

**Balochistan University of Information Technology,
Engineering & Management Sciences. Quetta
(BUIITEMS)**

TENDER DOCUMENTS

For

Supply for Chemical Engineering Lab,

- 1) Equipment & consumables**
- 2) Stationery & Printing**
- 3) Software**

(Single Stage One Envelop Procedure)

Submission Date & Time: August 21, 2025, till 3: 00 pm

Opening Date & Time: August 21, 2025, till 3: 30 pm

Tender Issued to M/s _____

Directorate of Procurement, BUIITEMS

Airport Road, Quetta

Phone# +92 (81) 289991.

UAN# +92 (81) 111-717-111

Ext# 680

Web: <https://www.buitms.edu.pk>

Email: procurements@buitms.edu.pk

Invitation to Bid
(Tender No. TS616792E)

Supply of Chemical Engineering Lab equipment, consumables, stationery, Printing and software

1. BUITEMS, a public sector University situated at Quetta, invites sealed bids from the *authorized distributors/reputed firms/general order suppliers* registered with income and sales tax departments and who are on the active taxpayer's list (ATL) of FBR for the work titled "Supply of Chemical Engineering Lab equipment, consumables, stationery, Printing and software."
2. The procedure of open competitive bidding is Single Stage-One Envelope.
3. Bidding documents, which contain detailed terms and conditions, method of procurement, the procedure for submission of bids, bid security, bid validity, the opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee (where applicable), etc. are available for the interested bidders at "Directorate of Procurement, BUITEMS." The non-refundable fee for the bidding document is Rs. 1,000 (One Thousand Rupees Only) in the shape of a pay order/demand draft in favor of the Director of Procurement, BUITEMS.
4. The bidders are required to furnish a bank deposit / CDR / pay order equivalent to 2% of the total bid price (refundable) as Bid Security in favor of "Director Procurement, BUITEMS." The BUITEMS shall reject any bid not accompanied by bid security as non-responsive and without any right of appeal.
5. The bids, prepared in accordance with the instructions in the bidding documents, must reach the Directorate of Procurement, BUITEMS, Airport Road on or before **3:00 pm** on **August 21, 2025** Bids will be opened at **3:30 pm** on the same day, in the presence of the bidder's representatives who choose to attend at the same address. This advertisement is also available on the PPRA website: www.ppra.org.pk and on the BUITEMS website: <https://www.buitms.edu.pk>

Director, Procurement
Directorate of Procurement
BUITEMS, Quetta

TERMS AND CONDITIONS OF THE TENDER

1. **Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements:
 - a) Registered with Income and Sales Tax Departments, Government of Pakistan
 - b) and who are on the Active Taxpayers List (ATL) of the Federal Board of Revenue(FBR), Government of Pakistan.
2. **Tender Document Fee (Non-Refundable).** - Bidding documents along with Pay Order / Demand Draft amounting to **Rs. 1,000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of “Director Procurement, BUITEMS”. No bid will be accepted without the tender documents fee.
3. **Source of Funds:** Through Project.
4. **Bid Security (Refundable).** - The bidder is required to furnish a Deposit at Call (CDR) or a Bank Guarantee issued by a Scheduled Bank in Pakistan equivalent to 2% of the total bid price as a Bid Security in favor of “Director Procurement. The university shall reject any bid not accompanied by acceptable bid security as non-responsive and without any right of appeal.
 - a. The bid securities of unsuccessful bidders will be returned upon award of contract/Issuance of Purchase Order to the successful bidder or expiry of the validity of Bid Security, whichever is earlier.
 - b. The Bid Security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity
 - ii. If a bidder does not accept the correction of his bid price
 - iii. in case of a successful bidder, if he fails to sign the contract agreement or execute the work specified in the bill of quantities/ list of goods.
 - iv. in case of nonperformance of the contract, delayed supply/installations, or substandard supply/installation, short in quantity, the security deposited will be forfeited, and the firm will be blacklisted.
5. **Bid validity.** - All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle BUITEMS, Quetta to forfeit the bid security or ban such vendor participation in BUITEMS tenders/works.
6. The Purchase/Work Order will be awarded on the **least-cost selection basis**.
7. All prices should be quoted in Pak Rupees.

