



**Tender Document**  
**Supply of Office stationery**

**University of Baltistan, Skardu**  
**Kargil Road, Hussainabad Skardu**  
**Phone No. 05181-960069-70**

## Contents

Section-I Invitation to Bid .....	
Section-II Instructions to Bidder .....	<b>Error! Bookmark not defined.</b>
1. Scope of Bid.....	<b>Error! Bookmark not defined.</b>
2. Source of funds .....	<b>Error! Bookmark not defined.</b>
3. Eligible Bidder .....	<b>Error! Bookmark not defined.</b>
4. Corruption and Fraud.....	<b>Error! Bookmark not defined.</b>
5. Eligible Goods and Services.....	<b>Error! Bookmark not defined.</b>
6. Cost of Bidding .....	<b>Error! Bookmark not defined.</b>
The Bidding Procedure.....	<b>Error! Bookmark not defined.</b>
7. The Governing Rules .....	<b>Error! Bookmark not defined.</b>
8. Applicable Bidding Procedure .....	<b>Error! Bookmark not defined.</b>
The Bidding Documents .....	<b>Error! Bookmark not defined.</b>
9. Contents of the Bidding Documents.....	<b>Error! Bookmark not defined.</b>
10. Clarification(s) on Bidding Documents.....	<b>Error! Bookmark not defined.</b>
11. Amendment(s) to the Bidding Documents. ....	<b>Error! Bookmark not defined.</b>
Preparation of Bids .....	<b>Error! Bookmark not defined.</b>
12. Documents comprising the Bids. ....	<b>Error! Bookmark not defined.</b>
13. Bid Price .....	<b>Error! Bookmark not defined.</b>
14. Bid Currencies .....	<b>Error! Bookmark not defined.</b>
15. Supporting Documents to judge specification.....	<b>Error! Bookmark not defined.</b>
16. Documentation on Eligibility of Bidders .....	<b>Error! Bookmark not defined.</b>
17. Bid Security .....	<b>Error! Bookmark not defined.</b>
18. Bid Validity .....	<b>Error! Bookmark not defined.</b>
Submission of Bids .....	<b>Error! Bookmark not defined.</b>
19. Sealing and Marking of Bids.....	<b>Error! Bookmark not defined.</b>
20. Deadline for Submission of Bids .....	<b>Error! Bookmark not defined.</b>
21.Late Bids.....	<b>Error! Bookmark not defined.</b>
22.Withdrawal of Bids.....	<b>Error! Bookmark not defined.</b>
23.Opening & Evaluation of Bid.....	<b>Error! Bookmark not defined.</b>

24.Rejection of Bids .....	<b>Error! Bookmark not defined.</b>
25.Re-Bidding.....	<b>Error! Bookmark not defined.</b>
26.Announcement of Evaluation Report .....	<b>Error! Bookmark not defined.</b>
27.Contacting the Procuring Agency .....	<b>Error! Bookmark not defined.</b>
Award of Contract.....	<b>Error! Bookmark not defined.</b>
28.Acceptance of Bid and Award Criteria .....	<b>Error! Bookmark not defined.</b>
29.Procuring Agency’s Right to vary quantities at the time of Award.....	<b>Error! Bookmark not defined.</b>
30.Notification of Award.....	<b>Error! Bookmark not defined.</b>
SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS .....	<b>Error! Bookmark not defined.</b>
Technical Specifications .....	11
Specifications of Office Stationery.....	11
SECTION IV .....	12
EVALUATION CRITERIA.....	12
BID FORM-01.....	14
BID FORM-02.....	15
BID FORM-03.....	16
FINANCIAL BID FORM-04 .....	17
BID FORM-05.....	19
Contract Form .....	21
_____.....	22
_____.....	22
Section-VI.....	23
Special Conditions of Contract.....	23
<b>1. Definitions</b> .....	23
<b>2. Inspection and Tests</b> .....	23
<b>3. Packing</b> .....	23
<b>4. Transportation and delivery requirements</b> .....	23
<b>5. Payments</b> .....	24
<b>6. Prices</b> .....	24
<b>7. Liquidated Damages</b> .....	24
<b>8. Resolution of Disputes</b> .....	24
General Conditions of Contract (GCC) .....	25
<b>1. Definitions</b> .....	25
<b>2. Application</b> .....	25



## **Section-I            Invitation to Bid**

No. UOBS-TO-0923--01

Date: September 4, 2023

### **Subject: Supply of Office Stationery**

Tenders are hereby invited from the supplier having relevant experience and dealing with the below mentioned items to supply of Office stationery for University of Baltistan Skardu (UOBS) .

