated at Quetta, invites sealed bids from the *authorized distributors/reputed firms/general order suppliers* registered with income and sales tax departments and who are on the active taxpayer's list (ATL) of FBR for the task titled "Purchase/Supply of Office Stationery."
2. The procedure of open competitive bidding is Single Stage-One Envelope.
3. Bidding documents, which contain detailed terms and conditions, method of procurement, the procedure for submission of bids, bid security, bid validity, the opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee (where applicable), etc. are available for the interested bidders at "Directorate of Procurement – BUIITEMS" or can be downloaded from BUIITEMS Website. The non-refundable fee for the bidding document is Rs. 1,000 (One Thousand Rupees Only) in the shape of bank challan on company name/pay order/demand draft in favor of the Director of Procurement, BUIITEMS.
4. The bidders are required to furnish a bank deposit / CDR / pay order no less than 2% of the total bid price (refundable) as Bid Security in favor of "Director Procurement, BUIITEMS." The BUIITEMS shall reject any bid not accompanied by bid security as non-responsive and without any right of appeal.
5. The bids, prepared in accordance with the instructions in the bidding documents, must reach the Directorate of Procurement, BUIITEMS, Airport Road on or before **3:00 pm** on **2nd of December 2024**. Bids will be opened at **3:30 pm** on the same day, in the presence of the bidder's representatives who choose to attend at the same address. This advertisement is also available on the PPRA website: www.ppra.org.pk and on the BUIITEMS website: <https://www.buitms.edu.pk>

Director, Procurement
Directorate of Procurement
BUIITEMS, Quetta

TERMS AND CONDITIONS

1. **Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements:
 - a) Registered with Income and Sales Tax Departments, Government of Pakistan
 - b) and who are on the Active Taxpayers List (ATL) of the Federal Board of Revenue(FBR), Government of Pakistan.
2. **Tender Document Fee (Non-Refundable).** - Bidding documents along with Pay Order / Demand Draft amounting to **Rs. 1,000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of “Director Procurement, BUITEMS”. No bid will be accepted without the tender documents fee.
3. **Bid Security (Refundable).** - The bidder is required to furnish a Deposit at Call (CDR) or a Bank Guarantee issued by a Scheduled Bank in Pakistan equivalent to 2% of the total bid price as a Bid Security in favor of “Director Procurement.” The university shall reject any bid not accompanied by acceptable bid security as non-responsive and without any right of appeal.
 - a. The bid securities of unsuccessful bidders will be returned upon award of contract/Issuance of Purchase Order to the successful bidder or expiry of the validity of Bid Security, whichever is earlier.
 - b. The Bid Security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity
 - ii. If a bidder does not accept the correction of his bid price
 - iii. in case of a successful bidder, if he fails to sign the contract agreement or execute the work specified in the bill of quantities/ list of goods.
 - iv. in case of nonperformance of the contract, delayed supply/installations, or substandard supply/installation, short in quantity, the security deposited will be forfeited, and the firm will be blacklisted.
4. **Bid validity.** - All prices should be valid for at least **60 days.** Withdrawal or any modification of the original offer within the validity period shall entitle BUITEMS, Quetta to forfeit the bid security or ban such vendor participation in BUITEMS tenders/works.
5. The Purchase/Work Order will be awarded based on:

PACKAGE – I: **Lowest Evaluated Bid Price Basis/Item-wise.**

PACKAGE – II: **Lowest Evaluated Bid Price Basis/Package-wise.**
6. All prices should be quoted on F.O.R. (Pak Rupees).

- 7. Delivery time or Completion Schedule.** – The completion/delivery time from the purchase/work order date will be **30 days**. The handing over / completion time for this contract is of critical importance.
- 8.** The bid proposal should include freight, all other taxes, and delivery of items at BUITEMS Quetta premises.
- 9.** All pages (BoQs & Terms & Conditions) must be signed/stamped, failing which the bid may be rejected.
- 10.** Any addition, deletion, or modification of any clause of the procurement terms and conditions of BUITEMS by any vendor will not be accepted. It may lead to rejection of the bid.
- 11. Site Visits/Concerned Office.** - Before quoting, the bidder can visit the **Directorate of Procurement, BUITEMS to see sample/specifications/requirements of each item** and to know the full implications of the assignment. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the tender documents. The vendor shall bear the cost of visiting the site and shall be at his responsibility and risk.
- 12.** The bid form must be duly filled in, stamped, and signed by the bidder's authorized representative.
- 13. Method of Procurement.** – The Procedure for this procurement opportunity is Open Competitive Bidding.
- 14. Submission and opening of bids.** - The bid should be submitted in a sealed envelope so that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **2nd of December 2024** on or before **3:00 pm** and will be opened on the same date **at 3:30 pm** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
- 15.** If the Government declares the opening date as a public holiday, the next working day shall be deemed the date for submission and opening of the tender at the same time and venue.
- 16.** After the opening of bids, BUITEMS will examine the bids for completeness as per the tender document.

