



TENDER DOCUMENT

Fabrication & Installation of Tensile Shed at Polo Complex

Tender No: [IC/PD/2025/26/TD-035]

Date of Issue: December 18, 2025

Bid Submission Deadline: 11:00 Hrs, January 2, 2026

Bid Opening Date & Time: 11:30 Hrs, January 2, 2026

Procurement Method: Open Competitive Bidding (National)

Bidding Procedure: Single-Stage Two-Envelope Procedure

Evaluation Method: Least Cost Selection (After Technical Pass)

ISLAMABAD CLUB

PART 1 – INVITATION FOR BIDS (IFB)

1.1 Islamabad Club invites sealed bids from eligible and qualified contractors registered with PPRA, PEC, and FBR for the **Fabrication & Installation of Tensile Shed of Marquee, Polo Complex**, including removal of existing fabric, supply and installation of new high-quality tensile fabric membrane, supporting steel structure, and all associated works complete as per drawings, specifications, and Bill of Quantities.

1.2 Bidding documents may be downloaded from:

- Islamabad Club: <https://islamabadclub.org.pk/tenders>
- PPRA Website: <https://www.ppra.org.pk>
- EPADS Portal: <https://eprocure.gov.pk>

1.3 Submit Rs 5000/- as Tender fee in favor of IC (Faysal Bank, A/C # given below) attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.

1.4 Details for Submission & Opening of bids for tender are as under:

Description	Bank Account Details	Tender Fee	<u>Tender Submission</u>	<u>Tender Opening</u>
IC/PD/2025/26/T D-036	Faysal Bank, A/C # PK81FAYS0001132031116145	PKR 5,000	1100 Hrs Date 02-01-2026	1130 Hrs 02-01-2026

1.5 A pre-bid meeting **will not be held**. All clarifications shall be sought in writing via EPADS messaging system.

1.6 Bids must be submitted **electronically through EPADS** in accordance with the instructions provided in the bidding documents. Physical submission of bids is **not allowed**.

1.7 The last date and time for submission of bids is **11:00 Hrs on January 2, 2026**. Late bids will be rejected.

1.8 Bids will be opened electronically on **the same day at 11:30 Hrs** via EPADS, in the presence of bidders or their authorized representatives who choose to attend virtually.

1.9 All bids must be accompanied by a **Bid Security** of **PKR 90,000/-** in the form of a Pay Order / Demand Draft / Call Deposit Receipt from a scheduled bank, valid for 120 days, in favor of **Islamabad Club**.

1.10 The contract shall be awarded to the bidder who:

- Meets all mandatory eligibility criteria.
- Offers the **lowest evaluated financial bid** among technically qualified bidders.

**Procurement Department,
Islamabad Club, Murree Road, Islamabad.**

Phone: 051-9046000, Ext: 176/301
Email: asad.ijaz@islamabadclub.org.pk
taimoor.khurram@islamabadclub.org.pk

COMPLIANCE CHECKLIST

Instructions to Bidders:

All documents for the **Technical Proposal (Envelope-1)** must be arranged in the sequence below. Failure to provide any mandatory document will result in disqualification at the preliminary examination stage. Please tick (✓) the applicable boxes.

Important: This checklist pertains to documents for **Envelope-1 (Technical Proposal) only**.

A **copy** of the Bid Security must be included here. The **original** Bid Security, along with the priced BOQ (Annexure-A), Form of Bid (Annexure-B), and Price Summary (Annexure-C) must be placed in **Envelope-2 (Financial Proposal)**.