S.#.	Name of the Item
	(a)
1	Rim A4 Imported 80 grm
2	Photostat 70 grm A4
3	Photostat paper Legal
4	File Cover VIP
5	Box File Hard (Big)
6	Box file Hard (Small)
7	Green Pen
8	Ball pen (UniBale) black (eye)
9	Ball pen (UniBale) blue (eye)
10	Ball pen (UniBale) red (eye)
11	Board Marker
12	Permanent marker
13	Ball Pens Blue
14	Ball Pens Black
15	Ball Pens Red
16	Pointer
17	Pencil
18	Transparent Tap Large
19	Transparent Tap Medium
20	Binding Taps 2 inch
21	Double Tape (Large)
22	Dusters
23	Blanco
24	Whiteboard Cleaners
25	Rim A3 Imported 80 grm
26	Tracing Cloth per Roll
27	Tracing Cloth per Roll A4
28	Tracing Cloth Legal per Roll

29	Phot paper Double
30	Photo paper Single
31	Stamp Digital
32	Stamp Sample
33	Stamp Pad
34	Punch Machine Small
35	Punch Machine Large
36	Calculator Large
37	Sharpeners
38	Highlighters
39	Erasers
40	White Board Marker Ink
41	White Board(3x4)
42	White Board(4x8)
43	Paper clips
44	Stapler Machine (Large)
45	Stapler Machine heavy Duty
46	Stapler Pin
47	File tag
48	Gum stick ( Large)
49	Gum stick (Small e)
50	Stick Note
51	File Flag
52	Writing pad/Note pads
53	Table pen Ink (Blue, Black )
54	Thump Pin
55	File Board
56	Table Set Marble
57	Table Set Wood
58	Table Set Plastic
59	Table Set Leather
60	Table Set Plastic Iron
61	Table Set fancies
62	Notice Board With Green Cloth Small

**Terms and Condition are as under:**

1. Tender should be sealed.
2. Tenders procedure will be based upon **“Single Stage –One Envelope”** bidding method as prescribed under PPRA rules.
3. Detailed bid documents can be obtained from Treasurer office on payments of Rs. 1000/- as non-refundable bid documents fee or may be download from the University Website [www.uobs.edu.pk](http://www.uobs.edu.pk).

4. Ambiguous, conditional and void tenders are liable to be rejected.
5. University reserves the right to reject/cancel the tender as per PPRA 2004.
6. Sealed tenders along with Rs 50000 **earnest money** in shape of call deposit from any scheduled bank in favor of University of Baltistan Skardu should reach in the office of the undersigned by 21 September, 2023 (11:00 AM) by Registered courier or by hand which will be opened in presence of committee and bidders at 11:30 AM on the same date.
7. Taxes will be deducted at source as per rules.
8. Minimum three (03) years of experience in supplying of quoted items having proper Outlet/Shop.
9. Duly authorized by the Manufacturer/ Principal of Leading Brands (Authorization Letter shall be provided),
10. The prospective supplier has to executive an agreement with the University that he will provide the items as per quality and quantity prescribed in the bid documents before the supply order is issued.
11. In case of any query please contact purchase officer on following phone numbers and email address. 05815-960069

**Assistant Treasurer**  
**(ghulam.nabi@uobs.edu.pk)**  
University of Baltistan Skardu  
Phone: 05815-960069

## **Section-II Instructions to Bidder**

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully

### **1. Scope of Bid**

University of Baltistan invites sealed bids for supply of Stationery.

### **2. Source of funds**

- a) Public Fund

### **3. Eligible Bidder**

- a) This Invitation for Bids is open to all original manufacturers/ their authorized agents/ suppliers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax Payers List of FBR etc.).
- b) Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also NOT ELIGIBLE.

