

SARDAR BAHADUR AKHAN WOMEN'S UNIVERSITY
QUETTA



Tender Document For Prequalification

Lab Equipment's/ Chemical's & Glassware, IT/Office Equipment's, , Furniture & Fixture, General Order Suppliers, Office Stationery, Printing/Marketing Material, Catering and Refreshment Services (**Single Stage – One Envelope Procedure**)

Submission Deadline: 31st December 2025, 11:00 A.M

Tender Opening: 31st December 2025, 11:30 A.M

1. Name & Address of the Supplier _____

2. Sale Tax Registration No: _____

3. Income Tax Registration No: _____

4. Telephone No: _____

5. Cell No: _____ **Bank Challan#** _____

Note: The bidder is expected to examine the Bidding Documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Tender No: _____

INVITATION TO BID

Prequalification for Provision of Supplies and Services: Lab Equipment's/ Chemical's & Glassware, Office Equipment's, Furniture & Fixture, General Order Suppliers, Office Stationery, Printing/Marketing Material, Catering and Refreshment Services to SBKWU Brewery Road Quetta .

1. SBKWU, a public sector University situated at Quetta, invites sealed proposals from the *authorized distributors/reputed firms/general order suppliers*, registered with income and sales tax departments and BRA for services for the work titled “Provision of Supplies and Services: Lab Equipment's/Chemical's & Glassware, Office Equipment's, Furniture & Fixture, General Order Suppliers, Office Stationery, Printing/Marketing Material, Catering and Refreshment Services to SBKWU Brewery Road Quetta.

1. 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 Procurement, SBKWU and university website.” The non-refundable fee for the bidding document is Rs. 1,000 (One Thousand Rupees Only) against each purchase category in the shape of a pay order/demand draft in favor of the Treasurer, SBKWU.

1. The procedure of open competitive bidding is Single Stage-One Envelope.
1. Single package _ marked as “**Prequalification Document for Provision of Supplies and Services: Lab Equipment's/Chemical's & Glassware, Office Equipment's, Furniture & Fixture, General Order Suppliers, Office Stationery, Printing/Marketing Material, Catering and Refreshment Services to SBKWU Brewery Road Quetta**” is required to be submitted by 11:00AM December 31st , 2025 at the Purchase Department, SBKWU Berwery Road, Quetta. Tender Documents will be opened on the same day at 11:30AM.
1. Proposals must be supported with bidding document fee @ PKR:10,00/-(non-refundable), in the form of C.D.R/D.D/P.O/Banker's Cheque in favor of the Treasurer – SBKWU. The SBKWU shall reject any proposal not accompanied by earnest as non-responsive and without any right of appeal.
1. Proposals submitted by the firms _ containing incomplete/conditional/deficient proposal will be rejected.
1. The contract will be awarded to technically as well as financially sound firm in accordance with our evaluation criteria and PPRA Rules.
1. The proposals, prepared in accordance with the instructions in the prequalification document, must reach the Purchase Section, SBKWU, Berwery Road on or before **11:00 Am on 31st of December 2025**. Proposals will be opened at **11:30 am** 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 SBKWU website: <https://www.sbkwu.edu.pk>

TERMS AND CONDITIONS

- 1. Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements: Registered with Income and Sales Tax Departments, BRA, Government of Pakistan 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) against each purchase category shall be submitted in favor of "Treasurer, SBKWU". No bid will be accepted without the tender documents fee.
- 3. Annual Enlistment fee of firms (Non-Refundable).** - The bidder is required to furnish a Deposit pay order, Call (CDR) or a Bank Guarantee issued by a Scheduled Bank in Pakistan equivalent to PKR:5,000/- as yearly Enlistment fee after the selection of technical evaluation and before awarding the open frame agreement/contract.
- 4. Bid validity.** - All prices should be valid for at least **30 days**. Withdrawal or any modification of the original offer within the validity period shall entitle SBKWU, Quetta.
- 5. Agreement validity.** - Open Framework contract/Agreement shall Three (03) year however yearly extended on satisfactory performance to continue for next year for the maximum period of 3 year.
- 6. Delivery time or Completion Schedule.** The completion/delivery time from the purchase/work order date will be **15 days**. However, the contractor will have to respond immediately on the receipt of work order. The handing over / completion time for this contract is of critical importance.
7. The bid proposal should include freight, all other taxes, and delivery of items at SBKWU Quetta premises.
8. All pages (Terms & Conditions) must be signed/stamped.
9. The bid form must be duly filled in, stamped, and signed by the bidder's authorized representative.
10. Any addition, deletion, or modification of any clause of the procurement terms and conditions of SBKWU by any vendor will not be accepted. It may lead to rejection of the bid.
- 11. Site Visits/Concerned Office.** - Before quoting, the bidder can visit the **Purchase Department, SBKWU to see the site** and to know the full implications of the assignment. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the Bidding documents. The vendor shall bear the cost of visiting the site and shall be at his responsibility and risk.
- 12. Submission and opening of bids.** - Single package is required to be submitted by 11:00AM December 31st , 2025 at the Purchase Department SBKWU Berwery Road, Quetta. Tender Documents will be opened on the same day at 11:30AM. In the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
13. 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.
14. After the opening of bids, SBKWU will examine the bids for completeness as per the tender document.
15. The envelope should be marked as below:

