

**SHAHEED BENAZIR BHUTTO UNIVERSITY**  
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**TENDER ENQUIRY NO.SBBU/Procurement/ Dated: 2025**  
**FTN No: 9030405-5**



**TENDER FORM**  
**FINANCIAL PROPOSAL**

**STATIONARY/EXAMINATION MATERIAL**  
**OF SBBU FOR THE YEAR 2024-2025**

**DATE OF SUBMISSION & OPENING**  
**22<sup>nd</sup> January 2025**

TIME OF RECEIVING TENDER 11:00A.M  
TIME OF OPENING TENDER 11:30A.M  
TENDER FEE Rs. 3,000/- (Non-Refundable)

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**SHAHEED BENAZIR BHUTTO UNIVERSITY, NAWABSHAH, SHAHEED BENAZIRABAD**

## **TENDER NOTICE**

Shaheed Benazir Bhutto University, Shaheed Benazirabad invites sealed tenders are invited as per SPPRA rules from Bidders having experience in relevant field and registered in Income Tax and Sales Tax Departments. The procurement details are mentioned in below table:

<b>S. No</b>	<b>Name of Work</b>	<b>Earnest Money (Rs)</b>	<b>Tender fees</b>	<b>Completion Period</b>
01	Stationary/Examination material for SBBU SBA	5%	3000	3-Months

### **Terms and Conditions:**

The Bid Document can be obtained on payment of a Tender fee of Rs. 3000/- in the shape of Pay Order/Demand Draft (Non-refundable) in favor of Security deposit SBBU-SBA or can be downloaded from SPPRA's EPADS website i.e. ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)), SBBU-SBA's website i.e. [www.sbbusba.edu.pk/tender](http://www.sbbusba.edu.pk/tender) on any working day from 06-01-2025 up to 21-01-2025.

Bids completed in all respects in sealed envelopes, mentioning name of work and must be submitted via SPPRA Rules 24-2 on or before 22-01-2025 upto 11:00 am along with a bid security 5% of Bid Price in the shape of Pay Order/Demand Draft in favor of Security deposit SBBU-SBA. Proposal will be opened on 22-01-2025 at 11:30 am in the presence of Committee Members and representatives of bidders with authorized letter, who wish to attend. The tender will be open on next day in case of holiday declared by Govt. of Sindh or University Authority.

Place of issuance, Submission, Inquiries & opening shall be office of Director Procurement Shaheed Benazir Bhutto University Shaheed Benazirabad, Sakrand Road Landhi stop, Nawabshah.

1. The method of procurement is "Single Stage-Two Envelop" Procedure (Technical Proposal & Financial Proposal).
2. The Bidder should have certificate for Printing Press as per Name mentioned in NTN.
3. The incomplete quoted bids as per BOQ shall be disqualified.
4. The Bidders should have minimum three years of experience of supplying & printing.
5. The bidders be registered with Tax Authorities (FBR & GST).
6. All supplying & printing material will be delivered, in packed condition directly at SBBU SBA. If delivered material is not conforming to the specifications and bill of quantity, the material will not be accepted. The inspection was done at SBBU SBA.
7. The bidder must provide affidavit that firm has never been blacklisted.
8. The bids will be rejected if the bids are not accompanied by bid security of required amount, bids received after specified date and time, conditional bids, bids submitted by blacklisted firms and incomplete bids as per instructions given in the bidding documents.
9. The bid validity period shall be the Ninety (90) days.

The Procuring Agency reserves the right to reject any or all bids subject to relevant provision of SPP Rules, 2010 and may cancel the bidding process at any time, prior to the acceptance of a bid or proposal, under Rule-25 of said Rules.

**Director Procurement**  
**SHAHEED BENAZIR BHUTTO**  
**UNIVERSITY, Shaheed Benazirabad**

# INSTRUCTIONSTOBIDDERS.(ITB)

## 1. SOURCESOFFUNDS

- 1.1 The Procuring agency has allocated funds / received / applied for loan / grant / federal / provincial / local government funds from the source(s) indicated in the bid data sheet in various currencies towards the cost of the project / schemes specified in the bidding data and it is intended that part of the proceeds of this loan / grant / funds / will be applied to eligible payments under the contract for which these bidding documents are issued.
- 1.2 Payment by the Fund will be made by procuring agency from university funds or only at the request of the Procuring agency and upon approval by the Government of Sindh., and in case of a project will be subject in all respect to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the FederalGovernment /Sindh Government, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

## 2. ELIGIBLE BIDDERS

- 2.1 This Invitation for Bids is open to all original Manufacturers, within Pakistan and abroad, and their Authorized Agents/Importers/Bidders/Distributors.
- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the University to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Federal Govt. or Provincial Govt.
- 2.4 Bidder should not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization.

## 3. ELIGIBLE GOODS

- 3.1 Theoriginofallthegoods&relatedservicestobesuppliedundertheContractshouldbementioned.
- 3.2 Origin means the place where the goods are manufacture or produce or the place from which the related services are supplied.
- 3.3 All goods mentioned in Bill of Quantity(BoQ) and related services to be supplied under the contract shall have their origin in eligible source from foreign countries and all expenditures made under the contract shall be limited to such goods and services.

## 4. COST OF BIDDING

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid.The Procuring agency will not be responsible or liable for these costs.

