

# **UNIVERSITY OF BALOCHISTAN,QUETTA.**

**SARIAB ROAD QUETTA, BALOCHISTAN**

PAY ORDER NO. \_\_\_\_\_

DATED.\_\_\_\_/\_\_\_\_/2025

AMOUNT RS.5000/-

Issued to M/S. \_\_\_\_\_

## ***TENDER DOCUMENT FOR THE SUPPLY OF STATIONERY ITEMS FOR THE FINANCIAL YEAR 2025-2026, UNIVERSITY OF BALOCHISTAN, QUETTA.***



***Director Material Management Section***

***Admin Block Room No:-28***

***Ph:081-9211279***

***Vendor's Name*** \_\_\_\_\_

***Last Date for Submission*** \_\_\_\_\_

***Date of Tender Opening*** \_\_\_\_\_

**Tenderer's Signature & Stamp**

## **INVITATION TO TENDER**

**University of Balochistan, Quetta** invites Tenders for procurement of **“SUPPLY OF VARIOUS STATIONERY ITEMS”** University of Balochistan, Quetta, during Financial Year 2025-2026 from the interested companies / firms/ which must be registered and has Experience in the field of stationery.

### **The Tenderer must: -**

1. Be a registered body (in the field of stationery) duly recognizable under the law of Pakistan.
2. Be registered with FBR for Income Tax and Sales Tax.
3. The registered vendor/supplier must be on the “Active Taxpayer List” of income Tax , Sales Tax, BRA etc.
4. Not be blacklisted.
5. Joint venture is not allowed.
6. Have Experience for the last 5 years in the supply of stationery. (In Educational Institutes Specially on University Level) valid documentary evidence (certificates) must be submitted.
7. The supply must be delivered during the whole Financial Year 2025-2025 on time to time demand /indent basis. (In case of failure, penalty will be imposed as per PPRA Rules).

**Mode of Penalty                      1% per week on the total cost of Indent amount will be deducted.**

**Without Penalty                      As per provided Number of Days.**

8. Enclose Earnest Money (EM) amounting to 5% of the total cost of Tender in the form of CDR/DD from the Bank.
9. Firm is liable to submit **0.25%** stamp duty of total cost (if) in case of awarding the contract.
10. Performance security @ 10% of the supply order value in the form of Pay Order, Demand Draft or Bank guarantee favoring the Treasurer, UoB will be required to be provided by the bidder at the time of acceptance of supply order/award of contract. In case of failing to provide performance security, the authority may deduct and withhold the bid security amount from payment for another period of six months.
11. Supply must be executed according to the sample provided and specification mentioned in the tender documents. The Indenter and Purchase Committee will inspect all the supplied items and the supplier will have to pick the sub-standard or below specification items within two days of objection while no payment will be made to the supplier for rejected items and supplier will be responsible for all kind of liquidated damages.
12. Catalogs, Brushers or any printed material including the detail about required equipment's, Name of dealer, brand (if applicable) and specification for required items must be provided and delivery period for required items will be mentioned along with the tender.
13. Sealed Tenders must be submitted on **“Single stage two envelopes”** method. Proposals should be marked as “Technical Proposal and Financial Proposal separately.
  - a) **Initially only the envelop marked Technical Proposal Shall be Opened.**
  - b) **After evaluating Technical Proposal, the Financial Proposals of the successful bidders shall be opened publically. The Financial Bids of the Firms Technically disqualified will be returned un-opened.**
14. The Tenderer must submit its Tender at **(Treasurer Office Admin Block up to ---/---/2025 till (11:00 am) and will be (Opened on same day at 11:30 am).**

15. Incomplete Tenders, defective Tenders, Tenders not conforming to the Tender documents shall be liable to rejection. Tenders received after due time and date shall be summarily rejected. Procurement Committee (Tender Inviting Authority) reserves unconditional right to cancel the process at any stage and reject any or all the Tenders without assigning any reason thereof and without being liable for any claim / compensation of any nature whatsoever. In case of any dispute the decision of the Competent Authority shall be final.
16. The University of Balochistan, Quetta (Party 1) and the respective vendor, who's Financial Bid, will be accepted for final award of contract (Party 2) will have to produce a mutual Contract Agreement for provision of the stationery items mentioned herein during the entire Financial Year 2025-2026.
17. Any offer not received as per terms & conditions will be rejected.
18. No offer will be accepted if: -
  - a. Received after the date and time.
  - b. Received without Earnest Money.
  - c. Tender documents unsigned.
  - d. The tender is ambiguous.
  - e. The offer is conditional.
  - f. The offer is from a firm black listed.
  - g. The offer is received with a shorter validity (less than one year).
  - h. The offer is not conforming to the specifications.
  - i. Only the tender form issued by the university should be filled and be evaluated.
  - j. Received without Sample (All sample must be provided with Technical Bid).
19. The submission of tender by the firm / supplier means that he has read this notice and condition of the contract and made himself aware of the scope and Specification of the supplies.

