



**PRE-QUALIFICATION NOTICE**  
**NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST)**  
**BALOCHISTAN CAMPUS, QUETTA**

**PROCUREMENT OF GROCERY ITEMS FOR HOSTELS**

1. NUST Balochistan Campus (NBC), Quetta hereby invites sealed applications from well-established, experienced and financially sound manufacturer & suppliers for **“Procurement of Grocery Items for Hostels at NUST Balochistan Campus (NBC), Quetta”** who are registered with PPRA for E-Procurement on “E-Pak Acquisition and Disposal system (E-PADS)”.

Sr.	Subject	Method	Application Submission Date and Opening Time
a.	<b>Procurement of Grocery Items for Hostels at NUST Balochistan Campus (NBC), Quetta</b>	Single Stage, Single Envelope Procedure	Bid Submission on <b>12 May 2026</b> at 1030 hrs. Opening time at 1100 hrs.

2. **Application Processing Fee of Rs. 1,000/-** must be provided in original at the time of application opening in the shape of Pay Order/ Bank Draft in favour of ‘**PETTY CASH NUST CAMPUS QUETTA**’.

3. The complete set of pre-qualification documents containing description and detailed terms & conditions are available on E-PADS website ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). Applicants may obtain further information from Procurement Branch, NUST Balochistan Campus (NBC), Kach Road, near Sheikh Mohammad Bin Zayed Al Nahyan Cardiac Centre, Quetta, Phone No: 081-9085113.

4. All e-applications must be submitted through EPADS as per above mention schedule.

5. NUST may reject all applications at any time prior to the acceptance of a application by invoking rule 33 of Public Rule (PPR).2004.

**AD Procurement**  
**Procurement Branch**  
**NUST Balochistan Campus (NBC), Kach Road, near Sheikh Mohammad Bin Zayed**  
**Al Nahyan Cardiac Centre, Quetta**  
**Phone No: 081-9085113**



**PRE-QUALIFICATION DOCUMENTS**  
**NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST)**  
**BALOCHISTAN CAMPUS, QUETTA**

**PROCUREMENT OF GROCERY ITEMS FOR HOSTELS**

1. Applications are invited from reliable, experienced, and financially sound firms/ suppliers having NTN & Sales Tax registration for **Procurement of Grocery Items for Hostels at NUST Balochistan Campus (NBC), Quetta**, subject to satisfactory performance and compliance with PPRA/ NUST Rules.

2. **Scope of Supply:** Pre-qualified firms shall be eligible to supply, but not limited to:

a. **Items:**

- (1) Dry ration: rice, wheat flour, sugar, pulses, cooking oil/ ghee.
- (2) Fresh produce: vegetables, fruits.
- (3) Meat, poultry, eggs.
- (4) Dairy products.
- (5) Spices, condiments, packaged food items.
- (6) Any other grocery items required by hostels.
- (7) Actual quantities and specifications will be provided at RFQ / tender stage.

b. **Delivery:**

- (1) All items shall be delivered by the vendor at NUST Balochistan Campus (NBC), Quetta.
- (2) Any remaining unutilized items of good quality during semester breaks or hostel closure shall be returned to the vendor without any claim or liability on NUST.

c. **Quality:**

- (1) All supplied items shall meet quality, hygiene, and food safety standards.
- (2) Quality shall be checked by NBC Committee at the time of delivery.
- (3) In case of substandard or non-conforming items, the same shall be rejected / returned without any financial liability on NUST.

3. **Submission of Applications:** Single Stage-Single Envelope procedure through EPADS. In addition, applicants are required to submit hard copy of their respective applications at the time of opening.

4. **Eligibility Criteria:** The applicant 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.
- e. Have minimum Two (02) year experience in supply of grocery items to institutions such as hostels, hotels, hospitals, or mess facilities.
- f. Have adequate storage facilities and proper hygiene standards.
- g. Have reliable transportation arrangements to ensure timely and uninterrupted supply.

- h. Demonstrate financial stability, supported by bank statement/ financial record of last financial year.
- i. Possess a registered office address and a valid PTCL/ mobile number/ email under the firm's name.
- j. Agree to comply with quality, safety, and food handling standards as prescribed by NUST and relevant authorities.
- k. Have the capacity to supply emergency or short-notice orders as and when required.

5. **Documents to be provided by Applicants:** Applicants shall upload the following documents on EPADS and submit a hard copy at opening:

- a. Company profile on letterhead.
- b. NTN certificate.
- c. Sales Tax registration certificate.
- d. Proof of ATL status.
- e. Bank account details and Bank Statement for FY 2024–25.
- f. Purchase Orders/ supply contracts for grocery items during last one year.
- g. Performance certificates/ client references from organizations currently or previously served (as per **Annex-A** format).
- h. Affidavit (on stamp paper) for No blacklisting/ No litigation.
- i. Last three (03) months paid utility bills of firm's office/ warehouse.
- j. Copy of CNIC of owner/ authorized signatory.
- k. Details of storage facilities, cold chain (if applicable), and delivery arrangements.
- l. Applicants to ensure submission of above documents as per details provided in **Annex-B**.
- m. **Application Processing Fee** must be provided physically in original at the time of technical application opening in the shape of Pay Order/ Bank Draft of **Rs. 1,000/- (non-refundable)** in favor of **"PETTY CASH NUST CAMPUS QUETTA"**.