# THEBIDDOCUMENT

## 5. CONTENTS OF BIDDING DOCUMENTS

- 5.1 The Bidding Documents: In addition to the Invitation for Bids (IFB) / Tender Notice,the bidding documents include:
  - i. Invitation To Bidders(ITB);
  - ii. Instruction to Bidders(ITB);
  - iii. General Conditions of Contract (GCC);
  - iv. Special Conditions of Contract (SCC);
  - v. Bid Data Sheet
  - vi. Bill of Quantities;

### Note:

- a. In case of discrepancies between the Invitation for Bids (IFB)/Tender Notice and the Bidding Documents, the Bidding Documents shall take precedence.
- b. The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.

## 6. AMENDMENT / CLARIFICATION OF BID DOCUMENT

- 6.1 An interested Bidder requires any clarification regarding bid document may notify the Procuring

Agency in writing as per SPPRA Rule 23(1).

- 6.2 At any time prior to the dead line for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
- 6.3 All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing, which will be binding on them.
- 6.4 In order to allow prospective bidders reasonable time to take the amendment(s) into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for submission of the bids.

## **BIDPREPARATION**

### **7. *BID PROCEDURE***

SINGLESTAGE–TWO ENVELOPE PROCEDURE:

- 7.1 Bids shall be accepted under the single stage-two envelope procedure defined in the SPP Rules 2010 at Clause 46(1).
- 7.2 The bids shall be opened in the presence of bidders or their authorized representative at the prescribed time, date and venue.
- 7.3 The Bids shall be evaluated in accordance with the evaluation / qualification criteria specified in these bidding documents besides any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44 of SPP Rules 2010;

### **8. *LANGUAGE OF BID***

- 8.1 The bid document as well as all correspondence by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English.

### **9. *DOCUMENTS COMPRISING THE BID***

- 9.1 The bid prepared by the Bidder shall comprise as per requirement in eligibility criteria and evaluation criteria
- 9.2 The bid prepared by the Bidder shall comprise the following:
  - 9.2.1 Bid Form;
  - 9.2.2 Price Schedule;
  - 9.2.3 Documentary evidence to the effect that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
  - 9.2.4 Documentary evidence to the effect that the goods to be supplied by the Bidder are eligible goods and related services as defined in clause- 3 and conform to the bidding documents; and
  - 9.2.5 Bid Security.

### **10. *BID PRICES***

- 10.1 The prices and discounts quoted by the Bidder in the Bid Form and in the Price Schedules shall conform to the requirements specified below.
- 10.2 All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid.
- 10.3 The price to be quoted in the Bid Form shall be the total price of the Bid excluding any discounts offered.
- 10.4 The Bidder shall quote any unconditional discounts and the methodology for their application in the Bid Form.
- 10.5 Prices proposed in the Price Schedule Forms for Goods, shall be disaggregated, when appropriate. This disaggregation shall be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This shall not in any way limit the Procuring Agency's right to contract on any of the terms offered:
  - 10.5.1 Price Schedule For Goods offered from within the Procuring Agency's country:
    - Detailed Specification of Stores
    - Model/Cat No.
    - Name of Manufacturer.
    - Country of Origin
    - Quantity of Stores
    - Unit
    - the unit price of the goods quoted on delivered duty paid (DDP) basis, including all customs duties and

- sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of goods, or on the previously imported goods of foreign origin;
  - If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes during the contract period shall be passed on to the Procuring Agency; and
  - The total price for the item.
- 10.6 Final Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- 10.7 If it was proved during the contract period that bidder has supplied the contracted item(s) to any other purchasing agency in Pakistan at the prices lower than the contracted prices, the balance amount will be deducted from the bill and / or security deposit of the bidder.

## **11. BID CURRENCIES**

- 11.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

## **12. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION**

- 12.1 The documentary evidence of the Bidder's qualification to perform the contract, if its bid is accepted shall be to the Procuring Agency's satisfaction that:
- a. In the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring Agency's country;
  - b. The Bidder has the financial, technical, and production capability necessary to perform the contract;
  - c. In the case of a Bidder not doing business within the Procuring Agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Bidder's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - d. The Bidder meets the evaluation & qualification criteria of bidding document.

## **13. DOCUMENTS ESTABLISHING GOOD'S ELIGIBILITY AND CONFORMITY TO BID DOCUMENTS**

- 13.1 The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract, pursuant to TB Clause 8.
- 13.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 13.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- a. A detailed description of the essential technical and performance characteristics of the goods; and
  - b. An item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 13.4 The Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive, for purposes of the commentary to be furnished pursuant to ITB Clause 12.3(b) above.
- 13.5 The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring Agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specification

## **14. BID SECURITY**

- 14.1 The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency specified in the Bid Data Sheet and SCC. Unsuccessful bidders' Bid Security will be returned soon after approval of the successful Bidder. The successful Bidder's Bid Security will be discharged upon signing of contract and furnishing the Performance Security bond, duly guaranteed by a scheduled bank.
- 14.2 The Bid Security shall remain valid for a period of 28 days beyond the bid validity period.
- 14.3 The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the Security's forfeiture;
- 14.4 The Bid Security may be forfeited:
- a. If a Bidder withdraws its bid during the period of bid validity; or
  - b. In the case of a successful Bidder, the Bidder fails:
    - To sign the Contract; or

- To complete the supplies in accordance with the General Conditions of Contract.

## **15. BID VALIDITY**

- 15.1 Bids shall remain valid for 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.
- 15.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons 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.
- 15.3 Bids shall remain valid for 90 days from the date of its technical opening. A bid valid for a shorter period shall be treated as non-responsive bid and shall be rejected

## **16. ALTERNATIVE BIDS**

- 16.1 Unless otherwise indicated in the BDS, alternative bids shall not be considered.

