

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

TENDER DOCUMENTS

For:

1. Photostat Shop – Near Iqbal Hall – Takatu Campus
2. Photostat Shop – Near Powerhouse – Takatu Campus
3. General Store – Residential Colony – Takatu Campus
4. Tandoor Shop – Residential Colony – Takatu Campus
5. Vegetable Shop – Residential Colony – Takatu Campus
6. Parking Facility – Takatu Campus
7. Parking Facility – City Campus-Jinnah Town
8. Tuc Shop-City Campus – Jinnah Town

(Single Stage – One Envelope Bidding Procedure)

Submission Date & Time: 13th of November 2025 till 3: 00 pm

Opening Date & Time: 13th of November 2025 at 3:30 pm

Tender Issued to M/S: _____

Name of Shops/ Parking Facilities etc. Applying for: _____

(Note: Please fill in and submit separate tender documents (complete in all respects) for each of the above-mentioned tenders.)

Directorate of Procurement, BUITEMS

Airport Road, Quetta

Phone# +92 (81) 289991

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

Ext# 602/686

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

Email: procurements@buitms.edu.pk

INVITATION TO BID

Outsourcing Services for: Photostat Shops/ General Store/ Vegetable Shop/ Parking - BUITEMS

1. BUITEMS, a public sector University situated at Quetta, invites sealed bids from the *authorized distributors/reputed firms/general order suppliers* registered with income and sales tax departments and who are on the active taxpayer's list (ATL) of FBR for the work titled "Outsourcing Services for **Photostat Shops/ General Store/ Vegetable Shop/ Parking – BUITEMS.**"
2. Bidding documents, which contain detailed terms and conditions, method of procurement, the procedure for submission of bids, bid security, bid validity, the opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee (where applicable), etc. are available for the interested bidders at "Directorate of Procurement, BUITEMS." The non-refundable fee for the bidding document for each tender is Rs.1,000/- (One Thousand Rupees Only) in the shape of a pay order/demand draft in favor of the Director of Procurement, BUITEMS.
3. Open Competitive Bidding Procedure: Single Stage-One Envelope shall be followed.
4. The bids, prepared in accordance with the instructions in the bidding documents, must reach the Directorate of Procurement, BUITEMS, Airport Road on or before **3:00 pm** on **13th of November 2025**. Bids will be opened at **3:30 pm** on the same day, in the presence of the bidder's representatives who choose to attend at the same address. This advertisement is also available on the PPRA website: www.ppra.org.pk and on the BUITEMS website: <https://www.buitms.edu.pk>
5. Bids must be supported with bid security of PKR:50,000/-(refundable) against each tender, in the form of C.D.R/D.D/P.O/Banker's Cheque in favor of the Director Procurement – BUITEMS. The BUITEMS shall reject any bid not accompanied by bid security as non-responsive and without any right of appeal.
6. Proposals submitted by the firms_ containing incomplete/conditional/deficient proposal will be rejected.
7. Firms having qualified against their respective Mandatory Criteria/Requirements will be entertained for their respective Financial Proposals.
8. The contract will be awarded to the qualified contractor_ quoting the highest bid price (excluding any applicable taxes); Taxes (applicable) any will have to be paid in addition to the monthly rent by the Contractor.
9. BUITEMS reserves the right to accept or reject any or all bids under relevant PPRA Rule/s.

Director, Procurement
Directorate of Procurement
BUITEMS, Quetta

TERMS AND CONDITIONS

- 1. Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements:
 - a) Registered with Income and Sales Tax Departments, Government of Pakistan
 - b) and who are on the Active Taxpayers List (ATL) of the Federal Board of Revenue(FBR), Government of Pakistan.
- 2. Tender Document Fee (Non-Refundable).** - Bidding documents along with Pay Order / Demand Draft amounting to **Rs. 1,000/-** as a tender documents fee (Non-Refundable) for each tender shall be submitted in favor of “Director Procurement, BUITEMS”. No bid will be accepted without the tender documents fee.
- 3. Bid Security (Refundable).** - The bidder is required to furnish a Deposit at Call (CDR) or a Bank Guarantee issued by a Scheduled Bank in Pakistan equivalent to PKR:50,000/- as Bid Security (for each tender) in favor of “Director Procurement.” The university shall reject any bid not accompanied by acceptable bid security as non-responsive and without any right of appeal.
 - a. The bid securities of unsuccessful bidders will be returned upon award of contract/Issuance of Purchase Order to the successful bidder or expiry of the validity of Bid Security, whichever is earlier.
 - b. The Bid Security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity
 - ii. If a bidder does not accept the correction of his bid price
 - iii. in case of a successful bidder, if he fails to sign the contract agreement or execute the work specified in the bill of quantities/ list of goods.
 - iv. in case of nonperformance of the contract, delayed supply/installations, or substandard supply/installation, short in quantity, the security deposited will be forfeited, and the firm will be blacklisted.
- 4. Bid validity.** - All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle BUITEMS, Quetta to forfeit the bid security or ban such vendor participation in BUITEMS tenders/works.
- 5. AWARD OF CONTRACT:**