SBKWU, Berwery Road, Quetta.
Tel: Ext: Phone# 9213303-05

The envelope shall also bear the words "**Prequalification Document for Provision of Supplies and Services: Lab Equipment's & Chemical's Glassware, Office Equipment's, Furniture & Fixture, General Order Suppliers, Office Stationery, Printing/Marketing Material, Catering and Refreshment Services to SBKWU Brewery Road Quetta**"

16. 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: Bids will be evaluated based on the following criteria:

- Company Profile and copies of CNIC, National Tax Number (NTN)/General Sales Tax (GST)/B.R.A Certificate for services must be attached. (**Mandatory Requirements**)
- Relevant Experience of the firm and Profile in providing supplies and services to any Federal or Provincial Universities, Education Boards, other government departments, etc., anywhere in Pakistan. Please attach Contract/Agreements. (**Mandatory Requirements**)
- Preference will be given to those firms that have experience in providing supplies and services to well-reputed universities/educational institutions.
- Proposal must be supported with bidding document fee @ PKR: 1000/- Proposal not supported with tender fee shall stand cancelled. (**Mandatory Requirements**)
- Bidder must provide affidavit (on Rs.100/- stamp paper) duly attested by the Notary Public, to the effect that the firm has not been blacklisted/debarred by the Government/Semi-Government organization and further the firm is not a defaulter at any Government/Semi-Government organization in Pakistan. Proposal not supported with affidavit shall stand cancelled. (**Mandatory Requirement**)

Note: Failing the Mandatory Requirement will disqualify the bidder from the process.

CRITERIA/REQUIREMENTS: (Total Marks=100)

S#	Description	Maximum Marks	Remarks
1	<p>Relevant Experience of the firm and Profile in providing supplies and services to any Federal or Provincial Universities, Education Boards, government departments etc., anywhere in Pakistan. Please attach Contract/Agreements. (Mandatory Requirements)</p> <p>Please attach Contract/Agreements/work order.</p> <p>(6 marks per year up to max. of 5 year)</p>	30	<p>Attach relevant document/evidence</p> <p>Contract/Agreements/work order. (Mandatory Requirements)</p>

2	Principal Business Setup at Quetta • Shop/Office/work Shop/ = 10 • Technical/Staff = 5 • Machinery/Equipment = 05	20	Attach relevant document/evidence (visit to the existing setup can be made) . (Mandatory Requirements)
3	• Company Profile and copies of CNIC, National Tax Number (NTN/ General Sales Tax (GST) <u>(B.R.A)</u> Certificate for Services must be attached. (Mandatory Requirements)	30	Attach relevant documents (Mandatory Requirements)
4	Bidder must provide affidavit (on Rs.100/- stamp paper) duly attested by the Notary Public, to the effect that the firm has not been blacklisted/debarred by the Government/Semi-Government organization and further the firm is not a defaulter at any Government/Semi-Government organization in Pakistan. Proposal not supported with affidavit shall stand cancelled. (Mandatory Requirement)	10	Attach relevant documents (Mandatory Requirements)
5	Financial Stability Annual Turnover 5 million or above = 10 Annual Turnover below 5 million = 5	10	Bank statement for the last two years.

20. Bidder scoring **at least 60%** under the given criteria on total, will be entertained for the award of contract/agreement.

