

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

TENDER DOCUMENTS

For

Printing and Supplying of Answer Sheets

(Single Stage – One Envelope Procedure)

Submission Date & Time: 20th of November 2025 till 3: 00 pm

Opening Date & Time: 20th of November 2025 till 3: 00 pm

Tender Issued to M/S _____

Directorate of Procurement, BUIITEMS

Airport Road, Quetta

Phone# +92 (81) 289991

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

Ext# 602/686

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

Email: procurements@buitms.edu.pk

INVITATION TO BID

Printing and Supplying of Answer Sheets for BUIITEMS

1. BUIITEMS, 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 "Printing and supplying of Answer sheets."
2. The procedure of open competitive bidding is Single Stage-One Envelope.
3. Bidding documents, which contain detailed terms and conditions, method of procurement, the procedure for submission of bids, bid security, bid validity, the opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee (where applicable), etc. are available for the interested bidders at "Directorate of Procurement, BUIITEMS." The non-refundable fee for the bidding document is Rs. 1,000 (One Thousand Rupees Only) in the shape of a pay order/demand draft in favor of the Director of Procurement, BUIITEMS.
4. The bidders are required to furnish a bank deposit / CDR / pay order equivalent to 2% of the total bid price (refundable) as Bid Security in favor of "Director Procurement, BUIITEMS." The BUIITEMS shall reject any bid not accompanied by bid security as non-responsive and without any right of appeal.
5. The bids, prepared in accordance with the instructions in the bidding documents, must reach the Directorate of Procurement, BUIITEMS, Airport Road on or before **3:00 pm** on **20th 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 BUIITEMS website: <https://www.buitms.edu.pk>

Director, Procurement
Directorate of Procurement
BUIITEMS, Quetta

TERMS AND CONDITIONS

- 1. Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements:
 - a) Registered with 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) 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 2% of the total bid price as a Bid Security 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.** The Purchase/Work Order will be awarded on the **least-cost selection basis/package-wise**.
- 6.** All prices should be quoted on F.O.R. (Pak Rupees).

7. **Delivery time or Completion Schedule.** – The completion/delivery time from the purchase/work order date will be **30 days**. The handing over / completion time for this contract is of critical importance. 1st delivery of 40,000 Answer Sheets would be required within 10 days off the issuance of supply order.
8. The bid proposal should include freight, all other taxes, and delivery of items at BUITEMS Quetta premises.
9. All pages (BoQs & Terms & Conditions) must be signed/stamped, failing which the bid may be rejected.
10. Any addition, deletion, or modification of any clause of the procurement terms and conditions of BUITEMS by any vendor will not be accepted. It may lead to rejection of the bid.
11. **Site Visits/Concerned Office.** - Before quoting, the bidder can visit the **Directorate of Procurement, BUITEMS to see sample/specifications/requirements of each item** and to know the full implications of the assignment. This will help him in the proper assessment of the work. 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.
12. The bid form must be duly filled in, stamped, and signed by the bidder's authorized representative.
13. **Method of Procurement.** – The Procedure for this procurement opportunity is Open Competitive Bidding.
14. **Submission and opening of bids.** - The bid should be submitted in a sealed envelope so that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **20th November 2025** on or before **3:00 pm** and will be opened on the same date **at 3:30 pm** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
15. If the Government declares the opening date as a public holiday, the next working day shall be deemed the date for submission and opening of the tender at the same time and venue.
16. After the opening of bids, BUITEMS will examine the bids for completeness as per the tender document.
17. An affidavit on a Rs.100/- non-judicial stamp paper duly attested by an oath Commissioner for the secrecy of the answer sheets be also provided.

18. The envelope should be marked as below:

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

The envelope shall also bear the word “CONFIDENTIAL” which shall be followed by “Quotation of Printing and Supply of Answer Sheets to BUITEMS.”

19. 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.

20. 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.

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

22. Evaluation Criteria: Bids will be evaluated on the **least-cost selection basis/package-wise after the participating bidder/s attain the eligibility under the following mandatory criteria:**

- Company Profile and copies of CNIC, National Tax Number (NTN)/General Sales Tax (GST)/B.R.A Certificate/s must be attached. **(Mandatory Requirements)**
- The proposal must be supported with tender fee challan/pay order @ PkR:1,000/- in favor of the Director Procurement-BUITEMS. **(Mandatory Requirement)**
- The proposal must be supported with bid security (refundable) no less than 2% of the total quoted bid value in the form of CDR/D. D/P. O/Banker's Cheque in favor of the Director Procurement-BUITEMS. The proposal not supported with bid security may stand cancelled. **(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. The proposal not supported with affidavit may stand cancelled. **(Mandatory Requirement)**
- Bidder must provide affidavit (on Rs.100/- stamp paper) duly attested by the Notary Public, to the effect that the business firm will maintain secrecy of the Answer Sheets. **(Mandatory Requirement)**
- Certificate confirming the grammage/weight of answer sheet paper must be attached. **(Mandatory Requirement)**
- SAMPLE Answer Sheet of 4 leaves/ 8 pages stapled at 2 places must be attached. Sample Answer Sheet must contain signature and stamp of the participating business firm. **(Mandatory Requirement)**

- Experience of the firm in providing relevant supplies/services to any Federal or Provincial Universities, Education Boards, etc., anywhere in Pakistan. (Please attach Contract/Agreements.)

NOTE: Failing the Mandatory Requirement will disqualify the bidder from the process.