8. **Delivery time or Completion Schedule.** – The completion/delivery time from the purchase/work order date will be **30 days**. The handing over / completion time for this contract is of critical importance.
9. The bid proposal should include freight, all other taxes, and delivery of items at University BUIITEMS, Takatu Campus.
10. All pages (BoQs & Terms & Conditions) must be signed/stamped, failing which the bid may be rejected.
11. Any addition, deletion, or modification of any clause of the procurement terms and conditions of BUIITEMS by any vendor will not be accepted. It may lead to rejection of the bid.
12. The bid form must be duly filled in, stamped, and signed by the bidder's authorized representative.
13. **Method of Procurement.** – The Procedure for this procurement opportunity is Open Competitive Bidding, as it is widely used as the principal procurement method for goods, services, and works and as per PPRA rules.
14. **Submission and opening of bids.** - The bid should be submitted in a sealed envelope so that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **August 21, 2025** on or before **3:00 pm** and will be opened on the same date **at 3:30 pm** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
15. If the Government declares the opening date as a public holiday, the next working day shall be deemed the date for submission and opening of the tender at the same time and venue.

16. After the opening of bids, BUITEMS will examine the bids for completeness as per the tender document.
17. The envelope should be submitted to BUITEMS Quetta on the following address.

Director Procurement
BUITEMS, Airport Road, Baleli, Quetta.
Tel: Ext: Phone# +92 (81) 289991, Ext 680

The envelope shall also bear the word “CONFIDENTIAL” and the following identification quotation of “Chemical Engineering Lab, 1) Equipment & consumables 2) Stationery & Printing 3) Software.”

18. **Clarification of bids.** - After the opening of bids, bidders are not allowed to alter or modify their bids. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
19. **Arithmetic Errors.** The tender shall be checked for any arithmetic errors and rectified. As determined after arithmetic corrections, the Tender Price shall be termed the Corrected Total Tender Price, binding upon the Tenderer. In case of discrepancy between unit price and total, the unit price shall prevail.
20. **Evaluation of bids.** - Bids will be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents.
21. **Evaluation Criteria:** Financial bids will be evaluated based on the following criteria:
- The Tender will be evaluated on the **least-cost selection basis**.
 - Company Profile and copies of CNIC, National Tax Number (NTN), and General Sales Tax (GST) certificates should be attached.
 - Experience of the firm in supplying chemical engineering lab equipment & Consumables to other institutions/organizations. Please attach previous Purchase Orders/Work Orders with the proposal.
 - Preference will be given to those firms that have experience in supplying of chemical engineering lab equipment & Consumables.
 - The bidder who has not been blacklisted by any Federal or Provincial Government Department, Agency, Organization or autonomous body, University, Private Sector Organization anywhere in Pakistan. The vendor will provide this undertaking on non-judicial stamp paper.
22. **One Bid per Bidder.** - Conditional or alternative bids are not allowed. Bidders are required to quote one bid.

- 23.** BUITEMS reserves the right to reject the bid if.
- i. Received without Bid Security.
 - ii. Received later than the date and time fixed for tender submission.
 - iii. The tender is unsigned/ unstamped.
 - iv. The offer is ambiguous.
 - v. The offer is conditional.
 - vi. The offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is blacklisted by any Govt Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned/ambiguous erasing, cutting/overwriting, etc., are made.
- 24.** BUITEMS will inspect the supplied and provided items to verify their conformity to the Technical Specifications given in BoQ. The inspection will be conducted after completion of the Purchase/Work Order
- 25.** The agent/supplier/manufacture's sole responsibility is to comply with Pakistan's applicable laws.
- 26.** Purchase order (s) will be awarded to the lowest and technically recommended bidder (s) based on grand-total size according to the nature of BoQs.
- 27. Rejection of bids.** – BUITEMS reserves the right to reject all bids or proposals at any time before accepting a bid or proposal. BUITEMS will communicate the grounds for rejecting bids upon request of any supplier or contractor but is not liable to justify those grounds.
- 28. Extensions of Time.** - If at any time after issuance of the Purchase Order, the Supplier should encounter conditions impeding timely delivery of the Items under tender Clause 07 of PPRA rules, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for delivery, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 29. Liquidated Damages.** If the vendor fails to deliver the goods/services to BUITEMS in time, then the penalty will be charged as follows: -
- a. 0.5% per day of the Purchase Order for the first 10 working days.
 - b. 0.75% per day of the Purchase Order, after that, up to a maximum of 10% of the sum stated in the Purchase/Work Order. Once the maximum is reached, the Purchaser may terminate the contract pursuant to tender clause 35; bid security and payment may be forfeited.