**Note:- i) The Tender will be awarded to vendor/vendors on item basis instead of package basis. For each vendor it is compulsory to quote at least 1/3 of the items lowest to qualify for the yearly agreement of supply of stationary.**

**ii) Contract Agreement will/may be signed with more than one firm. In case at any time in future any firm that has quoted any item lowest and cannot provide, the 2<sup>nd</sup> lowest firm will be bound to supply the same item on the first firm's approved rate.**

**Tender Information:-**

Name: \_\_\_\_\_  
(Under Registered)

Address: \_\_\_\_\_

Sales Tax Registration No. \_\_\_\_\_

Income Tax Registration No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Bank Challan No if any. \_\_\_\_\_

Web Site: \_\_\_\_\_

Email Account:- \_\_\_\_\_

Owner /Presenter/Partner- Name who will present on tender opening date and time

\_\_\_\_\_

**Tenderer's Signature & Stamp**

## **DOCUMENTS REQUIRED**

**The Technical Proposal must be composed in accordance with the following requirements. The Technical evaluation of the firms will be carried out in accordance with the same. Documentary evidences are required for all above. The segregation of scoring for Technical Evaluation is attached.**

<b>S.NO</b>	<b>MANDATORY REQUIREMENTS</b>	<b>DOCUMENTS REQUIRED</b>
1.	Tenderer/Prime Tenderer's Registration under the laws of Pakistan	Certificate of Incorporation/Registration
2.	Registration with Income Tax Department	Certificate of Registration
3.	Registration with Sales Tax Department	Certificate of Registration
4.	Complete Company Profile  Local Presence Stationery Shop at Quetta	Lists/any other documentary evidences must be produced
5.	The Company/Firm is not blacklisted	Undertaking on Stamp Paper
6.	Financial Capacity	Bank Statement for the last year
7.	Bill of Quantity 100%	Certificate Bill of Quantity 100% supply of Stationery at the end of year 30-06-2026

**LIST OF REQUIRED STATIONERY ITEMS**  
**SPECIFICATION WITH DETAIL**

NO	ITEMS	RATES IN PKR.
1.	AIR FESHNER BEST QUALITY	RS.
2.	ATTENDANCE REGISTER 2QR	RS.
3.	ATTENDANCE REGISTER 3QR	RS.
4.	BALL POINT CLEPPER/PIANO (PER PACKET)	RS.
5.	BALL POINT MAX	Rs.
6.	BINDER CLIP FILE A4	RS.
7.	BINDER CLIP FILE LEGAL	RS.
8.	BLANCO PEN (EACH)	RS.
9.	BLANK REGISTER 200 PAGES	RS.
10.	BLANK REGISTER 400 PAGES	RS.
11.	BOX FILE IMPORTED	RS.
12.	CALCULATOR CITIZEN CT-9300	RS.
13.	CARBON PAPER KCR BLUE / BLACK (THE SIZE AND NUMBER OF SHEETS IN THE BOX MUST BE MENTIONED).	RS.
14.	CASH BOOK REGISTER (200 PAGES)	RS.
15.	CELLS AAA	RS.
16.	CELLS AA	RS.
17.	CLOTH TAPE 2"	RS.
18.	CLOTH TAPE 3"	RS.
19.	COLOR PAPER A4 (PACKET 100 PAGE)	RS.
20.	DEER PENCIL DOZEN	RS.
21.	DIARY	RS.

