

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

**TENDER DOCUMENTS**

|                                                                 |                                                                                                                                                 |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>IBF No:</b>                                                  | <b>TS702051E</b>                                                                                                                                |
| <b>Package Name:</b>                                            | <b>Hiring of Bus Services for Students Pick &amp; Drop<br/>(Takatu Campus to Kuchlak &amp; Pishin)<br/>(at serial # 2 in the Tender Notice)</b> |
| <b>Procurement Procedure &amp; Method:</b>                      | <b>Single Stage Two Envelope</b>                                                                                                                |
| <b>Bid Opening Venue:</b>                                       | <b>Meeting Room, Jinnah Hall</b>                                                                                                                |
| <b>Last Date &amp; time for submission of<br/>bid documents</b> | <b>13<sup>th</sup> November 2025 till 3:00 PM</b>                                                                                               |
| <b>Opening of Bid Documents<br/>(Technical)</b>                 | <b>13<sup>th</sup> November 2025 at 3:00 PM</b>                                                                                                 |

**Tender Issued to M/s:**

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Directorate of Procurement, BUITEMS

Airport Road, Quetta

Phone# +92 (81) 289991

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

Ext# 602/680

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

Email: [procurements@buitms.edu.pk](mailto:procurements@buitms.edu.pk)

## Section I. Invitation to Bid

Balochistan University of Information Technology, Engineering & Management Sciences (BUITEMS), Quetta, invites sealed bids on the One Stage – Two Envelope procedure from reputable, experienced transport service providers for Hiring of Bus Services for Students Pick and Drop from BUITEMS Takatu Campus to Pishin on rental basis under Single Stage Two Envelope Procedure

Bidding documents are available from the Directorate of Procurement, BUITEMS, and on the BUITEMS website(<https://www.buitms.edu.pk/Tender>).

A **non-refundable tender document fee of Rs. 1,000/-** must be paid as a **pay order or demand draft**. Proof of payment must be attached when submitting the bidding documents.

### Method

Sealed Technical and Financial proposals should be submitted in two separate envelopes placed and sealed in one envelope (as per *single-stage, two-envelope bidding procedure*) up to **13<sup>th</sup> November 2025 till 3:00 pm at the Directorate of Procurement, BUITEMS**. Technical proposals will be opened on the same date, i-e, **13<sup>th</sup> November 2025, at 3:30 pm** in the Meeting Room of the Registrar's Office, BUITEMS, in the presence of bidders or their authorised representatives who would like to be present. The financial proposals of only those firms declared technically qualified for participation in the financial bid will be opened later.

If the bid opening date falls on a public holiday, the bid will be opened on the next working day at the same time and venue.

Tenders received after the due date and time will not be considered.

**Director (Procurement)**  
BUITEMS, Quetta

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## **Section II. Instructions to Bidders (ITB)**

### **A. Introduction**

#### **1 Source of Funds**

- 1.1 Source of funds is referred to in Clause-1 of the Bid Data Sheet

#### **2 Eligible Bidders**

- 2.1 This Invitation for Bids is open to all firms from eligible sources as defined in the PPRA rules and its Bidding Documents, except as provided hereinafter. The Bidder must be/have:
- I. Valid registration with FBR (Income Tax and Sales Tax).
  - II. Company Profile.
  - III. List of Relevant /Similar services/supplies provided in the last three years.
  - IV. Quality Certification(s) – where required.
  - V. Undertaking on judicial stamp paper that the Rs 100,000 Bid security is attached with the financial proposal.
  - VI. The non-blacklisting record certificate is on judicial stamp paper.
- 2.2 Bidders should not be directly associated with or have been associated in the past. Or indirectly, with a firm or any of its affiliates in which the Procuring agency has engaged to provide consulting services to prepare the design, specifications, and other documents to procure the goods to be purchased under this Invitation for Bids.
- 2.3 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any government organisation in accordance with the PPRA rules.

#### **3 Eligible Goods and Services**

- 3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries of the world with whom the Islamic Republic of Pakistan has commercial relations, and its Tender Documents and all expenditures made under the contract will be limited to such goods and services.
- 3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that are substantially different in basic characteristics or purpose or utility from its components.

#### **4 Cost of Tender**

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the **Bid Data Sheet**, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

### **B. The Tender Documents**

#### **5 Content of Tender Documents**

- 5.1 The goods/services required, tender procedures, and contract terms and conditions are prescribed in the tender documents. The tender documents include:
- i. Invitation to Bidders
  - ii. Instructions to Bidders (ITB)
  - iii. Bid Data Sheet
  - iv. Scope of Work and Schedule of Requirements
  - v. Special Standard Forms for Single Stage Two Envelopes

- vi. General Conditions of Contract (GCC)
- vii. Conditions of Contract (SCC)
- viii. Contract Forms
- ix. Annexures

The Bidder must examine all tender documents' instructions, forms, terms, and specifications. Failure to furnish all information required by the tender documents or to submit a bid not substantially responsive to the tender documents in every respect will be at the Bidder's risk. It may result in the rejection of its bid.

## 6 Clarification of Tender Documents

- 6.1 An interested prospective Bidder requiring any clarification of the tender documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in the **Bid Data Sheet**. The Procuring Agency will respond in writing to any request to clarify the tender documents it receives before the deadline for submitting bids prescribed in ITB Clause 19.1. Written copies of the Procuring Agency's response (including an explanation of the query without identifying the source of inquiry) will be sent to all interested bidders who have received the tender documents.

## 7 Amendment of Tender Documents

- 7.1 At any time before the deadline for submission of bids, the Procuring Agency, for any reason, whether at its initiative or in response to a clarification requested by a prospective Bidder, may modify the tender documents by amendment.
- 7.2 All prospective bidders who have received the tender documents will be notified of the amendment in writing or by cable, which will be binding on them.
- 7.3 To allow prospective bidders reasonable time to consider the amendment in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for submitting bids.

## C. Preparation of Bids

### 8 Language of Bid

- 8.1 The bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the **Bid Data Sheet**, in which case, for purposes of interpretation of the Bid, the translation shall govern.

### 9 Documents Constituting the Bid

- 9.1 The bid prepared and submitted in two separate envelopes by the Bidder shall comprise the following components each: -

#### **Technical Bid**

- I. Bidder Information Form
- II. Letter of Bid – Technical Proposal
- III. Affidavit for Bidder's Blacklisting Status
- IV. Proof of financial soundness, including audited financial statements for the last three years.
- V. List of major clients, preferably including universities or large public institutions.
- VI. Compliance certificate with the terms and conditions of this tender document.
- VII. Power of Attorney

#### **Financial Bid**

- I. Price Breakdown Schedule

## II. Letter of Bid – Financial Proposal

### 10 Bid Form

- 10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

### 11 Bid Prices

- 11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price under the contract.
- 11.2 The prices shall be offered in PKR . The price must be written without errors, in figures and words, for the total price.
- 11.3 Prices quoted by the Bidder shall be fixed during the Bidder's contract performance and not subject to variation on any account unless otherwise specified in the Tender Documents. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

### 12 Bid Currencies

- 12.1 Prices may be quoted in PKR with shipment delivered to BUITEMS, Quetta premises.

### 13 Documents Establishing Bidder's Eligibility and Qualification

- 13.1 The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 13.2 The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 13.2.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Agency's satisfaction:
- 13.2.2 that the Bidder has the financial and technical capability necessary to perform the contract;
- 13.2.3 that the Bidder meets the qualification criteria listed in the **Bid Data Sheet**.