# **SUBMISSION OF BIDS**

## **17. SEALING AND MARKING OF BIDS**

- 17.1 The envelopes shall:
  - (a) Having the name and address of the Bidder;
  - (b) Having the specific identification of the name and NIT reference number;
  - (c) Having the Procuring Agency's name and address mentioned in NIT.
  - (d) having a statement: "**DO NOT OPEN BEFORE**" the time and date specified in the Bid Data Sheet.
- 17.2 If the envelopes are not sealed and marked as required above, the Procuring Agency will not responsible for the misplacement or premature opening of the bid.

## **18. DEADLINE FOR SUBMISSION OF BIDS**

- 18.1 Bid must be submitted by the bidder and received by the Procuring Agency at the specified address not later than the time and date specified in the Bid Data Sheet.
- 18.2 The Procuring Agency may, at its convenience, extend this deadline for submission of bids by amending the bidding documents in which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **19. LATE SUBMISSION OF BID**

- 19.1 A bid received by the Procuring Agency after the deadline for submission of bids shall not be entertained and returned unopened to the bidder.

## **20. MODIFICATION AND WITHDRAWAL OF BIDS**

- 20.1 The Bidder may modify or withdraw his submitted bid, by written notice received by Procuring agency prior to the deadline prescribed for submission of bids.
- 20.2 No bid may be modified and withdrawn after the deadline for submission of bids.
- 20.3 The Bidder may after its submission withdraw prior to the expiry of the deadline prescribed for submission of bids.

# **OPENING AND EVALUATION OF BIDS**

## **21. OPENING OF BIDS BY THE PROCURING AGENCY**

- 21.1 The Procuring Agency will open all bids in the presence of bidders / representatives, at the time, date, and at the place specified in the Bid Data Sheet. The bidders / representatives shall sign attendance sheet.
- 21.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, bid security and such other details as the Procuring Agency, at its discretion, will be announced at the opening of bid. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.
- 21.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 21.4 The Procuring agency will prepare minutes of the bid opening meeting.

## **22. CLARIFICATION OF BIDS**

- 22.1 During evaluation process of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of his bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### **23. PRELIMINARY EXAMINATION**

- 23.1 The Procuring Agency will examine the bids to determine whether complete, computational errors, required sureties have been furnished, the documents have been properly signed, and the bids are generally in order.
- 23.2 Arithmetical errors will be rectified on the following basis:
- If there is any **discrepancy** in the product between unit price and total price, **the unit price shall prevail**, and the total price shall be corrected accordingly.
  - If the Supplier does not accept the correction of the errors, its bid will be rejected, and bid security shall be forfeited.
  - If there is any discrepancy found between words and figures, the **amount in words will prevail**.
- 23.3 The Procuring Agency may waive any minor informality, non conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 23.4 Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, 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 Bid Security, Applicable Law, and Taxes and Duties, will 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.
- 23.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### **24. EVALUATION AND COMPARISON OF BIDS**

- 24.1 The Procuring Agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 24.2 The Procuring Agency's evaluation of a bid will be on delivered duty paid (DDP) basis inclusive of prevailing duties/taxes/levies and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 24.3 The Procuring Agency's evaluation of a bid will take in to account, in addition to the bid price quoted, one or more of the following factors, and quantified:
- Incidental costs:** Incidental costs provided by the bidder will be added by Procuring Agency to the bid price at the final destination.
  - Delivery schedule offered in the bid:** The goods covered under this invitation are required to be delivered / shipped within an acceptable range of weeks specified in the Schedule of Requirement.
  - Deviations in payment schedule from that specified in the Special Conditions of Contract:** Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring Agency may consider the alternative payment schedule offered by the selected Bidder.
- 24.4 For the purpose of comparison of bids quoted in different currencies, price shall be converted into Pakistani Rupees. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids, as notified by the National Bank of Pakistan (NBP) / State Bank of Pakistan (SBP).

### **25. Evaluation Criteria**

#### **TECHNICAL EVALUATION OF BIDS**

- 25.1 The bids disqualified / not responsive to the Mandatory Qualification Criteria provided in this document shall not be eligible for further Technical or Financial Evaluation.
- 25.2 Joint Venture / Consortium Bids, Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Blacklisted firms shall be treated as rejected/non- responsive.
- 25.3 Evaluations shall be based on the record/documentary evidences submitted by the bidder.
- 25.4 Bids should be fully responsive to the technical specifications of the goods.
- 25.5 Goods shall be evaluated as per the sample furnished or demo provided by the bidder for physical verification/technical evaluation.

#### **FINANCIAL EVALUATION OF BIDS:**

- 25.6 Financial bids of the technically responsive/qualified bidders shall be considered only.
- 25.7 Bids not accompanied by the Bid Security of required amount and form shall be rejected.



- 25.8 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder.
- 25.9 The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance of the offer provided that it fulfills the laid down terms and conditions of the tender.

## **26. CONTACTING THE PROCURING AGENCY**

- 26.1 No bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If any bidder wishes to bring additional information to the notice of the Procuring Agency, it may do so in writing.
- 26.2 Any direct or indirect effort by a bidding firm to influence the Procuring Agency during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Procuring Agency's future bids.

