

UNIVERSITY OF BALOCHISTAN, QUETTA
MATERIAL MANAGEMENT SECTION

1. TENDER NOTICE

University of Balochistan invites sealed Tenders from registered and well-reputed firms having relevant and valid registration for the supplies given below:

DETAIL OF PACKAGES (Rs. in Millions)

NAME OF CENTRE	NAME OF SUPPLY	DATE OF TENDER ONLINE SUBMISSION AND OPENING	ONLINE SUBMISSION TIME AND OPENING	ESTIMATED COST (RS. IN MILLION) inclusive of all applicable taxes	BID SECURITY (RS. IN MILLION) 02%	TENDER FEE
University of Balochistan, Quetta	Framework Contract of Refreshment, Lunch, and Stationery Items for UTDC	08.06.2026	11.00 AM 11.30 AM	Rs. 1.219	Rs. 0.024385	Rs. 2000

The supplies will be carried out in accordance with the PPRA Rules 2004(Amended).

Eligibility: The Firms should have valid registration with Provincial & Federal Tax collection authorities (FBR/BRA), be registered with E-Pad PPRA, and technically fulfill the entire Tender requirements.

Method of procurement: Single Stage – One Envelope Procedure will be adopted as per PPRA Rules.

Bidding / Tender Documents:

- a. Issuance:** Bidding/Tender Documents containing detail specifications, terms & conditions can be obtained from the Material Management Section, Administration Block, University of Balochistan by depositing Rs. 2,000/- as Bidding/Tender Document fee in the cash section (non-refundable).
- b. Submission:** Proposal for Financial (Complete in all aspects) can be submitted till 26-06-2026 (Friday) till 11:00 a.m.
- c. Opening:** The Purchase Committee will open the tenders on the same day i.e. 26-06-2026 (Friday) till 11:30 a.m. The financial proposal of bids shall be opened publically at time, date and venue announced and communicated to the bidders in advanced.
- d. Place of Opening:** Treasurer's Office, Admin Block, University of Balochistan, Sariab Road, Quetta.
- e. Right to Reject:** The Procuring Agency reserves the right to reject all bids or annul the process at any time prior to award, as per Rule-35 of the PPRA Rules, 2014.
- f. Response time** shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

TREASURER
UNIVERSITY OF BALOCHISTAN, QUETTA.
Phone: 081-9211292

2. Instructions to Bidders (ITB) and Bidding Procedure

Strict adherence to the Instructions to Bidders (ITB) is a mandatory requirement for bidder responsiveness. These instructions serve as the primary safeguard against arbitrary disqualification, ensuring that every participant is evaluated against an identical set of procedural benchmarks. Any deviation from these requirements, including clerical omissions or failure to upload requisite documentation will result in the summary rejection of the bid.

Eligible Bidders

Prospective bidders must satisfy the following criteria to be considered:

1. **System Registration:** Valid registration with the EPADS PPRA system.
2. **Taxation Compliance:** Duly registered with the Federal Board of Revenue (FBR) and the Balochistan Revenue Authority (BRA).
3. **Fiscal Standing:** Active taxpayer status for the Financial Year 2025-26.
4. **One Person One Bid Rule:** As per PPRA regulations, a bidder shall submit only one bid. Subcontracting or participating in multiple bids for the same package is prohibited.
5. **Ethical Standing:** The bidder must not be under a declaration of blacklisting by the PPRA, the University of Balochistan, or any international organization.

Bidding Procedure: Single Stage – One Envelope

This procurement shall be conducted via the **Single Stage – One Envelope Procedure** as per PPRA Rules 2014. This modality is strategically selected for the procurement of goods and services with standard, well-defined specifications. By consolidating technical and financial offers into a single electronic submission, the University optimizes administrative efficiency and ensures a rapid transition from evaluation to service delivery.