Qualified contractor quoting the highest bid price (rent) per month without any applicable taxes will get the award of contract. Taxes (applicable) any will have to be paid in addition to the monthly rent by the Contractor.
- 6. All prices should be quoted on F.O.R. (Pak Rupees).**

- 7. Delivery time or Completion Schedule.** – The completion/delivery time from the purchase/work order date will be **60 days**. The handing-over / completion time for this contract is of critical importance.
- 8.** The bid proposal should include freight and delivery of items at BUIITEMS Quetta premises.
- 9.** All pages (Terms & Conditions) must be signed/stamped, failing which the bid may be rejected.
- 10.** The bid form must be duly filled in, stamped, and signed by the bidder's authorized representative.
- 11.** Any addition, deletion, or modification of any clause of the procurement terms and conditions of BUIITEMS by any vendor will not be accepted. It may lead to rejection of the bid.
- 12. Site Visits/Concerned Office.** - Before quoting, the bidder can visit the **Directorate of Procurement, BUIITEMS to see the site** and to know the full implications of the assignment. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the tender documents. The vendor shall bear the cost of visiting the site and shall be at his responsibility and risk.
- 13. Method of Procurement.** – The Procedure for this procurement opportunity is Open Competitive Bidding.
- 14. Submission and opening of bids.** – Single package containing rate list/ price schedule/ quotation for monthly rent and other required documents and banking instruments as stated in this tender document, is required to be submitted by 03:00PM November 13, 2025 at the Directorate of Procurement, BUIITEMS Airport Road, Quetta. Bids/Proposals will be opened on the same day at 03:30PM in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
- 15.** If the Government declares the opening date as a public holiday, the next working day shall be deemed the date for submission and opening of the tender at the same time and venue.
- 16.** After the opening of bids, BUIITEMS will examine the bids for completeness as per the tender document.

17. The envelope should be marked as below:

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

The envelope shall also bear the words “Quotation for Services of: **Photostat Shops/ General Store/ Vegetable Shop/ Parking – BUIITEMS.**”

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

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

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

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

- The Tender will be evaluated on the basis of the highest bid price/per month rent (excluding any applicable taxes) among the qualified contractors under mandatory criteria given here under:
- Active National Tax Number (NTN) of the Business Firm. **(Mandatory Requirement)**
- Tender Fee payment receipt/Demand Draft/ Pay Order/ Banker’s Cheque amounting to Rs.1,000/- for each tender must be attached. **(Mandatory Requirement)**
- Bid Security @ Rs.50,000/- (refundable) for each tender must be attached. **(Mandatory Requirement)**
- Bidder must provide affidavit (on Rs.100/- stamp paper) duly attested by the Notary Public, to the effect that the firm has not been blacklisted/debarred by the Government/Semi-Government organization and further the firm is not a defaulter at any Government/Semi-Government organization in Pakistan. **(Mandatory Requirement)**
- Experience of the firm in providing relevant services to any Federal or Provincial Universities, Education Boards, etc., anywhere in Pakistan. Please attach Contract/Agreements (if any).

Note: Failure to submission of proof/s against “Mandatory Requirements” will result in disqualification of the participating contractor straightaway without considering their bid for the next phase or further evaluation.)