### 14 Documents Establishing Goods and Services Eligibility and Conformity to Tender Documents

- 14.1 The Bidder shall furnish, as part of its bid, documents establishing eligibility and conformity to the tender documents of all goods and services that the Bidder proposes to supply, install, and commission under the contract.
- 14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered, which shall be confirmed by a certificate of origin issued at the time of shipment.
- 14.3 The documentary evidence of conformity of the goods and services to the tender documents may be in the form of literature, drawings, and data and shall consist of:
- 14.3.1 Detailed description of the essential technical and performance characteristics of the goods
- 14.3.2 a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following the commencement of the use of the goods by the Procuring agency; and
- 14.3.3 an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names,

and/or catalogue numbers in its bid provided it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## 15 Bid Security

- 15.1 Pursuant to ITB Clause 9, the Bidder shall furnish a bid security in the amount specified in the Bid Data Sheet as part of its financial bid. The Bidder shall submit an affidavit on stamp paper with the technical bid that ***"the requisite Bid Security of 100,000 of the total bid has been placed separately in the sealed envelope of the financial bid."*** In case of failure to submit an affidavit for bid security with the technical bid, his bid shall be rejected by the Procuring Agency as non-responsive.
- 15.2 The bid security is required to protect the Procuring Agency against the risk of the Bidder's conduct, which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.
- 15.3 The bid security shall be in Pak Rupees and shall be in one of the following forms:
  - 15.3.1 a guarantee issued by a reputable financial institution (as defined in PPRA Procurement Rules, amended up to date) located in the Procuring Agency's country, in the form provided in the tender documents or another form acceptable to the Procuring Agency and valid for one hundred and twenty days (120) days beyond the validity of the bid; or
  - 15.3.2 Irrevocable cashable on-demand Bank call deposit.
- 15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.2 will be rejected by the Procuring Agency as nonresponsive, pursuant to ITB Clause 24
- 15.5 Unsuccessful bidders' bid securities will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the bid validity period prescribed by the Procuring Agency pursuant to ITB Clause 16.
- 15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 33, and furnishing the performance security, pursuant to ITB Clause 34.
- 15.7 The bid security may be forfeited:
  - 15.7.1 if a **Bidder**:
    - 15.7.1.1 withdraws its bid during the period of bid validity specified by the bidder on the bid form or
    - 15.7.1.2 does not accept the correction of errors pursuant to ITB Clause 24.2
  - 15.7.2 in the case of a **successful Bidder**, if the Bidder fails:
    - 15.7.2.1 to sign the contract in accordance with ITB Clause 33; **or**
    - 15.7.2.2 to furnish performance security in accordance with ITB Clause 33.

## 16 Period of Validity of Bids

- 16.1 Bids shall remain valid for the period specified in the **Bid Data Sheet** after the date of bid submission prescribed by the Procuring Agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.
- 16.2 In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the validity period. The request and the responses to it shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the tender documents.

## 17 Format and Signing of Bid

- 17.1 The Bidder shall prepare a bid which shall be typed or written on the company/firm's letterhead in indelible ink and signed and stamped by the Bidder or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initiated by the bidder or persons signing the bid.
- 17.2 Any interlineations, erasures, or overwriting shall be valid only if initiated by the person or persons signing the bid.

- 17.3 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

## **D. Submission of Bids**

### **18 Sealing and Marking of Bids**

- 18.1 The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain the financial and technical proposals separately; the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The bid so prepared shall be sealed and submitted to the office of the DD (Procurement), BUITEMS, Quetta, in accordance with instructions given in the invitation for bids;
- 18.2 The envelope shall bear the Invitation for Bids title and Reference Number and a statement: “DO NOT OPEN BEFORE the opening date mentioned on the BID Data Sheet

### **19 Deadline for Submission of Bids**

- 19.1 The Procuring Agency must receive bids at the address specified under ITB Clause 18.1 no later than the time and date specified in the **Bid Data Sheet**.
- 19.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the tender documents in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring Agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **20 Late Bids**

- 20.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 19 will be returned unopened to the Bidder.

### **21 Modification and Withdrawal of Bids**

- 21.1 The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids.
- 21.2 The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18.
- 21.3 No bid may be modified after the deadline for submission of bids.
- 21.4 No bid may be withdrawn between the deadline for submission of bids and the expiration of the bid validity period specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security, pursuant to the ITB Clause 15.6.

## **E. Opening & Evaluation of Bids**

### **22 Opening of Bids by the Procuring Agency**

- 22.1 In case of Single Stage Two Envelope Procedure, the Procuring Agency will open only the technical bids of all the bidders in the presence of bidders’ representatives who choose to attend at the time, on the date, and at the place specified in the Bid Data Sheet. The present bidders' representatives shall sign a register evidencing their attendance. The Financial Proposals will remain unopened and will be held in the custody of the Procuring Agency until the specified time of their opening.
- 22.2 The bidders’ names, bid modifications or withdrawals, and such other details as the Procuring Agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.



- 22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
- 22.4 The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum, the name of the Bidder and whether or not there is a withdrawal, substitution, or modification, the Bid price if applicable, including any discounts and alternative offers, and the presence or absence of a Bid Security or Bid Securing Declaration.
- 22.5 In the case of the Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of the technical proposal, the procuring agency shall, at a time within the bid validity period, open the financial proposals of the technically accepted bids only publicly. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders subject to redress of the grievances from all tiers of grievances.

## **23 Clarification of Bids**

- 23.1 During the evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder to clarify its bid. The request for clarification and the response shall be in writing or electronic form, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 23.2 From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of the communication.

## **24 Evaluation Criteria**

- 24.1 Evaluation of the bids (both Technical and financial) will be conducted in accordance with **Annexure A**

## **25 Contacting the Procuring Agency**

- 25.1 From the time of bid opening to the time of contract award, if any bidder wishes to contact the Procuring Agency on any matter related to the bid, it should do so in writing.
- 25.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

## **26 Confidentiality**

- 26.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.

## **27 Correctness of Errors**

- 27.1 Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
  - 27.1.1 if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected unless in the opinion of the Procuring Agency, there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
  - 27.1.2 if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and
  - 27.1.3 where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
  - 27.1.4 Where there is a discrepancy between the total price schedule and the amount mentioned on the Form of Bid, the amount referred to in the price schedule shall be treated as correct subject to the elimination of other errors.
- 27.2 The Procuring Agency will adjust the amount stated in the Bid per the above procedure for correcting errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. Suppose the Bidder does not

accept the corrected amount. In that case, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 18.9.

## **F. Award of Contract**

### **28 Post- qualification**

- 28.1 In the absence of prequalification, the Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the Least Cost Selection and qualified to perform the contract satisfactorily in accordance with the criteria listed in ITB Clause 13.3.
- 28.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring Agency deems necessary and appropriate.
- 28.3 An affirmative determination will be a prerequisite for awarding the contract to the Bidder. A negative determination will result in the rejection of the Bidder's bid. In that event, the Procuring Agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

### **29 Award Criteria**

- 29.1 Subject to ITB Clause 29, the Procuring Agency will award the contract to the **Lowest Cost Basis** as per ITB Clause 24, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

### **30 Procuring Agency's Right to Vary Quantities**

- 31 The Procuring Agency reserves the right to increase or decrease the quantities at any time prior to the contract award.

### **32 Procuring Agency's Right to Accept or Reject Any Bid**

- 32.1 The Procuring Agency reserves the right to accept or reject any or all bids and to annul the tender process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders.

### **33 Notification of Award**

- 33.1 Prior to the expiration of the period of bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter, to be confirmed in writing by registered letter, that its bid has been accepted.
- 33.2 The notification of award/supply order will constitute the formation of the Contract.
- 33.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 32, the Procuring Agency will promptly notify the winning Bidder's name to each unsuccessful bidder and will discharge its bid security, pursuant to ITB Clause 15.
- 33.4 If, after award notification, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Procuring Agency. The Procuring Agency will promptly respond in writing to the unsuccessful bidder.

### **34 Signing of Contract**

- 34.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency will send the Bidder the Contract form provided in the tender documents, incorporating all agreements between the parties.
- 34.2 Within ten (10) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring Agency.

### **34.3 Contract Period**

- 34.3.1 The duration of the contract shall be as specified in the Data Sheet, which will clearly define the exact period of the services to be provided by the bidder. The period mentioned shall cover all operational and administrative aspects of the security arrangements, including deployment, supervision, monitoring, and reporting. In case the bidder considers the services satisfactory and deems it necessary to continue the

arrangement, an extension may be granted. Such an extension will be subject to a comprehensive performance evaluation of the successful bidder, verification of compliance with all contractual obligations, the contract is mentioned in the Datasheet

### **35 Performance Security**

- 35.1 Within ten (10) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring Agency.
- 35.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 33.2 or ITB Clause 34.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring Agency may make the award to the next lowest bidder or call for new bids.

### **36 Corrupt or Fraudulent Practices**

- 36.1 BUITEMS requires that Bidders/ Suppliers/ Contractors under contract observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, BUITEMS defines for this provision the terms set forth below as follows:
  - 36.1.1 “corrupt practice “means the offering, giving, receiving, or soliciting of anything goes for value to influence the action of a public official in the procurement process or contract execution and
  - 36.1.2 “fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency and includes collusive practice among Bidders (before or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition;
- 36.2 will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 36.3 will declare a firm ineligible, either indefinitely or for a stated period, to be awarded a BUITEMS contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the BUITEMS contract.

