

UNIVERSITY OF TURBAT

TENDER DOCUMENTS

for

PROCUREMENT OF CLASSROOM FURNITURE

UNIVERSITY MODEL SCHOOL

1. INTRODUCTION

The University of Turbat (UoT) is a public sector University recognized by the Higher Education Commission of Pakistan. UoT intends to procure CLASSROOM FURNITURE for the University Model School.

The procurement shall be conducted in accordance with the applicable Public Procurement Rules and any regulations, standard bidding documents and guidelines issued by the relevant Public Procurement Regulatory Authority (PPRA), as amended from time to time. Nothing in these Bidding Documents shall be constructed to limit or otherwise derogate from the application of such rules and regulations.

The University of Turbat shall not be responsible for any costs or expenses incurred by bidders in connection with the preparation or submission of bids.

2. BIDDING DATA (SALIENT FEATURES OF BID)

2.1 Name & Address of Employer

University of Turbat (UoT), Main Campus, adjacent to M-8, Ginnah, Turbat.

2.2 Currency

Pakistani Rupees (PKR).

2.3 Amount and Form of Bid Security

A bid security (refundable) of two percent (2%) of the total quoted bid price in the form of Pay Order (PO) or Bank Draft (BD) in favor of University of Turbat.

A scanned copy of the bid security shall be uploaded along with the electronic bid. The original bid security shall be submitted in a sealed envelope clearly marked “ORIGINAL BID SECURITY – TENDER FOR PROCUREMENT OF CLASSROOM FURNITURE – DO NOT OPEN WITH BID” and must reach the address given at Clause 2.6 on or before

the bid submission deadline. Bids without the required bid security, or with a bid security of incorrect amount or in an unacceptable form, shall be rejected as non-responsive.

2.4 Period of Bid Validity

Bid validity shall be ninety (90) calendar days from the date of bid opening.

2.5 Method of Submission of Bids

Bids shall be submitted electronically through the PPRA e-Pak Acquisition & Disposal System (EPADS) in accordance with the instructions available on EPADS. No hard-copy bids will be accepted. Only the original bid security is required in physical form as per Clause 2.3.

2.6 Address for Submission of Original Bid Security & Correspondence

Procurement Officer (Administration), University of Turbat, Main Campus, adjacent to M-8, Ginnah, Turbat.

2.7 Deadline for Submission of Bids

02 April 2026, 11:00 a.m. (Pakistan Standard Time). Electronic bids must be submitted on EPADS no later than the above deadline.

2.8 Date, Time and Venue of Bid Opening

Bids will be opened 02 April 2026 at 11:30 a.m. Electronic bids will be opened through EPADS in accordance with the applicable procedures. A session of the Tender Committee will be held in the Meeting Room, Admin Block, University of Turbat, where authorized representatives of bidders may attend (if they wish so).

2.9 Right to Reject Bids

The University may reject all bids at any time prior to the acceptance of a bid in accordance with Rule 33 of the applicable Public Procurement Rules. The grounds for rejection shall

be recorded in writing and shall, upon request, be communicated to any bidder, but the University shall not be liable for any claim or damages solely on account of such rejection.

3. INSTRUCTIONS TO BIDDERS

3.1 Eligible Bidders

Bidders must:

- Meet all Basic Eligibility Conditions set out in Section 6 of these Bidding Documents.
- Be legally registered entities in Pakistan.
- Have valid NTN and GST registration with Active Taxpayer status.
- Not be blacklisted or debarred by any Government, Semi-Government or Autonomous organization in Pakistan.

3.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid. The University shall in no case be responsible or liable for such costs, regardless of the outcome of the bidding process.

3.3 Clarification of Bidding Documents

A bidder requiring any clarification of the Bidding Documents may submit a request for clarification through EPADS or by writing to the Employer at least five (05) days prior to the deadline for submission of bids. The Employer will respond to such queries and, where applicable, issue a corrigendum/addendum on EPADS so that the information is available to all bidders.

3.4 Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Documents by issuing an addendum/corrigendum on EPADS. Any such amendment shall be binding on all bidders.

