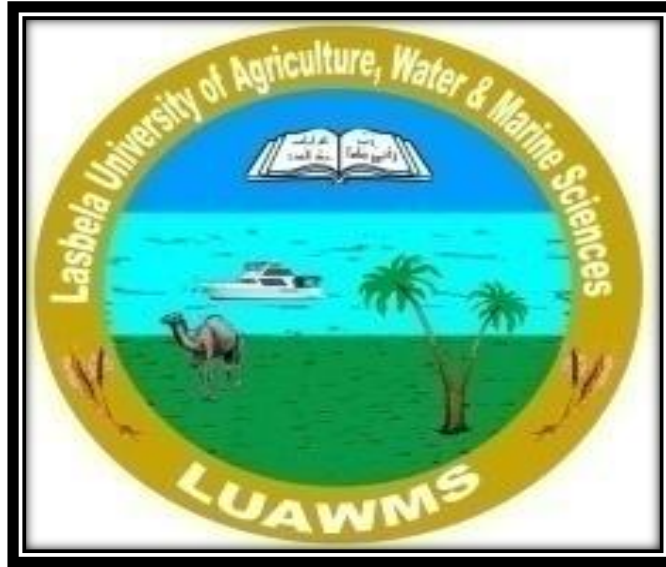


TENDER DOCUMENTS

TECHNICAL BIDS

PROCUREMENT OF STATIONERY ITEMS FOR MAIN CAMPUS OF LUAWMS

PROCUREMENT SECTION



This RFP Form issued to

M/s _____

(Tender Fee Rs. 2000/= non-refundable)

Last date for issuance of tender documents:	22nd April, 2026
Last date for submission of complete tender documents:	At 11:00 PM on 22nd April, 2026
Date for opening of tender:	At 11:30 PM on 22nd April, 2026

OFFICE OF THE DIRECTOR OF PROCUREMENT

LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES
(LUAWMS) UTHAL BALOCHISTAN

Tel. No.: 0853-610914

E- TENDER NOTICE

Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS), Uthal, District Lasbela, Balochistan, invites sealed tenders through the E-Pak Acquisition & Disposal System (EPADS) from original manufacturers, authorized distributors, and suppliers having valid registration certificates with Income Tax and Sales Tax Departments and appearing on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR). The tender pertains to the supply of Stationery items at main campus of LUAWMS. Bidders must possess relevant experience and demonstrate sound financial standing. Complete details are available in the Tender Documents.

Tender Information:

S. No.	Name of Item	Tender Fee (Non-refundable)	Estimated Cost
01	<u>Stationery Items</u> (Detailed item list is attached in the tender documents)	Rs. 2,000/-	2.80 Million

General Terms & Conditions:

- a) Tender documents can be downloaded from the EPADS website from the date of publication until **24th April 2026**. The tender fee shall be deposited through Bank Draft or Online Transfer in favor of Account Title “**Own Resources LUAWMS (A/C No. PK17NBPA2161003058577877)**”.
- b) The original Bid Security @ **2 %** in the shape of Pay order/ Call deposit /Bank Draft issued by any scheduled bank of Pakistan in the favor of Director Procurement of LUAWMS Uthal, and must be reached the office Deputy Director Procurement of LUAWMS before the date of closing and copy also attached with technical bid as proof, Bids without the requisite Earnest Money will be rejected.
- c) The tender must be submitted online through EPADS PPRA Portal System before **24th April 2026 at 11:00 PM**. The technical bids will be opened online at EPADS portal the same day at **11:30 PM** in the presence of the University Purchase Committee and bidders. Conditional bids will not be accepted under any circumstances.
- d) Bidding shall be conducted under the Single Stage-One Envelope Procedure as per PPRA Rule 36(a). All quoted prices must be in Pak Rupees and inclusive of all applicable taxes.
- e) The financial proposals of only those firms will be entertained whose technical proposals are found correct in all respects as per specification of items and terms and conditions of the bidding documents.
- f) The successful bidder(s), upon award, shall complete the suppl of all stationery items within the stipulated time as per specifications in the tender documents. In case of non-compliance or default, the Earnest Money shall be forfeited in favor of LUAWMS.
- g) LUAWMS reserves the right to accept or reject any or all tenders/bids at any stage as per applicable PPRA Rules.