17. The envelope should be marked as below:

**Director Procurement
BUIITEMS, Airport Road, Quetta.
Tel: Ext: Phone# +92 (81) 289991**

The envelope shall also bear the word “Quotation for Supply of Office Stationery to BUIITEMS.”

18. **Clarification of bids.** - After the opening of bids, bidders are not allowed to alter or modify their bids. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

19. **Arithmetic Errors.** The tender shall be checked for any arithmetic errors and rectified. As determined after arithmetic corrections, the Tender Price shall be termed the Corrected Total Tender Price which shall be binding upon the Tenderer.

20. **Evaluation of bids.** - Bids will be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents.

21. **Evaluation Criteria:** Financial bids will be evaluated based on the following criteria:

- The Tender will be evaluated on basis of:

PACKAGE – I: **Least Cost Selection/Item-wise.**

PACKAGE – II: **Least Cost Selection/Package-wise.**

- Company Profile and copies of CNIC, National Tax Number (NTN)/General Sales Tax (GST)/B.R.A Certificate/s must be attached. **(Mandatory Requirements)**
- Experience of the firm in providing relevant supplies/services to any Federal or Provincial Universities, Education Boards, etc., anywhere in Pakistan. Please attach Contract/Agreements.
- Preference will be given to those firms that have experience in providing relevant supplies/services to well-reputed universities/educational institutions.
- The proposal must be supported with bid security (refundable) no less than 2% of the total quoted bid value in the form of CDR/D. D/P. O/Banker’s Cheque in favor of the Director Procurement-BUIITEMS. The proposal not supported with bid security may stand cancelled. **(Mandatory Requirement)**
- The proposal must be supported with tender fee challan/pay order @ PkR:1,000/- in favor of the Director Procurement-BUIITEMS. **(Mandatory Requirement)**
- Bidder must provide affidavit (on Rs.100/- stamp paper) duly attested by the Notary Public, to the effect that the firm has not been blacklisted/debarred by the Government/Semi-Government organization and further the firm is not a defaulter at any Government/Semi-Government organization in Pakistan. The proposal not supported with affidavit may stand cancelled. **(Mandatory Requirement)**

NOTE: (Failing the Mandatory Requirement will disqualify the bidder from the process.)

- 22. One Bid per Bidder.** - Conditional or alternative bids are not allowed. Bidders are required to quote one bid.
- 23. BUITEMS** reserves the right to reject the bid if;
- i. Received without Bid Security.
 - ii. Received later than the date and time fixed for tender submission.
 - iii. The tender is unsigned/ unstamped.
 - iv. The offer is ambiguous.
 - v. The offer is conditional.
 - vi. The offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is blacklisted by any Govt Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned/ambiguous erasing, cutting/overwriting, etc., are made.
- 24. BUITEMS** will inspect the supplied and provided items to verify their conformity to the Technical Specifications given in BoQ. The inspection will be conducted after completion of the Purchase/Work Order.
- 25.** The agent/supplier/manufacturer's sole responsibility is to comply with Pakistan's applicable laws.
- 26.** Purchase order (s) will be awarded to the technically evaluated and recommended lowest bidder (s) based on grand-total size according to the nature of BoQ.
- 27. Rejection of bids.** – BUITEMS reserves the right to reject all bids or proposals at any time before accepting a bid or proposal. BUITEMS will communicate the grounds for rejecting bids upon request of any supplier or contractor but is not liable to justify those grounds.
- 28. Extensions of Time.** - If at any time after issuance of the Purchase Order, the Supplier should encounter conditions impeding timely delivery of the Items under tender documents clause 07, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for delivery, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 29. Liquidated Damages.** If the vendor fails to deliver the goods/services to BUITEMS in time, then the penalty will be charged as follows:
- a. 0.01% per day of the Purchase Order for the first 10 working days.
 - b. 0.15% per day of the Purchase Order, after that, up to a maximum of 10% of the sum stated in the Purchase/Work Order. Once the maximum is reached, the Purchaser may terminate the contract pursuant to tender clause 33; bid security and payment may be forfeited.

