

# UNIVERSITY OF TURBAT



## (TENDER DOCUMENTS)

Supply of Answer Sheets for Examination Branch

University of Turbat

## **1. INTRODUCTION:**

- 1.1 The University of Turbat (UoT) is a public sector institution of higher education located at the southern part of Balochistan, at Turbat, (Kech).
- 1.2 The University of Turbat wants to supply of Answer Sheets for Examination branch main campus UoT at M-8, road, Turbat.

## **2. THE TENDER**

2.1 The tender in hand has been floated for Procurement of the above said supply of Answer Sheets for Examination branch main campus UoT on competitive basis, from firm qualified to supply such item.

2.2 The bids are being invited on the basis of "Single stage one envelope" procedure as stipulated in PPRA rules no 36(a). The prospective bidders are required to submit their sealed proposals in a single envelop which should be clearly marked as such. The bids will be opened on same date at 03:30 PM on 25<sup>th</sup> April 2022 in front of a committee formed by Competent authority of UoT.

### 3. TENDER NOTICE



## UNIVERSITY OF TURBAT

TRADITION INNOVATION EXCELLENCE

### Tender Notice

The University of Turbat (UoT) invites sealed bids from eligible dealers/firms having income tax / sale tax registration, for the following purchase:

Tender Title	Tender Submission Deadline	Tender Opening Details
Supply of Answer Sheets for Examination branch UoT	25/04/2022 at 03:00 PM	25/04/2022 at 03:30 PM

1. The interested firms can obtain tender documents from the office of Procurement Officer UoT located at the Main campus UoT, Adjacent M-8 Ginnah Town Turbat (Balochistan) after paying documentation fee of Rs. 1000/- (Non-refundable) through pay order or Banker's cheque or by depositing the same in the UoT's account No 1040-7900525001 being maintained in the HBL Turbat branch through challan. The paid challan must be submitted as evidence for obtaining the documents. The Tender Documents can also be downloaded from UoT website.
2. The tendering firms will have to attach earnest money@2% of their quoted rates in the shape of pay order or bank draft in the name of UoT with their bids, without which the bid will be considered as invalid and rejected.
3. The competent authority of UoT reserves the right to accept any offer or reject any one or all offers, for which reasons will be recorded and intimated to any participating bidder who requests for the same.
4. The quantities of items can be increased or decreased by competent authority of UoT.
5. Incomplete bids or offers sent though fax or email can't be accepted.

**DIRECTOR PROCUREMENT:** University of Turbat (UoT). Main Campus, M-8 CPEC road, Ginnah Turbat. **Phone:** 0852-400522, 400583

**URL:** [www.uot.edu.pk](http://www.uot.edu.pk) , **E-Mail:** [procurements@uot.edu.pk](mailto:procurements@uot.edu.pk), [dir.procurement@uot.edu.pk](mailto:dir.procurement@uot.edu.pk)

**4. INSTRUCTIONS TO THE BIDDERS:**

- 4.1 The terms and conditions and the criteria for technical qualification must be read carefully before submitting tenders.
- 4.2 **The proposals must be submitted in in a single envelops duly sealed and should be clearly marked as such.**
- 4.3 The bids must be written with pen and those writhen with pencil will not be accepted.
- 4.4 Tender submitted through fax or email will not be accepted.
- 4.5 Tender submitted after due date and time will not be accepted.
- 4.6 The bids must be filled completely. Full address and phone No. should be given.
- 4.7 For any further information or clarification the Procurement Officer UoT can be contacted at phone No. 0852400522, 400583

5. **BIDDING DATA**(Salient features of bid).

5.1	Name & address of employer	UoT main campus Turbat
5.2	Currency	Pak Rupees
5.3	Amount of bid security	2 % quoted amount
5.4	Period of validity	Three months
5.5	No. of copies of bid to be submitted	One
5.6	To whom bid is to be submitted	Procurement Officer UoT located at the Main campus UoT, Adjacent M-8 Ginnah Town Turbat
5.7	Deadline for submission of the bid	25 <sup>th</sup> April 2022 up to 3:00 PM
5.8	Date time and venue of bid opening	Bid will be opened on 25 <sup>th</sup> April 2022 03:30 PM in the office chairman purchase committee

6 **Responsiveness of bid**

<b>A bid to be responsive must fulfill the following conditions</b>	
6.1	The bid is valid till the time mentioned in the bid documents.
6.2	The bid prices are firm during the currency of the contract.
6.3	Completion period is offered within the specified limits.
6.4	The bidder is eligible to bid and possesses the requisite experience, capacity & qualifications.
6.5	The bidder has submitted the requisite bid security.
6.6	The bid does not deviate from basic technical parameters/requirements.
6.7	The bid meets the general specifications of the Tender

7. **Price adjustment for deviation in terms of payment**

If a bid deviates from the terms of payment as specified in the conditions of contract and if such deviations are acceptable to the Employer, then markup earned for any earlier payments involved in the terms outlined in the bid as compared to those stipulated in the "Conditions of Contract" shall be calculated at the prevailing Bank interest rate and shall be added to the corrected total bid price for comparison purposes only.

## 8 **Basic eligibility conditions**

The bidders in order to be eligible for giving quotation must meet the following basic conditions.

- i. Technically & financially capable to perform such works.  
(Documentary evidence to be given)
- ii. Must be registered with GST and Income tax departments (copies of certificates to be attached)
- iii. Must agree with terms and conditions given in the bidding documents.