**Deputy Director Procurement
LUAWMS Uthal
Office No: 0853-610914
Cell No: 03337156515**

ELIGIBILITY CRITERIA FOR BIDDERS:

S#	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1	Registration with Income Tax	NTN Certificate	Attach Copy of NTN
2	Registration with Sale-Tax	GST Certificate	Attach Copy of GST registration certificate
3	Relevant Experience	For Experienced (Old Firms): successfully completed similar assignments	Copy/ies of Supply Order/s with relevant completion certificate/s or Inspection Report/s
		For In-experienced (New Firms): MoU / JV or Agreement with a Firm fulfilling the above-mentioned criteria	Signed & stamped copy of original Agreement in addition to Supply orders & Inspection Report of the experienced Firm
4	Financial Capacity	Financial Capacity should be provided by the last audited report or bank statements.	Attach supporting documents / Bank Statements
5	Delivery Time Compliance	Must agree to serve the Contract within the stipulated period.	Completion time must be clearly specified in the Bid or S.O
6	Bid Security	Bid security must be accompanied with call deposit @2 % of the estimated cost in the shape of Pay Order / Demand Draft in the name of Director Procurement of LUAWMS.	Must be attached with sealed bid.
7	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.	Signature & company seal on every page of the bidding document.

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of Company : _____

2. Complete Postal Address : _____

3. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

7. Authorized Representative's name & designation: _____

8. Type of Business:

- (1) Sole Proprietorship (2) Partnership
(3) Corporation (Private Ltd.) (4) Corporation (Public Ltd.)

9. National Tax Number & Date of issuance: _____

10. Sales Tax Registration No. / BRA Registration No. _____

11. Bid Validity: _____ (Please specify in No. of Days)

12. Total Completion Time: _____ (In Days / Months, please specify)

Terms and Conditions

1. **DATE AND TIME OF RECEIPT OF TENDER:**

- Tender documents, duly completed in all respects, must be submitted online at ePADS portal no later than 11:00 PM on 24th April 2026. The tender process will follow the Single Stage-One Envelope Procedure.
- The bids will be opened online publicly at **11:30 PM, on 24th April 2026**, in the Conference Hall Admin Block, LUAWMS. Bidders or their authorized representatives may attend the opening.
- The financial proposals of technically qualified firms will be opened on the same day.
- The bid security will be returned to the bidders who are technically disqualified.
- Firms will be required to submit samples of stationery items on the day of bid opening; proposals without samples will be rejected.
- The Financial Proposals for technically qualified firms will be opened on the same day.
- The bid security will be returned to the bidders which are technically disqualified.
- Only technically qualified bidders will be considered for opening of **Financial Proposals**,
- Quantity may vary up-to an extent of **15%** of quantities specified in the tender documents as per the requirement of LUAWMS.
- All bidders will be notified in writing of any amendments to the RFP/tender documents.
- All responses to this bid will become the property of **LUAWMS**.
- **LUAWMS** will not be responsible for any costs incurred in the preparation of proposals.
- Final award will be subject to the approval of submitted samples. (If samples are required).
- For any queries contact the Director Procurement Office LUAWMS, Telephone 0853-610914 during office hours.

2. **Mandatory Requirements for technical bids.**

- Business profile
- Experience
- Product details etc.
- Product Samples

3. **EVALUATION CRITERIA**

- Technical bids will be evaluated by LUAWMS's **Technical Committee** or **University Purchased Committee** based on Annexures **A and C**.

4. **EARNEST MONEY/ Bid Security:**

- Financial bids must be accompanied by a bid security in the form of a bank guarantee, pay order, or call deposit from a scheduled bank, amounting to 2% of the estimated cost, in favor of the Director Procurement of LUAWMS. (Cheques will not be accepted)
- Financial Proposals without earnest money will be rejected.

- Earnest money from unsuccessful bidders will be returned upon written request after the financial bid opening.
- In case of cancellation due to non-fulfillment of the supply order, the earnest money of the successful bidder will be forfeited.

5. PRICES:

- Tender must be quoted in **Pakastani Rupees (PKR)**, in both figures and words, as per Annexure B.
- No transportation or carriage charges will be entertained.
- Conditional bids will not be accepted.

6. TAX LIABILITY:

- Complete Tax Liability is to be borne by the Vendor.
- Quoted prices shall be inclusive of all applicable taxes.
- In case of any Tax exemptions certificate, from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise, taxes shall be deducted as per Government Policy / Rules.

7. PAYMENT PROCEDURE:

- No advance payment will be made,
- Provision of Partial payment does not exist in this tender; payment will be made after successful inspection and delivery of stationery items.
- Payment will be made after full delivery of Stationery items at **LUAWMS** and issuance of satisfactory completion certificate by the end user/ Central Store.
- Payment will be subject to applicable tax deductions as per government rules.

8. STATIONERY ITEMS:

- All Stationery items must be new, unused, and not refurbished.
- The Stationery items must be procured through legal channels, with all government duties and taxes paid.
- Since stationery items are package-wise rather than item-wise, the bids received from eligible bidders shall be evaluated by the **Technical Member/Committee**, or by the **Procurement Committee** itself (if the required items are not technically complex).

9. DELIVERY PERIOD:

- Partial delivery is not allowed.
- Delivery must be completed within the specified time after issuance of supply order.
- Supplier is responsible for safe delivery of Stationery Items at LUAWMS.