22.	DISPATCH REGISTER 2QR	RS.
23.	DISPATCH REGISTER 3QR	RS.
24.	DOOR LOCK BEST QUALITY LARGE (EACH)	RS.
25.	DOOR LOCK BEST QUALITY SMALL (EACH)	RS.
26.	DUMPER	RS.
27.	DUSTBIN MEDIUM 03 NO	RS.
28.	DUSTER CLOTH BEST QUALITY (EACH)	RS.
29.	ENVELOPE 12X14 KHAKI (PER PACKET 50 NOS)	RS.
30.	ENVELOPE LEGAL KHAKI (PER PACKET 50 NOS)	RS.
31.	ENVELOPE KHAKI 9X4 (PER PACKET 100 NOS)	RS.
32.	ENVLOPE A4 KHAKI (PER PACKET 50 NOS)	RS.
33.	EXTENSION WIRE BEST QUALITY	RS.
34.	FILE BOARD KHAKI (EACH)	RS.
35.	FILE SEPRATOR	RS.
36.	FILE COVER BEST QULITY (VIP) 300 GRAM	RS.
37.	FILE COVER D-RING CLIP A4	RS.
38.	FILE COVER D-RING CLIP LEGAL	RS.
39.	FILE COVER PRINTED WITH UOB LOGO (180 GRAM)EVERY CARD	RS.
40.	FILE FLAGE (PACKET)	RS.
41.	FILE LACE	RS.
42.	FILE TAG	RS.
43.	FILE TRAY PLASTIC	RS.
44.	GLASS TOYO	RS.
45.	GLUE STICK 35 GM	RS.
46.	GUM BOTTLE 1000ml	RS.

47.	GUM BOTTLE 800ml	RS.
48.	HEAVY DUTY PUNCH MACHINE	RS.
49.	HIGHLIGHTERS (EACH)	RS.
50.	INK DOLER BLUE /BLCK	RS.
51.	INK PELIKAN BLUE /BLCK	RS.
52.	KEYBOARD NORMAL	RS.
53.	LOC (SEEL)	RS.
54.	LOG BOOKS VEICAL	RS.
55.	MAIL FOLDER RAXEEN BEST QUALITY	RS.
56.	MOUSE NORMEL QUALITY (DELL)	RS.
57.	NOTE PORTION PAD 60 SHEETS IMPORTED GREEN	RS.
58.	PAPER A3 PAPER 70 GM (PAPER ONE) OR EQUALIENT	RS.
59.	PAPER A3 PAPER 80 GM (PAPER ONE) OR EQUALIENT	RS.
60.	PAPER A4 80 GM (PAPER ONE) OR EQUALIENT	RS.
61.	PAPER CLIP (PACKET)	RS.
62.	PAPER CUTTER PLASTIC	RS.
63.	PAPER CUTTER STEEL	RS.
64.	PAPER LEGAL 80 GM (PAPER ONE) OR EQUALIENT	RS.
65.	PAPER PIN (PACKET)	RS.
66.	PARMANENT MARKER DOLLAR (PER PACKET)	RS.
67.	PEON BOOK 100 SHEETS	RS.
68.	PHOTOCOPIER TONER BIZHUB MINOLTA 226	RS.
69.	PHOTOSTATE PAPER A4 70 GM (PAPER ONE) OR EQUALIENT	RS.
70.	PHOTOSTATE PAPER LEGAL 70 GM (PAPER ONE) OR EQUALIENT	RS.
71.	PIN COUSION	RS.



72.	PIN REMOVER	RS.
73.	POCKAR	RS.
74.	POINTER PEN (PER PACKET)	RS.
75.	POSTED PAD 2X3	RS.
76.	POSTED PAD 3X3	RS.
77.	PUNCH MACHINE MEDIUM	RS.
78.	REGISTRATION CARD MEDIUM	RS.
79.	RUBBER AL 30 (EACH)	RS.
80.	RUBBER BAND PACKET SMALL	RS.
81.	SCALE STEEL 12 INCH	RS.
82.	SCISSOR LARGE (EACH)	RS.
83.	SCISSOR SMALL (EACH)	RS.
84.	SCHNEIDER PEN (MADE IN GERMANY)	Rs.
85.	SCOTCH TAPE 1 INCH	RS.
86.	SCOTCH TAPE 2 INCH	RS.
87.	SCOTCH TAPE 3 INCH	RS.
88.	SCOTCH TAPE LARGE DEER 3 INCH	RS.
89.	SCOTCH TAPE SMALL	RS.
90.	SCOTCH TAPE WITH CLOTH	RS.
91.	SHARPENER LARGE HEAVY DUTY	RS.
92.	SHARPENER SMALL STEEL	RS.
93.	SHOULDER PEN	RS.
94.	SHORT HAND BOOKS SMALL RGE	RS.
95.	SIGN PEN SIGNO (BLACK , BLUE, GREEN) (PER PACKET)	RS.