### **37 Integrity Pact**

- 37.1 The Bidder shall sign and stamp the Integrity Pact provided at Form -7 to Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rupees 10 million. Failure to such an Integrity Pact shall make the bidder non-responsive.

## **G. Grievance Redressal**

### **38 Constitution of Grievance Redressal Committee**

- 38.1 The Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee must have one subject specialist, depending on the nature of the procurement.

### **39 GRC Procedure**

- 39.1 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
- 39.2 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days after the announcement of the technical evaluation report and five days after the issuance of the final evaluation report.
- 39.3 In case the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.

- 39.4 In case the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation of the report:  
Provided that the complainant may raise the objection on any part of the final evaluation report in case a single stage one envelops bidding procedure is adopted.
- 39.5 The GRC, in both cases, shall investigate and decide upon the complaint within ten days of its receipt.
- 39.6 Any bidder or the procuring agency not satisfied with the d e c i s i o n of the GRC may file an Appeal before the Appellate Committee of the Authority on the prescribed format after depositing the prescribed fee.
- 39.7 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respects, shall serve notices in writing upon all the parties to appeal.
- 39.8 The committee shall call the record from the concerned procuring agency or the GRC, as the case may be, and the same shall be provided within the prescribed time.
- 39.9 The committee may, after examining the relevant record and hearing all the concerned parties, decide the complaint within fifteen (15) days of receipt of the Appeal.
- 39.10 The Committee's decision shall be in writing and shall be signed by the Head and each Member of the Committee. The committee's decision shall be final.

### Section III. Bid Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). The provisions herein shall prevail over those in ITB during a conflict.

| <b>Introduction</b>                       |                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITB 1.1</b>                            | <b>Name of Funding Agency:</b><br>BUIITEMS' own budgetary resources.                                                                                                                                                                                                                                                                                                |
| <b>ITB 1.1</b>                            | <b>Name of Procuring Agency:</b><br>Balochistan University of Information Technology, Engineering & Management Sciences. (BUIITEMS) Quetta.                                                                                                                                                                                                                         |
| <b>ITB 1.1</b>                            | <b>Tender Subject:</b><br><b>Hiring of Bus Services for Students Pick &amp; Drop<br/>(Takatu Campus to Kuchlak &amp; Pishin)</b>                                                                                                                                                                                                                                    |
| <b>ITB 6</b>                              | <b>Procuring Agency's Address, Telephone, Telex, and Facsimile.</b><br>Directorate of Procurement<br><b>Address:</b> Balochistan University of Information Technology, Engineering and Management Sciences (BUIITEMS)<br>Airport Road, Baleli, Quetta.<br>Phone# +92 (81) 289991<br>UAN# +92 (81) 111-717-111<br>Ext# 602/686<br>E-mail: procurements@buitms.edu.pk |
| <b>ITB 8</b>                              | <b>Language of the Bid.</b><br>English                                                                                                                                                                                                                                                                                                                              |
| <b>BID Price and Currency</b>             |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ITB 11.2</b>                           | <b>Bid Prices</b><br>The prices shall be offered in PKR                                                                                                                                                                                                                                                                                                             |
| <b>ITB 12</b>                             | <b>Bid Currencies.</b><br>Prices shall be quoted in PKR                                                                                                                                                                                                                                                                                                             |
| <b>Preparation and Submission of Bids</b> |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ITB 15.1</b>                           | <b>Amount of Bid Security.</b><br>As part of its financial bid, the Bidder shall furnish a bid security of <b>PKR 100,000.</b>                                                                                                                                                                                                                                      |
| <b>ITB 16.1</b>                           | <b>Bid Validity Period.</b><br>Bids shall remain valid for 90 days after the date of the bid's submission prescribed by the Procuring Agency, pursuant to ITB Clause 19. The Procuring Agency shall reject a bid valid for a shorter period as non-responsive.                                                                                                      |

|                             |                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITB 16.2</b>             | <b>Extension of the Period of Validity:</b><br>In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to extend the validity period. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid. |
| <b>ITB 18.1</b>             | <b>Address for Bid Submission.</b><br>Directorate of Procurement<br><b>Address:</b> Balochistan University of Information Technology, Engineering and Management Sciences (BUIITEMS)<br>Airport Road, Baleli, Quetta.                                                                                                                                                                      |
| <b>ITB 18.2</b>             | <b>IFB Title: Supply of Fuel for BUIITEMS</b><br><b>IFB Number: TS702051E</b>                                                                                                                                                                                                                                                                                                              |
| <b>ITB 19.1</b>             | <b>Deadline for bid submission</b><br><b>13<sup>th</sup> November 2025</b> till 3:00 pm                                                                                                                                                                                                                                                                                                    |
| <b>ITB 22.1</b>             | <b>Time, Date, and Place for Bid Opening.</b><br><b>13<sup>th</sup> November 2025</b> at 3: 30pm, Jinnah Hall BUIITEMS                                                                                                                                                                                                                                                                     |
| <b>Bid Evaluation</b>       |                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ITB 24</b>               | The successful bidder will be determined through the single-stage two-envelope procedure based on the Least Cost Selection among the technically qualified bidders, provided that the bid meets the specifications. and complies with the other terms and conditions outlined in ITB 24.                                                                                                   |
| <b>Contract Award</b>       |                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ITB 30</b>               | <b>Percentage for Quantity Increase or Decrease:</b><br>The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services initially specified in the Schedule of Requirements without changing unit price or other terms and conditions.                                                                                    |
| <b>ITB 33.3</b>             | <b>Contract Period:</b><br>The initial contract period shall be three (03) years. Upon successful completion of the initial term and subject to the satisfactory performance of the successful bidder, the contract shall be extended for an additional one (01) year, on satisfactory performance and in accordance with the terms and conditions stipulated in the contract agreement.   |
| <b>Performance Security</b> |                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ITB 34</b>               | Within ten(10) days of receiving notification of award from the Procuring Agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring Agency.                                                                    |
| <b>GCC (SCC)</b>            | The amount of Performance security shall be Rs. 500,000 of the total contract value, which the Procuring Agency will retain for the period of the Contract agreement.                                                                                                                                                                                                                      |

## **Section IV. Scope of Work & Schedule of Requirements,**

### **Scope of Work**

The *Service Provider* shall be responsible for providing a safe, reliable, and punctual transport service for BUITEMS students on the route BUITEMS Takatu Campus, Quetta to Kuchlak, Pishin and back, as per the details below:

#### **1. Route and Distance**

- Route: BUITEMS Takatu Campus, Quetta ↔ Pishin
- Approximate Distance (one way): 55 kilometres
- Expected Round Trip Distance (daily): 110 kilometres (subject to actual route verification by BUITEMS Transport Section)

#### **2. Number and Type of Vehicle**

- The service provider shall provide one (01) dedicated, well-maintained bus with a minimum seating capacity of 63
- The vehicle should be model year 2015 or newer, in excellent running and physical condition.
- The bus shall have the following mandatory features:
  - Comfortable cushioned seats with adequate leg space
  - First aid box
  - Fire extinguisher and emergency exit
  - Functional speedometer, odometer, and seat belts
  - Proper internal lighting, indicators, and horn
  - Vehicle fitness certificate issued by the Motor Vehicle Examiner

#### **3. Operational Schedule**

- The bus shall operate six (05) days a week (Monday to Friday), excluding official university holidays.
- Morning Schedule: The bus shall reach BUITEMS Takatu Campus by 8:45 a.m. daily
- Return from BUITEMS: After class hours, normally between 4:00 – 4:30 p.m., or as per the official schedule issued by the BUITEMS Transport Section.
- Timing adjustments may be made by BUITEMS during exams, semester breaks, or special events.

#### **4. Parking and Fuel Arrangements**

- In Quetta, the bus will be parked at BUITEMS Takatu Campus.
- In Pishin, the service provider shall arrange secure night parking for the vehicle at its own expense and responsibility.
- Fuel will be provided by BUITEMS based on a fixed consumption rate of 4 kilometres per liter of diesel.
- The service provider shall maintain a daily fuel logbook signed by the Transport Officer BUITEMS, reflecting kilometers travelled, liters issued, and balance carried forward.