- Damaged or broken items will not be accepted and must be replaced at the supplier's expense.
- In case of late delivery, the supplier may be blacklisted, and late delivery penalty (Liquidated Damages) shall be imposed at the rate of **0.5%** (of the value of items delivered late) per week, up to a maximum of 10% of the Contract Value

10. Bid Validity:

- Validity of the bid would be at least **45 days** from the date of Tender opening.
- Maximum completion time for the order is **20 days** from the date of Supply Order.

11. AUTHORIZED DEALER:

- If the bidder is an authorized dealer, a dealership certificate or proof of authorization from the manufacturer must be submitted.

12. WARRANTY:

13. Warranty are not required for stationery items.

14. PENALTY CLAUSE:

- Delay in delivery shall incur the actual date of delivery.
 - ❖ **1 week delay:** 0.5% of total cost.
 - ❖ **2 weeks delay:** 1.0% of total cost.
 - ❖ **3 weeks delay:** 2.0% of total.
 - ❖ **4 weeks delay:** 4.0% of total.
 - ❖ **Beyond 4 weeks:** an additional **2%** per week (up to a maximum of **10%**).
- After **7 weeks**, the supply order will be canceled and the earnest money forfeited.

15. INTEGRAL PART OF BID:

- Annexure A (Technical Proposal) must be filled, signed, and stamped by the bidder and submitted on the EPASDS portal as part of the technical proposal.
- Annexure B (Financial Proposal) must be filled, signed, and stamped by the bidder and submitted onto the EPASDS portal as part of the financial proposal.

16. DISQUALIFICATIONS:

Offers will be rejected if:

- Financial bid lacks the required earnest money.
- The Stationery items are received after the specified deadline.
- Specifications are not followed as per the tender.
- GST/NTN certificates are missing.
- Substandard items are quoted.
- Items deviate from specifications and are delivered incorrectly.

17. CERTIFICATION:

- Copies of valid firm registration and other required documents must be provided.

18. AFFIDAVIT:

- An affidavit on legal stamp paper stating the bidder has not been blacklisted by any government/semi-government/autonomous organization must be submitted.

19. LUAWMS RIGHTS:

LUAWMS reserves the right to:

- Accept, reject, or cancel any or all tenders as per PPRA Rules.
- Accept a partial bid or increase/decrease item quantities.
- Award the contract to one or multiple bidders.
- Require the successful bidder to sign a contract agreement on stamp paper at **0.25%** of the supply order value.

20. CHECKLIST:

Sr. No.	Eligibility / Qualification Criteria	Proof to be attached	
		Yes	No
1	Company Profile		
2	Registration with Income Tax.		
3	Registration with Sales Tax.		
4	Bid Security @2% of Estimated Cost.		
5	Relevant experience with proof (orders/completion certificates).		
6	Financial Capacity (bank statements/Proof).		
7	Unconditional Agreement with all Terms & Conditions.		
8	Not Blacklisted (Undertaking required)		
9	Complete proposal (Annexures A, B, C filled and Attached)		
10	Delivery Time Agreed		
11	Signature & Company seal on all pages of the tender documents.		

Note:

Firms must mark 'Yes' on all criteria to be considered eligible. Any 'No' will render the bid ineligible.

Annexure-A

Stationery Items

S.#	Items	Units	Brand	Qty	Remarks, Yes/No
1	Ball Point Blue (Dollar Note)	Pkt		80	
2	Ball Point Black (Dollar Note)	Pkt		80	
3	Ball Point Red (Dollar Note)	Pkt		50	
4	Duster cloth large size	Dzn		10	
5	Envelops Legal size (100/pkt)	Pkt		20	
6	Envelops A-4 size (100/pkt)	Pkt		20	
7	Envelops small size (50/pkt)	Pkt		40	
8	Glu stick Dollar Medium size	Nos		48	
9	LUAWNS Printed file cover (as per sample)	Nos		800	
10	Paper legal 70g	Ream		60	
11	Paper legal 80g	Ream		50	
12	Do Paper A-4 80g	Ream		100	
13	Do Paper A-4 70g (Paper A One)	Ream		660	
14	Stapler pins (Dollor) 24-6	Pkt		10	
15	Stapler Machine medium size	Nos		10	
16	Duster White board best quality	Nos		50	
17	White Board Marker (Doller)	Pkt		50	
18	White Board Marker (Doller) Ink	Botle		50	
19	Stamp pad Blue (Dollar)	Nos		20	
20	Green Note Sheet Legal size 80gm	Pad		120	
21	Register 300 pages legal size best quality	Nos		50	
22	Signature Pen, Black & Blue Uniball (eye)	Pkt		12	
23	Box Folder large size	Nos		500	
24	Ring Folder Small size	Nos		200	
25	Punch machine large size	Nos		3	
26	U-Clip Larges Size	Pkt		70	
27	Pin Remover	Nos		20	
28	Table Set, Best Quality	Set		2	
29	Whito	Nos		20	
30	Stapler large size	Nos		4	

Note:- "Bidders are required to quote for all stationery items listed in the schedule. Any bid that fails to provide quotation for even a single item shall be considered non-responsive and shall result in the disqualification of the bidder.