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

- a. Incomplete applications in any aspect will be rejected.
- b. Pre-qualification does not guarantee award of contract.
- c. Only pre-qualified firms will be invited to participate in subsequent RFQs/ tenders for grocery supply.
- d. NUST will have the option to select item wise or Lot wise and cancel RFQs/ tenders without any liability as per PPRA Rule no 33.
- d. Multiple firms operating under common ownership/ administration shall submit only one application.
- e. Information regarding this pre-qualification shall not be communicated to unauthorized persons.
- f. NUST reserves the right to accept or reject any or all applications without assigning any reason.
- g. Contract Agreement shall be signed with successful pre-qualified firm(s) at the time of

award of contract as per NUST policy.

- h. Performance of pre-qualified firms shall be reviewed annually, and continuation shall be subject to satisfactory performance.
- i. Representatives of applicants are allowed to witness opening of applications, without conferring any privilege.
- j. **Contract Agreement** shall be signed with successful applicant(s) as per NUST policy and Provision of **Rs.100 stamp paper** shall be provided by successful applicant which shall be delivered before issuance of RFQs/ tenders for grocery supply.
- k. **Late submission of applications** cannot be uploaded after given date/ time. Therefore, applications must be uploaded within stipulated period.
- l. **Arbitration:** In case of dispute, **decision of Director, NBC** shall be final and bound on both parties.
- m. **Delivery Time:** Delivery time shall be within the timeframe as specified in the respective PO, which will be followed strictly.
- n. Applications opening 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 application opening will be rescheduled to the next working day.
- o. Selection/ evaluation of firms shall be according to the Evaluation Criteria.
- p. **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.

7. **Pre-submission Clarifications/ Technical Queries:** Firms are advised to visit Procurement Branch, NBC for any clarification/ technical queries. They can also email to Mr Intikhab Hayder, AD Procurement ([adproc@nbc.nust.edu.pk](mailto:adproc@nbc.nust.edu.pk)).

8. **Selection/ Evaluation Criteria:** Comprehensive Evaluation Criteria is provided in the Pre-qualification document as **Annex-C**. Final selection will be made by calculating the average marks so obtained by each applicant. Any Firms scoring more than or equal to 70% aggregated marks will qualify.

9. **Application Opening:** The e-applications must be submitted through EPADS by **12 May 2026 before 1030 hrs**. Electronic applications 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 (1<sup>st</sup> Floor), NUST Balochistan Campus (NBC), Quetta**.

AM Hostel  
Athar Gul Khan Bazar  
Assistant Manager (Hostel)  
National University of Sciences & Technology  
Balochistan Campus, Quetta

  
Lt Col  
Muhammad Moazzam Nazir  
A/ Dy Director Adm & Coord  
National University of Sciences & Technology  
Balochistan Campus, Quetta

  
Director, NBC  
(Dr. Mughees Aslam)  
(Telephone: 081 9085113)

**Case No. 03/NBC/NUST dated April 2026**

**PERFORMANCE CERTIFICATE / CLIENT REFERENCE**

(To be issued on client's letterhead)

Name of Firm: \_\_\_\_\_ Name of Client Organization: \_\_\_\_\_

Contact Person & Designation: \_\_\_\_\_

Contact No. / Email: \_\_\_\_\_ Nature of Supplies: \_\_\_\_\_

Period of Supply: \_\_\_\_\_

Performance Rating:     Excellent     Good     Satisfactory     Unsatisfactory

Remarks (if any): \_\_\_\_\_

It is certified that the above-mentioned firm has been supplying grocery items / services to our organization and their performance has been \_\_\_\_\_.

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Procurement of Grocery Items for Hostels at 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
1	Company Profile.	<input type="checkbox"/>	
2	NTN certificate.	<input type="checkbox"/>	
3	Sales Tax certificate.	<input type="checkbox"/>	
4	Proof of Active Taxpayer List (ATL)	<input type="checkbox"/>	
5	No Blacklisting & No litigation Affidavit.	<input type="checkbox"/>	
6	Bank Statement – FY 2024-25	<input type="checkbox"/>	
7	POs received for supply of grocery during last two year.	<input type="checkbox"/>	
8	<b>Last 3 x months utility bills</b> , duly paid, of the office accommodation of the company/ firm.	<input type="checkbox"/>	
9	CNIC of owner / authorized signatory	<input type="checkbox"/>	
10	Details of storage / delivery arrangements	<input type="checkbox"/>	
11	Client references / performance certificates	<input type="checkbox"/>	
12	Compliance Sheet signed & stamped	<input type="checkbox"/>	

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



**TECHNICAL / EVALUATION CRITERIA**

<b>S/No.</b>	<b>Evaluation Parameters</b>	<b>Marks</b>	<b>Remarks</b>
1	Capacity of firm (organization, manpower, storage & logistics)	15	
2	Relevant experience & POs received during last two year	15	
3	Financial position (Bank Statement / Financial Record)	15	
4	Local Outlet at Quetta/ Balochistan	10	
5	Legal & Tax compliance (NTN, GST, ATL, affidavits)	10	
6	Quality assurance, hygiene & food safety standards	5	
<b>Total Marks</b>		<b>70</b>	
<b>Qualifying Marks</b>		<b>49 (70%)</b>	