#### **5. Driver and Crew**

- The service provider shall employ a qualified, licensed, and experienced driver familiar with the Quetta–Pishin route.
- The driver must:
  - Possess a valid PSV license
  - Be physically fit and medically examined annually
  - Maintain good conduct, discipline, and cleanliness with a recent Police Clearance Certificate
- The service provider shall also provide a conductor/helper to assist with boarding, discipline, and maintenance of cleanliness inside the bus.
- The service provider will be fully responsible for the salary, benefits, and conduct of its staff.

**6. Safety and Maintenance**

- The service provider shall ensure the vehicle is mechanically fit and roadworthy at all times.
- Routine preventive maintenance and servicing must be carried out at least once a month.
- In case of vehicle breakdown, a replacement vehicle must be arranged within two (2) hours to avoid disruption of student transport.
- The vehicle must carry all necessary documents: route permit, registration, insurance, fitness certificate, and pollution certificate.
- The driver must strictly follow all traffic rules and safety regulations.
- Any accident, delay, or incident must be immediately reported to the BUITEMS Transport Officer.

**7. Cleanliness and Hygiene**

- The bus must be cleaned daily, both interior and exterior.
- Seats, windows, and floor mats shall be kept dust-free and hygienic.
- The university reserves the right to inspect the bus regularly for hygiene and maintenance standards.

**8. Attendance and Punctuality**

- Daily attendance of the bus (arrival/departure time) will be recorded by BUITEMS Transport Section.
- Repeated delays exceeding 15 minutes without valid reason will attract financial penalties.
- Absence or non-availability of bus on a working day without prior notice may result in deduction of daily service charges or termination of contract in case of repeated offenses.
- Insurance and Liability
- The service provider shall maintain comprehensive insurance covering the vehicle, passengers, third-party liabilities, and driver.
- BUITEMS shall not be responsible for any accident, loss, or damage to the vehicle or personnel employed by the service provider.

**9. Reporting and Coordination**

- The service provider shall coordinate directly with the Transport Officer, BUITEMS, for route planning, timing adjustments, and verification of services.



## **SCHEDULE OF REQUIREMENTS**

### **Technical Specifications**

| <b>Sr.<br/>No</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                             | <b>Unit</b> | <b>Quantity</b> | <b>Remarks</b>                   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------------------------------|
| 1                 | Provision of Bus Service for Student Pick & Drop between BUITEMS Takatu Campus and Pishin (as per the scope of work) (63 Seaters with two doors)                                                                                                                                                                                               | Month       | 01              | Diesel to be provided by BUITEMS |
| 2                 | <b>Bus Model / Make / Year of Manufacture – The bidder shall clearly specify the model, make, and year of manufacture and seating capacity of the bus offered for service. The vehicle must be in excellent running condition, with valid fitness and registration documents. Only buses manufactured in or after 2015 will be acceptable.</b> | –           | –               | Documentary proof to be attached |

## Section V. Standard Forms for Single Stage Two Envelops

The Bidder shall complete and submit the Bid Form and Price Schedules with its bid pursuant to ITB Clause 9 and in accordance with the requirements included in the tender documents.

When requested in the Bid Data Sheet, the Bidder should provide the Bid **Security**, either in the form included hereafter or in another form acceptable to the Procuring Agency, pursuant to ITB Clause 15.3.

### Standard Forms

| <b>Sr. No.</b> | <b>Form No.</b> | <b>Description</b>                                                                             | <b>Proposal Part</b> |
|----------------|-----------------|------------------------------------------------------------------------------------------------|----------------------|
| 1.             | T1              | Bidder Information Form                                                                        | Technical Proposal   |
| 2.             | T2              | Letter of Bid – Technical Proposal                                                             | Technical Proposal   |
| 3.             | T3              | Affidavit for Bidder's Blacklisting Status                                                     | Technical Proposal   |
| 4.             | T4              | Proof of financial soundness, including audited financial statements for the last three years. | Technical Proposal   |
| 5.             | T5              | List of major clients, preferably including universities or large public institutions          | Technical Proposal   |
| 6.             | T6              | Compliance certificate with the terms and conditions of this tender document.                  | Technical Proposal   |
| 7.             | T7              | Power of Attorney                                                                              | Technical Proposal   |
| 8.             | T8              | Bill Of Quantities of Items With Specifications                                                | Technical Proposal   |
| 9.             | F1              | Price Breakdown Schedule                                                                       | Financial Proposal   |
| 10.            | F2              | Letter of Bid – Financial Proposal                                                             | Financial Proposal   |
| 11.            | F3              | Bid Security Form                                                                              | Financial Proposal   |

## TECHNICAL PROPOSAL FORMS

### T.1 Bidder Information Form

| <b>Firms' Information</b>                        |  |
|--------------------------------------------------|--|
| Name of Firm/ Company                            |  |
| Complete Postal Address                          |  |
| Registration with Sale Tax (Copy to be attached) |  |
| National Tax Number (NTN)                        |  |
| Number of Full-Time Employees                    |  |
| Capital cash/revolving fund                      |  |
| Phone Number                                     |  |
| Contact Person/ Designation                      |  |
| Mobile Number                                    |  |
| E-Mail Address                                   |  |
| Fax Number                                       |  |
| Type of Organization                             |  |
| Place of Incorporation/ Registration             |  |
| Year of Incorporation /Registration              |  |
| Validity                                         |  |

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

We hereby certify to the best of our knowledge that the foregoing statements are true and correct all available information and data have been supplied and that we agree to show documentary proof thereon upon your request.

Date

Name & Address of the Original Equipment Manufacturer  
(Signature) (In the Capacity of)

**T.2 Letter Of Bid (Bid Form)**  
(To be submitted with technical bids)

IBF No: \_\_\_\_\_

To:

Director (Procurement),  
BUIITEMS, Quetta

Dear Sir,

With reference to your Tender No. [insert number] dated [insert date], we hereby submit our **Technical Proposal** for the provision of **[insert title of services]** in accordance with the bidding documents and terms specified therein. We confirm that:

- We have examined and accepted all terms, conditions, and addenda of the bidding documents.
- Our bid shall remain valid for the specified Bid Validity Period.
- If awarded, we shall provide the required **Performance Security** and deliver the services within the specified schedule.
- We have not been declared ineligible or blacklisted by any government organization.
- We undertake to comply with all applicable laws and regulations against fraud and corruption.

We understand that BUIITEMS is not bound to accept the lowest or any bid received.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

*[signature]*

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

Officail Stamp: \_\_\_\_\_

**T. 3 Affidavit For Bidder's Blacklisting Status**

(Required on non-judicial stamp paper Rs. 100. No alterations to its format shall be permitted, and no substitutions shall be accepted.)

IFB No:

Title:

Bidder:

**Affidavit for Bidder's Blacklisting Status**

I/We hereby confirm and declare that I/We, [*insert Bidder name*], has/have not been declared in-eligible or debarred, blacklisted/sanctioned by any Federal or Provincial Government Department, National Counter Terrorism Authority (NACTA), Agency, Organization or Autonomous Body anywhere in Pakistan or fraudulent practices, or no failure to perform with BUITEMS.

Seal & Signature of Bidder:

Date:

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**T. 4 Proof of financial soundness, including audited financial statements  
for the last three years**

**Must be filled out separately on the letterhead of the firm.**

**(Part of Technical Bid Envelope)**

To

Director (Procurement),

BUIITEMS, Quetta.

This is to certify that **[Name of Firm/Company]**, having its registered office at **[Complete Address]**, is a financially sound and stable organization. The company has been maintaining satisfactory banking and financial relationships and has demonstrated consistent financial performance over the past three fiscal years.

Based on our records and available financial data, the firm's financial position is strong, with sufficient liquidity and working capital to undertake and execute contractual obligations under **Tender No. [insert number]** issued by **Balochistan University of Information Technology, Engineering & Management Sciences (BUIITEMS), Quetta**.

The summarized financial performance for the last three years is as follows:

|                       | <b>Annual Turnover (PKR)</b> | <b>Net Worth / Capital (PKR)</b> | <b>Remarks</b> |
|-----------------------|------------------------------|----------------------------------|----------------|
| <b>Financial Year</b> |                              |                                  |                |
| [Year 1]              | [Amount]                     | [Amount]                         |                |
| [Year 2]              | [Amount]                     | [Amount]                         |                |
| [Year 3]              | [Amount]                     | [Amount]                         |                |

*[signature for and on behalf of Company with official Stamp)*

Note: This letter of authority should be on the letterhead of the Company and should be signed by a competent person with the power of attorney .