## 9 **SPECIFIC WORK DATA ( BRIEF DISCRIPTION OF THE WORK)**

9.1	Name of the work/supply	Supply of Answer Sheets for Examination branch UoT
9.2	Place of supply	The items are required to be delivered at office of the Procurement Officer located at the Main campus UoT, Adjacent M-8 Ginnah Town Turbat.
9.3	Brief Description of work	The tender involves supply of Answer Sheets for Examination branch main campus UoT as per technical specifications and quantities given in the tender documents.

## 10 . **Contract Data**

10.1	Employer	University of Turbat
10.2	Contract	Supply of Answer Sheets for Examination branch main campus UoT.
10.3	Date of Delivery	The supplies are required to be delivered within 30 days from date of order.
10.4	Employer 's Representative	Procurement Officer
10.5	Performance security	Not Applicable
10.6	Period of removing defects	The defects, if any, must be removed or item replaced within two weeks.
10.7	Insurance	Not Applicable
10.8	Deduction	Income tax will be deducted from bills as per government rules. The suppliers must submit NTN No and clearly state whether they are filer or non –filer.
10.9	GST	The supplier is required to submit copy of invoice with delivery.
10.10	Arbitration	As per relevant rules

11. **General Terms and condition**

- 11.1 All bids must accompany bid security @ 2 % of the quoted amount without which the bid will be out rightly rejected, being non responsive.
- 11.2 The bids must be kept valid for at least one month.
- 11.3 The bidder must provide details / proof of their registration with GST and Income Tax departments.
- 11.4 The items must be delivered at University of Turbat premises in safe and sound condition. The damaged items will have to be replaced as soon as possible but not later than one week without any additional cost.
- 11.5 Retention money will be deducted @ 5% of the bill, in case part payment is allowed to the supplier.
- 11.6 The ordered items must be delivered within 15 days from date of order. In case of delay beyond this period, liquidated damages will be charged @ 5% per week of the value of remaining items with a maximum of 10 %.
- 11.7 The Item must be exactly as per the specifications given in the Tender documents. In case of any deviation, the items will be returned back with all risk on the supplier.
- 11.8 The quoted rates must be inclusive of all costs including packing, Transportation, Taxes etc. No additional payment will be made on any account.
- 11.9 The quantities of the items can be increased or decreased for which no change in price will be allowed.

Seen & accepted

Name of the firm/  
Bidder with stamp

**Particular conduction of contract**

1. The quantities given against each item are estimated ones and can be increased or decreased without change in rates depending upon actual requirement or space availability.
2. The items will need to be delivered at the main campus of UoT situated at Turbat.
3. Any damage or defect during transportation, loading/un loading will be on supplier's account and no additional cost will be borne by UoT on this account.
4. For the branded items the firm must produce documentary evidence of the genuineness of the product.
5. Part payment may be allowed at the sole discretion of UoT; however in such event, UoT may retain a certain part of the payment.
6. The rates should be quoted item wise; however the tender will be decided on overall lowest basis.
7. The standard procurement rules and regulations of PPRA will be applicable.



## SCHEDULE OF RATES

S.No	Item	Specifications	Qty	UNIT PRICE (Inclusive of All taxes)	Amount(Inclusive of All taxes)
1	<b>Answer Sheet</b>  (Semester System)	<ul style="list-style-type: none"> <li>Paper Offset Imported White</li> <li>80 gram</li> <li>Size: 11.5 x 9</li> <li>20 pages</li> <li>Monogram of UoT shall be printed on first page along with given instructions by the University.</li> <li>Monogram of UoT shall be in the center of each page of water mark.</li> <li>Separate serial numbers will be put on each blank Answer Sheets and continuation sheets.</li> <li>There shall be page numbers on both the sheets.</li> <li>Printed rules line on both side</li> <li>Pages shall be bound with proper thread.</li> <li>UoT name file tag pasted red color.</li> </ul>	70000		
		<b>Grand Total</b>			

Sample for Answer Sheet front page (Semester System) A:

Use one Answer Book only.  
Ask for continuation sheets,  
if you wish to write more.

Answer Books are not to be used for any purpose other than writing answers to question papers in the Examinations Hall. Illegal use of Answer Book may lead to prosecution.

No. **07350**

### UNIVERSITY OF TURBAT

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

Name of Examinations: \_\_\_\_\_

Subject / Course: \_\_\_\_\_

Date: \_\_\_\_\_

Session: \_\_\_\_\_

Department: \_\_\_\_\_

Program \_\_\_\_\_ Semester \_\_\_\_\_

**INSTRUCTIONS FOR CANDIDATES:**

- Candidates must provide the information as given above.
- Write both sides of Answer Book.
- No leaf from Answer Book is to be torn out.
- Candidates should answer as many questions as required to be answered. If they answer more than the specified number, they run the risk of losing credit for their best answer (s) as the examiner may see only those answers which have been answered by them according to the specified number.
- No Answer Book or paper of any kind is to be taken or removed from the Examination Hall/Room.
- A candidate creating disturbance during the Examinations or misbehaving or having in his / her possession books, notes and other related materials shall be expelled and disqualified.
- Please begin writing your answers from the back of title page of the Answer Book. This page must not be left blank in any case.
- This Answer Book must be delivered or submitted to Examiner / Invigilator within the given time period, even if no question has been attempted.

**FOR EXAMINER'S AWARD ONLY**

Question No.	I	II	III	IV	V	VI	VII	VIII	IX	X	Total	Weightage
Award												

Signature of invigilator \_\_\_\_\_

Signature of Examiner: \_\_\_\_\_