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

24. BUITEMS reserves the right to reject the bid if;

- i. Received without Bid Security.
- ii. Received later than the date and time fixed for tender submission.
- iii. The tender is unsigned/ unstamped.
- iv. The offer is ambiguous.
- v. The offer is conditional.
- vi. The offer is 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 will also fall into the very account.*)
- viii. The offer is received by telephone/telex/fax/telegram.
- ix. Any unsigned/ambiguous erasing, cutting/overwriting, etc., are made.

25. BUITEMS will inspect the supplied and provided items to verify their conformity to the Technical Specifications given in BoQ. The inspection will be conducted after completion of the Purchase/Work Order.

26. The agent/supplier/manufacturer's sole responsibility is to comply with Pakistan's applicable laws.

27. Purchase order (s) will be awarded to the technically evaluated and recommended lowest bidder (s) based on grand-total size according to the nature of BoQ.

28. 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.

29. Extensions of Time. - If at any time after issuance of the Purchase Order, the Supplier should encounter conditions impeding timely delivery of the Items under tender documents clause 07, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for delivery, in which case the extension shall be ratified by the parties by amendment of the Contract.

30. 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 34; bid security and payment may be forfeited.

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

32. On account payments. - Part / Advance payments are not allowed. Payment will be made on submission of an Invoice in the name of “Director Procurement, BUITEMS”, with a copy of delivery challan (s) after the complete order has been supplied, inspected, and accepted, which includes delivery/installation, and BUITMS acceptance/inspection thereof.

33. 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.

34. Termination.

34.1 Termination for Default

(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:

- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract or within any extension thereof granted by the Purchaser.

(ii) if the Supplier fails to perform any other obligation under the Contract.

(b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

- (c) if the Supplier, in the judgment of the Purchaser, has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.

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

36. Deduction of Income Tax and any other tax will be made at source according to Government prevailing rules.

37. The quantities given in the Bill of Quantities are estimated and provisional and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Bidder and verified by the Department/Concerned Office and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Purchaser may fix as per the Contract.

38. BUITEMS reserves the right to modify the quantities of goods/services at any time before the purchase/work order award.

39. 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.

40. 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.

41. Certified that the prices quoted by our firm include G.S.T and all taxes as per rules and regulations.

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____

TENDER APPLICATION FORM

1. Registered Name of the Firm (Block Letters) _____														
2. Name of CEO/Bidder (Block Letters) _____														
3. CNIC Number						-								
4. Contact Information: _____														
i. Head Office: _____ ii. Franchise/Outlet: _____ iii. Postal Address: _____ _____														
iv. Office No: _____ Cell No: _____ Email: _____														
5. Registration with sale Tax (Copy to be attached) _____														
6. National Tax No. (NTN): _____														

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

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____

BILL OF QUANTITIES (B.O.Q)

S. No.	Item_ Description/specifications	Unit	Qty
1	Examination Answer Sheets: (From Serial No. [REDACTED] to Serial No. [REDACTED]) 70gm paper-landscape, 4 leaves/ 8 pages: 8.5" * 11.3" Title Page only in 4 color printing, binding with 2 pins. (Packing: 200 answer sheets in 01 markin-cloth bag)	Answer Sheet of 8 pages	100,000
2	Markin-Cloth Bag: good quality; sealed/marked with serial numbers per quantity in each bag.	No.	500

Note:

- The Purchase/Work order will be awarded on **Lowest Evaluated Bid Price Basis/Package-wise.**
- Bidders shall price the Bill of Quantities in Pakistani Rupees only.
- Multiple prices of an item will lead to rejection of the item/bid.
- In case of any inquiry regarding the specifications of any item, please visit the Directorate of Procurement, BUITEMS, Quetta, during office hours from 9:00 am to 04:30 pm from Monday to Friday.

PRICE SCHEDULE*(to be printed on the Company's Letter Head)***Printing and Supply of Answer Sheets to BUITEMS**

Tender No. _____

SR.#	Item Name & Specification	Reference Model	QTY		Unit Price (Without GST)	GST @ 18 %	Total Price (with GST)
01	Examination Answer Sheets: (From Serial No. _____ to Serial No. _____) 70gm paper-landscape, 4 leaves/ 8 pages: 8.5" * 11.3" 04 color printing, binding with 2 pins. (Packing: 200 answer sheets in 01 markin-cloth bag)	Customized/ As per sample of BUIITEMS	Answer Sheets	100,000			
02	Markin-Cloth Bag: good quality; sealed/marked with serial numbers as per quantity available in each bag.	Customized/As per sample of BUITMS	Cloth bag	500			
Grand Total							
Total in Words							

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____

CHECKLIST OF SUPPORTING DOCUMENTS

S.No	ITEM NAME	Yes/NO
(i)	Receipt of Tender FEE of Rs.1000 attached.	
(ii)	CDR @ 2% attached.	
(iii)	The FBR active Income Tax Certificate is attached.	
(iv)	The FBR active Sales Tax Certificate is attached.	
(v)	Experience of the firm in providing relevant services to any Federal or Provincial Universities, Education Boards. Copies of contracts/supply orders attached.	
(vi)	Non-Black Listing Certificate on non-judicial stamp paper attached.	
(vii)	Affidavit of maintaining the secrecy of Answer Sheets on non-judicial stamp paper attached.	
(viii)	Certificate confirming the grammage/weight of answer sheet paper attached.	
(ix)	SAMPLE Answer Sheet of 4 leaves/ 8 pages stapled at 2 places attached.	
(x)	Price Schedules/Quotations attached.	

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____