### T.5 List of Major Clients

The bidder shall provide details of major clients (preferably universities, government departments, or large public institutions) where similar security services have been provided during the last five years. Supporting documents such as copies of work orders, completion certificates, or performance letters may be attached.

| Sr. No | Name of Client / Organisation | Contract Title / Description | Contract Duration (From–To) | Value of Contract (PKR) | Contact Person & Designation | Contact Number / Email | Remarks |
|--------|-------------------------------|------------------------------|-----------------------------|-------------------------|------------------------------|------------------------|---------|
| 1      |                               |                              |                             |                         |                              |                        |         |
| 2      |                               |                              |                             |                         |                              |                        |         |
| 3      |                               |                              |                             |                         |                              |                        |         |
| 4      |                               |                              |                             |                         |                              |                        |         |
| 5      |                               |                              |                             |                         |                              |                        |         |

**Note:**

- Bidders are encouraged to list **relevant assignments of similar nature and scale.**
- Documentary evidence should be provided for verification.

Signed: *[insert signature(s) of authorized representative(s) ]*

Name: *[insert complete name(s) of authorized representative(s) ]*

Official Stamp: \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## **T.6 Compliance certificate with the terms and conditions of this tender document.**

The Director (Procurement)

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

Airport Road, Baleli, Quetta

Subject: Compliance Certificate with the Terms and Conditions of Tender

Dear Sir,

We, the undersigned, hereby confirm that we have thoroughly examined the complete Tender Document for “Hiring of Bus Services issued by BUIITEMS, Quetta, and have fully understood all terms, conditions, specifications, and requirements mentioned therein.

We further certify and undertake as follows:

1. We fully comply with all instructions, conditions, and requirements of the tender document.
2. We agree to abide by the rules and provisions of PPRA Rules, 2004 and BUIITEMS’ procurement procedures.
3. We confirm that all information and documents submitted in our bid are true, accurate, and complete in every respect.
4. We undertake to provide the required services strictly in accordance with the specifications, timelines, and terms stated in the tender and subsequent contract.
5. We further confirm that our firm/company has not been blacklisted or declared ineligible by any government, semi-government, or autonomous organisation in Pakistan.
6. We accept that any false statement or non-compliance detected at any stage shall render our bid liable to rejection and may lead to termination of the contract or legal action.
- 7.

We hereby sign this certificate in good faith and with full understanding of our obligations.

**Authorized Signature:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Firm/Company Name:** \_\_\_\_\_

**Official Seal/Stamp:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Note: This should be on the letterhead of the Bidder and should be signed by a duly authorised person.



## T.7 POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT:

We, [Name of Bidder], a company duly organized and existing under the laws of [Country/Province], with its principal place of business at [Complete Address], do hereby constitute and appoint [Name of Authorized Representative], holding the position of [Designation], whose specimen signature appears below, as our true and lawful attorney-in-fact to act for and on our behalf in all matters relating to the submission, signing, negotiation, and execution of the bid and any documents connected with the Invitation for Bids issued by Balochistan University of Information Technology, Engineering & Management Sciences (BUIITEMS), Quetta on [Insert Date] for [Insert Title of Assignment / Tender Name].

Our attorney-in-fact is hereby authorized to:

1. Sign and submit all bid documents, forms, and annexures on our behalf;
2. Represent us in all correspondences and communications with BUIITEMS regarding this tender;
3. Provide clarifications, undertake negotiations, and execute any necessary documents in connection with the said tender; and
4. Perform all acts, matters, and things which are necessary or expedient for the purpose of fulfilling our obligations under this authorization.
- 5.

We hereby ratify and confirm all acts, deeds, and things lawfully done by our said attorney-in-fact pursuant to this Power of Attorney, as if they had been done by us personally and directly.

This Power of Attorney is executed at [City] on this [Day] of [Month, 2025], and shall remain valid and in full force until revoked in writing by us.

---

IN WITNESS WHEREOF, we have executed this Power of Attorney under our seal, attested by the undersigned witnesses, on the date first written above.

For and on behalf of

(Name of Firm/Company)

Authorized Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Seal/Stamp

Witnesses:

1. \_\_\_\_\_ (Name, CNIC, Signature)
2. \_\_\_\_\_ (Name, CNIC, Signature)

## Schedule of Requirement

*Must be filled separately on the letterhead of the firm.*

### (Part of Technical Bid Envelope)

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the Services of the following in conformity with the requirement mentioned below against each

IBF No:

Title:

Bidder:

| 1   | 2                 | 3           | 4   | 5       |
|-----|-------------------|-------------|-----|---------|
| No. | Items/Requirement | DESCRIPTION | QTY | REMARKS |
|     |                   |             |     |         |

iDate: \_ Place: \_\_\_\_\_

Authorized Signature  
(In full and initials)  
Name and Designation of Signatory  
Name of Firm and Address

## FINANCIAL PROPOSAL FORMS

### Preamble

The Schedule of Requirements / Rate Schedule shall be read in conjunction with the Conditions of Contract, Specifications, and Scope of Services contained in this Tender Document.

This Financial Preamble sets out the instructions for preparing the Financial Proposal for the *Hiring of Bus Services for Students Pick and Drop between BUITEMS Takatu Campus and Pishin*.

#### **Basis of Quotation**

- Bidders shall quote a fixed monthly service charge for providing one (01) air-conditioned bus as per the specifications and scope of work defined in this tender.
- The quoted rate shall be exclusive of fuel cost, as BUITEMS will provide fuel at the approved consumption rate of 4 km per liter. (BUITEMS will provide Diesel only)
- The quoted rates shall be in Pakistani Rupees (PKR) and shall remain firm and valid for the entire duration of the contract.
- The rate must cover driver salary, conductor/helper, vehicle maintenance, repairs, insurance, parking in Pishin, and all incidental expenses.
- All rates shall be inclusive of all applicable taxes, duties, and levies imposed by Federal, Provincial, or Local authorities.
- No escalation in the quoted price shall be admissible during the contract period except where specified by law (e.g., changes in tax rates).

#### **Credit and Payment Terms**

- The successful service provider shall submit monthly invoices to BUITEMS along with a service verification report issued by the BUITEMS Transport Office.
- Payment shall be made within 30 days of receipt of the verified invoice, subject to satisfactory service delivery and compliance with contract conditions.
- No advance payment shall be made.
- In case of any service lapse or non-compliance, the corresponding amount may be deducted from the monthly invoice as a penalty.
- The service provider shall bear all costs related to staff wages, insurance, and statutory obligations of their personnel.

**F.1 LETTER OF BID (BID FORM)***On the Firm's Official Letter Head.*

IBF No:

Title:

To:

The Director Procurement,  
Balochistan University of Information Technology, Engineering and Management Sciences (BUITEMS),  
Quetta.

Subject: *Tender for Hiring of bus services for pick & drop to BUITEMS students ( From Takatu Campus to Kuchlak & Pishin)*

Having examined the Tender Documents, including all instructions, terms, conditions, and specifications, the receipt of which is duly acknowledged, we, the undersigned, offer to provide Bus Services for BUITEMS students in full conformity with the requirements of the Tender Documents.

We undertake to supply the required items and services at the rebates, discounts, and rates quoted by us in the Price Schedule / Financial Bid Form, which shall form an integral part of this bid.

We confirm that all prices quoted are inclusive of all applicable taxes and duties and are valid for the entire duration of the contract.

We further undertake to provide the Performance Security in the prescribed form and amount within the time frame specified in the Tender Documents and to execute the services as per the standards and terms defined therein.

We agree to abide by this bid for the Bid Validity Period stated in the Bid Data Sheet, which shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is executed, this bid, along with your written acceptance and notification of award, shall constitute a binding agreement between us.

We understand that BUITEMS is not bound to accept the lowest or any bid received and reserves the right to reject any or all bids without assigning any reason thereof

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

*[signature]**[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**F.2 Price Schedule**

IFB No:

Title:

Bidder:

**(On letter Head of Company)**

| <b>Sr. No</b> | <b>Description of Services</b>                                                                                                                                                                                              | <b>Unit</b> | <b>Quantity</b> | <b>Rate (PKR)</b> | <b>Total Amount (PKR)</b> | <b>Remarks</b>                                |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|-------------------|---------------------------|-----------------------------------------------|
| 1             | Hiring of one (01) bus (minimum 63-seater) for students' pick and drop service between <b>BUIITEMS Takatu Campus, Quetta, kuhlak &amp; Pishin</b> , as per the Scope of Work and Terms & Conditions of the Tender Document. | Month       | 01              |                   |                           | Fuel to be provided by BUIITEMS at 4 km/litre |

**NOTE:**

- **Rates quoted and amount should include all applicable taxes of the Government of Balochistan/Pakistan**
- In case of a discrepancy between the unit price and the total, the unit price shall prevail.

