



TENDER DOCUMENTS

NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST) BALUCHISTAN CAMPUS, QUETTA

PROCUREMENT OF CLASSROOM DESKS

1. Bids are invited from reliable firms/ suppliers having NTN & Sales Tax registration for the **Procurement of Classroom Desks for NUST Balochistan Campus (NBC), Quetta** as per details attached as **Annex-A**.
2. **Submission of Bids:** Single Stage-Single Envelope procedure through EPADS. In addition, bidders are required to submit hard copy of their respective bids at the time of bid opening.
3. **Eligibility Criteria:** The bidder must be: -
 - a. Registered with FBR for sales tax/ income tax.
 - b. Be active on taxpayer list.
 - c. Never blacklisted; Affidavit on stamp paper.
 - d. Not under any litigation; Affidavit on stamp paper.
4. **Bids and Attachments to be provided by Suppliers:**
 - a. Bids prices duly totalled up in local currency - PKR, All inclusive.
 - b. **Comparison/ Selection of Bids:** NUST will have the option to cancel bids without any liability as per PPRA Rule no 33.
 - c. Bid must be **valid** for at least **Ninety (90) days** after the opening date of tender.
 - d. **Bid Security:** Please disregard the amount reflected on EPADS which is just a codal formality. The same amount i.e. 2% (Bid Security) may be reflected in EPAD system when uploading the draft record of bid. **Pay-order/ bank draft** will be in favor of "**PETTY CASH NUST CAMPUS QUETTA**".
 - e. Bidder to ensure submission of documents as per details provided in **Annex-B**.
 - f. Multiple firms operating under common owner/ administration will submit only **one bid form** by any one of its registered/ legal entities.
 - g. **Bidding Documents processing fee** must be provided physically in original at the time of technical bid opening in the shape of Pay Order/ Bank Draft of **Rs. 1,000/- (non-refundable)** in favor of "**PETTY CASH NUST CAMPUS QUETTA**".
 - h. **Last 3 x months utility bills** (duly paid) of the firm's office/ accommodation.
 - i. POs received for supply of furniture during last one year.
 - j. Bank Statement for the FY 2024-25.

5. **Instructions for Suppliers (Be Noted Carefully):**

- a. Incomplete bid in any aspect will be rejected.
- b. Bid(s) may be rejected **if the rate(s) are unclear, incomplete, ambiguous, conditional or not totalled.**
- c. **Penalty for delays:** 1% of total value of the Purchase Order/ per week.
- d. **Performance Guarantee for Warranty Period:**
 - (1) Bid price with 5% PG
 - (2) Bid Price without 5% PG
- e. **Right to purchase at Risk-and-Expense of Supplier**, if the selected supplier: **(i)** fails to complete the order, or **(ii)** delays to supply within the delivery time quoted or extended time given by Purchaser, or **(iii)** supplies **sub-standard** items, or **(iv)** supplies low quality items, then NUST reserves the right to purchase single, all or un-supplied quantity of item(s), by the suppliers at **Risk-and-Expense** therefore forfeit Earnest Money and resort to legal recourse.
- f. **NUST reserves the right to (i)** Increase/ decrease the required quantity while placing purchase order or add related item in repeat order. **(ii)** Amend delivery time. **(iii)** Make necessary clarifications during contract period etc. any time, as per rules.
- g. Representatives of bidders are allowed to witness opening of tenders, without conferring any privilege.
- h. **Contract Agreement** shall be signed with successful bidder(s) as per NUST policy and Provision of **Rs.100 stamp paper** shall be provided by successful bidder which shall be delivered before issuance of Purchase Order by Procurement Branch, NBC.
- i. **Late submission of bids** cannot be uploaded after given date/ time. Therefore, bids must be uploaded with in stimulated period.
- j. Information regarding subject item should not be communicated to un-authorized person(s).
- k. **Arbitration:** In case of dispute, **decision of Director, NBC** shall be final and bound on both parties. Firms willing to ensure that the "End of Sale" and "End-of-Life" (EOL) are not being quoted/ provided.
- l. **Delivery Time:** Delivery, Installation and commissioning time shall be within **4-8 weeks** as specified in the respective PO, which will be followed strictly.
- m. Bid openings may be postponed due to unavoidable circumstances, including public holidays, leave, or official commitments of the President or members of the Purchase Committee. In such cases, the bid opening will be rescheduled to the next working day.
- n. Selection/ evaluation of item(s) shall be according to the Evaluation Criteria.
- o. **Payment** will be made after deduction of Income Tax and part of Sales Tax by NUST, as per Govt rules. It is vendor's responsibility to be on Active Taxpayers list of FBR.

- p. The specifications provided in this tender document are the minimum requirements of NUST and will not be compromised. However, in such cases, additionally proposed or alternate specifications should clearly be highlighted to enable NUST to clearly ascertain the impact of modified specifications. Selection of items will remain sole prerogative of NUST.
- q. The vendor shall provide minimum six-month warranty for the item(s), which shall be specified in the Purchase Order (PO).