Clarification and Amendment of Bidding Documents

The University facilitates a transparent clarification process to ensure all bidders operate with perfect information.

Mandatory Note on Clarifications: Any request for clarification regarding the bidding documents must be submitted in writing via the EPADS portal no later than **7 days prior** to the bid submission deadline. The University will respond within three working days. All responses will be uploaded to the **EPADS portal** to ensure equal information distribution to all prospective participants.

Subject to the ITB, the specific parameters of this contract are defined in the following Bid Data Sheet.

3. Bid Data Sheet (BDS) and Evaluation Criteria

The Bid Data Sheet (BDS) serves as the specific operational manual that overrides general instructions to address the unique requirements of the University of Balochistan. In the event of any conflict between the ITB and the BDS, the provisions of the BDS shall prevail.

Key Project Parameters

ITB Clause	Specific Project Data
Language of Bid	English

Bid Validity	120 Days from the date of opening
Delivery Term	Delivered Duty Paid (DDP) to UTDC, University of Balochistan
Currency	Pakistani Rupees (PKR)
Submission Deadline	26-06 -2026 (Friday) by 11.AM
Bid Opening	26-06-2026 (Friday) at 11:30 AM

Mandatory Eligibility Criteria

Bidders must upload documentary evidence of the following. Failure to meet any single criterion will result in technical disqualification:

- a. Valid Income Tax Registration (NTN)
- b. Valid Registration with BRA
- c. Valid General Sales Tax (GST)
- d. Active Tax Payer Status for Financial Year 2025.26
- e. Bid Security, attached with Technical Bid/proposal.
- f. Bidder shall submit original CDR in person at least 2 hours before Financial Bid, otherwise bid shall be rejected as non-responsive.

The Bid Security/Call Deposit Receipt (CDR), equivalent to the quoted percentage, must be issued in the name of the **Treasurer, UoB**.

Award Mechanism: Least Price Mechanism

The contract award shall be determined via the **Least Price Mechanism**. Financial evaluation will only be conducted for bids that achieve the mandatory **technical responsiveness threshold**. Among the technically qualified bidders, the contract will be awarded to the firm offering the lowest total package price. This mechanism ensures that while the quality is locked by the technical specifications, the University achieves maximum financial efficiency.

4. Technical Specifications and Schedule of Requirements

The standardization of refreshment menus and stationery quality is essential for the mitigation of supply-chain volatility and the maintenance of institutional branding during training events. Framework contracts allow the University to lock in quality and pricing, ensuring consistent value for money over the fiscal year.

Event 1: Refreshment, Lunch, Stationery items, and Certificate distribution Ceremony (Estimated Cost in Rs. 1095000.

Refreshment and Lunch Menu (18-Day Cycle)

S#	Day	Refreshment	Lunch
01	1 st Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Korma Roti, Rice, Salad, Mineral Water
02	2 nd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Karai Roti, Rice, Salad, Mineral Water
03	3 rd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Biryani, Salad, Raitha, Mineral Water

04	4 th Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Qima Mattar, Roti, Salad, Mineral Water
05	5 th Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Manchurian, Rice, Mineral Water
06	1 st Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Korma Roti, Rice, Salad, Mineral Water
07	2 nd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Karai Roti, Rice, Salad, Mineral Water
08	3 rd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Biryani, Salad, Raitha, Mineral Water
09	4 th Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Qima Mattar, Roti, Salad, Mineral Water
10	5 th Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Manchurian, Rice, Mineral Water
11	1 st Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Korma Roti, Rice, Salad, Mineral Water
12	2 nd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Karai Roti, Rice, Salad, Mineral Water
13	3 rd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Biryani, Salad, Raitha, Mineral Water
14	4 th Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Qima Mattar, Roti, Salad, Mineral Water
15	5 th Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Manchurian, Rice, Mineral Water
16	1 st Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Korma Roti, Rice, Salad, Mineral Water
17	2 nd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Chicken Karai Roti, Rice, Salad, Mineral Water
18	3 rd Day	Milk Tea with Biscuits+ Cake Piece + Mineral Water	Biryani, Salad, Raitha, Mineral Water

Stationery and Branding Requirements

Stationery kits for **35 participants** shall include:

- Standardized Notepads and Pens.
- Training Certificates and Professional Folders.
- Banners, Standees, and Shields.