Signature of Bidder

Stamp

Date

## Section VI. General Conditions of Contract (GCC)

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Definitions | <p><b>1.1</b> In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> <li>(a) “The Contract” means the agreement entered into between the Procuring Agency and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</li> <li>(b) “The Contract Price” means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations.</li> <li>(c) “The Goods” means all of the equipment, machinery, and/or other materials which the Service Provider is required to supply to the Procuring Agency under the Contract.</li> <li>(d) “The Services” means those services {detail to be provided by the Procuring Agency as per its requirements} and other such obligations of the Service Provider covered under the Contract.</li> <li>(e) “GCC” means the General Conditions of Contract contained in this section.</li> <li>(f) “SCC” means the Special Conditions of Contract.</li> <li>(g) “The Procuring Agency” means the organization purchasing the Services, as named in SCC.</li> <li>(h) “The Procuring Agency’s country” is the country named in SCC.<br/>“The Service Provider” means the Bidder or firm supplying the Services under this Contract.</li> <li>(i) The Project Site,” where applicable, means the place or places named in SCC.</li> <li>(j) “Day” means calendar day.</li> </ul> |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Application                                                                              | 2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. Country of Origin<br>[where applicable]                                                  | <p>3.1. All Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules, as further elaborated in the SCC.</p> <p>3.2. The origin of Services is distinct from the nationality of the Service Provider. In any case, the requirements of rules 10 &amp; 26, PPR- 14, shall be followed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. Standards                                                                                | 4.1. The services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications/work plan/deputation plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency. | <p>5.1. The Service Provider shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2. The Service Provider shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.</p> <p>5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Service Provider's performance under the Contract if so required by the Procuring Agency.</p> <p>5.4. The Service Provider shall permit the Procuring Agency to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the donors, if so required by the donors.</p> |

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| <p>6. Performance Guarantee</p>                                                        | <p>6.1. Within fifteen (10) days [to be decided by the procuring agency] of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee in the amount specified in SCC/Bid Data Sheet.</p> <p>6.2. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.</p> <p>6.3. The performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms:</p> <ul style="list-style-type: none"> <li>(a) a bank guarantee or</li> <li>(b) a cashier's or certified cheque or CDR.</li> </ul> <p>6.4. The performance guarantee will be discharged by the Procuring Agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.</p> |
| <p>7. Incidental material</p> <p>[If required and decided by the Procuring Agency]</p> | <p>7.1. The Service Provider may be required to provide any of the incidental material if any, specified in SCC:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>8. Payment</p>                                                                      | <p>8.1. The method and conditions of payment to be made to the Service Provider under this Contract shall be specified in SCC.</p> <p>8.2. The Service Provider's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.</p> <p>8.3. As per PPRA rule, payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Service Provider, provided the work is satisfactory</p> <p>8.4. The currency of payment is PKR</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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| 9. Prices                         | 9.1. Prices charged by the Service Provider and Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments authorized in SCC {mechanism and formula to be decided by the procuring agency}.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10. Change Orders                 | <p>10.1. The Procuring Agency may at any time, by a written order given to the Service Provider pursuant to GCC Clause 11, make changes within the general scope of the Contract, only if required for the successful completion of the job.</p> <p>10.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring Agency's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost, and no provisions of PPRA rules shall be violated</p> |
| 11. Contract Amendments           | 11.1. Subject to GCC Clause 10, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 12. Assignment and Subcontracting | 12.1. The Service Provider shall not assign, transfer, or subcontract the whole or any part of this Contract under any circumstances any such arrangement, whether disclosed or undisclosed, shall constitute a material breach of contract, resulting in immediate termination and forfeiture of performance security.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 13. Joint Venture (JV)            | 13.1. Joint Venture (JV) arrangements are not permitted for this Contract. The Procuring Agency shall only consider bids submitted by a single, legally registered entity operating independently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <p>14. Delays in the Service Provider's Performance</p> | <p>14.1. Performance of Services shall be made by the Service Provider in accordance with the Schedule of Requirements</p> <p>14.2. If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Procuring Agency shall evaluate the situation and may at its discretion, extend the Service Provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.</p> <p>14.3. Except as provided under GCC Clause 17, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of liquidated damages.</p> |
| <p>15. Liquidated Damages</p>                           | <p>15.1. Subject to GCC Clause 17, if the Service Provider fails to provide the Services as per requirement/ within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under PPR-14.</p>                                                                                                                                                                                                                                    |

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| <p>16. Termination for Default</p> | <p>16.1 The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> <li>(a) if the Service Provider fails to deliver any or all of the service within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14;</li> <li>(b) if the Service Provider fails to perform any other obligation(s) under the Contract; or</li> <li>(c) If the Service Provider, in the judgment of the Procuring Agency, is found to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in executing the Contract, the Procuring Agency shall, without prejudice to any other rights or remedies available under the law: <ul style="list-style-type: none"> <li>I. Terminate the Contract immediately</li> <li>II. Forfeit the Performance Security; and</li> <li>III. Declare the Service Provider ineligible for participation in future procurements, in accordance with Rule 19 of the Public Procurement Rules, 2004.</li> </ul> </li> <li>(d) For the purpose of this clause, “corrupt and fraudulent practices” shall have the meanings assigned to them in Rule 2(f), 15 of the Public Procurement Rules, 2004.</li> </ul> <p>16.2. In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Service Provider shall be liable to the Procuring Agency for any excess costs for such similar Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.</p> |
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| <p>17. Force Majeure</p>               | <p>17.1. Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Service Provider shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>17.2. For purposes of this clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Service Provider, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”.</p> <p>17.3. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning “Force Majeure” may be decided through means given herein below.</p> |
| <p>18. Termination for Insolvency</p>  | <p>18.1. The Procuring Agency may at any time terminate the Contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>19. Termination for Convenience</p> | <p>19.1. The Procuring Agency, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency’s convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.</p> <p>19.2. The Services that are complete and ready for shipment (if applicable) within thirty (30) days after the Service Provider’s receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Services, the Procuring Agency may choose:</p> <ul style="list-style-type: none"> <li>(a) to have any portion completed and delivered at the Contract terms and prices; and/or</li> <li>(b) to cancel the remainder and pay to the Service Provider an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20. Resolution of Disputes       | <p>20.1. After signing the contract or issuance of purchase order, The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>20.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per PPRA rules and in accordance with the Arbitration Act-1940.</p> |
| 21. Governing Language           | 21.1. The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 22. Applicable Law               | 22.1. The Contract shall be interpreted in accordance with the laws of Pakistan unless otherwise specified in SCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 23. Notices                      | <p>23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology mean for the time being in use and acceptable in ordinary course of business to the other party's address specified in SCC.</p> <p>23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 24. Taxes and Duties             | 24.1. Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services to the Procuring Agency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 25. Change in minimum wage rate  | 25.1. If during the continuation of the service contract, the minimum wage rate is revised by the competent authorized forum, then the ongoing contract shall be revised as per the percentage increase in minimum wages declared for such category.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 26. Extension in Contract period | Initially, the contract will be for one (03) year. However, the same would be extended by the competent authority, on the satisfactory performance by the contractor for further a period of one year with 10 percent increase & TORs. Extension in the contact agreement shall be the discretion of the procuring agency and the contractor has no right to claim further extension as a matter of right in the contract.                                                                                                                                                                                                                                                                                                                                                                                                     |

## Section VII. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring Agency is: **Balochistan University of Information Technology, Engineering & Management Sciences (BUIITEMS) Quetta.**

GCC 1.1 (h)—The Procuring Agency's country is: **Pakistan**

GCC 1.1 (i)—The Supplier is: **Awardee**

### 2. Performance Guarantee (GCC Clause 6)

GCC 7.1—As per PPRA rule the amount of Performance Guarantee, as a percentage of the Contract Price, shall be: Rs. 500,000/-.