30. If the delivered goods/services are not according to the required quality standards/specifications, they shall be liable to be rejected after inspection. The vendor would be required to supply as per the requirements mentioned in our BoQs; otherwise, the purchase/ work order will be canceled after the due date with confiscation of bid security.
31. **On account payments.** - Part / Advance payments are not allowed. Payment will be made on submission of an Invoice in the name of Director Procurement, BUITEMS", with a copy of delivery challan (s) after the complete order has been supplied, inspected, and accepted, which includes delivery/installation, and BUITMS acceptance/inspection thereof.
32. **Blacklisting of Suppliers and Contractors.** - A procuring agency can permanently or temporarily bar the suppliers and contractors who either consistently failed to provide satisfactory performances or were found to be indulging in corrupt or fraudulent practices from participation in its respective procurement proceedings.
33. **Termination.**
- 35.1 **Termination for Default**
- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract or within any extension thereof granted by the Purchaser.
 - (ii) if the Supplier fails to perform any other obligation under the Contract.
- (b) 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 Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods. However, the Supplier shall continue the performance of the Contract to the extent not terminated.
- (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.
34. In case of any grievances, the matter will be redressed as per PPRA Rules.
35. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
36. The quantities given in the Bill of Quantities are estimated and provisional and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Bidder and verified by the Department/Concerned Office and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Purchaser may fix as per the Contract.

37. BUITEMS reserves the right to modify the quantities of goods/services at any time before the purchase/work order award.

38. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.

39. I / We hereby confirm to have read carefully the terms and conditions of the Tender dated_ for opening on..... for the purchase of

I agree to abide by all these terms and conditions/instructions.

40. Certified that the prices quoted by our firm include G.S.T and all taxes as per rules and regulations.

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____

Tender Application Form

1. Registered Name of the Firm (Block Letters) _____															
2. Name of CEO/Bidder (Block Letters) _____															
3. CNIC Number							-								-
4. Contact Information: _____															
i. Head Office: _____															
ii. Franchise/Outlet: _____															
iii. Postal Address: _____ _____															
iv. Office No: _____ Cell No: _____ Email: _____															
5. Registration with sale Tax (Copy to be attached) _____															
6. National Tax No. (NTN): _____															

- **Please also attach the Certificate supporting being an Active Taxpayer as per the requirement of FBR.**

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____

Tender Specifications

1) A) Equipment

S. No.	Item_ Description/specifications	Qty in Nos
1	UV-Vis lamp for ULTRA-3600, RIGOL benchtop UV/Vis Spectrophotometer Double Bean RIGOL Technologies, USA or Equivalent	1
2	40A SSR	8
3	K-type thermocouples probe 10" length	4
4	K-type thermocouples probe 8" length	4
5	K-type thermocouples probe 6" length	4
6	K-type thermocouples probe 4" length	4
8	K-type thermocouples pin type	4
9	K-type thermocouple wire roll (100 meter)	1
10	Aluminum foil roll pack	10
11	REX-C100 Digital PID Temperature Controller Thermostat SSR output Max.40A SSR Relay K Thermocouple Probe High Quality	3
12	Ceramic fiber blanket Insulation up to 1260°C for Industrial Kilns & Heating Units (1" x 24" x 24")	2
13	5000W heating element	10
14	2-stage vacuum pump (Speed 0.5L/s, 1.5 CFM, Pressure 5Pa, 1400RPM, 1/6 HP, Voltage 220V Frequency 50Hz)	1
15	LEO AKS-251PWH, 250 Watt / 0.33 HP Rust Free Engineered Plastic Dirty Water Submersible Pump With Float Switch For Automatic Operation, European Standard Water Pump	1