### **4. Corruption and Fraud**

- a) The Government of Pakistan defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.
- b) Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.

### **5. Eligible Goods and Services**

- a) All goods and related services to be supplied under the contract shall conform to the policies of the Government of Pakistan in vogue. All expenditures made under the contract shall be limited to such goods and services.



- b) For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, installation, after sale service / support and trainings etc.

## **6. Cost of Bidding**

- a) The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **The Bidding Procedure**

### **7. Applicable Bidding Procedure**

- a) The bidding procedure is governed by Public Procurement Rule 36 “Procedures of Open Competitive Bidding” sub-rule (a) “Single stage – One Envelop procedure”.
- b) The bidding procedure prescribed in the Invitation for Bids is explained herein below:

#### **Single Stage: One Envelope Procedure**

- i) The bid shall comprise a single package containing technical details and financial proposal bids.
- ii) The Procuring Agency shall first establish the “Eligibility and Qualification of Supplier” and then evaluate the technical details conforming the compliance of the offered item’s technical specifications with the demanded ones and other terms & conditions, without reference to the price and reject any Bid which shall not conform to the specified requirements;
- iii) The “FINANCIAL BIDS” of eligible and technically qualified Bidders shall be considered only;
- vii) The Bid of ineligible and/or technically non-responsive bidders shall be returned;
- viii) The bid found to be the most advantageous bid shall be accepted. In case, two bidders submit equal financial bid, the bidder with more experience shall be awarded contract.

## **The Bidding Documents**

### **8. Contents of the Bidding Documents**

- a) The goods required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:
  - Instructions to Bidders (ITB)
  - Schedule of Requirements
  - Technical Specifications
  - Evaluation Criteria
  - Bid Forms
  - Draft Standard Contract including Special Conditions of Contract (with Annexures) and General Conditions of the Contract.
- b) The “Invitation for Bids” (IFB) Notice is not a formal part of the Bidding Documents and is included as a reference only.
- c) The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.

### **9. Clarification(s) on Bidding Documents.**

A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives not later than ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

### **10. Amendment(s) to the Bidding Documents.**

- a) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).
- b) All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.

- c) In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

## **Preparation of Bids**

### **11. Documents comprising the Bids.**

- a. The Bid shall comprise the Bid Forms of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms.
- b. The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

### **12. Bid Price**

- a) The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods, he proposes to supply under the Contract.
- b) Form prescribed for quoting of prices, should be typed and printed on the bidder's letterhead. Any alteration/correction must be initialed. Every page of the bid is to be signed and stamped at the bottom.
- c) The Bidder should quote the prices of goods according to the technical specifications as provided in this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected.
- d) The Bidder is required to offer a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.
- e) The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
- f) Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.
- g) While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

### **13. Bid Currencies**

- a) Prices shall be quoted in Pak Rupees.

### **14. Supporting Documents to judge specification**

- a) The bidder shall provide the leaflets/brochures/catalogs of quoted products with the bid.

### **15. Documentation on Eligibility of Bidders**

- a) Bidder shall furnish, as part of its bid (along with Bid Form & Price Schedule) the documentary evidence mentioned in the eligibility criteria for the Bidder's eligibility and its qualifications to perform the Contract if his bid is accepted: -
  - Minimum three (03) years of experience in supplying of quoted items having proper Outlet/Office,
  - Duly authorized by the Manufacturer/ Principal of Leading Brands (Authorization Letter shall be provided),
  - Registered with Income & Sales Tax Departments and on the Active Tax Payers List of FBR (where applicable).
  - Affidavit duly attested by the Oath Commissioner/ Notary Public to the effect that the respective bidder is not black listed by any Government (Federal, Provincial or Local) or a public sector organization.
  - Manufacturer's warranty (One year).
  - Bank statements of last of six months.

Details are covered in the **Section IV** containing Eligibility criteria.