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the PPRA, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**

- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

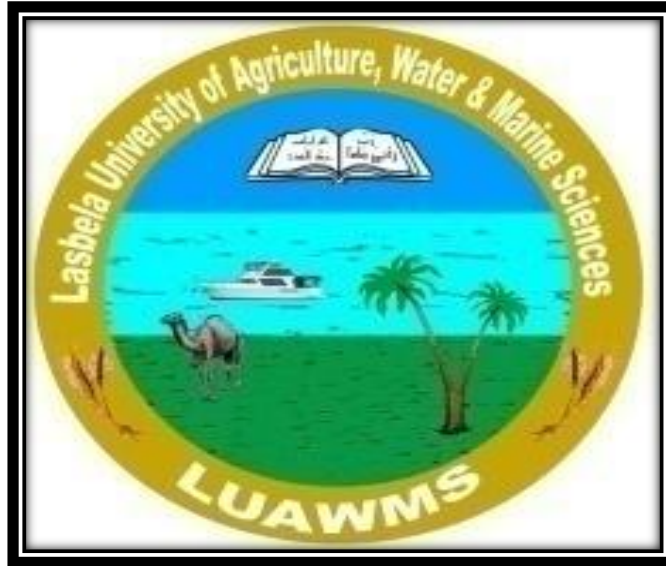
Company stamp.

TENDER DOCUMENTS

FINANCIAL BIDS

PROCUREMENT OF STATIONERY ITEMS FOR MAIN CAMPUS OF LUAWMS

PROCUREMENT SECTION



This RFP Form issued to

M/s _____

(Tender Fee Rs. 2000/= non-refundable)

Last date for issuance of tender documents:	24th April, 2026
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OFFICE OF THE DIRECTOR OF PROCUREMENT

LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES
(LUAWMS) UTHAL BALOCHISTAN

Tel. No.: 0853-610914

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

4. Name of Company : _____

5. Complete Postal Address : _____

6. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

7. Authorized Representative's name & designation: _____

8. Type of Business:

- (1) Sole Proprietorship (2) Partnership
(3) Corporation (Private Ltd.) (4) Corporation (Public Ltd.)

9. National Tax Number & Date of issuance: _____

10. Sales Tax Registration No. / BRA Registration No. _____

11. Bid Validity: _____ (Please specify in No. of Days)

12. Total Completion Time: _____ (In Days / Months, please specify)

Annexure-A

Stationery Items

S.No	Item Name / Brand	Units	Qty	Unit Price	Total Price
01	Ball Point Blue (Dollar Note)	Pkt	80		
02	Ball Point Black (Dollar Note)	Pkt	80		
03	Ball Point Red (Dollar Note)	Pkt	50		
04	Duster cloth large size	Dzn	10		
05	Envelops Legal size (100/pkt)	Pkt	20		
06	Envelops A-4 size (100/pkt)	Pkt	20		
07	Envelops small size (50/pkt)	Pkt	40		
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24	Ring Folder Small size	Nos	200		
25	Punch machine large size	Nos	3		
26	U-Clip Larges Size	Pkt	70		
27	Pin Remover	Nos	20		
28	Table Set, Best Quality	Set	2		
29	Whito	Nos	20		
30	Stapler large size	Nos	4		
	Total Price Without Taxes				
	GST @ 18%				
	Total Price Inclusive Taxes				

Rupees:-

1. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder's covering Letter be attached as the Financial Proposal of the bidder
2. Following information should be attached/contained in the financial proposal: -
 - a. Original Bid Security
 - b. Original Performance Security (If required by the LUAWMS)
 - c. The Financial Bid on the bidders' letter head in the following format:

S. No.	Item Name / Brand	Unit	Quantity	Unit Price	Total Price
1					
2					
3					
4					
5					

3. Serial Numbers of items must be quoted as mentioned in the "Bidding Document" (in-case of difference in serial numbers between "Bidding Documents" and "Financial Bid" the bid may qualify for rejection.
4. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # **a, b, c** etc. against the respective Serial No.
5. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location at LUAWMS.
 - ii. Loading, unloading and other labor charges.
 - iii. Complete supply as required in the schedule of requirements of this bidding document.
6. Taxes must be included along with the price of each item
7. In case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules
8. Every page of the Bid must be numbered, signed & stamped by the authorized representative.