



**Tender form**

**Printing of Examination Sheets/ Forms**

**Year 2025**

**Vender Name and Full Address: \_\_\_\_\_**

\_\_\_\_\_

**Sardar Bahadur Khan Women's University, Brewery Road, Quetta. Phone#: 081-9213303-04-05**

# Tender Form

(Printing of Examination Sheets/ Forms)

Year 2025

**SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY QUETTA.**

WEB: [WWW.SBKWU.EDU.PK](http://WWW.SBKWU.EDU.PK)

TELEPHONE # **081-9213303-04-05**

Tender form for the purchase of Printing Answer sheets for the year 2024-2025.

1. Advertisement tender No PID \_\_\_\_\_
2. Last date of submitting tender \_\_\_\_\_<sup>3rd</sup> June\_\_\_\_2025at 10:30 AM
3. Date of tender Opening \_\_\_\_\_<sup>3rd</sup> June\_\_\_\_2025at 11:00 AM
4. Tender Price Rs, 2000/- (Non- refundable)
5. Earnest Money 2% on Estimated amount (Refundable)
6. Venue of Tender Aisha Hall V.C Secretariat
7. (a) All sealed tenders must be submitted on single stage two envelops procedure(Marked Technical proposal and Financial proposal separately tender fee 2000 should be attached in technical) and addressed to the Treasurer SBK Women's University Qta.
  - (b) Any offer not received as per terms and conditions of the tender will be rejected.
  - (c) No offer will be accepted if:-
    - i. It is received after the date and time for its receipts

- ii. Received without earnest money from the firms'
- iii. The tender documents is un-signed
- iv. The tender is ambiguous
- v. The offer is conditional
- vi. The offer is from a firm black listed/ suspected or removed from the approved list
- vii. The offer is received by Telegram or Fax
- viii. The offer is received with shorter validity
- ix. The offer is not conforming to specification indicated in the tender enquiry
- x. Only the tender form issued by university will be filled in and submitted for opening

**8.** Performance Security up to @ 10% of the Supply Order value in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by AA ranking Insurance Company) favoring the Treasures SBKWU can be required to be provided by the bidder at the time of acceptance of Supply Order/ award of contract in case of failing in providing performance security the purchase committee may deduct and uphold the bid security amount from final bill payment for next six month further.

**Eligibility Criteria**

- 1. Valid NTN No
- 2. Valid GST NO
- 3. Non blacklisting firm affidavit
- 4. Relevant experience of similar nature printing answer sheets.

**Detail of Vendor**

**1. Name & Address of the supplier** \_\_\_\_\_

**2. Sale Tax Registration No:** \_\_\_\_\_

**3. Income Tax Registration No** \_\_\_\_\_

**4. Telephone No:** \_\_\_\_\_

**5. Cell No:** \_\_\_\_\_

**6. Bank Challan #** \_\_\_\_\_

## **CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER**

The quotation / bid who secure 70 marks will qualify for the competition.

### Technical Evaluation Criteria:

S.#	Attributes	Score	Score Distribution
1	Detailed company profile with work experience mention	<b>20</b>	Detail profile along experience of relevant work
2	<b>Projects Completed of similar nature Mandatory</b>	<b>20</b>	Documentary proof/evidence required
	1 - 2 Projects		5
	2 - 4 Projects		10
	4 - 6 Projects		15
	6 – 8 Projects		20
3	<b>Printing Machinery and equipment 1 Machine=05 Marks</b>	<b>10</b>	Detail status of Machinery and equipment use for printing (Offset printing only)
4	<b>Service Personal Team</b>	<b>10</b>	Detail status of Employees with current service letter is required
	Machine Man 2 marks for 1 machine man		6
	Admin/support staff 1 mark for each staff		4
5	<b>Financial Health Certificate</b>		
	Income Tax Annual Returns of last Year	10	
	Statement of Last 1 Year	10	
6	Items Quoted BOQ Compliance 100%	<b>20</b>	Detail specification of required Items as per requirement

Minimum 70 marks are required for eligibility.

## List of Items

**Note:- Rates should be Quoted with GST in financial Bid**

S. No	Particulars of the Items	Specifications	Quantity	Rate Per Unit including S. Tax	Total amount of Quantity
1.	Answer Books Should be according to Sample (Sample must be attached in financial)	16 page (08 leave ), fine quality, size 11.4 x 8.5 inches, weight: 70 gm, thread swing with serial No, packing in boxes. according to the sample (can be seen from purchase department SBKW) (Serial number will be provided)	101500 No		

### **Terms & Conditions**

01. The rates to be quoted shall be inclusive of GST and all government taxes.
02. The sample, Proof of the items be got approved.
03. Tender form should be filled in carefully and cutting/doubling be avoided. Conditionally tender will not be entertained.
04. An affidavit on a non-judicial Stamp Paper valuing Rs 100/- Should be attached with the tender to the effect that the firm has Never been indulged In any litigation or organization has never been block listed by any department or organization of the Govt;
05. **An affidavit on a Valuing Rs100/- non Judicial Stamp paper dully attested by an oath Commissioner for softly and secrecy of the examination sheets be also provided,**
06. Submission of any false statement concealing of information is likely to disqualify the bidder.
07. The vendor/vendors will be required to provide 2% call deposit. (Refund able) of the total value of store to be purchased without which the supply order will not be issued.

08. The rates to be quoted shall be inclusive of GST and all taxes up to 30-12-2025. However, the procuring agency may extend contract period beyond 30-12-2025 till finalization of the next tender.
09. Samples of the items where required should be provided by the vendor with the tender.
10. Tender form should be filled carefully and cutting/doubling be avoided. Conditionally tender will not be entertained.
11. The quantity of the item can be increase or decrease, by authority.
12. The packing should be 200 answer sheet per pack in boxes with Serial Number in sequence wise till the last answer sheet.
13. Payment will be made after the detail inspection
14. All the consignment should be delivered within given time frame (Due date) in case of incomplete consignment SBKWU may have the right to take action against the vendor may result of blacklisting or penalty charges as per PPRA Rules.

**Treasurer**  
Sardar Bahadur Khan Women's  
University, Quetta

**DECLARATION BY THE BIDDER**

I solemnly undertake that:

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

Vendor Company Name & Designation \_\_\_\_\_

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