

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

TENDER DOCUMENTS

For

Supply of Office Stationery

(Single Stage – One Envelope Procedure)

Submission Date & Time: 26th March 2026 (12:00 PM)

Opening Date & Time: 26th March 2026 (12:30 PM)

Tender Issued to M/S _____

Directorate of Procurement, BUIITEMS

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

1. BUIITEMS, a public sector University situated at Quetta, invites sealed bids from *authorized dealers/manufacturers/general order suppliers* registered with the income and sales tax departments and who are on the active taxpayers' list (ATL) of FBR in the relevant field
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.” The non-refundable fee for the bidding document is Rs. 1,000 (One Thousand Rupees Only), payable by a pay order/demand draft in favour of the Director of Procurement, BUIITEMS.
4. The bidders are required to furnish a bank deposit / CDR / pay order equivalent to 2% of the total bid price (refundable) as Bid Security in favour 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 **12:00 pm** on **26th March 2026**. Bids will be opened at **12:30 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 the 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 document fee (Non-Refundable) shall be submitted in favour of “Director Procurement, BUIITEMS”. 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 favour 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 BUIITEMS, Quetta, to forfeit the bid security or ban such vendor participation in BUIITEMS tenders/works.
5. The Purchase/Work Order will be awarded on the **least-cost selection basis.**
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 the BUIITEMS, Takatu Campus, 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 BUIITEMS 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, BUIITEMS, to see the requirements of each item/location** 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 responsible and at 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 **26th March 2026** on or before **12:00 PM** and will be opened on the same date **at 12:30 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, BUIITEMS 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, binding upon the Tenderer.

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

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

- The Tender will be evaluated on the **least-cost selection basis**
- Samples of each quoted item must be submitted at the time of tender submission for technical evaluation. Any bid found offering low-quality or substandard items shall be declared non-responsive and liable for rejection (mandatory)
- Company Profile and copies of CNIC, National Tax Number (NTN), and General Sales Tax (GST) certificates should be attached. (mandatory)
- Experience of the firm in the relevant field/services to any Federal or Provincial Universities, Education Boards, etc., anywhere in Pakistan. Please attach Purchase Orders/Work Orders. (mandatory)
- The bidder who has not been blacklisted by any Federal or Provincial Government Department, Agency, Organisation, autonomous body, University, or Private Sector Organisation anywhere in Pakistan. The vendor will provide this undertaking on non-judicial stamp paper. (mandatory)
- At least One Year Warranty (mandatory)

22. One Bid per Bidder. - Conditional or alternative bids are not allowed. Bidders are required to quote one bid.

23. BUIITEMS 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 from a firm which is blacklisted by any Govt Office.
- vii. The offer is received by telephone/telex/fax/telegram.
- viii. Any unsigned/ambiguous erasing, cutting/overwriting, etc., are made.

- 24.** BUIITEMS will inspect the supplied and provided items to verify their conformity to the 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 the least cost/package-wise, according to the nature of BoQ.
- 27. Rejection of bids.** – BUIITEMS reserves the right to reject all bids or proposals at any time before accepting a bid or proposal. BUIITEMS 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 BUIITEMS in time, then the penalty will be charged as follows:
- 0.01% per day of the Purchase Order for the first 10 working days.
 - 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, BUIITEMS", with a copy of delivery challan (s) after the complete order has been supplied, inspected, and accepted, which includes delivery/installation, and BUIITEMS 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 engaged 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 the Government's 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 the requirement of FBR.**

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___

BILL OF QUANTITIES (B.O.Q)

S #	Items & Description	Units	Quantity
1	Attendance Register	Nos	20
2	Ballpoint (Piano or Equivalent) Blue/Black/Red	Box	200
3	Box File Large (Uni or Equivalent)	Nos	200
4	Correction Pen (Dux or Equivalent)	Nos	50
5	Binding Plastic Sheet	Nos	1000
6	Binding Card	Nos	1000
7	Binding Tape	Nos	100
8	Diary Register	Nos	20
9	Dispatch Register	Nos	20
10	Drafting Pad Medium	Nos	100
11	Duster Cloth	Nos	200
12	Duster for White Board	Nos	500
13	Dust bin Medium	Nos	20
14	Executive Pen Schneider 1.5 Business Germany or Equivalent	Nos	100
15	Envelopes A4 White	Nos	2000
16	Envelopes letter size White	Nos	1000
17	Envelopes Legal size White	Nos	2000
18	Eraser Rubber (Dux or Equivalent)	Nos	300
19	File Board	Nos	500
20	File Flag	Packet	50
21	File Separators	Nos	200
22	Gum Stick 21gm (Amos or Equivalent)	Nos	200
23	Highlighter (Piano or Equivalent)	Nos	150
24	Messaging Paper 3*4	Packet	100
25	Marker for White Board (Black/Blue)	Box	200
26	Marker Permanent	Box	20
27	Note Portion Pad Select 80GM	Nos	200
28	Paper Ream Legal 70 gm	Nos	30
29	Paper Gym clip	Box	20
30	Paper Cutter	Nos	50
31	Pencil HB	Box	100
32	Pin Opener	Nos	70
33	Punching Machine (Opal or Equivalent)	Nos	50
34	Scissors	Nos	50

35	Register (Narrow Lines) 250Page	Nos	50
36	Scotch Tape 2 inch	Nos	100
37	Marker Ink for white Board	Nos	100
38	Stock Register 500 Pages	Nos	20
39	Stamp Pad	Nos	25
40	Stapler Machine (Polo or Equivalent)	Nos	50
41	Stapler Machine Pin (Dollar or Equivalent)	Box	500
42	Stapler Machine Pin 15/16 Heavy Duty	Box	10
43	Sharpener (Dux or Equivalent)	Nos	500
44	Thump Pin color	Box	100
45	Tissue Paper- 2 ply (150 pulls) (Rose Petal pop up or Equivalent)	Nos	600
46	Tissue paper Roll	Nos	50
47	Uni Ball Eye Pen Japan or Equivalent (Black/Blue)	Box	50

Note:

- All the above-mentioned items must be quoted for standard quality goods. The sample of each item shall be provided at the time of tender submission, and any bidder providing low-standard items shall be considered non-responsive
- The Purchase/Work order will be awarded on **the lowest cost basis**
- 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, BUIITEMS, Quetta, during office hours (Monday to Friday).

PRICE SCHEDULE
(to be printed on the Company's Letter Head)
 Supply of Office Stationery

Tender No. _____

S#	Product Name	Product/Description	Unit	Qty.	Unit Price	GST @ 18%	Total Price (With GST)	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
	Grand Total							
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 the relevant field/services 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: ___/___/___