



**Balochistan University Of Information Technology, Engineering
& Management Sciences, Quetta**

BUIITEMS

Quality & Excellence in Education

**BALOCHISTAN UNIVERSITY OF INFORMATION
TECHNOLOGY ENGINEERING AND MANAGEMENT
SCIENCES QUETTA**

Issued to M/S _____

Dated: - _____

Tender Cost: - Rs. 1000/- (Non-Refundable)



**TENDER DOCUMENTS
FOR**

**PROVIDING AND INSTALLATION OF AIR CONDITIONER,
WOODEN WALL/FLOOR MOUNTED CABINETS & IRON RACKS
FOR EXAMINATION RECORD ROOM BLOCK -C AT TAKATU
CAMPUS.**



PLANNING AND DEVELOPMENT

**TENDER APPLICATION FORM FOR PROVIDING AND INSTALLATION OF AIR CONDITIONER
WOODEN WALL/FLOOR MOUNTED CABINETS & IRON RACKS FOR EXAMINATION RECORD
ROOM BLOCK -C AT TAKATU CAMPUS.**

1. Name of company : _____
2. Complete Postal Address : _____

3. Tel No : _____ 4. Email address: _____
5. Fax No: _____ 6. Mobile No: _____
7. Authorized Representatives Name: _____
8. Authorized Representatives Designation: _____
9. Type of Business:
(1) Sole Proprietorship (2) Partnership
(3) Corporation (Private Ltd) (4) Corporation (Public Ltd)
10. National Tax Registration #: _____
11. Year of Establishment: _____
12. Certificates / Awards (if any, please attach)
13. Company Profile: (Please attach if any)
14. Tender Opening Date: _____
15. Tender Closing Date: _____



APPLICATION FORM FOR THE

**REVISED ESTIMATE FOR PROVIDING AND INSTALLATION OF AIR CONDITIONER ,WOODEN
WALL/FLOOR MOUNTED CABINETS & IRON RACKS FOR EXAMINATION RECORD ROOM
BLOCK -C AT TAKATU CAMPUS.**

Terms conditions:

1. Sealed Envelope should clearly state **"Name / Title of Tender"**
2. Procedure of bidding shall be Single stage – One Envelope procedure
3. Evaluation of the successful bidder shall be on the basis of the "lowest evaluated bid" i.e. lowest bidder fulfilling the Technical requirements
4. Tender offers should be supported by:
 - a. Earnest money @ 2% in the form of CDR/DD/pay order in favor of Registrar BUIITEMS.
 - b. Complete set of technical documents including brochures & literature.
 - c. Payment release is subject to satisfactory inspection by the Bid Evaluation Committee in presence of authorized representative of the Vendor.
5. Validity of the bid should be at-least 30 days from the date of Tender opening.
6. Penalty, as per PEC rules, shall be charged in case of late delivery/Completion.
7. Taxes will be deducted from every bill and as per Rules.

Furthermore, I undertake that the information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

Company Stamp _____



INVITATION TO BID

PROVIDING AND INSTALLATION OF AIR CONDITIONER, WOODEN WALL/FLOOR MOUNTED CABINETS & IRON RACKS FOR EXAMINATION RECORD ROOM BLOCK -C AT TAKATU CAMPUS.

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 "Providing & Installation of air conditioner wooden wall/Floor mounted Cabinets & iron Racks for Examination record room block –C at Takatu Campus.."
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 Planning and Development 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 Planning and Development, 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 Planning and Development, 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 Planning and Development, BUIITEMS, Airport Road on or before **1:00 pm** on **27th of March 2026**. 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>

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 Planning and Development, 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 Planning and Development.” 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 Work 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 **90 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 Work Order will be awarded on the **least-cost selection basis**.

- 6.** All prices should be quoted on F.O.R. (Pak Rupees).

7. **Delivery time or Completion Schedule.** – The completion time from the work order date will be **120 days**. The handing over / completion time for this contract is of critical importance.
8. The bid proposal should include freight, all other taxes, and delivery of items at BUIITEMS Quetta premises.
9. All pages (BoQs & Terms & Conditions) must be signed/stamped, failing which the bid may be rejected.
10. Any addition, deletion, or modification of any clause of the procurement terms and conditions of BUIITEMS by any vendor will not be accepted. It may lead to rejection of the bid.
11. The bid form must be duly filled in, stamped, and signed by the bidder's authorized representative.
12. **Method of Procurement.** – The Procedure for this procurement opportunity is Open Competitive Bidding.
13. **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 **27th of March 2026** on or before **2:45 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.
14. 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.
15. After the opening of bids, BUIITEMS will examine the bids for completeness as per the tender document.
16. The envelope should be marked as below:

Director Planning And Development
BUIITEMS, Quetta.
Ext # 104 Jinnah hall 1st floor.