SECTION 1: MANDATORY ELIGIBILITY CRITERIA (MEC) – PASS/FAIL

(Failure in any item leads to outright rejection)

Ref.	Mandatory Requirement	Document Required	Submitted by Bidder (✓)
MEC-1	Valid PEC Registration (Category relevant to civil works)	Copy of valid PEC Certificate.	<input type="checkbox"/>
MEC-2	Valid NTN & STRN (Active Taxpayer)	FBR NTN Certificate & Sales Tax Registration Certificate. Proof of Active Taxpayer List (ATL) status.	<input type="checkbox"/>
MEC-3	Non-Blacklisting Affidavit	Affidavit on Rs. 100/- Judicial Stamp Paper duly notarized.	<input type="checkbox"/>
MEC-4	Minimum 3 Years General Experience	Company profile stating year of establishment and nature of business.	<input type="checkbox"/>
MEC-5	Similar Project Experience (Min. 1 project, ≥ PKR 3 million in last 3 yrs)	Copies of Work Order/Contract Agreement & Completion Certificate for at least one similar project.	<input type="checkbox"/>
MEC-6	Bid Security (PKR 200,000)	Copy of Pay Order/Demand Draft/CDR/Bank guarantee in favour of Islamabad Club, valid for 120 days.	<input type="checkbox"/>
MEC-7	Tender Fee Receipt (PKR 5,000)	Copy of bank deposit slip/receipt.	<input type="checkbox"/>
MEC-8	Acceptance of Complete Tender Terms & Conditions	Complete Tender Documents (duly signed and stamped on each page)	<input type="checkbox"/>

SECTION 2: DETAILED TECHNICAL EVALUATION DOCUMENTS (SCORING: 100 MARKS)**A. COMPANY PROFILE (40 Marks)**

Ref.	Requirement & Scoring Basis	Document Required	Submitted (✓)	Page Ref.
A.1	Date of Incorporation (2 marks per year, Max: 10 marks)	Certificate of Incorporation / Partnership Deed.	<input type="checkbox"/>	
A.2	Engineering & Technical Staff (Graduate Engr: 3 marks each; Diploma: 2 marks each; Max: 20 marks)	1. List of permanent technical staff with designations. 2. CVs, appointment letters of the key staff. 3. Copies of valid PEC cards for all Graduate Engineers.	<input type="checkbox"/>	
A.3	Availability of Relevant Equipment & Tools (1 mark per major item, Max: 10 marks)	Detailed list of owned equipment relevant to this project (e.g., excavators, compactors, concrete mixers, welding machines).	<input type="checkbox"/>	

B. EXPERIENCE (35 Marks)

Ref.	Requirement & Scoring Basis	Document Required	Submitted (✓)	Page Ref.
B.1	Similar Completed Projects (Last 3 Years) (15 marks per project, Max: 30 marks)	For each claimed project: 1. Copy of Work Order/Contract Agreement. 2. Satisfactory Completion/Performance Certificate from client. 3. Brief description and pictures (if available).	<input type="checkbox"/>	
B.2	On-Going Similar Projects (5 marks per project, Max: 05 marks)	For each claimed project: 1. Copy of ongoing Contract Agreement. 2. Letter from client confirming project status and satisfactory progress to date. 3. Latest interim payment certificate.	<input type="checkbox"/>	

C. FINANCIAL CAPABILITY (20 Marks)

Ref.	Requirement & Scoring Basis	Document Required	Submitted (✓)	Page Ref.
C.1	Average Annual Construction Turnover (Last 3 Years) (Proportionate Marks)	Audited Financial Statements (Balance Sheet & Profit & Loss Account) for the last three (3) financial years.	<input type="checkbox"/>	
C.2	Average Income Tax Paid (Last 3 Years) (Proportionate Marks)	Income Tax Returns/Challans for the last three (3) financial years.	<input type="checkbox"/>	

D. WORK PLAN (5 Marks)

Ref.	Requirement & Scoring Basis	Document Required	Submitted (✓)	Page Ref.
D.1	Detailed Work Plan (Max: 05 marks for comprehensive, logical plan)	Detailed Work Plan/Schedule in MS Project or Gantt Chart format covering all 30 days, showing sequence of activities, milestones, and resource allocation.	<input type="checkbox"/>	

SECTION 3: BIDDER'S DECLARATION

I hereby certify that all information and documents submitted in the Technical Proposal are true, correct, and complete. I understand that any misrepresentation may lead to disqualification and legal action.