3.5 Language of Bid

The bid prepared by the bidder and all correspondence and documents related to the bid shall be in English or Urdu. In case of discrepancy, the English version shall prevail.

3.6 Documents Comprising the Bid

The bid shall comprise, at a minimum:

- Duly filled and signed Bid Submission Form (Annex-A);
- Price Schedule (Annex-B);
- Complete Technical Specifications & Data Sheets / Compliance Sheets.
- Scanned copy of Bid Security (originally in physical form as per Clause 2.3);
- Registration certificates (NTN, GST, Firm/Company Registration);
- Affidavit of non-blacklisting and non-involvement in litigation;
- Documentary evidence of relevant experience and financial capability;
- Manufacturer's Authorization / documentary evidence of genuineness of branded products (where applicable);
- Any other document required in the Bidding Documents or tender notice.

3.7 Bid Prices and Taxes

Prices shall be quoted item-wise, in Pakistani Rupees, inclusive of all costs including packing, transportation, loading/unloading, installation, commissioning, all applicable taxes and duties, and any other charges. No claim for additional payment on account of taxes, duties, delivery, or any other cost will be entertained.

3.8 Bid Currencies

All prices shall be quoted in Pakistani Rupees (PKR) only.

3.9 Bid Security

The bid shall include the bid security specified in Clause 2.3. The bid security shall remain valid for at least twenty-eight (28) days beyond the bid validity period. The bid security may be forfeited if the bidder withdraws its bid during the period of bid validity, or if the successful bidder fails to sign the contract or furnish the required performance security.

3.10 Bid Validity

Bids shall remain valid for ninety (90) calendar days from the date of bid opening. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.

3.11 Submission and Opening of Bids

Bids shall be submitted electronically through EPADS only, up to the deadline specified in Clause 2.7. Original bid security must be delivered to the address in Clause 2.6 on or before the same deadline. Bids will be opened as per Clause 2.8 in the presence of the Tender Committee and any bidders' representatives who may choose to attend.

3.12 Late Bids

EPADS will not accept electronic bids after the bid submission deadline. Any bid submitted after the deadline shall be rejected as late and shall not be opened.

3.13 Clarification of Bids (During Evaluation)

During evaluation, the Employer may, at its discretion, ask any bidder for clarification of his bid. No change in the prices or substance of the bid shall be sought, offered or permitted, except as may be allowed under the applicable procurement rules.

3.14 Contacting the Employer

From the time of bid opening to the time of contract award, if any bidder wishes to contact the Employer on any matter related to its bid, it shall do so in writing. Any attempt to influence the Employer's evaluation of the bids or award decisions may result in rejection of the bidder's bid.

4. RESPONSIVENESS OF BID

A bid, to be considered responsive, must fulfill the following conditions:

- 4.1 The bid is valid for the period specified in the Bidding Documents.
- 4.2 The bid prices are firm during the currency of the contract.
- 4.3 The completion/delivery period is offered within the specified limits.
- 4.4 The bidder is eligible to bid and possesses the requisite experience, capacity and qualifications.
- 4.5 The bidder has submitted the requisite bid security in the prescribed amount and form.
- 4.6 The bid does not deviate from the basic technical parameters/requirements.
- 4.7 The bid meets the general specifications of the tender.
- 4.8 Any misrepresentation or concealment of facts by the bidder shall lead to immediate rejection of the bid and forfeiture of bid security.

5. EVALUATION AND COMPARISON OF BIDS

5.1 Preliminary Examination

The Employer will examine the bids to determine whether they are complete, properly signed, accompanied by the required bid security, and generally in order.

5.2 Eligibility and Responsiveness

The Employer will determine whether each bid is substantially responsive to the Bidding Documents and whether the bidder meets the Basic Eligibility Conditions in Section 6.

5.3 Technical Evaluation

Responsive bids will be evaluated for compliance with the technical specifications provided in these Bidding Documents. Only those bids that fully meet all mandatory technical requirements will be declared technically responsive.

