



# **TENDER DOCUMENTS**

## **Supply of Sea Food (Fish) Items**

IC/PD/2025/26/TD-37-RE

**Supply of Misc Sea Food (Fish) Items**

**Tender No: IC/PD/2025/26/TD-37-RE**

**Procurement Method: Single Stage Single Envelope**

**Framework Agreement for One Year (Extendable)**

**Procurement Department**

**Islamabad club,**

**Main Muree Road, Islamabad**

**Contact: 051-9046000, Ext. 301/176**

## **1. INVITATION FOR BIDS (IFB)**

### **TENDER NOTICE NO. IC/PD/2025/26/TD-37-RE**

1. Islamabad Club invites sealed bids under **Single Stage Single Envelope** procedure from eligible suppliers for the establishment of a **Framework Agreement** for the **"Supply of Misc Sea Food (Fish) Items on FOR Basis"** for a period of **One Year**. The Agreement is extendable for a further period on mutual consent.
2. **Bidding Documents Availability:** A complete set of bidding documents may be downloaded free of charge from the following websites:
  - a. Islamabad Club: <https://islamabadclub.org.pk/tenders>
  - b. PPRA Website: <https://www.ppra.org.pk>
  - c. EPADS Portal: <https://eprocure.gov.pk>
3. **Tender Fee:** A non-refundable tender fee of **PKR 5,000/-** must be deposited in favor of **Islamabad Club** (Faysal Bank A/C # PK81FAYS0001132031116145). Proof of payment must be attached with the bid.

#### **4. Submission & Opening Schedule:**

<b>Tender No.</b>	<b>Bank Account Details</b>	<b>Tender Fee</b>	<b>Submission Deadline</b>	<b>Tender Opening</b>
<b>IC/PD/2025/26/TD-37-RE</b>	Faysal Bank, A/C # PK81FAYS0001132031116145 NTN-6470486-8	<b>PKR 5,000</b>	<b>11:00 Hrs, FEB 07, 2026</b>	<b>11:30 Hrs, FEB 07, 2026</b>

5. **Bid Security:** A mandatory Bid Security of **PKR 500,000/-** must be submitted as a Pay Order / Bank Draft / CDR in favour of **"Islamabad Club"**. The original instrument must be submitted physically to the Procurement Office by the bid deadline. Bids without valid bid security will be rejected.
6. **Bid Submission & Opening:**

**Submission Deadline: 11:00 Hrs on FEB 07, 2026.**

**Bid Opening: 11:30 Hrs on FEB 07, 2026.**

**Procedure:** Bids must be submitted **electronically via ePADS** in a **SINGLE ENVELOPE** containing all technical, financial, and eligibility documents. The opening will be conducted electronically, and bidders may attend the online session.
7. **Framework Agreement:** The award will result in a **Framework Agreement (Standing Offer)** valid for one year. The Club will issue individual Call-Off Orders against fixed prices during the agreement period.

**Procurement Manager**

Islamabad Club

Email: [asad.ijaz@islamabadclub.org.pk](mailto:asad.ijaz@islamabadclub.org.pk); [taimoor.khurram@islamabadclub.org.pk](mailto:taimoor.khurram@islamabadclub.org.pk)

### **Compliance Check List for Bidders**

Offer must be quoted and arranged in accordance with below mentioned sequence. Non-compliance & non-provision of following documents may lead to disqualification.

