



**Balochistan University of Information Technology,  
Engineering & Management Sciences (BUITEMS),  
Quetta**



**TENDER DOCUMENTS**

**FOR**

**Providing and Fixing Wooden wall mounted cabinets in Examination cell of  
Management Sciences Block SS-C at Takatu Campus**

**(Single Stage – One Envelope Procedure)**

**Submission Date & Time: 26-06-2026 till 1: 45 pm**

**Opening Date & Time: 26-06-2026 at 3:30 pm**

**Directorate of Planning & Development  
BUITEMS Airport Road, Quetta**

**Phone# +92 (81) 289991 Ext# 104 UAN# +92 (81) 111-717-111**

**Web: <https://www.buitms.edu.pk> Email: saeed.ullah@buitms.edu.pk**



## **INVITATION TO BID**

### **Providing and Fixing Wooden wall mounted cabinets in Examination cell of Management Sciences Block SS-C at Takatu Campus**

1. Balochistan University of information Technology Engineering & Management Science BUITEMS a public sector University situated at Quetta, intends to invites sealed bids from interested and well reputed firms registered with P.E.C and tax authorities (FBR), (BRA)
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, Call Deposit Receipt, 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 & Development, BUITEMS.” 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 of Planning & Development, BUITEMS.
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 & Development, BUITEMS.” The BUITEMS 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 & Development, BUITEMS, Airport Road on or before **2:45 pm** on **26-06-2026**. 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](http://www.ppra.org.pk) and on the BUITEMS website: <https://www.buitms.edu.pk>

**Directorate of  
Planning & Development  
BUITEMS, Quetta**



## **TERMS AND CONDITIONS**

- 1. Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements:
  - a) Registered with P.E.C (Pakistan Engineer Council).
  - b) Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), Government of Pakistan.
  - c) Registered with BRA (Balochistan Revenue Authority).
- 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 & Development, BUIITEMS". 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) to 2% of the total bid price as a Bid Security in favor of "Director Planning & Development." The university shall reject any bid not accompanied by acceptable bid security as non-responsive and without any right of appeal.
  - a. The CDR 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 / CDR 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 in execution of work or substandard quality 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 BUIITEMS, Quetta to forfeit the bid security or ban such vendor participation in BUIITEMS 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 **30 days**. The handing over / completion time for this contract is of critical importance.
8. All pages (BOQ'S & Terms & Conditions) must be signed/stamped, failing which the bid may be rejected.
9. Any addition, deletion, or modification of any clause of the bid terms and conditions of BUIITEMS by any vendor will not be accepted. It may lead to rejection of the bid.
10. **Site Visits / Concerned Office.** Before issue the tender form, the bidder can visit the **Directorate of Planning & Development, BUIITEMS** to meet the concern Engineer and know the nature of work check the site. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the tender documents. The vendor shall bear the cost of visiting the site and shall be at his responsibility and risk.
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 **26-06-2026** on or before **2:45 pm** and will be opened on the same date at **3:30 pm** in the presence of tender committee members and 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 & Development  
BUIITEMS, Airport Road, Quetta.  
Tel: Ext: Phone# +92 (81) 289991**

The envelope shall also bear the word “Financial Bid Providing and Fixing Wooden wall mounted cabinets in Examination cell of Management Sciences Block SS-C at Takatu Campus



- 17. 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.
- 18. 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.
- 19. Evaluation of bids.** - Bids will be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents.
- 20. 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, National Tax Number (NTN), and Balochistan Revenue Authority (BRA) certificates should be attached.
  - Experience of the firm in similar nature of work to any Provincial or Universities, etc, anywhere in Pakistan. Please attach Work Orders.
  - Preference will be given to those firms that have experience in civil works to well-reputed universities/educational institutions.
  - 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.
- 21. One Bid per Bidder.** - Conditional or alternative bids are not allowed. Bidders are required to quote one bid.
- 22. 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.



23. BUIITEMS will inspect the items to verify their conformity with the technical specifications provided in the BoQ. The inspection will be carried out after completion of the work award.
24. Work order will be awarded to the lowest bid evaluated and recommended lowest bidder (s) based on grand-total size according to the nature of BoQ.
25. **Rejection of bids.** BUIITEMS reserves the right to reject all bids or proposals at any time before accepting a bid or proposal. BUIITEMS 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 vendor should encounter conditions impeding timely completion of work under tender documents clause 07, the vendor shall promptly notify in writing of the delay of work, its likely duration, and its cause. As soon as practicable after receipt of the vendor notice, the client shall evaluate the situation and may, at its discretion, extend the completion time, in which case the extension shall be ratified by the parties by amendment of the Contract.
27. **Liquidated Damages.** If the vendor fails to complete the work within stipulate time period, 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 Purchase/Work Order. Once the maximum is reached, the Purchaser may terminate the contract pursuant to tender clause 33; bid security and payment may be forfeited.
28. **Remedying Defect / Release of Retention Money.** The Contractor shall for a period stated in contract data from the date of issue of the certificate of completion carry out, at not cost to the employer, repair and rectification work which is necessitated by the earlier execution of poor quality of work or use of below specification material in the execution of works and which is so identified by the employer / Engineer in writing within the said period. Upon expiry of the said period, and subject to the contractors faithfully performing his aforesaid obligation, the employer / engineer shall issue a Clearance of Defect Liability whereupon all obligation of the contractor under this contract shall come to an end. Failure to remedy any such defects or complete outstanding work within a reasonable time shall entitle the employer to carry out all necessary works at the contractor's cost. However, the cost of remedying defects not attribute to the contractor shall be valued as a variation. Moreover, the retention money will be released after completion of defect liability period (06 months).



- 29. On account payments.** - Part / Advance payments are not allowed. Payment will be made on submission of final bill in the name of “Director Planning & Development, BUIITEMS”, after the completion of the work. The inspection of work will be arranged of committee members to inspect the work.
- 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 Supplier, may terminate the Contract in whole or in part:
- (i) if the Supplier 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.
  - (ii) if the Supplier 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 Department/Concerned Office and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Purchaser may fix as per the Contract.



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

Tender Title \_\_\_\_\_

I agree to abide by all these terms and conditions/instructions.

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

Signature of CEO/Bidder

Stamp: \_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





**Note:**

- The Purchase/Work order will be awarded on **Lowest Evaluated Bid Price Basis.**
- Bidders shall price the 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 & Development, BUIITEMS, 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
1	Receipt of Tender FEE of Rs.1000 attached	
2	CDR @ 2% attached	
3	The FBR active Income Tax Certificate is attached	
4	The FBR active Sales Tax Certificate is attached	
5	Pakistan Engineering Council (P.E.C) Certificate is attached	
6	Experience of the firm in providing/fixing services to any Federal or Provincial Universities, Education Boards	
7	Non-Black Listing Certificate on non-judicial stamp paper	
8	Price Schedules/Quotations	

Signature of CEO/Bidder

Stamp: \_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Providing and Fixing Wooden wall mounted cabinets in Examination cell of  
Management Sciences Block SS-C at Takatu Campus**

**BILL OF QUANTITY**

S.No	Items Description	Unit	Qty	Rate	Amount
1	Providing and fixing of office / Lab cabinet consisting of wall / floor mounted cabinets dramens partitions shelves and shutters with lassani lamination board $\frac{3}{4}$ thick with framing and lapping with wood, and polish works as per instruction of site incharge engineer complete in all respect.				
				<b>Sub Total</b>	
				<b>B.S.T 15 %</b>	
				<b>Grand total</b>	

**Name of Firm**

\_\_\_\_\_

**Owner Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_



**Signature**

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