5.4 Financial Evaluation

Financial evaluation will be carried out only for technically responsive bids. Evaluation will be made on an overall lowest evaluated cost basis, taking into account the total price for all items as quoted in the Price Schedule, inclusive of all taxes and duties. Any arithmetic errors will be corrected by the Employer, and the corrected bid price will be used for evaluation.

5.5 Basis of Award

The contract shall be awarded to the lowest evaluated responsive bidder, i.e. the bidder whose bid is substantially responsive to the Bidding Documents, meets the eligibility and qualification requirements, and offers the lowest evaluated total cost as per these Bidding Documents. No negotiations of price shall be permitted, except as allowed under the applicable Public Procurement Rules.

6. BASIC ELIGIBILITY CONDITIONS

To be eligible, the bidder must:

1. Not be blacklisted by any Government, Semi-Government, or Autonomous organization in Pakistan. A notarized Affidavit to this effect must be attached.
2. Be technically and financially capable of performing the contract (documentary evidence to be provided, such as relevant contracts, completion certificates, bank statements, etc.).
3. Be registered with GST and Income Tax departments and have Active Taxpayer status (copies of certificates to be attached).
4. Agree with all terms and conditions given in the Bidding Documents.
5. Have a minimum of three (03) years of relevant experience, as specified in the Mandatory Documents list.

Failure to provide any of the above shall render the bid non-responsive.

7. SPECIFIC WORK DATA (BRIEF DESCRIPTION OF THE WORK)

7.1 Name of Work/Supply

Procurement of **CLASSROOM FURNITURE** for University Model School.

7.2 Place of Supply

The items are required to be delivered to Store section University of Turbat Main Campus, Turbat.

7.3 Brief Description of Work

The tender involves the supply, installation and commissioning of Classroom furniture as per the technical specifications given in these Bidding Documents.

8. CONTRACT DATA

8.1 Employer

University of Turbat

8.2 Contract

Procurement of classroom furniture

8.3 Date of Delivery

The supplies are required to be delivered and installed within one (01) month from the date of issuance of the Purchase Order.

8.4 Employer's Representative

In-Charge Procurement, University of Turbat.

8.5 Performance Security(N/A)

8.6 Period of Removing Defects

The defects, if there are any, must be removed or the item replaced within two (02) weeks of notification by the Employer.

8.7 Insurance

The supplier shall be responsible for all risks to the goods until their delivery, installation and final acceptance by the University. Any damage or loss during transportation, loading/unloading or installation shall be in the supplier's account.

8.8 Deductions

Income Tax, GST and any other applicable taxes shall be deducted from bills as per Government rules. The suppliers must be Income Tax and GST active filers.

8.9 GST / Invoices

The supplier is required to submit a GST-compliant invoice with each delivery.

8.10 Arbitration

In case of any dispute or difference arising out of or in connection with this contract, the same shall first be attempted to be resolved amicably. Failing amicable settlement, the dispute shall be referred to arbitration under the Arbitration Act, 1940 (as amended). The venue of arbitration shall be Turbat, and the language of arbitration shall be English or Urdu.

8.11 Governing Law & Jurisdiction

This contract shall be governed by and construed in accordance with the laws of Pakistan. Subject to arbitration, the courts having jurisdiction over Turbat shall have exclusive jurisdiction.

9. GENERAL TERMS AND CONDITIONS

9.1 A bid security of 2% of the quoted amount, in the form and manner specified, must be provided; otherwise, the bid will be rejected as non-responsive.

9.2 Bids must remain valid for ninety (90) days from the date of bid opening.

9.3 The bidder must provide details/proof of registration with GST and Income Tax departments and Active Taxpayer status.

9.4 Items must be delivered to University of Turbat Main Campus premises in safe and sound condition. Damaged items must be replaced as soon as possible but not later than one (01) week, without any additional cost.

9.5 Retention money up to five percent (5%) of the bill may be deducted, in case part payments are allowed to the supplier. Retention money shall be released after the expiry of the warranty period, subject to satisfactory performance and no outstanding claims.

9.6 The items ordered must be delivered and installed within one (01) months from the date of order. In case of delay, liquidated damages shall be imposed in accordance with Section 11 (Delay in Delivery).