- 30.** If the delivered goods/services are not according to the required quality standards/specifications, they shall be liable to be rejected after inspection. The vendor would be required to supply as per the requirements mentioned in our BoQs; otherwise, the purchase/ work order will be canceled after the due date with confiscation of bid security.
- 31. On account payments.** - Part / Advance payments are not allowed. Payment will be made on submission of an Invoice in the name of “Director Procurement, BUITEMS”, with a copy of delivery challan (s) after the complete order has been supplied, inspected, and accepted, which includes delivery/installation, and BUITMS acceptance/inspection thereof.
- 32. Blacklisting of Suppliers and Contractors.** - A procuring agency can permanently or temporarily bar the suppliers and contractors who either consistently failed to provide satisfactory performances or were found to be indulged in corrupt or fraudulent practices from participation in its respective procurement proceedings.
- 33. Termination.**
- 33.1 Termination for Default**
- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract or within any extension thereof granted by the Purchaser.
 - (ii) if the Supplier fails to perform any other obligation under the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods. However, the Supplier shall continue the performance of the Contract to the extent not terminated.
- (c) if the Supplier, in the judgment of the Purchaser, has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.
- 34.** In case of any grievances, the matter will be redressed as per PPRA Rules.
- 35.** Deduction of Income Tax and any other tax will be made at source according to Government prevailing rules.

- 36.** The quantities given in the Bill of Quantities are estimated and provisional and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Bidder and verified by the Department/Concerned Office and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Purchaser may fix as per the Contract.
- 37.** BUIITEMS reserves the right to modify the quantities of goods/services at any time before the purchase/work order award.
- 38.** The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.
- 39.** I / We hereby confirm to have read carefully the terms and conditions of the Tender dated _____ for opening on _____ for the purchase of _____
-
- I agree to abide by all these terms and conditions/instructions.
- 40.** Certified that the prices quoted by our firm include G.S.T and all taxes as per rules and regulations.

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___

TENDER APPLICATION FORM

1. Registered Name of the Firm (Block Letters) _____													
2. Name of CEO/Bidder (Block Letters) _____													
3. CNIC Number													
4. Contact Information: _____													
i. Head Office: _____ ii. Franchise/Outlet: _____ iii. Postal Address: _____ _____ iv. Office No: _____ Cell No: _____ Email: _____													
5. Registration with sale Tax/B.R.A (Copy to be attached) _____													
6. National Tax No. (NTN): _____													

- **Please also attach the Certificate supporting being an Active Tax Payer as per requirement of FBR.**

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___

BILL OF QUANTITIES (B.O.Q)