QUOTATION/PROPOSAL:

1. **Quotation** on company letterhead containing the following details must be attached:
 - i. **monthly offered rent**
 - ii. **rate list/ price schedule/**
 - iii. **menu card with rates (where applicable)**
 2. Validity of the bid should be at-least 60 days from the date of Tender opening.
 3. Rent and sale rates are to be quoted on TCA (Total Cost of Acquisition) basis, which shall exclude taxes. Taxes are to be paid in addition to the quoted/offered rent/article rates at the risk & cost of the Contractor / Business Firm.
- 22. One Bid per Bidder.** - Conditional or alternative bids are not allowed. Bidders are required to quote one bid.
- 23. BUITEMS** reserves the right to reject the bid if;
- i. Received without Tender Fee and Bid Security.
 - ii. Received later than the date and time fixed for tender submission.
 - iii. The tender is unsigned/ unstamped.
 - iv. The offer is ambiguous.
 - v. The offer is conditional.
 - vi. The offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm which is blacklisted by any Govt Office.
(Note: Bid received without Non-Blacklisting Certificate shall also be taken into the very account.)
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned/ambiguous erasing, cutting/overwriting, etc., are made.
- 24.** The agent/supplier/manufacturer's sole responsibility is to comply with Pakistan's applicable laws.
- 25. Rejection of bids.** – BUITEMS reserves the right to reject all bids or proposals at any time before accepting a bid or proposal. BUITEMS will communicate the grounds for rejecting bids upon request of any supplier or contractor but is not liable to justify those grounds.
- 26. Extensions of Time.** - If at any time after signing of the contract agreement, the Contractor encounters conditions of impeding timely delivery of the Items under tender documents clause 07, the Contractor shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Contractor's

notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Contractor's time for delivery, in which case the extension shall be ratified by the parties by amendment of the Contract.

27. Liquidated Damages. If the vendor fails to deliver the goods/services to BUITEMS in time, then the penalty will be charged as follows:

- a. 0.01% per day of the Purchase Order for the first 10 working days.
- b. 0.15% per day of the Purchase Order, after that, up to a maximum of 10% of the sum stated in the Purchase/Work Order. Once the maximum is reached, the Purchaser may terminate the contract pursuant to tender clause 33; bid security and payment may be forfeited.

28. If the delivered goods/services are not according to the required quality standards/specifications, they shall be liable to be rejected after inspection. The vendor would be required to supply as per the requirements; otherwise, the purchase/ work order will be canceled after the due date with confiscation of bid security.

29. Blacklisting of Suppliers and Contractors. - A procuring agency can permanently or temporarily bar the suppliers and contractors who either consistently failed to provide satisfactory performances or were found to be indulged in corrupt or fraudulent practices from participation in its respective procurement proceedings.

30. In case of any grievances, the matter will be redressed as per PPRA Rules.

31. TERMS OF REFERENCE:

General Terms & Conditions:

- I. The contract would be valid for THREE (03) calendar years with annual increment @ 10%, subject to satisfactory performance of the contractor, to be evaluated and determined by BUITEMS; the contract would be extendable/renewable in accordance with the performance of the contractor under rules, and upon mutual consent of both the parties.
- II. BUITEMS and the Contractor hereto may mutually agree to extend the said term of contract by entering appropriate agreements/supplemental/addendum with annual rent increment @ 10%.
- III. The Contractor will have to deposit Rs.150,000/- or 3 months advance rent whichever was higher as performance security; performance security would be in addition to the monthly rent and will be retained and returned on successful completion of the contract.
- IV. The contract would be signed with successful bidder on judicial paper of

Rs.100/- in 2 originals, with each party hereto having one original; both originals taken together shall form one and the same agreement/contract.

- V. The Contractor shall pay monthly rent by 5th of every month in advance; in case of late payment, penalty in the shape of fine would be charged by the BUITEMS.
- VI. The Contractor shall be responsible for timely payment of utilities as per meter/sub meter(s) reading on commercial basis/tariff.
- VII. The copies of paid utility bills and receipt of monthly rent shall be submitted by the Contractor with the Directorate of Administration & General Services monthly; in case of failure the connections will be disconnected.
- VIII. The Contractor shall not close the shop/ facility on working days and during semester break without prior approval of the university. In case of closing the shop/facility, the University has the right to charge a fine.
- IX. The Contractor shall be responsible for offering items at the approved rates of the university and shall also display these rates at prominent places in shop/ facility.
- X. The Contractor shall be responsible for maintaining hygienic conditions in the shop/ facility at its own expense.
- XI. The Contractor shall pay the rent of shop/facility during semester breaks and other holidays.
- XII. The contractor shall not sublet, the shop/ facility, and will use the shop/ facility only for the said purpose, for which the same has been rented out. In case of sublet, his security deposit will be fortified, and the contract will be terminated immediately.
- XIII. The Successful bidder NOT WILLING to take up the job (by their own will) will have to face bid/performance security forfeiture.
- XIV. In case of any dispute, the settlement shall be made by the Contract Management Committee of BUITEMS and its decision shall be final, and the Contractor shall not challenge such decision of the Contract Management Committee before any court.
- XV. **Special Terms & Conditions: (Photostat/Tuc-Shop)**
 - 1. The timing of the photostat shop shall be from 8:00 am to 5:00 pm.