1) B) Consumables

S. No.	Item_ Description/specifications	Qty in Nos
1	Hot Plate with Magnetic Stirrer, PID Digital Temperature Control, Clockwise & Anti-Clockwise Stirring Speed Control (magnetic capsules)	1
2	Electric Kettle - 2L, 1500W	2
3	Tripod Beaker Stand with wire gauzes	2
4	Adjustable Beaker Stand	2
5	Laboratory Retort Support Ring Clamp for Flask and Beaker	4
6	Beaker Tongs with Plastic Coated Jaws	4
7	Mortar with pestle	1
8	Lab. Spatula (pack of 20)	1
9	N2 Glass Cylinder (Large size) with key	1
10	N2 filling for large size (up to 4 times)-Refilling by supplier with transportation	4
11	2-stage pressure regulator assembly for N2 cylinder	1
12	N2 cylinder pressure trolley/cart (4-wheeler) with chains	1

13	Bunsen burner	2
14	Plastic pipe 1/2" (10ft)	1
15	Plastic pipe 1" (10ft)	1
16	Plastic pipe 1.5" (10ft)	1
17	Plastic pipe 2" (10ft)	1
18	Clamps for plastic pipe	15
19	10 liter plastic water cans with stopcock	1
20	5 liter plastic water cans with stopcock	1
21	Liquid Hand wash (1 liter)	2
22	Wash Bottles PP	4
23	Erlenmeyer flask (250 ml)	1
24	Erlenmeyer flask (500 ml)	1
25	Glass graduated cylinder (250ml)	1
26	Glass graduated cylinder (500ml)	1
27	USB digital microscope 1600x with software and stand	1
28	Measuring Jug plastic 250ml	2
29	Measuring Jug plastic 500ml	2
30	Ingco Infrared thermometer HIT015501 (-30 to 550C)	1
31	Concentration H2SO4 (2.5 Liter)	2
32	Concentration HCl (2.5 Liter)	2
33	Concentrated HNO3 (2.5 Liter)	2
34	Oxalic Acid 99.8% (1 kg)	2
35	Sodium Hydroxide Caustic Flakes (1kg)	1
36	Potassium Hydroxide 90% (1kg)	1
37	Hydrogen peroxide 50% (5kg)	1
38	Potassium permanganate (100g)	1
39	EDTA (500g)	1
40	Toluene solvent 99%+% (2.5 Liter)	1
41	Benzene solvent 99%+% (2.5 Liter)	1
42	Cyclohexane solvent 99%+% (2.5 Liter)	1
43	Dichromethane DCM/Methyl Chloride solvent 99%+% (2.5 Liter)	1
44	Acetone Solvent 99%+ (2.5 Liter)	1
45	Methanol Solvent 99%+ (2.5 Liter)	1

46	Ethanol Solvent 99%+ (2.5 Liter)	1
47	Aluminum Nitrate Powder 99+% pure (20g)	1
48	Iron Nitrate Powder 99+% pure (20g)	1

2) Stationery & Printing

S. No.	Item_ Description/specifications	Qty in Nos
1	A4 Rem 80gm	15
2	Pencil box pack	2
3	Uniball pointer (Black) pack	5
4	Uniball pointer (Blue) pack	5
5	Uniball pointer (Red) pack	5
6	Max Ball Point (Black) pack	5
7	Max Ball Point (Blue) pack	5
8	Max Ball Point (Red) pack	5
9	Eraser pack	5
10	Permanent marker (Blue) pack	5
11	Permanent marker (Black) Pack	5
12	Permanent marker (Red) Pack	5
13	White board marker (Black) Pack	5
14	White board marker (Green) Pack	5
15	White board marker (Blue) Pack	5
16	White board marker (Red) Pack	5
17	Highlighter Red	5
18	Highlighter Green	5
19	Highlighter Blue	5
20	Highlighter Purple	5
21	Highlighters Orange	5
22	Notebooks spiral A4 size (250 pages)	5
23	Notebook diary A5 size (200 Pages)	5
24	Envelope (Half Letter)	20
25	Envelope (Letter)	20
26	Envelope (Legal)	20