### **16. Bid Security**

- a) Bidder shall furnish, as part of its bid, a Bid Security Rs.50000 in Pak Rupees. in the shape of pay order/demand draft/ call deposit in the name of University of Baltistan, Skardu. Unsuccessful bidder's Bid Security shall be discharged or returned soon after announcement of the successful bids.
- b) The successful Bidder's Bid Security shall be discharged upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by University of Baltistan, Skardu with the Bank of the successful bidder.
- c) The bid Security may be forfeited:

if a Bidder withdraws its bid during the period of bid validity;

Or

In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security.

## **17. Bid Validity**

- a) Bids shall remain valid for 90 days after the date of opening of bid prescribed by the Procuring Agency. A bid having validity for a shorter period shall be rejected by the Procuring Agency as non-responsive.
- b) The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.
- c) Bidders who;
  - I. agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
  - II. Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

## **Submission of Bids**

## **18. Sealing and Marking of Bids**

- a) The envelopes shall be marked in bold and legible letters to avoid confusion.
- b) The inner and outer envelope shall:
  - I. be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
  - II. Bid Reference No. indicated in the Invitation for Bids, and a statement: "DO NOT OPEN BEFORE," the time and the date specified in the Invitation for Bids for opening of Bids.
- c) The bids must be delivered by hand or by courier so as to reach the office of Assistant Treasure (P), University of Baltistan, Skardu on the date and time prefixed in the Invitation for Bids (IFB). Bids submitted through telegraph, telex, fax or email shall not be entertained.

## **19. Deadline for Submission of Bids**

- a. Date, Time and Venue mention in the Invitation to Bid.
- b. The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **20. Late Bids**

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant shall be rejected and returned unopened to the Bidder.

## **21. Withdrawal of Bids**

- a) The Bidder may withdraw its bid after the bid's submission and prior to the deadline/closing time & date prescribed for submission of bids.
- b) No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder.

## **22. Opening & Evaluation of Bid.**

- a) The bids received shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives who may choose to be present University of Baltistan, Skardu.
- b) All Bidders in attendance shall sign an attendance sheet.
- c) Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, delivery schedule, taxes & duties etc. shall be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- d) The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid. The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Public Procurement Rules-2004, specifically Rule 28 (Opening of Bids).
- e) In the Financial Bids the arithmetical errors shall be rectified on the following basis: -
  - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
  - If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.
  - If there is a discrepancy between words and figures, the amount in words shall prevail.

## **23. Rejection of Bids**

- a) The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPR) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.
- b) Conditional or incomplete bid/bids shall be rejected.
- c) The bid/bids received with over-writing, cutting and doubtful figure shall be rejected.
- d) The Procuring Agency incurs no liability, solely by virtue of its invoking Rule 33.1 of PPR 2004, towards Bidders who have submitted bids.
- e) Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

## **24. Re-Bidding**

- a) If the Procuring Agency rejected all bids, it may call for a re-bidding.
- b) The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

## **25. Announcement of Evaluation Report**

Announcement of Evaluation Report will be as per PPR, 2004.

## **26. Contacting the Procuring Agency**

- a) No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.
- b) Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

## **Award of Contract**

### **27. Acceptance of Bid and Award Criteria**

- a. The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

## **28. Procuring Agency's Right to vary quantities at the time of Award**

a. The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

## **29. Notification of Award**

- a) Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.
- b) The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
- c) The enforcement of the Contract shall be governed by Rule 44 of the PPR-2004.

## **SECTION III**

### **SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS**

#### **Schedule of Requirements:**

The Stationery shall be delivered and installed in accordance with the following schedule of requirements: -

S. No	Milestone	Time Period
1 (a)	Supply of Stationery	Within Fifteen days from date of issuance of Supply order



**Penalties for Late deliveries of supplies:** The supplies shall be delivered in accordance with the Supply Orders to be issued by University of Baltistan, Skardu. In case of late deliveries, penalties at the following rates will be applied:

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
Without penalty	15days	15days
With penalty @ 1% per day after 15 days of issuance of Supply Order upto maximum of 10% of the total contract value.	10 days	31 days

## **Technical Specifications**

### **Specifications of Office Stationery**

## **SECTION IV**

### **EVALUATION CRITERIA**

Initial evaluation will be done on the basis of following parameters for eligibility of the Bidder: -