Name of Bidder: _____

Authorized Signature: _____

Name & Designation: _____

Company Stamp: _____

Date: _____

PART 2 – INSTRUCTIONS TO BIDDERS (ITB)

2.1 Eligibility Criteria

Bidders must meet the following **Mandatory Eligibility Criteria (MEC)** at the time of bid submission:

1. Valid Registration with **Pakistan Engineering Council (PEC)**.
2. Valid **NTN & Sales Tax Registration (STRN)** and appearing on Active **Taxpayer List (ATL)** of FBR.
3. Duly signed **Affidavit on Rs. 100/- Judicial Stamp Paper** declaring that the firm, its directors, and principals are not blacklisted by any Government / Semi-Government / Autonomous body.
4. **Physical office / operational setup** within Rawalpindi / Islamabad region.
5. Minimum **3 years** of general experience in civil works or similar works.
6. Completion of at-least one (1) similar nature project of PVC tensile shed & metal fabrication works of contract value not less than PKR, 3 million in last 3 years.
7. **Bid Security of PKR 90,000/-** as specified.

Bidders must achieve a minimum technical score of 70 out of 100 in the detailed technical evaluation

2.2 Cost of Bidding

Bidders shall bear all costs associated with the preparation and submission of their bids. The Procuring Agency will not be responsible for any such costs.

2.3 Language of Bid

All documents submitted as part of the bid must be in **English**. Supporting documents in Urdu must be accompanied by a certified English translation.

2.4 Bid Currency

Prices shall be quoted in **Pakistani Rupees (PKR)**, inclusive of all taxes, duties, levies, and costs.

2.5 Period of Validity of Bids

Bids shall remain valid for **120 days** from the date of bid opening.

2.6 Format and Signing of Bids

- Bids must be submitted electronically via EPADS as per the prescribed format.
- All forms, declarations, and sheets must be duly filled, signed, and stamped by an authorized representative.
- Digital signatures as per PPRA/EPADS requirements are acceptable.

2.7 Sealing and Marking of Bids

Bidders must upload two separate envelopes within the EPADS system as follows:

- **Envelope-1 (Technical Proposal):** Shall contain all technical, eligibility, and qualification documents necessary for evaluation against the Mandatory Eligibility Criteria (MEC) and the

Detailed Technical Scoring criteria. This includes the **completed Compliance Checklist, Annexures G, H, I, and a clear copy of the Bid Security (Annexure-D). Financial prices, rates, or amounts MUST NOT appear in any document within this envelope.**

- **Envelope-2 (Financial Proposal):** Shall contain **only** the completed commercial and financial documents, namely:
 - i. **Annexure-A: Bill of Quantities (BOQ)** - Fully priced with all unit rates and totals.
 - ii. **Annexure-B: Form of Bid** - Duly signed, with the total bid price filled in numbers and words.
 - iii. **Annexure-C: Price Schedule (Summary)** - Completed.
 - iv. **Annexure-D: Bid Security Form** - The **original** Pay Order/Demand Draft/Call Deposit Receipt.

The envelopes must be clearly labeled as "TECHNICAL PROPOSAL - ENVELOPE 1" and "FINANCIAL PROPOSAL - ENVELOPE 2" within the EPADS system. Inclusion of financial information in Envelope-1 or technical/qualification documents in Envelope-2 may lead to disqualification.

2.8 Deadline for Submission

Bids must be submitted by **11:00 Hrs on January 2, 2026**. The EPADS system will not accept submissions after the deadline.

2.9 Modification and Withdrawal of Bids

Bids may be modified or withdrawn electronically via EPADS before the submission deadline. No changes will be permitted thereafter.

2.10 Bid Opening

Technical bids (Envelope-1) will be opened first. Only bids meeting mandatory criteria will proceed to technical evaluation. Financial bids (Envelope-2) of only technically qualified bidders will be opened later on a notified date.

PART 3 – GENERAL CONDITIONS OF CONTRACT (GCC)

3.1 Governing Law

The contract shall be governed by the laws of Pakistan and PPRA Rules, 2004.

3.2 Performance Security

The bid security submitted by the successful bidder shall be retained as the performance security for the contract. It shall be released after the successful completion of all works and the expiry of the defect liability period, subject to no claims or defaults.

3.3 Insurance

The contractor shall procure and maintain insurance for works, personnel, and third-party liability for the contract duration.