21. AWARD OF CONTRACT: technically and financially sound firm/s having scored at least 60% marks in the above-mentioned criteria will be entered into contract/agreement.

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

- 1 SBKWU reserves the right to reject the bid if;
- 2 Received without Bid Security.
- 3 Received later than the date and time fixed for tender submission.
- 4 The tender is unsigned/ unstamped.
- 5 The offer is ambiguous.
- 6 The offer is conditional.
- 7 The offer is from a firm, which is blacklisted by any Govt Office.
- 8 The offer is received by telephone/telex/fax/telegram.
- 9 Any unsigned/ambiguous erasing, cutting/overwriting, etc., are made.

22. The agent/supplier/manufacturer's sole responsibility is to comply with Pakistan's applicable laws.

23. Rejection of bids. – SBKWU reserves the right to reject all bids or proposals at any time before accepting a bid or proposal. SBKWU will communicate the grounds for rejecting bids upon request of any supplier or contractor but is not liable to justify those grounds.

24. Extensions of Time. - If at any time after signing of the contract agreement, the Contractor encounters conditions of impeding timely delivery of the Items under tender documents clause 06, the Contractor shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Contractor's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Contractor's time for delivery, in which case the extension shall be ratified by the parties by amendment of the Contract.

25. Liquidated Damages. If the vendor fails to deliver the goods/services to SBKWU in time, then the penalty can be charged as follows:

1 0.01% per day of the Purchase Order for the first 10 working days.

2 0.15% per day of the Purchase 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 be terminate the contract pursuant to tender clause 30; bid security and payment may be forfeited.

26. 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; otherwise, the purchase/ work order will be canceled after the due date with confiscation of bid security.

27. 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.

30.1 Termination for Default

(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.

30. Termination. 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:

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser 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.

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. TERMS OF REFERENCE:

1. The contract/agreement would be valid for THREE (03) calendar years, subject to satisfactory performance of the contractor, to be evaluated and determined by SBKWU **yearly bases**; the contract would be extendable/renewable in accordance with the performance of the contractor under rules, and upon mutual consent of both the parties.
2. SBKWU and the Contractor hereto may mutually agree to extend the said term of contract by entering into appropriate agreements/supplemental/addendum.
3. Contract would be signed with successful bidder on judicial paper of Rs.100
4. Firms would be bound to provide quotation within five (5) days off the receipt of purchase query; in case of non-availability of product at the contractor end, the firms will respond in writing in the allocated time for bid.

5. Method of procurement will be least-cost-selection on item-wise or package wise_ will be mentioned in each purchase query.
6. Firms shall respond on receipt of work order on the same day.
7. Firms shall provide supplies/services immediately after issuance of work order.
8. Firms shall preferably make it possible to rectify the fault of received equipment/product within its warranty period their own arrangement.
9. Firms shall be bound to replace the faulty parts of the received equipment/product
10. In case of arising of the same faulty with in the warranty period, the firm shall replace the faulty part/s without claiming any extra charges.
11. Substandard work/product will not be accepted, and defaulter/s will be proceeded under law, including blacklisting.
12. Payment will be made within 60 days off the receipt of invoice after satisfactory inspection of work/product.
13. Taxes at source i.e Income Tax, GST and BST will be deducted as per Government rules/orders on date.
14. The Successful bidder NOT WILLING to take up the job (by their own will) after the issuance of purchase order will have to face bid/performance security forfeiture.
15. In case of any dispute, the settlement shall be made by Contract Management Committee of SBKWU and its decision shall be final, and binding upon both SBKWU and the Contractor and that the Contractor shall not challenge such decision of Contract Management Committee before any court.
16. 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.

17. I / We hereby confirm to have read carefully the terms and conditions of the Tender dated _____ for opening on _____ for the prequalification for _____

18. I agree to abide by all these terms and conditions/instructions.
19. 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: _____

CHECKLIST OF SUPPORTING DOCUMENTS.

S No.	ITEM NAME	Yes/NO
(i)	Receipt of Tender FEE of Rs.1000 against each purchase category. attached	
(ii)	The Registration certificate of GST, BRA for services are attached.	
(iii)	Company Profile is attached, Experience of the firm in providing supplies and services to any Federal or Provincial Universities, Education Boards	
(v)	Non-Black Listing Certificate on non-judicial stamp paper	
(vi)	Annual turnover of last 2 years	