96.	SOLUTION TAP NETO	RS.
97.	STALER PIN 23/17 MAX DOLLAR	RS.
98.	STAMP PAD	RS.
99.	STAMP PAD INK DOLLAR	RS.
100.	STAPLER MACHINE AXENT MODEL-A-55 OR EQUALIENT	RS.
101.	STAPLER MACHINE HEAVY DUTY OPAL OR EQUALIENT	RS.
102.	STAPLER PIN 23/10 DOLLAR	RS.
103.	STAPLER PIN 23/15	RS.
104.	STAPLER PIN 23/17	RS.
105.	STAPLER PIN 23/30	RS.
106.	STAPLER PIN 23/13 DOLLAR	RS.
107.	STAPLER PIN 24/6 DOLLAR	RS.
108.	STOCK REGISTERS 2NO	RS.
109.	STOCK REGISTERS 4NO	RS.
110.	STOCK REGISTERS 6NO	RS.
111.	STRIP FILE A4	RS.
112.	TABLE SET	RS.
113.	THUMB PIN CLOUR (PACKET)	RS.
114.	TISSUE PAPERS GOOD QULAITY	RS.
115.	TISSUE ROLLS WHITE GOOD QUALITY	RS.
116.	Toner HP Laser Je 80A	RS.
117.	Toner HP Laser Jet 49A	RS.
118.	Toner HP Laser Jet 05A	RS.
119.	Toner HP Laser Jet 06A	RS.
120.	Toner HP Laser Jet 107A	RS.

121.	Toner HP Laser Jet 12A	RS.
122.	Toner HP Laser Jet 13 A	RS.
123.	Toner HP Laser Jet 15A	RS.
124.	Toner HP Laser Jet 35A	RS.
125.	Toner HP Laser Jet 36A	RS.
126.	Toner HP Laser Jet 51A	RS.
127.	Toner HP Laser Jet 53A	RS.
128.	Toner HP Laser Jet 85A	RS.
129.	Toner HP Laser Jet PRO 404DN	RS.
130.	Toner HP Laser Jet 2300N	RS.
131.	Toner HP Laser Jet 92A	RS.
132.	Toner HP 26A	RS.
133.	Toner HP 611	RS.
134.	Toner 37A	RS.
135.	Toner HP 2055DN	RS.
136.	Toner HP 48A	RS.
137.	TOWEL MEDIUM SIZE FINE QUALITY	RS.
138.	UNIBALL PEN EYE MICRO (PER PACKET)	RS.
139.	USB 64 GB	RS.
140.	USB 128 GB	Rs.
141.	White Board Size "5x3" with Stand	RS.
142.	WHITE BOARD DUSTER	RS.
143.	WHITE BOARD MARKER DOLLAR (PACKET)	RS.
144.	WHITE BOARD MARKER INK	RS.

145.	WHITE FLUID PELIKAN WITH THINNER (EACH SET)	RS.
146.	WRITING PAD COMET SMALL	RS.
147.	WRITING PAD SPIRAL BINDING	RS.

**IMPORTANT NOTE:**

Tenderers must ensure to submit all the required documents indicated in the Tender Documents without fail. Tenders received without undertakings, valid documentary evidence and supporting documents and in the manner for the various requirements mentioned in the Tender Documents is liable to be rejected at the initial stage.

**Tenderer's Signature & Stamp**

## **UNIVERSITY OF BALOCHISTAN, QUETTA**

### **TECHNICAL EVALUATION CRITERIA SCORING CHART OF STATIONERY TENDER FOR FINANCIAL YEAR, 2025-2026.**

S.No	Total Marks	Marks	M/S XYZ, Quetta	M/S XYZ, Quetta	<b><u>Members of Purchase Committee:</u></b>
1.	Profile	10			Treasurer: _____
2.	Experience in the field	10			
3.	Experience with Academic Institutes	10			Registrar: _____
4.	Financial Capacity	10			DG (E&W): _____
5.	Sample Presentation	10			
	Total Marks	50			Director MM: _____
		Eligible			Indentor: _____

**Total Score=50**

**Passing Marks=40**