3.4 Time for Completion

The work shall be completed within **30 days** from the date of issuance of the Letter of Intent (LOI).

3.5 Liquidated Damages

Delay in completion shall attract liquidated damages at the rate of **0.1% of the contract price per day**, subject to a maximum of 10% of the contract price.

3.6 Defect Liability Period

Defect liability period shall be **12 months** from the date of completion certificate.

3.7 Variation in Quantities

The Procuring Agency reserves the right to increase or decrease quantities up to **15%** without change in unit rates.

3.8 Payments

Payments shall be made against running bills, submitted monthly, within 30 days of verification. 5% of each verified bill shall be retained as retention money, which will be released after successful completion of defect liability period.

3.9 Termination

The Procuring Agency may terminate the contract for default, insolvency, or corruption practices as per PPRA rules.

3.10 Dispute Resolution

In case of dispute, the **Administrator of Islamabad Club** shall act as arbitrator. Arbitration shall be conducted as per Arbitration Act, 1940.

PART 4 – SPECIAL CONDITIONS OF CONTRACT (SCC)

4.1 Site Location

Polo Complex, Islamabad Club, Murree Road, Islamabad. **Contractor may visit site at own cost before bidding.**

4.2 Safety & Environmental Compliance

Contractor shall comply with all applicable safety and environmental regulations and shall be responsible for any damage to Club property.

4.3 Materials & Workmanship

All materials shall be as per specifications and approved brands. Substandard material will be rejected and replaced at contractor's cost.

4.4 Use of Club Facilities

No use of Club's water, electricity, or other facilities without prior written permission.

4.5 Cleanliness

Contractor shall maintain cleanliness and remove debris daily.

PART 5 – TECHNICAL SPECIFICATIONS & BILL OF QUANTITIES

5.1 Scope of Work

- Removal of existing damaged tensile fabric and supporting pipes.
- Supply, fabrication, and installation of new PVC-coated polyester tensile fabric membrane (820 GSM, fire-resistant).
- Supply and installation of MS support pipes (1½" dia, 14 gauge).
- Painting of existing and new MS structure with white matt enamel paint.
- All works as per drawings and specifications.

5.2 Key Specifications

- **Fabric:** PVC-coated polyester, 820 GSM, fire/heat resistant.
- **Steel:** MS pipe 1½" dia, 14 gauge, enamel painted.
- **Paint:** White matt enamel, primer + two coats.

5.3 Bill of Quantities:

Refer to Annexure-A: All bidders must quote rates in the provided format.

PART 6 – EVALUATION CRITERIA & PROCEDURE

6.1 Preliminary Examination: Pass/Fail based on Mandatory Eligibility Criteria.

6.2 Technical Evaluation (100 Marks):

- Company Profile (40 marks)
- Experience (35 marks)
- Financial Capability (20 marks)
- Work Plan (5 marks)

Minimum Qualifying Score: 70/100

6.3 Financial Evaluation: Lowest cost among technically qualified bidders.

Criteria	Max Marks	Sub-Criteria
A. Company Profile	40	1.Years since incorporation (2 marks/year, max 10) 2.Technical staff (Graduate Engineers: 3 each, Diploma: 2 each, max 20) 3. Equipment & tools (1 mark each, max 10)
B. Experience	35	1. Similar completed projects in last 3 years (15 marks each, max 30) 2. Ongoing similar projects (05 marks each, max 5)
C. Financial Capability	20	1.Average annual turnover (last 3 years) – proportionate marks 2.Average income tax paid (last 3 years) – proportionate marks
D. Work Plan	05	Detailed work plan in MS Project / Gantt chart covering all activities
Total	100	

6.3 Financial Evaluation

Only technically qualified bidders (score ≥ 70) will have their financial bids opened. Evaluation will be based on **lowest total bid price** as per BOQ.

6.4 Award Criteria

Contract will be awarded to the **lowest evaluated bidder** among technically qualified bidders.