## **27. REJECTION OF BIDS**

- 27.1 Notwithstanding anything stated here-before after the Procuring Agency may reject any or all bids at any time prior to the award of contract.
- 27.2 The Procuring Agency may communicate in written to a bidder for its rejection.
- 27.3 If any erasing and/or alterations in the submitted bid shall be authenticated by the authorized person by his full signature. Use of hand written writing and white fluid markers shall lead to rejection of bid.
- 27.4 Ambiguous and incorrect information in the submitted bid will result rejection of bid.

## **28. RE-BIDDING**

- 28.1 If the Procuring Agency has rejected all bids, it may move for a re-bidding or may seek any alternative method of procurement under the provisions of the prevailing Rules.

## **29. ANNOUNCEMENT OF EVALUATION REPORT**

- 29.1 The Procuring Agency will announce the Evaluation Report prior to the award of contract as per SPPRA Rule 45.

# **AWARDOFCONTRACT**

## **30. ACCEPTANCE OF BID AND AWARD CRITERIA**

- 30.1 The Procuring Agency will award the contract to the qualified bidder as per criteria mentioned in the bid data sheet.
- 30.2 The bids will be awarded, if not in conflict with any other law, rules, regulations or policy of the Government. The contract will be awarded within the original or extended period of bid validity.

## **31. PROCURING AGENCY'S RIGHT TO CHANGE QUANTITIES AT TIME OF AWARD**

- 31.1 The Procuring Agency reserves the right to change the quantity of item(s) mentioned in bill of quantity without any change in unit price or other terms and conditions.

## **32. LIMITATIONS ON NEGOTIATIONS**

- 32.1 The Procuring Agency reserves the right to hold negotiation of delivery schedule or completion schedule for all the items or any item.
- 32.2 Negotiations will not be used to change substantially:
1. The technical quality or details of the requirement, including the tasks or responsibilities of the bidder or the performance of the goods;
  2. The terms and conditions of the Contract and;
  3. Any thing affecting the crucial or deciding factors in the evaluation of the proposals/bid and/or selection of successful bidder.

## **33. NOTIFICATION OF AWARD OF CONTRACT**

- 33.1 Pursuant to Rule 45 of SPP Rules 2010 (Amended 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 33.2 Prior to the expiry of the original or extended period of bid validity, the successful bidder will be informed in writing of acceptance of its bid by the Procuring Agency.

## **34. SIGNING OF CONTRACT**

- 34.1 While conveying acceptance of bid to the successful bidder, the Procuring Agency will send the bidder Contract Form, incorporating all points of agreement between the Parties.

- 34.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder and the Procuring Agency will sign and date the Contract on legal stamp paper valuing 0.35% of the value of contract, (cost shall be borne by the bidder). In case the successful Bidder, after completion of all codal formalities, shows inability to sign the Contract, its Bid Security shall be forfeited. The firm may also be blacklisted from taking part in any future bidding of Procuring Agency for a period upto five Years. In such a situation, the Procuring Agency may make the award to the next lowest evaluated responsive bidder or move for re-bid.

### **35. PERFORMANCE SECURITY**

- 35.1 The successful Bidder shall furnish Performance Security. Upon submission of Performance Security the Bid Security will be returned to the Bidder. The amount of Performance Security is specified at Bid Data Sheet.
- 35.2 Failure of the successful Bidder to comply with any of the requirements specified in this document shall be considered as sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next lowest evaluated Bidder at the risk and cost of the former.

### **36. CORRUPT OR FRAUDULENT PRACTICES**

- 36.1 The Procuring Agency and the Bidders / Manufacturers / Contractors are expected to observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, the relevant terms / phrases as may apply are defined below:
- (i) "**corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
  - (ii) "**Fraudulent Practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non competitive levels and to deprive the Procuring Agency of the benefits of free and open competition;
  - (iii) "**Coercive Practice**" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
  - (iv) "**Collusive Practice**" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- 36.2 The Procuring Agency will take all possible administrative / legal measures if it is found that the Bidder recommended for award was / is engaged in corrupt or fraudulent practice(s) before or after signing of the contract resulting into the conviction of the proprietor under criminal case besides blacklisting of the firm either indefinitely or for such period of time as may be determined by the Procuring Agency.
- 36.3 Will declare a firm ineligible, either indefinitely or for a stated period of time, for the award of a Contract if it, at any time, determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a Contract.

# **GENERAL CONDITIONS OF THE CONTRACT**

## **STATIONARY/EXAMINATION MATERIAL OF SBBU, SBA FOR THE YEAR 2024-2025**

### **CLAUSE: 1. INSTRUCTIONS TO THE BIDDERS:**

- 1) The tenders shall be submitted with all documents and literature and catalog in sealed envelopes, with sealing wax/gum, the envelop must contain tender inquiry No. on the top. The name of manufacturer and the supplier should be affixed on the face of envelopes at the left side.
- 2) Tenders must be filled in with Blue or Black ink in the column provided / provided in BOQ documents duly signed.
- 3) The tenders must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 4) The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be taken as authenticated and final.
- 5) Conditional tenders will be ignored and will not be considered/entertained/accepted.
- 6) Original purchase receipt of tender fee or in shape of Pay order / DD original as tender form fee in favour of Security deposit SBBU must be enclose with the tender form.
- 7) The tendered rate should be inclusive of all taxes, Income & Sales Tax etc. payable to Federal & Provincial Govt. or Local bodies and no claims on this account shall be entertained.
- 8) The bidder shall furnish General sales tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from GST either documentary evident or certificate from competent authority shall be attached with the offer.
- 9) The bidder shall furnish copy of valid professional Tax (Excise & Taxation) Certificate
- 10) List of similar assignments with cost under-taken over the past (05) years.