2. The contractor will be bound to get approval of the rates of other stationary items and per copy rates from the University Authorities.
3. The Contractor shall be responsible for offering items at the approved rates of the university and shall also display these rates at prominent places in shop/ facility.
4. The designated representatives of the University can make surprise checks and inspection of rates and stationery items.
5. The Contractor shall not sublet the shop and will use the shop only for the purpose for which the same has been rented out.

XVI. Special Terms & Conditions: (Vegetable-Shop)

1. The timing of the shop shall be from 8:00am to 10:00 pm.
2. The Contractor will be bound to sale products at the rate of market price and retail (face value) price and cannot increase price at his own.
3. The Contractor will be responsible for displaying the rate list at prominent places at shop.
4. The Contractor will be responsible for maintaining standard of the shop at his own expense.
5. The Contractor shall be responsible for maintaining hygienic conditions in the shop at its own expense.
6. The designated representative/s of the University can make surprise checks and inspection of rates and items.
7. The Contractor shall not sublet the shop and will use the shop only for the purpose for which the same has been rented out.

XVII. Special Terms & Conditions: (General Store-Shop)

1. The timing of the shop shall be from 8:00am to 11:00 pm.
2. The Contractor will be bound to sale products at the rate of market price and retail (face value) price and cannot increase price at his own.
3. The Contractor will be responsible for displaying the rate list at

prominent places at shop.

4. The Contractor will be responsible for maintaining standard of the shop at his own expense.
5. The designated representative/s of the University can make surprise checks and inspection of rates and items.
6. The Contractor shall not sublet the shop and will use the shop only for the said purpose for which the same has been rented out.

XVIII. Special Terms & Conditions: (Tandoor-Shop)

1. The Tandoor-Shop shall remained open daily from 06:30am (morning).
2. The Contractor will be bound to sale products at the rate of market price and retail (face value) price and cannot increase price at his own.
3. The Contractor will be responsible for displaying the rate list at prominent places at shop.
4. The Contractor will be responsible for maintaining standard of the shop at his own expense.
5. The designated representative/s of the University can make surprise checks and inspection of rates and items.
6. The Contractor shall not sublet the shop and will use the shop only for the said purpose for which the same has been rented out.

XIX. Special Terms & Conditions: (Parking Facility)

1. The timings of the parking facility shall be:
(for Takatu Campus – Airport Road):
Summer: 07:30 am to 09:30 pm
Winter: 08:00 am to 09:00 pm
(for City Campus – Jinnah Town):
Summer: 07:30 am to 05:30 pm
Winter: 08:00 am to 05:00 pm
2. The contractor shall charge parking fee @:
Motor Car Rs. 30/-
Motorcycle Rs. 20/- and
Bicycle Rs. 10/-

3. The Contractor shall not close the parking facility on working days and during semester break without prior approval of the university. In case of closing, the University has the right to charge a fine.
4. The Contractor shall pay the rent of the parking facility during semester breaks, and other holidays and cannot claim any kind of rent exemption during semester breaks / holidays.
5. The designated representatives of the University can make surprise checks and inspection of the parking facility.
6. The contractor shall be responsible for maintaining discipline at the stand/parking and keep good attitude, especially with the students.
7. The contractor and their representatives shall cooperate with students as well as University staff. In case of bad behavior or public complaints against the contractor, the University authorities can impose fine/s or cancel the contract.
8. In case of any complaint against the contractor, the contractor will have to appear personally before the Committee/Directorate of Administration & General Services for explanation of the matter. On repeated complaints contract can be cancelled and performance security may be forfeited.
9. The contractor shall issue token to every vehicle parked in the stand and will be responsible for their safety and protection. In case of any loss or damage of motor car, motorcycle or bicycle contractor will have to pay to the affectee according to market value of said vehicle.
10. The contractor shall not charge for the vehicles of parents / guardians for pick and drop of the students at university gate.
11. The contractor will appoint his own workers, and he will have to give details along with CNIC's of all his appointed workers to the Directorate of Administration & General Services.
12. The contractor will be responsible for his workers' activities; the workers must wear the identity card while on duty.
13. The contractor will not use the surrounding area of stand premises and will be responsible for its cleanliness.
14. The contractor shall be responsible for any damage to fixture of premises under his possession due to his negligence.