PART 7 – ANNEXURES & FORMS

Annexure-A: BOQ for Tensile Shed

Annexure-B: Form of Bid

Annexure-C: Price Schedule

Annexure-D: Bid Security Form

Annexure-E: Contract Agreement

Annexure-F: Performance Security

Annexure-G: Technical Proposal Forms

Annexure-H: Affidavit for Non-Blacklisting

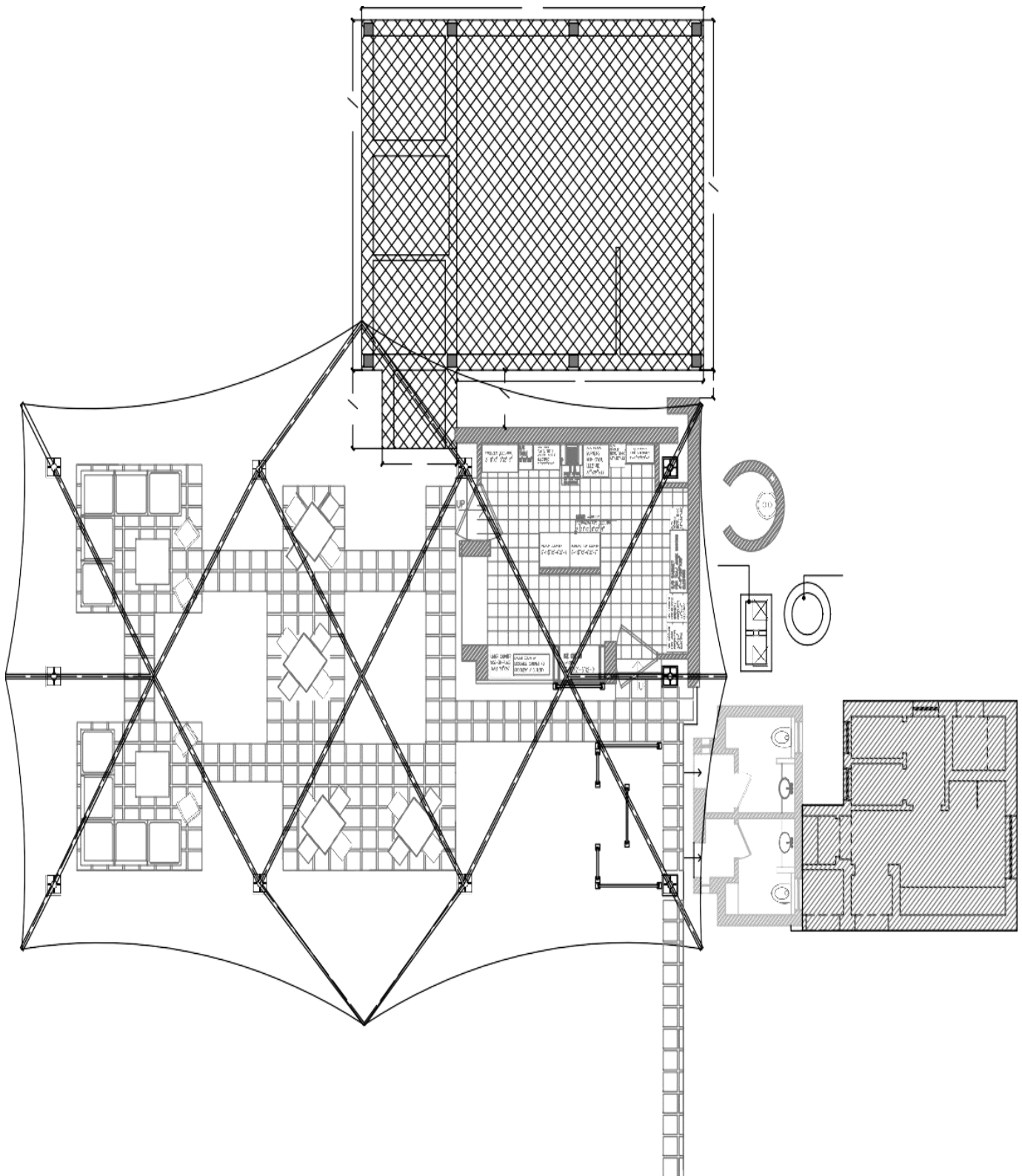
ANNEXURE-A: BILL OF QUANTITIES (BOQ)