### **CLAUSE: 2. SPECIAL CONDITIONS:**

- 1) Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be granted /accorded for the supply of initial quantity.
- 2) The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end.
- 3) The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt./Semi Government institution or Armed Forces in the province or outside in the same fiscal year.
- 4) The successful supplier / bidder must be bound to supply the awarded items mentioned dated supply orders on the quoted rates.

### **CLAUSE: 3. PURCHASER'S RIGHT TO VARY QUANTITIES.**

The Purchase Committee reserves the right to increase/decrease or delete the quantities of any items at the time of award of contract and also reserves the right to enhance the quantities of goods/service originally specified in the Schedule of Requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

### **CLAUSE: 4. PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

The Procurement/tender Committee reserves the right to accept or reject any bid in accordance with the provision provided in SPPRA rules and to annual the bidding process and rejects all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the Purchaser's action.

### **CLAUSE 5. ELIGIBLE BIDDERS**

This Invitation for Bids is open to all suppliers within Pakistan. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal or Provincial), a local body or a public sector organization.

The bidders should have operational office(s) in Pakistan and possess financial sustainability to meet timely supply of items.

### **CLAUSE: 6.**

## **A. ELIGIBILITY / QUALIFICATION CRITERIA OF BIDDERS**

As per evaluation criteria in this bid document

## **B. CRITERIA FOR EVALUATION OF BIDS.**

As Per Product Specification/Sample of Tender

### **CLAUSE: 7. NOTIFICATION OF AWARD OF CONTRACT**

- 1) Prior to the expiration of the period of bid validity, the Procurement/tender Committee will notify the successful bidder in writing about the acceptance of the offer by letter, to confirm in writing that the bid has been accepted.
- 2) The notification of award will constitute the formation of the contract.

### **CLAUSE: 8. AWARD OF CONTRACT:**

Subject to the fulfillment of all formalities, the Purchase committee will issue the supply orders to successful Bidder who accepts the award of contract.

### **CLAUSE: 9. PAYMENTS.**

#### **(A) Interim/Running Bill.**

The competent authority of procuring agency shall pass/certify the amount to be paid to the supplier, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes. All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for supply actually done and completed, and shall not preclude the competent authority from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

#### **(B) The Final Bill.**

A bill shall be submitted by the supplier within one month of the date fixed for the completion of the work otherwise Purchase & Store Officer's certificate of the total amount payable for the supply shall be final and binding on all parties.

### **CLAUSE 10. PERFORMANCE SECURITY SPPRA RULE-39.**

An amount as mentioned in Bid Data Sheet in the form of pay order / demand draft shall be called from successful tenderers / bidders before issuance of supply order which will be refunded on satisfactory completion of the job, as per clause 12 of general conditions of the contract of this bidding document.

### **CLAUSE: 11. REDUCED RATES.**

In cases where the items of supply are not accepted as so completed, the competent authority may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

### **CLAUSE: 12. REFUND OF SECURITY DEPOSIT / PERFORMANCE SECURITY SPPRA RULE-39.**

On completion of the whole of the supplies (a supplies should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final supplies has been made by a competent authority, the defects notice period has also passed and the competent authority has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in form of pay order or recovered in installments from his bills) shall be refunded to him after the expiry of 30 days from the date on which the supplies are completed.

### **CLAUSE: 13. UNDERTAKING:**

- That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.

- I/We understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt/Semi Govt: Institution, Armed Forces, in the province in the same fiscal year.
- I/We undertake that, if any of the information submitted in accordance to this tender enquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

**PROCURING AGENCY**



**STATINARY/EXAMINATION MATERIAL  
OF SBBU,SBA FOR THE YEAR 2024-2025**

**RECEIPT**

Received amounting of Rs. 3,000/- (Rupees One Thousand only) vide receipt No. , Dated: from M/s. Regarding Tender Form fee (nonrefundable) for Stationary/Examination material of SBBUSBA for the Year 2024-2025

**Director Procurement**  
Shaheed Benazir Bhutto University  
Nawabshah, SBA.

# TERMS & CONDITIONS

## STATIONARY/EXAMINATION MATERIAL OF SBBU FOR THE YEAR 2024-2025

All interested venders/ suppliers are requested to read following terms & conditions carefully for strict compliance:

1. Supplier will have to provide call deposit (%as mentioned in bid data sheet) of bid amount in the favor of the Security deposit, SHAHEED BENAZIR BHUTTO UNIVERSITY, Shaheed Benazirabad, in case of failure the tender document will not be entertained
2. Tender is called on Rate Contract & Item(s) Rate Basis.
3. After completion of all formalities the successful bidder will be bound to accept supply order throughout the year i.e. till 30<sup>th</sup>-June-2025.
4. Quantity at any time can be increased / decreased or any item can be deleted
5. The Supplier will have to produce evidence in respect of their registration with Income Tax, Sales Tax & departments.
6. The bid shall comprise a single stage one envelope procedure. The envelope contain "TECHNICAL & FINANCIAL PROPOSAL" and mentioned clearly address of the Bidder / Supplier
7. In case of failure on the part of Supplier to Supply as per specification or within the stipulated time, penalty of 3% of the supply order per week or part thereof up to maximum limit of 10% will be imposed on the supplier.
8. The Successful bidders will be bound to carry out job according to specification/sample provided in the BOQ with in specified time given in the supply order, failing which his earnest money shall be forfeited.
9. The successful bidder has to furnish such undertaking in writing on the stamp paper of Rs: 100/-
10. The rates should be given inclusive of GST, Income Tax & any other government duty.
11. Income tax, G.S.T, Stamp duty & other applicable taxes and duties at the government prescribed rates are deductible from the bill.
12. The item(s) which is/are exempted from GST, the rates for the same must be quoted accordingly, stating clearly in BOQ, the cost of all those item(s) excluding G.S.T at the time of payment, no claim for GST shall be paid.
13. Only those bidders shall be accepted which are written / quoted given BOQ of the University.
14. All those Suppliers who have been blacklisted by any Government Department, their bids shall not be entertained.
15. Suppliers must produce eligibility as per SPPRA rules. In case of non-production of eligibility tender forms will not be issued.
16. Conditional tenders will not be accepted.
17. Payment will be made on availability of funds, if delayed due to any reason; no extra interest / mark-up will be accepted / paid.
18. Rejected consignment shall be returned back to dealers / suppliers at their own cost.
19. Performance security as mentioned in bid data sheet shall be called from the successful bidders, as per clause 12 of GCC of this bidding document.
20. Bid money to unsuccessful bidder shall be refunded after one week of tender opening on receipt of application on official letter pad.
21. On intimation from the office of the Purchase Officer, vender(s) who has / have qualified for bid / item has to furnish sample of the item(s) before issuance of supply order.
22. Please note that the supply order shall be issued after evaluation of sample of the item(s) by the Purchase Committee to the lowest evaluated bid under "SPPRA Rule 49. Award of Contract".
23. Contractor is bound to maintain the secrecy of sensitive material.

# BID DECLARATION FORM

**(Mandatory Filled and Attached with Financial Proposal)**

## **STATIONARY/EXAMINATION MATERIAL OF SBBU SBA FOR THE YEAR 2024-2025**

1. Name of Interested Firm:
2. CNIC#: (Please attach Copy of CNIC)
3. NTN #: (Please attach Copy of NTN Certificate)
4. GST#:  
(Please attach Copy of GST Certificate)
5. Total Bid Amount Rs:

In words:

Earnest Money Amount Rs: DD/PO#:

In words:

Bank:

6. Contact Person:

7. Postal Address:

8. Email Address:

9. Telephone: PTCL: Cell Phone:

**Declaration:** I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare the all the terms and conditions of the bidding document are accepted.

**Contractor**

Sign with stamp



# ANNEXURE

## UNDERTAKING ON STAMPPAPER(PKR100/-)

Date:

### **Tender Invitation to Bid Number**

### **Procurement of**

#### **A-NON-BLACKLISTED**

1. The bidder shall not have been barred / black listed by any of Federal or Provincial Government Department, Organization or Autonomous Body or any other Procuring Agency in Pakistan.
2. AnydirectororownerofthebiddingcompanyisnotawardedanypunishmentfromanyCourtofLaw.
3. Bidder has submitted the correct and complete information along with the bid/offer. If any document / information is found forged / engineered / fake / bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.

#### **B-REQUIREDEXPERIENCE&TURNOVER**

4. The Bidder has required experience in the relevant field since last three Years.
5. The Bidder has the required Average Annual Turnover for last three years.

#### **C-SUPPLYOFITEMS:**

6. The Bidder has quoted the items as per required specification.
7. The Bidder shall supply the items as per required make, model and quality.

#### **D-SPECIALCONDITION:**

8. The Bid Validity Period is 90 Days and can be extendable as per SPPRA Rule #38-06 &07.
9. The bidder has submitted the complete tender proposal with accurate data and material .If the Procuring Agency found at any stage a document or piece of information is forged, faked, or bogus, the Procuring Agency has the right to take necessary action as per SPPRA Rules.
10. Our firm carefully gone through the Terms &Conditions as mentioned in the bid document.The bidder has agreed all the terms & condition given in the bid document.