S#	Product/Description	Unit	Qty.
	PACKAGE – I		
1.	Attendance Register	No.	50
2.	Ball Point (Piano Crystal) Black. Blue or equivalent	Pack of 10 Pens	200
3.	Ball Point (Piano Crystal) Red or equivalent	Pack of 10 Pens	70
4.	Box File (Pure Plastic Euro) Holland stander or equivalent	No.	1000
5.	Blanco (DUX) or equivalent	No.	200
6.	Binding clip (Large)	No.	50
7.	Binding plastic sheet	No./sheet	1000
8.	Binding card	No.	1000
9.	Binding Tape	No.	150
10.	Calculator (CASIO) or equivalent	No.	70
11.	Diary Register	No.	60
12.	Dispatch Register	No.	60
13.	Drafting Pad (Medium) Select	No.	200
14.	Duster Cloth (Palalene) or equivalent	No.	500
15.	Duster for white board	No.	500
16.	Dust bin medium size (good Quality)	No.	70
17.	Executive pen Schneider or equitant 1.5mm Business	Pack of 10 Pens	200
18.	Envelopes A-4 (white)	No.	5000
19.	Envelopes (letter size) white	No.	2000
20.	Envelopes (legal) White	No.	2000
21.	Envelopes for answer sheets(F4 size) (Khaki)	No.	5000
22.	Eraser Rubber (dux) or equivalent	No.	500
23.	File board (good quality)	No.	800
24.	File flag	Packet	100
25.	File Laces (Small) for note portion	Bundle	100
26.	File Laces (Large) for correspondence portion	Bundle	100
27.	File Separators Good Quality	No.	400
28.	Gum Stick (Non-Stick) AMOS or equivalent	No.	400
29.	High Lighter (Mercury Brand) pink and yellow or equivalent	No.	300
30.	Messaging Paper 3"x4" Good quality	No.	300
31.	Marker for white board (Mercury Brand) Red, green black blue or equivalent	Pack of 12 Markers	300
32.	Marker (permanent) Mercury black or equivalent	Pack of 12 Markers	20
33.	Note Portion Pad Select(80g) or equivalent	Pad of 100 pages	400 Pads
34.	Paper Legal (70 g) imported paper or equivalent	Ream	50 Reams
35.	Paper ream A-3 imported paper or equivalent	Box of 5 Reams	20
36.	Paper Gym Clip (Good quality)	Box	70
37.	Paper Cutter (High Carbon) good quality	No.	100
38.	Pencil (HB) or equivalent	Pack of 12 Pencils	200
39.	Pin opener	No.	150
40.	Punching machine medium size (Mapped) 25 page or equivalent	No.	100
41.	Scissors Medium size good quality	No.	150
42.	Register plane (COSMO) 250 pages or equivalent	No.	100
43.	Scotch Tape 2"	No.	200
44.	Marker Ink (Dollar) black and blue or equivalent	No.	200
45.	Stock Register 500 Pages (Cosmo) or equivalent	No.	50
46.	Stapler Machine (Mapped Medium) or equivalent	No.	200

47.	Stapler Pin (Dollar) or equivalent	Packet	1000
48.	Stapler Pin 15/16 Heavy Duty	Packet	50
49.	Sharpener	No.	500
50.	Scale (steel) good quality (swordfish) or equivalent	No.	100
51.	Thump Pin (Color)	No.	200
52.	Tissue Paper (Rose Pettle) 100*2 ply or equivalent	No.	1200
53.	Tissue Roll	Roll	200
54.	Uni Ball Eye Pen (Japan) black and blue or equivalent	Pack of 12 Pens	100
PACKAGE – II			
55.	File Cover: for note portion Legal Size; 250gsm Card; 4 Color Printing; Single Ring.	No.	6000
56.	File Cover: for correspondence Legal Size; 250gsm Card; 4 Color Printing; Double Ring.	No.	6000
57.	Letter Head: A4 Size; 80 gsm Paper; 4 Color Printing; 100 Pages/Each Book.	Books	400

Note:

- The Purchase/Work order will be awarded on:

PACKAGE – I: **Lowest Evaluated Bid Price Basis/Item-wise.**

PACKAGE – II: **Lowest Evaluated Bid Price Basis/Package-wise.**

- Bidders shall price the Bill of Quantities in Pakistani Rupees only.
- Multiple prices of an item will lead to rejection of the item/bid.
- In case of any inquiry regarding the specifications of any item, please visit the Directorate of Procurement, BUITEMS, Quetta, during office hours from 9:00 am to 5:00 pm from Monday to Friday.

PRICE SCHEDULE
(to be printed on the Company's Letter Head)

Supply of Office Stationery to BUITEMS

Tender No. _____

S#	Product Name	Product/Description	Unit	Qty.	Unit Price	GST @ 18%	Total Price (With GST)	
1	Office Stationery	Package – I						
		Total: (Package – I)						
		Package – II						
		Total: (Package – II)						
Grand Total: (Package – I + Package – II)								
Total Amount in Words								

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___

CHECKLIST OF SUPPORTING DOCUMENTS

S. No.	ITEM NAME	Yes/NO
(i)	Receipt of Tender FEE of Rs.1000 attached	
(ii)	CDR @ 2% attached	
(iii)	The FBR active Income Tax Certificate is attached	
(iv)	The FBR active Sales Tax Certificate is attached	
(v)	Experience of the firm in providing supplies/services in the relevant field to any Federal or Provincial Universities, Education Boards	
(vi)	Non-Black Listing Certificate on non-judicial stamp paper	
(vii)	Price Schedules/Quotations	

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___