(To be attached with Financial Bid only)

Tender No: IC/PD/2025/26/TD-036

Project: Fabrication & Installation of Tensile Shed at Marquee, Polo Complex

B.O.Q for Replacement of Polo Marquee Tensile Shades Fabric membrane,					
Sr #	Description	Unit	Qty.	Rate Unit Price	Total Amount
1	Removal of old Damaged Tensile fabric Sheet, complete in all respect / disposal as per specifications and/or as directed by the Engineer.	Sft	3536		
2	Removal of frame old exterior Supporting pipe 1-1/2" inch dia, as directed by the Engineer In-charge.	Rft	290		
3	Supply and Installation of High Quality heat/Fire resistance pvc coated polyester Fabric membrane: 820 GSM with fitting accessories etc. complete as per specifications and/or as directed by the Engineer In-charge.	Sft	3536		
4	Providing & fixing of M.S soft pipe 1-1/2" inch dia (14 Gauge), as per design including bending, cutting and fabrication complete welding to existing M.S frame complete in all respects.	Rft	290		
5	Supply & Application of white Matt Enamel paint, to existing M.S frame and new Supporting pipes, primer with two coats of paint and as required and/or as directed by the Engineer.	Job	1		
GST AMOUNT					
Total Amount with GST (Rs.)					



ANNEXURE-B: FORM OF BID

To:

The Secretary
Islamabad Club
Murree Road, Islamabad

Subject: Submission of Bid for Fabrication & Installation of Tensile Shed at Marquee, Polo Complex – Tender No. IC/PM/2025/26/TD-036

We, the undersigned, hereby submit our bid for the **Fabrication & Installation of Tensile Shed at Marquee, Polo Complex**, in accordance with your Tender Documents, including all drawings, specifications, and Bill of Quantities.

We have examined the bidding documents and undertake to execute the works in conformity with the contract for a total price of:

PKR _____ (in words:

_____).

We agree to abide by this bid for a period of **120 days** from the date of bid opening.

We enclose a Bid Security in the amount of **PKR 90,000/-** as per the requirements.

If awarded, we will furnish the required Performance Security and commence work as specified in the contract.

We declare that:

- We have no conflict of interest.
- We are not blacklisted by any government or semi-government entity.
- All information provided is true and complete.

Name of Firm: _____

Address: _____

NTN: _____

STRN: _____

PEC Registration No: _____

Authorized Signature: _____

Name & Designation: _____

Company Stamp: _____

Date: _____

ANNEXURE-C: PRICE SCHEDULE (SUMMARY)**Tender No:** IC/PM/2025/26/TD-036**Project:** Fabrication & Installation of Tensile Shed at Marquee, Polo Complex

Description	Amount (PKR)
Total Bid Price (as per BOQ Annexure-A)	
Bid Price in Words:	Pakistani Rupees <hr/> <hr/>

Bidder's Declaration:

We hereby confirm that our total bid price is inclusive of all taxes, duties, transportation, installation, testing, commissioning, and any other costs required for complete execution as per specifications.

Name of Firm: _____**Authorized Signature:** _____**Stamp & Date:** _____

ANNEXURE-D: BID SECURITY FORM

To: The Secretary, Islamabad Club, Murree Road, Islamabad.

Tender No: IC/PM/2025/26/TD-036

Project: Fabrication & Installation of Tensile Shed at Marquee, Polo Complex

Amount: PKR 90,000.00

Validity: 120 days from bid submission date

We, _____ (**Bank Name**), hereby unconditionally and irrevocably guarantee payment of the sum of **Pakistani Rupees Ninty Thousand Only (PKR 90,000)** to Islamabad Club upon receipt of your first written demand, without dispute or demur, in the event that:

1. The bidder withdraws or modifies its bid during the validity period.
2. The bidder fails to sign the contract after being awarded.
3. The bidder fails to furnish the required Performance Security.

This guarantee shall remain in force until _____ and any demand hereunder must be received by us on or before that date.