9.7 The items supplied must be exactly as per the specifications given in the Bidding Documents. In case of any deviation, non-conforming items may be rejected and returned at the supplier's risk and cost.

9.8 Quoted rates must be inclusive of all costs, including packing, transportation, installation, commissioning, all applicable taxes and duties. No additional payment will be made on any account.

9.9 Quantity Variation: The quantities indicated in the Schedule are estimated and may be increased or decreased by up to fifteen percent (15%) of the contract price, in accordance with the applicable Public Procurement Rules, at the same unit rates and terms and conditions.

9.10 The University reserves the right to terminate the contract wholly or partially at any time for reasons of unsatisfactory performance, failure to deliver within the stipulated period, or violation of contract terms. Upon such termination, the University may forfeit the performance security and/or recover any additional costs incurred in completing the contract from other sources.

9.11 The supplier shall indemnify and hold harmless the University of Turbat and its officials against all losses, claims, damages or expenses arising out of the acts or omissions of the supplier, its employees or agents during performance of the contract.

9.12 All documents, data and information provided by the University shall remain its property and shall not be disclosed to any third party without prior written permission of the University.

9.13 Payment Terms: Payment shall be made within thirty (30) days of successful delivery, installation and acceptance of items, and submission of invoice, subject to deductions of applicable taxes and any retention money.

10. BIDDING PROCESS & MANDATORY DOCUMENTS FOR ELIGIBILITY

10.1 Bidding Process

A Single Stage – One Envelope bidding procedure will be adopted in accordance with the applicable Public Procurement Rules.

10.2 List of Mandatory Documents for Eligibility

S#	Documents	Requirement / Validity
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 5 years of relevant experience	Valid certificate from concerned regulator/authority required
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Taxpayer status	NTN Certificate & Active status required
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Taxpayer status	GST Certificate & Active status required

4	Affidavit that the firm is not blacklisted and not involved in any active litigation in Pakistan	Notarized affidavit
5	Proof of similar supplies	Copies of Purchase Orders / Contracts / Completion Certificates
6	Evidence that the bidder has technical and financial capability to provide support services/assistance during the contract period	Team list, relevant training/certification, bank statements, etc.
7	Compliance/Data Sheet for each item, duly filled and signed	Mandatory; absence will lead to rejection
8	Bank statement of the company for the last two (02) years	Issued by relevant bank

11. DELAY IN DELIVERY (LIQUIDATED DAMAGES)

In case of extension in the delivery period, recovery on account of liquidated damages shall be made on the basis of the following percentages of the value of goods/stores/works which the supplier has failed to supply/complete within the prescribed period:

- Delay up to one-fourth of the prescribed delivery period: 2.5%
- Delay exceeding one-fourth but not exceeding one-half of the prescribed delivery period: 5.0%

- Delay exceeding one-half but not exceeding three-fourths of the prescribed delivery period: 7.5%

- Delay exceeding three-fourths of the prescribed delivery period: 10.0%

Fractions of a day in reckoning the period of delay shall be ignored if less than half a day. The maximum number of liquidated damages shall not exceed ten percent (10%) of the value of the undelivered goods/works. After imposition of the maximum penalty, the University may terminate the contract at the risk and cost of the supplier and forfeit the performance security.

The security money shall be refunded immediately after expiry of the warranty period, provided there is no breach of contract by the supplier and no outstanding liability against the supplier.

12. PARTICULAR CONDITIONS OF CONTRACT

1. The quantities given against each item are estimated and may be increased or decreased by up to fifteen percent (15%) of the contract price, without change in unit rates and other terms, in accordance with the applicable Public Procurement Rules.

2. Items will be delivered and installed to the Main Campus of UoT, Turbat.

3. Any damage or defect during transportation, loading/unloading or installation/fixing will be on the supplier's account, and no additional cost will be borne by UoT on this account.

4. For branded items, the firm must produce documentary evidence of the genuineness of the product and preferably a Manufacturer's Authorization Letter or equivalent proof, confirming that the bidder is an authorized dealer/partner/reseller.