The envelope shall also bear the word “Quotation for Providing & Installation of air conditioner wooden wall/Floor mounted Cabinets & iron Racks for Examination record room block –C at Takatu Campus

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.

17. 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.

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

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

- The Tender will be evaluated on the **least-cost selection basis**.
- Company Profile and copies of CNIC, P.E.C Pakistan Engineering Council (C 6) National Tax Number (NTN) and (BST) certificates should be attached..
- The bidder who has not been blacklisted by any Federal or Provincial Government Department, Agency, Organization or autonomous body, University, or Private Sector Organization anywhere in Pakistan. The vendor will provide this undertaking on non-judicial stamp paper.

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

21. BUIITEMS reserves the right to reject the bid if;

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

22. BUITEMS will inspect the supplied and provided items to verify their conformity to the Technical Specifications given in BOQs. The inspection will be conducted after completion of the Work Order.
23. The agent/supplier/manufacturer's sole responsibility is to comply with Pakistan's applicable laws.
24. Work Order will be awarded to the technically evaluated and recommended lowest bidder (s) based on grand-total size according to the nature of BOQ.
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 issuance of the Work Order, the Contractor should encounter conditions impeding timely delivery of the Items under tender documents clause 07, the Contractor shall promptly notify the works in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Contractor notice, the works shall evaluate the situation and may, at its discretion, extend the contractor time for works, 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 Work Order for the first 10 working days.
 - b. 0.15% per day of the Work Order, after that, up to a maximum of 10% of the sum stated in the Work Order. Once the maximum is reached, the Employer 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 mentioned in our BOQs; otherwise, the purchase/ work order will be canceled after the due date with confiscation of bid security.
29. **On account payments.** - Part / Advance payments are not allowed. Payment will be made on submission of an Invoice or Running/Final Bill in the name of “Director Planning and Development, BUITEMS”, with a copy of end user (s) after the complete order has been installed, inspected, and accepted, which includes delivery/installation, and BUITMS acceptance/inspection thereof.

30. 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.

31. Termination.

33.1 Termination for Default

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

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

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

34. 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 Concerned Site In charge (Engineer) and valued at the rates and prices entered in the priced BOQs (Bill of Quantities). Where applicable, and otherwise at such rates and prices as the Contractor may fix as per the Contract.

35. BUIITEMS reserves the right to modify the quantities of goods/services at any time before the work order award.

36. 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.

37. 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.

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

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___

TENDER APPLICATION FORM

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

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

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___

Note:

- The Work order will be awarded on **Lowest Evaluated Bid Price Basis.**
- Bidders shall price the BOQs (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 Planning and Development, BUITEMS, Quetta, during office hours from 9:00 am to 5:00 pm from Monday to Friday.

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)	Non-Black Listing Certificate on non-judicial stamp paper	
(vi)	Price Schedules/Quotations	

Signature of CEO/Bidder

Stamp: _____

Dated: ___/___/___

PROVIDING AND INSTALLATION OF AIR CONDITIONER ,WOODEN WALL/FLOOR MOUNTED CABINETS & IRON RACKS FOR EXAMINATION RECORD ROOM BLOCK -C AT TAKATU CAMPUS.

BILL OF QUANTITY

S.No	Description	Unit	Qty	Rate	Amount
1	Supply and Install wall Mounted Split Air Conditioners invertor Energy Saver Model 1.5 Ton 30-108 (b)	Job	1.00	199,894.80	199,894.80
2	Providing and fixing G.I. wire gauze 24 SWG (1.06mm), 2.1mm x 2.1mm mesh fixed with flat iron 1/2"x1/8" at 15" c/c and screwed at 6" c/c to steel windows, doors and grill including painting S.No 28-57	Sft	80.00	524.66	41,972.80
CSR-2023 Total Amount at par (A)=					241,867.60
3	Providing and fixing of office/Lab cabinet consisting of Wall/Floor mounted cabinets dramens partitision shelves handle, lock, hinges and shutters with lassani lamination board 3/4" thick with framing and lapping with wood, and polishing, work as per instruction of site in-charge Engineer complete in all respect. NSR	Sft	789.36		
4	Providing aanf fixing of iron rack with 18 SWG having section size (1-1/2" x 1-1/2") including welding, finishing, two coats red oxide, two coats oil pain approved color or as pet the instruction of site Incharge , transportaion and GI sheets 16 SWG complete in all respect. N.S.R	Sft	1116.68		
5	Providing & installation of M.S 18" size sweep Exhaust fan including all accessories complete in all respect. N.S.R	Job	2.00		
Non Schedule Rates Total (B)=					
Sub Total A+B =					
<i>add 15 % BST =</i>					
at par Grand Total Amount =					

Name Of Firm

Name of Authorized Person of the firm

CNIC#

Signature

Stamp