For and on behalf of the Bank:

Bank Name: _____

Branch & Address: _____

Authorized Signatory: _____

Seal & Date: _____

ANNEXURE-E: CONTRACT AGREEMENT FORM

AGREEMENT made on the _____ day of _____ 2026 between **ISLAMABAD CLUB**, Murree Road, Islamabad (hereinafter called “the Employer”) and _____ (hereinafter called “the Contractor”).

WHEREAS the Employer is desirous of Fabrication & Installation of Tensile Shed at Marquee, Polo Complex and has accepted the bid by the Contractor for the execution of the Works.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The Contractor shall execute and complete the Works in accordance with the Contract Documents for the **Contract Price of PKR** _____ **(in words: _____)**.
2. **Time for Completion:** The Works shall be completed within _____ **days** from the date of the Letter of Intent.
3. **The Contract Documents** shall comprise:
 - This Agreement
 - Letter of Acceptance
 - Bid and annexed documents
 - Conditions of Contract (GCC & SCC)
 - Specifications and Drawings
 - Bill of Quantities
4. In consideration of the payments to be made by the Employer, the Contractor covenants to execute the Works in conformity with the Contract.
5. The Employer covenants to pay the Contractor the Contract Price at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on the day and year first above written.

For and on behalf of Islamabad Club:

Signature: _____

Name & Designation: _____

Date: _____

For and on behalf of the Contractor:

Signature: _____

Name & Designation: _____

Date: _____

Witnesses:

1. _____
2. _____

ANNEXURE-F: PERFORMANCE SECURITY

In accordance with GCC Clause 3.2, the Bid Security submitted by the successful bidder shall be retained as the Performance Security for the contract. No separate Performance Bank Guarantee is required.

ANNEXURE-G: TECHNICAL PROPOSAL FORMS

G-1: COMPANY PROFILE & TECHNICAL STAFF

Sr.	Name	Designation	Qualification	Years of Experience	PEC Registration No. (if applicable)	Attached CV (✓)
1						
2						
3						
...						

G-2: LIST OF MAJOR EQUIPMENT

Sr.	Equipment Name	Model/Capacity	Quantity	Ownership (Owned/Leased)
1				
2				
3				
...				

G-3: SIMILAR PROJECT EXPERIENCE (LAST 3 YEARS)

Sr.	Project Name & Description	Client Name & Contact	Contract Value (PKR)	Completion Date	Attached Certificates
1					
2					
3					
...					

G-4: ONGOING PROJECTS

Sr.	Project Name	Client	Contract Value	Start Date	% Completion	Attached Letter/Progress Certificate
1						
2						
...						

G-5: FINANCIAL CAPABILITY DATA

Last Three Financial Years (Please attach Audited Financial Statements & Tax Returns)

Year	Annual Turnover (PKR)	Profit After Tax (PKR)	Income Tax Paid (PKR)
2024			
2023			
2022			

G-6: WORK PLAN & METHODOLOGY

(Attach detailed work plan in MS Project/Gantt Chart format covering all 30 days, showing sequence of activities, milestones, and resource allocation.)

Brief Description of Methodology:

ANNEXURE-H: AFFIDAVIT FOR NON-BLACKLISTING
(ON RS. 100/- JUDICIAL STAMP PAPER)

I, _____, S/o _____, being the duly authorized representative of **M/s.** _____ (NTN: _____), do hereby solemnly affirm and declare as under:

1. That our firm/company, its directors, partners, and principals are **NOT** blacklisted, debarred, or suspended by any Government, Semi-Government, Autonomous Body, or Public Sector Organization in Pakistan or abroad.
2. That we are eligible to participate in public procurement as per PPRA Rules.
3. That the information provided in this affidavit and the bid documents is true and correct to the best of my knowledge.

I understand that any false statement may result in disqualification, blacklisting, and legal action.

DEPONENT:

Name: _____

CNIC No: _____

Designation: _____

PART 7 –: CONTACT FOR CLARIFICATIONS

All queries and requests for the employee list must be addressed to:

Procurement Department
Islamabad Club

Email: asad.ijaz@islamabadclub.org.pk
taimoor.khurram@islamabadclub.org.pk

Phone: (+92) (51) 9046000, Ext. 301/176/167

ISLAMABAD CLUB