The Performance Guarantee must have a minimum validity period of twelve (12) months and shall remain valid to cover the entire contract period of three (03) years, including any approved extensions. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

### Payment (GCC Clause 8)

GCC 8.1—The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:

**3. Payment for Services provided:** Payment shall be made in Pakistani Rupees (PKR) after applying all applicable taxes and deductions as per Government rules. Invoices shall be submitted on a monthly basis, duly verified by the BUIITEMS Transport Office.

**4.** Payment shall be made within the credit period offered by the successful bidder and accepted by BUIITEMS under the terms of the contract. In case of no specific credit term, payment shall be made within thirty (30) days after submission of the verified invoice.

**5.** The Contractor shall submit a monthly invoice along with all verified fuel slips and relevant supporting documents duly signed and stamped by the BUIITEMS Transport Office or any designated authority.

**6.** Payment shall be made in Pakistani Rupees (PKR) through a crossed cheque or bank transfer, after verification of invoices and application of all applicable government taxes and deductions.

## **5. Prices (GCC Clause 9)**

GCC 9.1—The prices, rates, and rebates quoted by the Contractor shall be fixed and firm for the entire duration of the contract and shall not be subject to any adjustment or escalation, except for variations in OGRA-notified fuel prices, as applicable on the date of fueling..

The bidders are required to provide the bifurcation of quoted unit price (as required under Notes to Financial Bid Form/Price Schedule).

## **6. Liquidated Damages (GCC Clause 15)**

GCC 15.1—Not Applicable.

## **7. Resolution of Disputes (GCC Clause 20)**

GCC 20.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 20.2 shall be as follows:

As per PPRA rule:, in the case of a dispute between the Procuring Agency and the Service Provider, the dispute shall be referred for arbitration in accordance with the Arbitration Act 1940.

## **8. Governing Language (GCC Clause 21)**

GCC 21.1—The Governing Language shall be: English

## **9. Applicable Law (GCC Clause 22)**

GCC 22.1-The Contract shall be interpreted in accordance with the laws applicable in the jurisdiction of the province of Balochistan (Pakistan):

## **10. Insurance Coverage**

BUIITEMS will not be liable for any damage/loss to assets, resources and manpower deployed by the security company. The security company shall procure all insurance policies to include requisite insurance coverage as applicable including but not limited to Comprehensive general liability insurance and / or third-party accident insurance to safeguard any eventuality while the employees of the Contractors are on duty.

## **11. Indemnity**

The Security company agrees fully and effectually to indemnify, defend and hold harmless the BUIITEMS and its employees, representatives, agents, and assigns (“Indemnified”) at its own expenses against the Losses suffered or incurred by the BUIITEMS as a direct result of any negligent or fraudulent act or omission by it and its employees, in breach of any of its obligations contained or referred to in the Contract. In addition, the security company hereby also agree to indemnify and hold harmless the BUIITEMS against the Losses claimed, made or incurred against the BUIITEMS arising out of or in connection with the performance or discharge of Security company’s obligations and duties under the Contract or in respect of any Losses sustained or suffered by any third party, otherwise than by the BUIITEMS’s gross negligence or willful misconduct. The security company understands, acknowledge and agree that this provision is the essence of the contract and consequently, security company’s desire to provide the BUIITEMS (being indemnified) with specific contractual assurance of each Indemnifier’s rights to full indemnification against any proceedings.

## **12. Notices (GCC Clause 23)**

GCC 23.1—Procuring Agency’s address for notice purposes: Procuring Agency Address. Service Provider’s address for notice purposes: Awardee



## Section VIII    Contract Forms

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to GCC Clause 16.5 and SCC 11), spare parts pursuant to GCC Clause 14 and SCC 9, or quantity variations pursuant to ITB Clause 28. The Price Schedule and Schedule of Requirements deemed part of the contract should be modified accordingly.

The bidders should not complete the Performance Security Form at the time of their bid preparation. Only the successful bidder will be required to provide performance security in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Agency and pursuant to GCC Clause 7 and SCC 3, respectively.

**C 1****CONTRACT****AGREEMENT FOR HIRING OF BUS SERVICES**

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20,

BETWEEN

BALUCHISTAN UNIVERSITY OF INFORMATION TECHNOLOGY, ENGINEERING & MANAGEMENT SCIENCES (BUIITEMS), a public sector university having its main campus at Airport Road, Baleli, Quetta, through its authorized representative Registrar / Authorized Officer, (hereinafter referred to as the “Procuring Agency” or “BUIITEMS”, which expression shall, where the context so permits, include its successors and assigns),

AND

[Name of Firm / Transport Service Provider], having its registered office at \_\_\_\_\_, through its authorized representative Mr. \_\_\_\_\_ (hereinafter referred to as the “Service Provider”, which expression shall, where the context so permits, include its successors and assigns).

BUIITEMS and the Service Provider shall individually be referred to as a “Party” and collectively as the “Parties”.

WHEREAS:

- BUIITEMS desires to engage a reliable transport service provider for students’ pick and drop between BUIITEMS Takatu Campus, Quetta and Pishin, as per terms and conditions of the Tender No. \_\_\_\_\_;
- The Service Provider submitted its bid dated \_\_\_\_\_, 2025, which was declared successful under the Single Stage – Two Envelope Procedure on a Least Cost Basis in accordance with PPRA Rules; and
- The Parties now wish to define their respective rights, duties, and obligations.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS:

### 1. INTEGRAL PART OF THE AGREEMENT

The following documents shall form and be read as an integral part of this Agreement:

- a. The Bid Form and Price Schedule submitted by the Service Provider;
- b. The Scope of Services / Schedule of Requirements;
- c. The General Conditions of Contract;
- d. The Special Conditions of Contract; and
- e. BUIITEMS’ Notification of Award.

### 2. SCOPE OF WORK

The Service Provider shall:

- Provide one (01) (minimum 63-seater) for students’ pick and drop service between BUIITEMS Takatu Campus, Quetta, kuchlak & Pishin as per the approved schedule.
- Ensure the bus reaches BUIITEMS Takatu Campus by 8:45 a.m. daily, and departs for return after classes conclude, as per instructions of the Transport Office.
- Maintain the vehicle in excellent running condition with qualified driver(s) and support staff.
- Keep the bus clean, well-maintained, insured, and compliant with all applicable traffic, safety, and transport regulations.
- The service provider shall employ a qualified, licensed, and experienced driver familiar with the Quetta–Pishin route.

- The driver must:
- Possess a valid PSV driving license.
- Be physically fit and medically examined annually
- Maintain good conduct, discipline, and cleanliness

### 3. CONTRACT PERIOD

- The initial contract period shall be three (03) years, effective from the date of signing, and may be extended upon mutual consent and satisfactory performance.

### 4. PAYMENT TERMS

- The monthly rent shall be as per the accepted financial bid, excluding fuel cost (fuel to be provided by BUITEMS at the rate of 4 km per liter).
- Payment shall be made on a monthly basis after submission of a verified invoice and service completion certificate from the BUITEMS Transport Office.
- All payments shall be made in Pakistani Rupees (PKR) through crossed cheque or bank transfer.
- During semester breaks (e.g., Winter or Summer Vacations), when regular student trips are suspended, BUITEMS shall pay 50% of the agreed monthly rent.( two months)
- Payments are subject to applicable tax deductions under the Government of Pakistan/Provincial laws.

### 5. SERVICE PROVIDER OBLIGATIONS

The Service Provider shall:

- Ensure the safety and comfort of students during transportation.
- Maintain an accident-free record through careful and responsible driving.
- Keep the bus available and operational as per the schedule, except during maintenance or unavoidable circumstances (with prior notice).
- Park the bus inside BUITEMS premises in Quetta, and manage parking at Pishin at its own responsibility and cost.
- Submit to BUITEMS any changes in driver or vehicle details in advance for approval.

### 6. PERFORMANCE GUARANTEE

- The Service Provider shall submit a Performance Guarantee equal to 5% of the total contract value from a scheduled bank, valid for the entire contract period, including any extensions.
- The guarantee may be forfeited in case of non-performance, violation of terms, or termination due to default.

### 7. WARRANTIES AND REPRESENTATIONS

- The Service Provider warrants that the bus provided shall be roadworthy, insured, and free from any mechanical defects.
- Drivers employed shall possess valid licenses and good conduct records.
- The Service Provider confirms compliance with all applicable transport laws and safety regulations.

### 8. TERMINATION

BUITEMS may terminate the contract if the Service Provider:

- Fails to provide services in accordance with agreed standards; or

- Engages in fraudulent, unethical, or negligent practices.