- i. NTN Certificate (If applicable).
- ii. GST Certificate (If applicable).
- iii. On Active Tax Payers List of FBR (If applicable).
- iv. Registration/ Incorporation/ Business Certificate and number of business years in Pakistan.
- v. Complete Company profile with pictorial evidences of business.
- vi. Minimum three (3) years' experience in manufacturing and supply of Stationery. (To prove the experience the bidders must submit at least 3 successful work order executed for a reputed firm/organization/government department).
- vii. The bidders must have their own manufacturing facility and showroom/shop/display centre.
- viii. Bid Validity period of one year.
- ix. Affidavit to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/ Division/ Ministry.
- x. Compliance with schedule of requirements (Yes/No)
- xi. Submission of required amount of bid security.
- xii. Original Bidding Documents duly signed/ stamped.

**Financial Evaluation** Financial bids of eligible and technically qualified firms will be opened before the bidder's representatives who wish to attend the tender opening.

**Note: The most advantageous bid will be awarded the contract as per PPR,2204.**

**SECTION V**  
**BID FORM**

**BID FORM-01**  
**Letter of Intention**

Bid Ref No. **UOBS-TO-0821-02**

Name of the Contract: \_\_\_\_\_

To: [Assistant Treasurer, University of Baltistan, Skardu.]

Dear Sir,

Having examined the bidding documents, we offer to supply and deliver the supplies under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Bid is accepted, to deliver the supplies in accordance with the delivery schedule specified in the schedule of requirements. If our Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per the bidding documents and have duly provided bid security @ 2% of the total bid value, in the shape of pay order/demand draft/call deposit in the Name of University of Baltistan, Skardu with our Bid.

Dated this -----day of August, 2021.

Signed:

## BID FORM-02

Name of the Firm \_\_\_\_\_

Bid Reference No: **UOBS-TO-0821-02**

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids

<b>Required Documentation</b> (To Be Filled by the Procuring Agency)	<b>Checklist</b> (To be initialed by the Bidder against each document)	<b>Relevant Page Number in the Bid (To be filled by the Bidder)</b>	<b>Supporting Documents</b> (To be filled by the Bidder with name of the documents that are submitted to meet the requirement)
Column:1	Column:2	Column:3	Column:4
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR			
Registration/Incorporation/Business Certificate			
Complete Company profile with pictorial evidences			
Firm's past performance i.e. Minimum three years' experience in supplying and installation of Stationery.			
Affidavit to the effect that the respective bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization.			
Letter of Original Manufacturer's authorization			
Bid Validity period of one year			
Compliance with schedule of requirements			
Submission of required amount of bid security with Financial Bid			
Compliance with Technical Specifications			
Original Bidding Documents duly signed/stamped			
Bank statement of Last 6 Months			

Bidders should only initial against those requirements that they are attaching with the form. In case they do not have any document to attach the corresponding cell in column 2 should be left blank.

Bidders are required to mention the exact page number of relevant document placed in the Bid.

Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column 1.

# **BID FORM-03**

## **Firm's Past Performance.**

Name of the Firm: \_\_\_\_\_

Bid Reference **No:UOBS-TO-0821-02**

Assessment Period: (Minimum Three Years as per Evaluation Criteria)

<b>Purchaser/ Institution</b>	<b>Purchase Order No.</b>	<b>Description Of Order</b>	<b>Value of Order</b>	<b>Date of Completion</b>	<b>Purchaser's Certificate</b>

Bidders may use additional Sheets if required.  
All certificates are to be attached with this form.

## FINANCIAL BID FORM-04

### Price Schedule

User Note: This form is to be filled by the Bidder for each individual item and shall submit with Financial Bid and attached brusher and Pictures.