5. Part payment may be allowed at the sole discretion of UoT. In such event, UoT may retain a certain part of the payment as retention money as per Clause 9.5.

6. Rates should be quoted for each item separately in the Price Schedule. The selection of the successful bidder will be made on the basis of the overall lowest evaluated responsive bid for all items.

7. The supplier will be responsible for installation and commissioning of the items to the satisfaction of the user department.

8. Items supplied will be inspected by a UoT inspection team. Any defects pointed out shall be rectified or the items replaced by the supplier within the stipulated time.

9. The warranty period for each item shall start from the date of final acceptance by the University's inspection committee. If the supplier fails to rectify defects within the stipulated time, the University may engage third-party services at the supplier's cost.

10. The standard procurement rules and regulations of PPRA (or applicable provincial PPRA) shall be applicable to this procurement.

11. No official of the University shall be held personally responsible or liable for any act or decision taken in good faith under these procurement proceedings or the ensuing contract.

13. CORRUPT, FRAUDULENT, COLLUSIVE, COERCIVE PRACTICES & CONFLICT OF INTEREST

The bidder, its suppliers, subcontractors and agents shall observe the highest standard of ethics during the procurement and execution of the contract.

Any corrupt, fraudulent, collusive, coercive or obstructive practice or conflict of interest, as defined in the applicable Public Procurement Rules, shall be sufficient grounds for rejection of the bid, termination of the contract, and/or blacklisting of the bidder in accordance with the relevant rules and regulations.

14. COMPLAINTS / GRIEVANCE REDRESSAL MECHANISM

A Complaint Redressal Committee (CRC) has been notified by the University in accordance with the applicable Public Procurement Rules.

Any bidder feeling aggrieved by any act of the procuring agency after the submission of its bid may lodge a written complaint to the CRC within the prescribed time period under the rules. The CRC examines the complaint and issue a reasoned decision before the award of contract.

15. PUBLICATION OF BID EVALUATION REPORT & AWARD

In accordance with the applicable Public Procurement Rules:

- The bid evaluation report and award recommendation shall be uploaded on the relevant PPRA/EPADS portal and the University’s website.
- The contract shall be awarded after completion of the mandatory standstill period (if applicable), and subject to no successful complaint against the evaluation process.

16. INTEGRITY PACT (IF APPLICABLE)

Where required under the applicable Public Procurement Rules (e.g. beyond the notified financial threshold), the successful bidder shall sign an Integrity Pact with the University, in the form attached to these Bidding Documents (Annex-C), as a condition precedent to contract signing.

17. TECHNICAL SPECIFICATIONS

SNO	NAME	DESCRIPTION	QTY	UNIT PROCE	TOTAL PRICE
01	Classroom chair	Classroom chairs plastic body iron foot standing Steel Plastic new Yellow Label Shell Chair manufactured with pure material.	160		

		<p>Excellent back support</p> <p>Unbreakable</p> <p>Waterproof</p> <ul style="list-style-type: none"> • Sleek and elegant design • Foot support <p>H 32.5 x W 18 x D 17 (inches) Boss or equivalent brand</p>			
02	White board	Classroom whiteboard 8 * 4	2		

Note: All brands and models shall be subject to verification and approval by the Technical Evaluation Committee. Equivalent products must meet or exceed the minimum required specifications.

18. ANNEX-A: BID SUBMISSION FORM (SAMPLE)

To be printed on the bidder's letterhead.

To:

The Procurement Officer (Administration)

University of Turbat, Turbat.

Subject: **Bid for Procurement of Office Equipment – University Model School**

We, the undersigned, offer to supply and install the office equipment in conformity with the Bidding Documents and in accordance with the Schedule of Prices attached hereto.

We undertake, if our bid is accepted, to deliver and install the equipment within the specified time period.

We agree to abide by this bid for a period of ninety (90) days from the date of bid opening, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Name of Bidder: _____

Address: _____

NTN / GST No.: _____

Authorized Signatory: _____

Designation: _____

Date & Stamp: _____