***AuthorizedSignature***  
***Name of the signatory***  
***Bidder***  
***CompanyStamp/Seal:***

# BID DATA SHEET

<b>Procuring Agency</b>	<b>SHAHEED BENAZIR BHUTTO UNIVERSITY, NAWABSHAH, SBA</b>	
<b>Tender Description</b>	<b>Procurement of Stationary / Printing Material</b>	
<b>Bid Procedure:</b>	<b>Single Stage–Two Envelope</b>	
<b>Bidder's (Who can Apply)</b>	1	Bidder shall be a Pakistan nationality.
	2	The Bidder must have valid NTN Number, GST&SRB (Where applicable),
	3	The bidder is NOT BLACKLISTED from any Procuring Agency in Pakistan.
	4	The bidder shall have at-least 03 years of experience in the relevant field.
	5	The bidder should have required annual turn over as mentioned eligibility criteria.
	6	Firm must comply with specifications mentioned in bidding documents.
	7	The Conditional bid will be disqualified.
	8	The Bidder shall submit e-bid as per SPPRA Rule 24-2.
<b>Bid Document can be purchased From:</b>	Office of the Director Procurement, SBBU, SBA, Nawabshah. <b>PTCL#0244-9370521.</b> <b>Email:</b> <a href="mailto:dp@sbbusba.edu.pk">dp@sbbusba.edu.pk</a>	
<b>Language:</b>	English	
<b>Bid Currency:</b>	Bid shall be in PKR.	
<b>Quoted Prices.</b>	The Bidders shall quote price including Delivery Duty Paid and all applicable taxes.	
<b>Bid Security:</b>	<b>5%ofquotedbid</b> ;Only Demand Draft in the favor of “Security deposit, Shaheed Benazir Bhutto, University, Shaheed Benazirabad”	
<b>Bid Validity:</b>	The bid should be valid for 90 days	
<b>Performance Security</b>	<b>10%</b> of Contract Award Amount (as mention in Acceptance Letter). Only Demand Draft in the favor of “Security deposit, Shaheed Benazir Bhutto, University, Shaheed Benazirabad”	
<b>Award Criteria</b>	Most Advantageous Bid	
<b>Purchase Date:</b>	Bid Document will be issued from 1 <sup>st</sup> day of publication in websites (EPADS&SBBU,SBA) or newspaper up to <b>21-01-2025</b>	
<b>Bid Submission/ Closing Time</b>	(Date & time): <b>22-01-2025at11:00(AM)</b> Bids received after the due date and time will be un-accepted.	
<b>Bid Opening</b>	(Date&time): <b>22-01-2025at11:30(AM)</b>	
<b>Bid opening place</b>	Office of Director Procurement, SBBU, SBA	
<b>Delivery Period</b>	<b>Within 03 months at</b> SBBU, SBA (after he issue of Procurement Order)	
<b>Bid Evaluation:</b>	The bids will be evaluated as per Evaluation Criteria given in this bid document.	
	The quantity can be increased/decreased at any time as per SPPRA Rules.	
	The Procuring Agency reserves the right to reject any or all the bids subject to the relevant provisions of SPPRA Rules 25 (1) (Amended 2017).	

Chairman,  
UniversityCentralPurchaseCommittee

# MANDATORY REQUIRED DOCUMENTS

The bidder is required to submit the following mandatory documentary information. The bidder shall ensure and check the attachment before submission of proposal.

<b>Section A: Mandatory Selection / Eligibility / Responsiveness criteria (Bidder Must Qualify 100% in Mandatory Criteria for Further Technical Evaluation)</b>			
<b>A</b>	<b>Mandatory Requirements</b>	<b>Yes</b>	<b>No</b>
1	Registration with Income Tax Department (Having Active Status On FBR Taxpayer Profile for the current month)		
2	Registration with Sales Tax Department Having Active Status On FBR Sales Tax Profile for the current month)		
3	Valid Sales Tax Registration with Sindh Revenue Board with Active Taxpayer Status on SRB website.		
4	Company Profile of a Bidder		
5	Prices quoted on BOQ as per provided in the tender documents		
6	Item-wise / Feature-wise product compliance / deviation sheet /statement.		
7	Compliance to bid validity period , Payment Terms & Conditions & Delivery Schedule		
8	Copy of CNIC of signatory of the Bid Forms		
9	Required Earnest Money / Bid Security are attached.		
10	Complete Bidding Document duly signed and stamped on its each/every page as acceptance of all terms and conditions.		
11	Authorization Letter on Company Letterhead		
12	Warranty Bond Affidavit on Stamp Paper of Rs. 100/- duly notaraized		
13	Affidavit on stamp paper of Rs. 100/- duly notarized to the effect that: i- The bidder is neither blacklisted nor suspended by any National/International, including Provincial and Federal Government. ii- Any director or owner of the bidding company is not awarded any punishment from any Court of Law. iii- Bidder has submitted the correct and complete information along with the bid/offer. If any document / information is found forged / engineered / fake / bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.		

**Contractor Chairman,**  
Sign with stamp University Central Purchase Committee

# BIDDERS QUALIFICATION CRITERIA

The bidder is required to submit the following mandatory documentary information. The bidder shall ensure and check the attachment before submission of proposal.

<b>Section B: Technical Qualification</b>			
<b>Bidder Must Obtain 85% Marks to meet the Qualification Criteria</b>			
		<b>Maximum Marks</b>	<b>Obtained Marks</b>
<b>B.</b>	<b>Year Establishment (Must be Registered With SECP)</b>		
<b>1</b>	<b>Establishment During 2010 or Before (10 Marks)</b>	<b>10</b>	
	<b>Establishment During 2015 or Before (08 Marks)</b>		
	<b>Establishment During 2020 or Before (05 Marks)</b>		
	Non-submission of Relevant Document. ( No Marks)		
<b>2</b>	<b>Prior Similar Experience</b>	<b>10</b>	
	Bidder's prior similar experience ( <i>during the last five years</i> ) for supply of quoted item(s) in Pakistan.		
	5 Purchase Orders ( 05 Marks)		
	10 Purchase Orders ( 10 Marks)		
	Less than 5 Purchase Orders. ( No Marks)		
<b>3</b>	<b>Prior General Experience</b>	<b>5</b>	
	The bidder should have two General Nature Workorders having minimum 85% of the estimated budget.(5 Marks)		
<b>4</b>	<b>Client Performance Certificates</b>	<b>5</b>	
	Provision of minimum 05 Client Satisfactory Performance Certificate from different well-known organizations, During last 5 years. (5 Marks)		
	Non-submission of Client Satisfactory Performance Certificate. ( No Marks)		
<b>5</b>	Press Declaration from Govt of Sindh	<b>10</b>	
<b>6</b>	Valid Professional Tax Certificate	<b>5</b>	
<b>7</b>	Company Should be ISO Certified (Attach Certificate)	<b>10</b>	
<b>8</b>	Registration with Chamber of Commerce	<b>5</b>	
<b>9</b>	Audited annual financial statements of last (03) Yehaving	<b>15</b>	
<b>10</b>	FBR Returns of OFFICIAL / DECLARED ACCOUNT for last (03) Years Having Minimun Turnover of 35 Million	<b>10</b>	
<b>11</b>	Submission of samples of paper along with bidding documents is mandatory bids submitted without samples shall be treated as "Non-Responsive".	<b>15</b>	
<b>Total:</b>		<b>100</b>	