Note on Fair Competition: In accordance with ITB Section III, any reference to a specific brand name or catalog number within these specifications is intended to be descriptive. Bidders are encouraged to offer "**or equivalent**" products that match or exceed the technical characteristics of the referenced items, thereby preventing brand monopolies and ensuring a level playing field.

Event 2: 5 DAY TRAINING FOR 55 NEWLY APPOINTEED NON-TEACHING STAFF OF THE UNVIERSITY OF BALOCHIATAN, QUETTA.

Estimated Budget for 2 groups of (05 days total) (55 Individuals)

No	Description / Items	Cost (Rs.)
01	Banner / panoflex	7,000/-
02	Stationary (Note Pad, File cover, Pen) @ Rs 350x55 (for two groups)	19,250/-
03	Resource person Remuneration (each day contain 1 session) @ Rs. 3000/- per session x1 session per day x 05 days for two groups (per day Rs. 3,000/- for 05 days)	12,000/- (from officers trained through HEC will be resource person)
04	Light Refreshment for 55 participants, Resource person and supporting Staff for 04 days of (2 groups) @250	35,000/-
05	High tea for closing ceremony on the 5 th day of two groups VIP's Resource persons and supporting staff etc. @rs.400x80	32,000/-
06	Certificates for participants + resource persons + organizer @ Rs 150 per certificate for 60 persons (for two groups) Shields for VIPs and Guests @ 2000/x5	19,000/-
Total		124,250

Operational Notes

- **Physical Examination:** All items will be inspected upon delivery. Substandard goods must be replaced within **three (3) hours**.

5. General and Special Conditions of Contract (GCC & SCC)

A robust legal framework is essential to protect the University from risks such as Force Majeure, supply chain disruptions, and substandard performance. These conditions establish the definitive legal guardrails for the duration of the contract.

Performance Guarantee and Liquidated Damages

- **Performance Security:** The successful bidder shall deposit a performance guarantee equal to **2% of the total contract value** in the form of a CDR to the Treasurer's Office.
- **Liquidated Damages:** Failure to deliver as per the PO or supply of low-quality items will result in fines ranging from **Rs. 2,000 to Rs. 5,000**. Misbehavior by staff or significant deviations from duties will incur a fine of **Rs. 10,000**.

Termination for Default and Blacklisting

The University reserves the right to terminate the contract if the supplier fails to deliver. The blacklisting process follows a strict legal sequence:

1. **Show Cause Notice:** Detailed allegations and proposed debarment period.
2. **Response Window:** Minimum seven (7) days for the supplier to reply.
3. **Personal Hearing:** An opportunity to appear before the Grievance Redressal Committee.
4. **Notification:** Formal communication of the order and reporting to PPRA for public debarment.

Payment Terms

Payments shall be processed via the Running Bill modality. Bidders must submit monthly invoices by the 5th of every succeeding month for goods actually delivered and verified. No advance payments shall be entertained, and all disbursements are subject to the issuance of a "Satisfactory Certificate" by the authorized officer.

6. Mandatory Sample Forms and Compliance Checklist

Standardized documentation ensures parity among bidders and allows the Material Management Section to perform a streamlined, objective evaluation of all submissions.

Required Documentation List

- **Bid Form:** The formal offer submitted on the firm's letterhead.
- **Bidder Profile:** Comprehensive details of the company history, registration, and past performance.
- **Affidavit:** Must be printed on **PKR 200 stamp paper**, attested by an Oath Commissioner, certifying the firm's non-blacklisted status and the authenticity of all provided data.
- **Financial Bid Form/Price Schedule:** Item-wise price breakdown inclusive of all applicable taxes and duties.

Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
Address:	
Office Telephone Number:	
Fax Number:	
3.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	
4.	Local office if any:
Address:	
Office Telephone Number:	
Fax Number:	
5.	Registration Details:

a) Audit/Financial Statement Attachment/Income Tax Returns (2024-25 years)

Yes	No
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General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

	Particulars				
Company Name					
Abbreviated Name					
National Tax No.			Sales Tax Registration No		
PRA Tax No.					
No. of Employees			Company's Date of		
			Formation		

*Please attach copies of NTN, PRA, GST Registration & Professional Tax Certificate, Food Authority License.

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

Affidavit

[To be printed on PKR 200 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid] Name: _____ (Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish/ upload on e-PADS any additional information requested by the *[name of Procuring Agency]* deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish/ upload on e-PADS any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.

[Name of the Contractor/ Bidder/ Supplier] undertakes to treat all information provided as confidential. Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company:

Date: _____

Performance Guarantee

1. The Successful bidder/ contractor will be bound to deposit Bid in the shape of CDR to Treasurer Office, University of Balochistan, Saryiab Road, Quetta.

Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

THIS AGREEMENT made on the _ day of _ 20_ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) on the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”). NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring Agency’s Notification of Award.
 - (g) Contract agreement
 - (h) Complete Bidding document
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above.

Signed, sealed, delivered by _the _____(for the Procuring Agency)

Signed, sealed, delivered by _the _____(for the Supplier)

Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid (e-PADS)]

Package# **Foods/Goods** (filed by the bidder) -

Sr. No	Item Name	Specifications /dimensions	Quantity (Kgs)	District / Market rates	Total Price (Rs.)	Offer Price per kg inclusive all taxes	Price in words
1.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
2.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
3.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
4.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
5.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti,						

	Rice, Salad, Mineral Water						
6.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
7.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
8.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
9.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
10.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
11.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						

12.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
13.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
14.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
15.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
16.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						
17.	Milk Tea with Biscuits+ Cake Piece + Mineral Water / Chicken Korma Roti, Rice, Salad, Mineral Water						

18.	Milk Tea with Biscuits+ Cake Piece + Mineral						
	Water / Chicken Korma Roti, Rice, Salad, Mineral Water						

The estimated Stationery kits cost for **35**

participants shall include:

- Standardized Notepads and Pens.
- Training Certificates and Professional Folders.
- Banners, Standees, and Shields.

Total Bid value (against which a Bid shall be evaluated) in figure. Total Bid value (against which a Bid shall be evaluated) in words.

The bidders are required to fill all the columns and add their price against each item and in case any column left blank such bids shall not be considered and rejected. Further, no parentage quoted by the bidder shall be acceptable so it is required to avoid add parentage instead of price to avoid rejection of bids

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be “final”. *(Please refer ITB clause 2.5.6).*

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

Stamp & Signature of Bidder _____

Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring Agency]* (hereinafter called “the Procuring Agency”) in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 2026.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish/ upload on e-PADS the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

Check List

[To be signed and stamped and presented on Bidder's letter head pad]

#	Requirement Description	Compliance (Yes/No)
1	Standard Bidding Documents signed and stamped	
2	Original Bid Security (Rs. As mentioned above) delivered 2 hours prior	
3	Active NTN Registration (minimum 10 years old)	
4	Active Sales Tax Registration (STRN)	
5	Valid Professional Tax Certificate	
6	Financial Bid Form on firm letterhead	
7	General Information Form, duly signed and stamped.	
8	Affidavit on PKR 200 Stamp Paper (Attested)	
9	Certified Income Tax Returns (2024-2025)	
10	Verifiable Work Orders/Previous Relevant Experience	

Stamp & Signature of Bidder _____