Name of the Firm:

S.#.	Name of the Item	Brand Name/ Paper grm	Unit Price (Inclusive of all applicable taxes)*	Qty	Final Total Price (Inclusive of all applicable taxes)
	(a)	(b)	(c)	(d)	e=( c x d)
1	Rim A4 Imported 80 grm				
2	Photostat 70 grm A4				
3	Photostat paper Legal				
4	File Cover VIP				
5	Box File Hard (Big)				
6	Box file Hard (Small)				
7	Green Pen				
8	Ball pen (UniBale) black (eye)				
9	Ball pen (UniBale) blue (eye)				
10	Ball pen (UniBale) red (eye)				
11	Board Marker				
12	Permanent marker				
13	Ball Pens Blue				
14	Ball Pens Black				
15	Ball Pens Red				
16	Pointer				
17	Pencil				
18	Transparent Tap Large				
19	Transparent Tap Medium				
20	Binding Taps 2 inch				
21	Double Tape (Large)				
22	Dusters				
23	Blanco				
24	Whiteboard Cleaners				
25	Rim A3 Imported 80 grm				
26	Tracing Cloth per Roll				
27	Tracing Cloth per Roll A4				
28	Tracing Cloth Legal per Roll				
29	Phot paper Double				



30	Photo paper Single				
31	Stamp Digital				
32	Stamp Sample				
33	Stamp Pad				
34	Punch Machine Small				
35	Punch Machine Large				
36	Calculator Large				
37	Sharpeners				
38	Highlighters				
39	Erasers				
40	White Board Marker Ink				
41	White Board(3x4)				
42	White Board(4x8)				
43	Paper clips				
44	Stapler Machine (Large)				
45	Stapler Machine heavy Duty				
46	Stapler Pin				
47	File tag				
48	Gum stick ( Large)				
49	Gum stick (Small e)				
50	Stick Note				
51	File Flag				
52	Writing pad/Note pads				
53	Table pen Ink (Blue, Black )				
54	Thump Pin				
55	File Board				
56	Table Set Marble				
57	Table Set Wood				
58	Table Set Plastic				
59	Table Set Leather				
60	Table Set Plastic Iron				

61	Table Set fancies				
62	Notice Board With Green Cloth Small (3x4)				
	Total				

FINAL TOTAL PRICE (in words):-----

Signature:-----

Designation:-----

Date:-----

Official Stamp:-----

**BID FORM-05**  
**Performance Guarantee**

To: **Assistant Treasurer(P), University of Baltistan, Skardu.**

Whereas **[Name of Supplier]** (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [number] dated [date] to supply [description of the supplies (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of **[Amount of the Guarantee in Words and Figures]** and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of **[Amount of Guarantee]** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_ day of \_\_\_\_\_ , 2021

Signature and Seal of the Guarantors/ Bank

Address

Date

# **BID FORM-06**

## **Contract Agreement**

### **Contract Form**

THIS AGREEMENT is made the Add Date between “**University of Baltistan Skardu**”, having its principal place of business at Main Campus, Hussainabad Skardu, (hereinafter referred to as the “UOBS” and **Add Comoany Name** a firm duly registered, having its head office at Address (hereinafter referred to as “Supplier”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Session 2023-24 and has accepted the unit, rates and specification in bidding documents by the Supplier and shall remain valid till 30<sup>th</sup> June 2024 for the supply of items which shall be asked for through “Supply Orders”, issued from time to time, having therein the requisite items, quantities, delivery schedule & place. Nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent: -

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 General Conditions of Contract;
  - c) The Special Conditions of Contract;
  - d) The Purchaser’s Notification of Award;
  - e) Bid Security (provided with the Bid Form); and
  - f) Purchase Orders which shall be issued by UOBS time to time

3. In consideration of the payments to be made by the Purchaser to the Supplier as per the "Supply Order" which shall be issued time to time by the Purchaser, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Price or such other sum that may become payable according to the "Supply Order" which shall be issued from time to time and under the provisions of the contract at the times and in the manner prescribed by the Contract.

5. The earnest money will be retained by the UOBS for a period of 6 months from the date of its issuance.

6.

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

**SIGNED, SEALED and DELIVERED SIGNED, SEALED and DELIVERED**

**Signature and seal of UOBS:**

FOR AND BEHALF OF

**Signature and seal**

FOR AND BEHALF OF

\_\_\_\_\_

**Treasurer**

\_\_\_\_\_

**Name of Authorized Representative**

**Witness-I**

**Witness-II**

**Sign:**

**Sign:**

**Name:**

**Name:**

**CNIC:**

**CNIC:**

**Address:**

**Address:**

## **Section-VI**

### **Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

#### **1. Definitions**

The Purchaser is: University of Baltistan, Skardu.

