



UNIVERSITY OF BALUCHISTAN, QUETTA

Tender Document

Procurement of Answer Sheets for Examination Branch, University of Balochistan

1. INTRODUCTION

1.1 The University of Balochistan (UoB) is a public sector institution of higher education located in Quetta, Balochistan.

1.2 The University of Balochistan intends to procure Answer Sheets for the Examination Branch (Main Campus) and invites bids from eligible and qualified firms.

1.3 This tender is floated on Single Stage – Two Envelope basis under PPRA Rule 36(b).

2. DEFINITIONS

2.1 “Employer” means University of Balochistan.

2.2 “Bidder” means the person or firm submitting the bid.

2.3 “Contract” means the agreement to supply/provide services.

2.4 “PPRA” means Pakistan Public Procurement Regulatory Authority.

3. TENDER NOTICE



UNIVERSITY OF BALUCHISTAN, QUETTA

TENDER NOTICE

The University of Balochistan (UoB), Quetta invites sealed bids / proposals from eligible dealers/firms having valid income tax/ sale tax registration, for the following purchase:

Tender Title	Tender Submission Deadline	Tender Opening Details
Supply of 100,000 Answer Sheets for Examination Branch UoB (Academic Session 2026–2027)	24/09/2026 11:00 AM	24/09/2026 11:30 AM

Bidding shall be conducted under the Single Stage Two-Envelope procedure as per PPRA Rule 36(b). Tender documents are available on the PPRA website/University website upon payment of a non-refundable tender fee of Rs. 5000. Submit a 2% bid security of the quoted amount via pay order or bank draft in favour of the Treasurer, University of Balochistan, Quetta in a sealed envelope to the Treasurer's office before the tender submission deadline.

The University reserves the right to accept or reject any or all bids as per public procurement rules.

Treasury Office

University of Balochistan, Sariab Road, Quetta
Ph: 081-9211292

4. INSTRUCTIONS TO BIDDERS

4.1 Bidders must carefully read and comply with all terms, conditions, and specifications before submission.

4.2 Financial bids shall be submitted online via PPRA ePADS. Physical bid security must reach the Office of the Material Management Section, UoB, Quetta before bid opening.

4.3 Late, incomplete, faxed, or emailed bids will not be accepted.

4.4 Bids must include complete contact details of the firm.

4.5 For clarifications, bidders may contact the Material Management Section Office, UoB.

5. BIDDING DATA

S. No	Name & address of employer	University of Balochistan
5.1	Currency	Pak Rupees
5.2	Amount of bid security	2 % Quoted amount
5.3	Period of validity	Three months
5.4	No. of copies of bid to be submitted	One
5.5	Deadline for submission of the bid	24/09/2026 11:00 AM
5.6	Date time and venue of bid opening	24/09/2026 11:30 AM Treasurer office, admin block, UoB, Sariab Road, Quetta

6. RESPONSIVENESS OF BID

A bid shall be considered responsive if:

- 6.1 It remains valid for the prescribed period.
- 6.2 Prices are firm and final.
- 6.3 Required bid security is submitted.
- 6.4 Bidder meets eligibility and experience requirements.
- 6.5 Bid complies with all technical specifications, including ink absorption, paper quality, binding, serial numbers, and confidentiality requirements.

7. PRICE ADJUSTMENT

If a bid deviates from the terms of payment, the Employer may adjust the price for comparison purposes as per prevailing bank interest rates.

8. BASIC ELIGIBILITY CONDITIONS

- 8.1 Bidder must be technically and financially capable of executing the supply.
- 8.2 Bidder must be registered with Income Tax and Sales Tax departments (documentary proof required).
- 8.3 Bidder must agree to all terms and conditions of the tender documents.

9. SPECIFIC WORK / SCOPE OF SUPPLY

9.1	Name of the work/supply	Supply of 100,000 Answer Sheets for Examination Branch UoB (Academic Session 2026–2027)
9.2	Place of supply	The items are required to be delivered to the office of the Material Management Section, University of Balochistan, Quetta.
9.3	Brief Description of work	Supply of 100,000 answer sheets for the Examination Branch UoB (Academic Session 2026–2027) as per technical specifications plus sample of answer sheet and quantities given in the tender documents.

10. CONTRACT DATA

Employer: University of Balochistan

Contract: Supply of Answer Sheets for Examination Branch, UoB

Delivery: Within 30 days from the date of order

Performance Security: Not Applicable

Period of Removing Defects: 2 weeks

Insurance: Not Applicable

Income Tax & GST: As per Government Rules; copy of invoice and NTN required

Arbitration: As per Arbitration Act, 1940

11. GENERAL TERMS & CONDITIONS

11.1 Bid security 2% is mandatory.

11.2 Prices must be inclusive of all taxes, packing, and transportation.

11.3 Quantities may be increased or decreased without change in unit rates.

11.4 Damaged or defective items must be replaced at the supplier's cost within 2 weeks.

11.5 Liquidated damages: 5% per week for delay, max 10%.

11.6 Confidentiality of printed material is mandatory; breach may lead to contract termination and blacklisting.

11.7 Sample approval is mandatory before mass production.

11.8 University reserves the right to inspect the quality of materials at any stage.

12. PARTICULAR CONDITIONS OF CONTRACT

12.1 Estimated quantities can be increased/decreased without rate change.

12.2 All transport risk is borne by the supplier.

12.3 Documentary evidence required for branded items.

12.4 Part payment at University discretion; retention may apply.

12.5 Tender will be decided on overall lowest evaluated basis.

13. EVALUATION & AWARD CRITERIA

13.1 Bids will be evaluated under PPRA rules.

13.2 Preliminary Examination: Check completeness, bid security, validity, and eligibility.

13.3 Technical Responsiveness: Only fully compliant bids with paper quality, ink absorption, binding, serial numbers, and confidentiality will be considered.

13.4 Financial Evaluation: Technically responsive bids will be evaluated on overall lowest cost (L1) basis.

13.5 Prices must include all applicable taxes, packing, transportation, and incidental costs.

13.6 Arithmetic errors rectified per PPRA Rules; unit price prevails in case of discrepancy.

13.7 The University reserves the right to reject abnormally low/high bids.

13.8 Award: Contract to the lowest evaluated responsive bidder.

13.9 The University may adjust quantities at awarded rates without changing unit prices.

14. TECHNICAL SPECIFICATIONS / BOQ

S. No	Item	Specifications	Qty	Unit Price (Inclusive of all taxes)	Amount (Inclusive of all taxes)
1	Answer Sheet (Final Term)	Paper Offset Imported White, 80 GSM, Size: 11.5 x 8.5 inches, 12 pages, Monogram of University of Balochistan on first page and center as watermark, page numbers, printed rules line both sides, proper thread binding, UoB red	70,000		

		File tag, high-quality ink absorption to prevent smudging.			
2	Answer Sheet (Mid-Term)	Paper Offset Imported White, 80 GSM, Size: 11.5 x 8.5 inches, 20 pages, Monogram of University of Balochistan on the first page and center as watermark, page numbers, printed rules line both sides, proper thread binding, UoB red file tag, high-quality ink absorption to prevent smudging.	30,000		
	Total Quantity	Provision of Answer Sheets for Academic Session 2026–2027	100,000		

DECLARATION

I/We have read and accepted all terms and conditions of this tender document.

Name of Firm / Bidder: _____

Signature & Stamp: _____

Date: _____