XX. In case of violation:

- a. In case of any violation of rules and/or breach by any party hereto of any terms of this contract, the non-breaching party shall have the right to terminate this contract on immediate basis by serving written notice. In such event, the non-breaching party shall be entitled to payments and damages as per the applicable rules/laws.

XXI. In case of Disagreement/Conflict:

- a. In case of any dispute/conflict, the settlement shall be made by Contract Management Committee of BUIITEMS, and its decision shall be final and binding on both the parties, and the Contractor shall not challenge such decision of Contract Management Committee before any court.

XXII. Termination:

- a. Both the Parties: BUIITEMS and the Contractor, may terminate the contract by giving 60 days' prior notice to the other party (Mature Termination) without assigning any reasons. In case notice is not served by the Contractor, the security deposit will be confiscated. In case BUIITEMS does not serve the notice to the Contractor, it shall pay the contractor with 2 months rent.
- b. In case, the contract is terminated, or it comes to an end by efflux of time or for any other reasons, the Contractor shall handover the vacant possession of the Cafeteria within 30 days of contract coming to an end.
- c. In case of non-handing over its possession to the University or the contractor denies to vacate the premises and/or the Cafeteria is locked/sealed, the University shall further be within its absolute rights to enter the premises and assume absolute possession of the premises under this contract from the contractor and the same shall not be subject to challenge. All the goods belonging to the contractor in such circumstances shall be deemed forfeited there-from and may be sold or put to auction at the discretion of the University. The University may, if it so desires, proceed against the contractor.

32. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.

33. I / We hereby confirm to have read carefully the terms and conditions of the Tender dated _____ for opening on _____ for the purchase of

I agree to abide by all these terms and conditions/instructions.

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____

TENDER APPLICATION FORM

1. Registered Name of the Firm (Block Letters) _____

2. Name of CEO/Bidder (Block Letters) _____

3. CNIC Number						-									-	
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4. Contact Information: _____

i. Head Office: _____

ii. Franchise/Outlet: _____

iii. Postal Address: _____

iv. Office No: _____ Cell No: _____ Email: _____

5. Registration with sale Tax/B.R.A (Copy to be attached) _____

6. National Tax No. (NTN): _____

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

Signature of CEO/Bidder

Stamp: _____

Dated: / /

PRICE SCHEDULE*(to be printed on the Company's Letter Head)***Provision of Services for Photostat Shops/ General Store/ Vegetable Shop/
Parking – BUITEMS.**

Tender No. _____

S#	Job/Description	Unit	Qty.	Rent of Shop/ Month
1	Provision of Services for Photostat Shops/ General Store/ Vegetable Shop/ Parking etc.	Shop/ Facility	1	
	Shop/ Parking Facility (rental basis)			
Total Amount in Words				

Note: The above quoted monthly rent would be considered exclusive of any taxes. All applicable taxes would be the sole responsibility of the Contractor in addition to the above quoted rent.

Signature of CEO/Bidder

Stamp:

Dated: ____/____/____

CHECKLIST OF SUPPORTING/MANDATORY DOCUMENTS

S. No.	ITEM NAME	Yes/NO
(i)	Receipt of Tender FEE of Rs.1000 attached.	
(ii)	CDR @ PKR:50,000/- attached.	
(iii)	The FBR active Income Tax/B.R.A Certificate/s are attached.	
(iv)	The FBR active Sales Tax Certificate is attached.	
(v)	Experience of the firm in providing relevant services to any Federal or Provincial Universities, Education Boards; Copies of contracts are attached.	
(vi)	Non-Black Listing Certificate on non-judicial stamp paper	
(vii)	Price Schedules/ Rate List/ Rent Quotation are attached.	

Signature of CEO/Bidder

Stamp:

Dated: ____/____/____