The Delivery Site is: Hussainabad, Skardu.

#### **2. Inspection and Tests**

- i. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- ii. The Inspection Committee of the Inspection Committee of University of Baltistan, Skardu will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

#### **3. Packing**

Packing & accessories: All the items to be provided in proper company packing with brochures.

#### **4. Transportation and delivery requirements**

- i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- ii. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

## 5. Payments

Payment to the successful bidder/Supplier will be made subject to:

- Satisfactory delivery, inspection, testing and configuration of items.
- Upon submission of required documents.
- On submission of invoice for payment to treasurer office UOBS, after fulfilling codal formalities.
- 100% payments will be made after successful testing and commission through cross cheque by UOBS Skardu.

## 6. Prices

Prices shall be: Fixed.

## 7. Liquidated Damages

Applicable rate: Penalties for delayed delivery of Office stationery shall be as under:

<b>Mode of Penalty</b>	<b>100% Quantity as Per Purchase Order</b>	<b>Total delivery period</b>
Without penalty	21 days	21 days
With penalty @ 1% per day after 21 days from date of issuance of Purchase Order upto maximum of 10% of the total Contract Price	10 days	31 days

## 8. Resolution of Disputes

The dispute resolution mechanism to be applied shall be as follows:

In the case of any dispute concerning the interpretation and/or application of this contract shall be settled through arbitration. The Treasurer, UOBS or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

## **General Conditions of Contract (GCC)**

### **1. Definitions**

In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser (University of Baltistan, Skardu.) and Supplier, as recorded in the Agreement/ Contract signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its Contractual obligations.
- (c) "The Supplies" means all those Stationery and/or other material which the Supplier is required to supply to the Purchaser under the Contract.
- (d) "The Services" means those services ancillary to the supply of the goods, such as transportation of goods upto the desired destinations, insurance and any other incidental services such as installation, commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means Special Conditions of the Contract.
- (g) "The Purchaser" means the organization purchasing the Goods, as named in the SCC.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.

### **2. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

### **3. Standards**

The Goods supplied under this Contract against the "Purchase Order", shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

### **4. Packing**

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as shall be indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and



weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser

## **5. Payment**

- I. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- II. The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.
- III. Payments shall be made promptly by the Purchaser, but in no case later than sixty (30) days after submission of an invoice or claim by the Supplier.
- IV. The currency of payment is Pak. Rupees.

## **6. Prices**

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.

## **7. Contract Amendments**

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **8. Assignment**

The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.

## **9. Termination for Default**

I. The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective "Supply Order" which shall be issued from to time to time under this Contract; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

(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.

For the purpose of this clause:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

II. 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 Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

## **10. Force Majeure**

- I. Notwithstanding the provisions of GCC Clauses, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- II. For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- III. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **11. Resolution of Disputes**

The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

## **12. Applicable Law**

The Contract shall be interpreted in accordance with the laws of the country.

## **13. Notices**

- I. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.
- II. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **14. Taxes and Duties**

Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser

**Assistant Treasurer**  
**(ghulam.nabi@uobs.edu.pk)**  
University of Baltistan Skardu  
Phone: 05815-960069

**DECLARATION BY THE BIDDER**

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.**
  
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company stamp.

### **CHECKLIST FOR THE BIDDERS**

Bidders must ensure that they have enclosed/attached the following with their bids. Non-submission of any document/evidence will result in disqualification of the bidders:

<b>Required Documents/Evidences</b>	<b>Yes/No</b>
1. NTN Certificate (If applicable).	
2. GST Certificate (If applicable).	
3. On Active Tax Payers List of FBR (If applicable).	
4. Bid Security equal to 2% of Quoted Bid.	
5. Registration/ Incorporation/ Business Certificate and number of business years in Pakistan.	
6. Complete Company profile with pictorial evidences of manufacturing facility, showroom, shop/display centre.	
7. Evidences of completed work with a reputed firm/organization/government department.	
8. Affidavit to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/ Division/ Ministry.	
9. Compliance with schedule of requirements	
10. Original Bidding Documents duly signed/ stamped.	