27	Index card Various Colors (3"x5") pack	5
28	File separator Plastic Type	10
29	File separator paper Type	10
30	Sticky note (Yellow, orange and green) Pack	10
31	Small size Sticky Flag (various colors) Pack	10
32	Plastic File Bags	10
33	Office File plastic cover	30
34	Document holder	10
35	Paper clips pack	5
36	Blinder clip 51mm	10
37	Blinder clip 41mm	10
38	Blinder clip 32mm	10
39	Push Pins pack	10
40	Thumb pins pack	10
41	Blanco	10
42	Glue stick	10
43	Punch machine regular size	2
44	Stapler 24/6	2
45	Stapler pins 24/6	2
46	Stock register (500 pages)	1
47	Stock register (300 pages)	1
48	Stock register (200 pages)	1
49	Cork board (3 ft x 3 ft)	2
50	Notice board (3 ft x 3 ft)	2
51	White board (3 ft x 3 ft)	2
52	Scissors medium size	5
53	Paper cutter	3
54	Transparent clear tape 2"	5
55	Masking Tape 1", 2" and 3"	3 each
56	Binding/Duct Tape (1", 2" and 3")	3 each
57	Double side Tape 2"	5
58	Gum stick small	10
59	Gum stick Large	10
60	Punch machine regular size	2

61	Heavy Duty Stapler Machine	1
62	Heavy Duty Stapler Machine stapler pins	10
63	Standee spider	5
64	USB type Extension Board (6 USB Ports + 3 Plugs)	2
65	Metal Mesh Office Desk with complete accessories	1
66	Original Casio Fx-991Es Plus - Scientific Calculator	2
67	Desk Calculator	1
68	Panaflex 6 ft x 4 ft	1
69	Panaflex 3ft x 4 ft	20
70	Plastic coated various equipment safety signs 6" x 8"	20
71	Panaflex lab various safety rules 2ft x 3ft	20
72	3" x 3" Transparent logos sticker (BUIITEMS + HEC + UoP+ World Bank) (5 each)	5
73	Metal printed equipment name with description	5

1) Software

S. No.	Item_ Description/specifications	Qty
1	Aspen software for process simulation, single user and single PC License	1

Note:

- The Purchase/Work order will be awarded on the **least cost basis**
- Bidders shall price the Bill of Quantities in Pakistani Rupees only.
- Multiple prices of an item will lead to rejection of the item/bid.
- In case of any inquiry regarding the specifications of any item, please visit the Directorate of Procurement, BUIITEMS, Quetta, during office hours from 9:00 am to 4:30 pm from Monday to Friday.

Bill of Quantities (BoQ)*(to be printed on the Company's Letter Head)***Supply of Electronic Appliances for BUITEMS****Tender No.**

SR.#	Item Name & Specification	Qty	Unit Price (Without GST)	GST @ 18 %	Total Price (with GST)
	Total in Words				

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____

Checklist of Supporting Documents.

S.No	ITEM NAME	Yes/NO
(i)	Receipt of Tender FEE of Rs.1000 attached	
(ii)	CDR @ 2% attached	
(iii)	The FBR active Income Tax Certificate is attached	
(iv)	The FBR active Sales Tax Certificate is attached	
(v)	Experience of the firm supplying Electronic Appliances to Federal, Provincial Universities, Government offices or private sector etc.	
(vi)	Non-Black Listing Certificate on non-judicial stamp paper	
(vii)	Price Schedules/Quotations	

Signature of CEO/Bidder

Stamp: _____

Dated: ____/____/____