6. **Pre-bid Clarifications/ Technical Queries:** Firms are advised to visit Procurement Branch, NBC to see samples. They can also email to Mr Intikhab Hayder, AD Procurement (adproc@nbc.nust.edu.pk) for any clarification/ technical queries.
7. **Sample approval:** All bidders will present their respective samples to Bid Evaluation Committee for approval on **30 Mar 2026**.
8. Technical and Financial Quotations should be submitted in the following format: -

a. **Format for Technical Quotation:**

S. No	Nomenclature	Technical Specifications	A/U	Qty

b. **Format for Financial Quotation:**

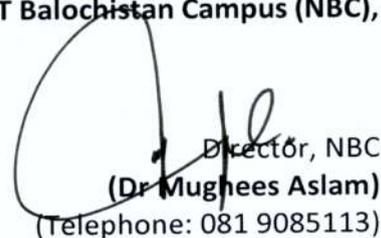
S. No	Nomenclature	A/U	Qty	Unit Price	Unit Price with GST (5% PG Included)	Total Price with GST (5% PG Included)	Unit Price with GST (5% PG Excluded)	Total Price with GST (5% PG Included)

9. **Selection/ Evaluation Criteria:** Comprehensive Bid Evaluation Criteria is provided in the tender document as **Annex-C**. Both the bids i.e. Technical and Financial as shown in the evaluation criteria. Final selection will be made by calculating the average marks so obtained by each bidder. Any Firms scoring more than or equal to 70% aggregated marks will qualify. Contract will be awarded to the bidder offering the Most Advantageous bid.

10. **Bid Opening:** The e-bids must be submitted through EPADS by **30 Mar 2026 before 1030 hrs**. Electronic Bids will be opened on the same day at **1100 hrs** in the presence of Local Purchase Committee (LPC) and firm representatives in **Admin Conference Room (1st Floor), NUST Balochistan Campus (NBC), Quetta**.


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Case No. 04/NBC/NUST dated / 24 Feb 2026

PROCUREMENT OF CLASSROOM DESKS FOR MUST BALOCHISTAN CAMPUS (NBC), QUETTA

S. No	Nomenclature with Specifications	A/U	Total Qty Demanded	Unit Rate with Tax (Rs.)	Total Amount with all applicable Taxes (Rs.)
1	Classroom Desk (4'-0" x 1'-6" x 2'-6" high) Frame box Pipe 1.5" x 1.5", 18 SWG, Tabletop 3/4" thick, Chipboard lamination sheet for tabletop edges ground, finished with polish and painting complete in all respect (as per sample)	Nos	50		
Grand Total Amount (Rs.):					

Procurement of Classroom Desks for NUST Balochistan Campus (NBC), Quetta**(ATTACHMENT ON EPADS)**

Ensure that you have provided the following documents, labelled and referred correctly. Please highlight the relevant information in the attached document.

S. No.	Required Documents (ONE COPY ONLY)	Attached?	Placed At
		<input type="checkbox"/> / <input type="checkbox"/>	
1	NTN certificate.	<input type="checkbox"/>	
2	Sales Tax certificate.	<input type="checkbox"/>	
3	GST Deposit record.	<input type="checkbox"/>	
4	No Blacklisting & No litigation Affidavit.	<input type="checkbox"/>	
5	Bid Security (Not less than 2% of the quoted value of quotation).	<input type="checkbox"/>	
6	POs received for supply of furniture during last one year.	<input type="checkbox"/>	
7	Financial Position Record (Bank Statement) – FY 2024-25.	<input type="checkbox"/>	
8	Bid is valid for at least 90 days from the date of bid opening.	<input type="checkbox"/>	X
9	Each item is quoted separately.	<input type="checkbox"/>	
10	End-of-Life (EoL) and End-of-Sale (EoS) equipment NOT QUOTED.	<input type="checkbox"/>	
11	Prices is quoted in Pak Rupees PKR.	<input type="checkbox"/>	
12	Delivery Time as per bidding document.	<input type="checkbox"/>	
13	Compliance Sheet Signed and Stamped by owner/ representative.	<input type="checkbox"/>	
14	Firm must possess a registered PTCL number under its name.	<input type="checkbox"/>	
15	Last 3 x months utility bills , duly paid, of the office accommodation of the company/ firm.	<input type="checkbox"/>	

Signature: _____

Name: _____

Designation: _____

Date: _____



TECHNICAL / EVALUATION CRITERIA

S/No.	Evaluation Parameters	Marks	Remarks
1	Capacity of Firm i.e., organization, resources, support system	10	
2	POs issued for supply of furniture during last one year	10	
3	Financial Statement of last one year	10	
4	Local Outlet at Quetta/ Balochistan	10	
5	Quality Certification, if any	10	
	Technical Marks	50	
	Qualifying Marks	35 (70%)	
	Financial Marks	50	