Termination may also occur by giving thirty (30) days' written notice without assigning any reason.

#### 9. FORCE MAJEURE

Neither Party shall be held liable for failure to perform obligations caused by events beyond reasonable control, such as natural disasters, war, or government restrictions. The affected Party shall notify the other in writing within seven (7) days of such occurrence.

#### 10. INDEMNITY AND LIABILITY

The Service Provider shall indemnify BUITEMS against any claims, losses, or damages arising from accidents, negligence, or failure to perform services as per contract terms.

#### 11. GOVERNING LAW AND ARBITRATION

This Agreement shall be governed by the laws of Pakistan. Any disputes shall be resolved amicably; failing which, the matter shall be referred to arbitration in Quetta, under the Arbitration Act, 1940.

#### 12. MISCELLANEOUS

- No modification or amendment shall be valid unless made in writing and signed by both Parties.
- If any provision of this Agreement is held invalid, the remaining provisions shall remain in force.
- This Agreement constitutes the entire understanding between the Parties and supersedes all prior negotiations or communications.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day, month, and year first written above.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_  
(for the Procuring Agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_  
(for the Supplier)

## PERFORMANCE SECURITY FORM

*[Name, and Address of guarantor]*

*The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated*

**Beneficiary: To:**

Director Procurement,  
BUIITEMS, Quetta

**Date:** \_\_\_\_\_

**PERFORMANCE GUARANTEE No.:**

We have been informed that *[\_\_\_\_\_ name of guarantor]* has entered into Contract No. *[\_\_\_\_\_ reference number of the contract]* dated \_\_\_\_\_ with you, for supply, installation and commissioning of \_\_\_\_\_ brand new labs equipment on DDP BUIITEMS Quetta. (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Guarantor, we *[\_\_\_\_\_]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[\_\_\_\_\_ amount in figures]* (needing to prove or to show grounds for your demand or the sum specified there in.

This guarantee shall expire no later than the day of \_\_\_\_\_, 20, and any demand for payment under it must be received by us at this office on or before that date.

*[Signature(s)]*

<sup>1</sup> The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency (i.e.) of the Contract or a freely convertible currency acceptable to the Procuring Agency.

**EVALUATION CRITERIA****Annexure A****Mandatory Requirements**

The following criteria are mandatory for all bidders. **Failure to comply with these requirements will result in the bidder's disqualification.** Each criterion must be met in full, and all required documentation must be provided as specified. Only firms that meet these mandatory criteria will be considered for further evaluation in the technical stage of the bidding process.

| <b>S. No.</b> | <b>Description</b>                                                                        | <b>Requirement</b>                                                                                                                                                                          |
|---------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>      | <b>Income Tax Registration (Active NTN) &amp; Active Taxpayer Status</b>                  | Must provide a valid National Tax Number (NTN) with active taxpayer status.                                                                                                                 |
| <b>2</b>      | <b>Sales Tax (GST) Registration &amp; Active Taxpayer Status</b>                          | Must be registered for General Sales Tax (GST) with an active taxpayer status. (Proof to be attached)                                                                                       |
| <b>3</b>      | <b>Registration with Balochistan Revenue Authority (BRA) &amp; Active Taxpayer Status</b> | Must be registered with BRA and have an active taxpayer status. (Proof to be attached)                                                                                                      |
| <b>4</b>      | <b>Tender Fee Payment</b>                                                                 | Payment of Rs. 1,000/- for issuance of tender documents via Demand Draft (DD) or Pay Order (PO).                                                                                            |
| <b>5</b>      | <b>Affidavit of non-blacklisting</b>                                                      | Affidavit on Judicial / Stamp Paper of Rs. 100/- or above, duly attested by a Notary Public, confirming that any government or semi-government organization has never blacklisted the firm. |
| <b>6</b>      | <b>Bid Security Confirmation</b>                                                          | A certificate confirming that bid security is attached to the financial proposal is required without indicating the amount in the technical proposal.                                       |
| <b>7</b>      | <b>Restriction on Joint Ventures</b>                                                      | Joint ventures are not permissible for this project. (Affidavit required)                                                                                                                   |
| <b>8</b>      | <b>Model of Bus</b>                                                                       | Not before 2028.                                                                                                                                                                            |
| <b>9</b>      | <b>Fitness Certificate</b>                                                                | Valid Fitness Certificate issued by MVE                                                                                                                                                     |
| <b>10</b>     | <b>Compliance Certificate</b>                                                             | Duly signed and stamped as per T-6 form                                                                                                                                                     |

## 1. Evaluation Methodology

The evaluation shall be carried out under the Least cost method among the technically responsive bidders, in accordance Public Procurement Rules, 2004.

The overall ranking of bidders shall be determined using the following formula:

### TECHNICAL EVALUATION CRITERIA

The technical evaluation will assess each bidder's ability to deliver the required services based on a detailed set of criteria. Each criterion carries a specific weightage, and bidders will be scored on their compliance with these requirements. The total technical score shall be out of 100 marks, and only bidders securing a minimum of 70 marks (70%) shall be considered qualified and responsive.

#### Important Notes:

- Bidders who fail to achieve the minimum technical score shall be disqualified from financial evaluation, and their financial bids shall be returned unopened.
- Documentary proof in support of each evaluation criterion is mandatory. Absence of verifiable evidence shall result in no marks being awarded for that criterion.

| Sr. No.                 | Evaluation Criteria         | Description / Basis                                                                                                                                                 | Marks Allocation                                                                                                                                                                                     | Marks      |
|-------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 2                       | Environmental compliance    | Valid Carbon Emission Certificates                                                                                                                                  | If Noc is available = 10 marks                                                                                                                                                                       | 10         |
| 4                       | Experience & Clientele      | Similar nature of work – provision of transport/bus services to universities, government departments, or corporate entities                                         | 10 marks each contract                                                                                                                                                                               | 30         |
| 5                       | Availability of Buses       | List of buses with the company, with copies of registration documents                                                                                               | 5 marks per Bus                                                                                                                                                                                      | 20         |
| 6                       | Financial Soundness         | Average annual turnover of the firm/company for the last 3 years                                                                                                    | Above Rs.. 10 million per annum = 20 marks<br>Within Rs 5 million to 9 million per annum = 10 marks<br>Within Rs 2 million to 4 million (attach Income Tax Returns / Bank Statement / Audit Reports) | 20         |
| 7                       | Model Year of Bus (offered) | Newer model buses demonstrate better reliability, comfort, and operational efficiency. Higher marks will be awarded for recent model years with valid documentation | <b>Model Year of Buses Offered</b><br><br>• 2025 = 20 marks<br>• 2020–2024 = 15 marks<br>• 2015–2019 = 10 marks                                                                                      | 20         |
| <b>Total Marks</b>      |                             |                                                                                                                                                                     |                                                                                                                                                                                                      | <b>100</b> |
| <b>Qualifying Marks</b> |                             |                                                                                                                                                                     |                                                                                                                                                                                                      | <b>70%</b> |

### **AFFIDAVIT (Stamp paper of Rs: 100/-)**

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms & conditions of supply; we also do hereby confirm as follows:

1. That M/s            shall abide by all the instructions/conditions of the bidding documents unconditionally and, in addition, the other conditions and BUITEMS rules and regulations, all other special instructions given from time to time, and enforced PPRA Rules.
2. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, BUITEMS reserves the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

**Dated:** .....

**Seal & Signatures of the Contractor**

|                     |  |
|---------------------|--|
| Company Name        |  |
| NTN No.             |  |
| Phone No./ Cell No. |  |
| Fax No.             |  |
| Email ID            |  |
| Office Address      |  |



**CHECKLIST FOR SUBMISSION OF APPLICATION**

(please mark ☐ or X in relevant boxes)

1. Detail of company profile/ Firm/ Contractor etc. Profile
2. The original CDR/Earnest Money /Deposit at call is attached with the Financial Bid.
3. Original Tender fee Amounting Rs. 1000 /-
4. Affidavits on stamp paper Rs: 100/-
5. Evidence of Company/ Firm/ Sole proprietorship.
6. Copy of National Tax No.
7. Copies of All Mandatory and technical required documents
8. Copies of documents required in the Technical Evaluation criteria
9. The price offer is on the Bidder's letterhead as per the Financial Evaluation Criteria.
10. Active Taxpayer List (ATL)
11. Copy of Sales Tax Registration