It is worth to mention here that:

1. The Bidder meeting the above requirement will be eligible for further necessary action thus provide relevant document. The bidders shall set his profile according to sequence of criteria and shall also tag them as per serial number given to evaluation conditions as mentioned in above table.
2. To qualify for financial evaluation, the bidders must secure 70% marks / points in Technical Evaluation besides compliance of all mandatory clauses.
3. SBBU, SBA reserves the right to visit the site for the physical verification of equipment, human resources etc.

**Contractor Chairman,**  
Sign with stamp University Central Purchase Committee

# Bill of Quantities

## Stationary / Examination Material

Sr. No.	Name & Description of Item with Specification	Quantity	Unit	Unit Price excluding GST	Total Price Excluding GST	GST Applicable	Price including GST	Amount
1	<b>Answer copies (Annual Side)</b> (2 color printing 8 leafs (16 pages) 68g high finishing with sewed/stitched)	500,000	Nos					
2	<b>Supplementary Copies (Annual Side)</b> (2 pages 68g paper)	500,000	Nos					
3	<b>Award List (Annual Side)</b> (1 side printing (68g legal sheet 8.5 x 14)	50,000	Nos					
4	<b>Answer copies (Semester Side)</b> (1 color printing 8 leafs (16 pages) 68g high finishing with sewed/stitched)	200,000	Nos					
5	<b>Supplementary Copies (Semester Side)</b> 2 pages 68g legal size	100,000	Nos					
6	<b>Invigilators Report (Annual Side)</b> 1 side Printing 68g Legal Size	50,000	Nos					
7	<b>Packet Cover Slip (Annual Side)</b> 1 side Printing 68g Legal Size	50,000	Nos					
8	<b>Unfair Means (Annual Side)</b> 1 side Printing 68g Legal Size	20,000	Nos					
9	<b>Receiving Performa List (Annual Side)</b> 1 side Printing 68g Legal Size	50,000	Nos					
10	<b>Signature Sheets (Annual Side)</b> 1 side Printing 68g Legal Size	50,000	Nos					
11	<b>Sealing Wax</b>	300	Packets					
12	<b>Cotton Bags</b> with rope (2.7 Feet x 1.5 Feet)	4,000	Nos					
13	<b>Polythene Plastic Bag</b> Blue Color 21"x14"	20,000	Nos					
14	<b>Polythene Plastic Bag</b> Yellow Color 21"x14"	20,000	Nos					
15	<b>Plastic Bag Black</b> Color 12"x18"	20,000	Nos					
16	<b>Black Markers (Permanent)</b>	50	Packets					

17	<b>Red Ball Point</b> Piano or Signature	100	Packets					
18	<b>Computer Papers</b> <b>Reams</b> <b>Double- A 70g or PPC</b>	2,500	Reams					
19	<b>Stapler Pins (Rg)</b> <b>Dollar/Equivalent</b> <b>(1000x20)</b>	40	Packets					
20	<b>Glue Stick Dux</b> <b>(Medium Size)</b>	100	Nos					
21	<b>Ink Rz Riso Machine</b> <b>(Ez-221A)</b>	08	Nos					
22	<b>Master Roll Machine</b> <b>(Ez-221A)</b>	06	Nos					
23	<b>Mark Certificates</b> Legal Size	100,000	Nos					
24	<b>Ledger paper Green</b> Color Legal Size (100 pages each Ream)	100	Reams					
<b><u>GRAND TOTAL RUPEES:-</u></b>								

### BOQ of Stationary Items for Store

Sr. No.	Name & Description of Item <u>with Specification</u>	Quantity	Unit	Unit Price excluding GST	Total Price Excluding GST	GST Applicable	Price including GST	Amount
1	Paper Ream (PPC 70 Gm) A4	1500	Nos					
2	Legal Paper Ream 80gm	20	Nos					
3	Large Stapler Pins	36	Nos					
4	Scales	24	Nos					
5	Erasers	36	Nos					
6	Sharpener	36	Nos					
7	Pencils	100	pkt					
8	Highlighters	06	Pkt					
9	Glue Stick	10	Pkt					
10	Whito	10	Pkt					
11	Large Stapler Machine	10	Nos					
12	Large Hole Punch Machine	10	Nos					
13	Stapler Machine	36	Nos					
14	Stapler Pins	150	Nos					
15	Board Dusters	100	Nos					
16	Tape Solution	60	Nos					
17	Binding Tap	40	Nos					
18	Paper Cutters	24	Nos					
19	Table Set plastic	12	Nos					
20	Ball Pens (need red ball pen)	60	Pkt					
21	Box files Blue	200	Nos					
22	Sticky Notes (need small size)	50	Pkt					

23	Blank Registers	100	Nos					
24	Board Markers	100	Pkt					
25	Marker Ink	60	Nos					
26	Office Files With Logo	2000	Nos					
27	Permanent Markers	10	Pkt					
<b><u>GRAND TOTAL RUPEES:-</u></b>								

The delivery schedule is within 60 days after the award of contract.  
It is of utmost importance that bids should be submitted very carefully

**Contractor**  
Sign with stamp