Sr.	Required Particulars	Yes	No	Remarks/Instructions
<b>A. Financial &amp; Security Documents</b>				
1	Original/Scanned Proof of Tender Fee Payment (PKR 5,000/-) attached	<input type="checkbox"/>	<input type="checkbox"/>	Account: Faysal Bank A/C # PK81FAYS0001132031116145
2	Original Bid Security (PKR 500,000/-) physically submitted & scanned copy attached	<input type="checkbox"/>	<input type="checkbox"/>	Instrument: Pay Order/Bank Draft/CDR in favour of "Islamabad Club"
<b>B. Legal Registration &amp; Tax Documents</b>				
3	Valid NTN (National Tax Number) Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
4	Valid GST (General Sales Tax) Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
5	Active Taxpayer Status on FBR's ATL (Active Taxpayer List)	<input type="checkbox"/>	<input type="checkbox"/>	Must be active at time of bid.
6	Valid Registration Certificate with Pakistan Halal Authority (PHCA)	<input type="checkbox"/>	<input type="checkbox"/>	Registration is mandatory.
<b>C. Company Qualification Documents</b>				
7	Valid Registration Certificate from SECP or Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>	
8	Non-Blacklisting Certificate (Judicial Paper - Form 6) Submitted	<input type="checkbox"/>	<input type="checkbox"/>	Must be on PKR 100 Judicial Stamp Paper, notarized.
9	Firm's Complete Details (Address, Contacts, Phone, Email)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D. Technical Compliance Documents</b>				
10	Chiller Van for Seafood/Meat Supply Temperature.	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle must maintain 1°C to 4°C cold chain.
11	All Annexures (A, B, C) & Special Conditions complied with as per given format	<input type="checkbox"/>	<input type="checkbox"/>	Annex A (Specifications) & C (Prices) are critical.
<b>E. Bid Document Format &amp; Signing</b>				
12	Complete Tender Document duly signed and stamped on <b>each page</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>F. Declaration &amp; Undertaking Forms</b>				
13	Integrity Pact (Form 3) Submitted	<input type="checkbox"/>	<input type="checkbox"/>	On Company's Letterhead
14	Undertaking on Non-Collusion (Form 4) Submitted	<input type="checkbox"/>	<input type="checkbox"/>	On PKR 100 Stamp Paper
15	Bid Security Submission Form (Form	<input type="checkbox"/>	<input type="checkbox"/>	

	5) Completed			
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**Note:** Fill and/or mark Yes/No where required.

**Signature of Firm Auth Signatory:** \_\_\_\_\_

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

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

**Company Stamp**

## **2. INSTRUCTIONS TO BIDDERS (ITB)**

### **ITB 1: General**

This tender follows the **Single Stage Single Envelope** method as per Public Procurement Rules, 2004. The bidder is responsible for all costs related to bid preparation.

### **ITB 2: Eligibility**

Bidder must be:

- a) Registered with SECP/Registrar of Firms.
- b) Active Taxpayer on FBR's ATL.
- c) Registered with Pakistan Halal Authority.
- d) Holder of valid NTN & GST registration.
- e) Not blacklisted by any Govt./semi-Govt. entity.

### **ITB 3: Documents & Format**

The bid must use the provided forms. Each page must be signed/stamped by an authorized representative. All documents must be in English.

### **ITB 4: Bid Preparation (Single Envelope)**

The bidder shall submit ONE electronic file containing **ALL** documents:

- Technical Compliance (Forms 1, 2, Annex A, Annex B, Forms 3, 4, 6)
  - Financial Offer (Annex C)
  - Eligibility Documents (NTN, GST, Certificates, etc.)
- Scanned proof of Tender Fee and Bid Security must be included.

### **ITB 5: Bid Validity**

Bids shall remain valid for **90 days** from the date of bid opening.

### **ITB 6: Framework Agreement Validity**

The resultant Framework Agreement shall be valid for **One Year** from the date of signing. It may be extended for a further period based on mutual written consent and satisfactory performance, under the same terms & prices.

### **ITB 7: Modification & Withdrawal**

Bids may be modified/withdrawn via ePADS before the deadline. Post-opening withdrawal may lead to Bid Security forfeiture and blacklisting.

### **ITB 8: Evaluation Process**

1. **Preliminary Examination:** For completeness, tender fee, bid security, and mandatory documents.
2. **Detailed Evaluation:** Responsiveness to all terms, conditions, and specifications. Non-compliance may lead to rejection.

3. **Award Criteria:** The bidder offering the **Lowest Evaluated Price** for the total scope in Annex C, and meeting all requirements, will be recommended for award.

### **ITB 9: Purchaser's Rights**

Islamabad Club reserves the right to accept/reject any or all bids, annul the process, or reject a bidder for false information without liability.

### **ITB 10: General Instructions**

The following must be noted:

- a. The firm should provide point-to-point acceptance of each clause of tender documents and special instructions attached with tender documents.
- b. Firms with previous pending/outstanding projects/business and unsatisfactory performance with Islamabad Club may not be considered for award of any further business.
- c. Most Advantageous Bidder must send their authorized representatives (with authorization letter) for signing of the contract within three (3) days of sharing of the draft contract.
- d. For technical opening, firm will send a representative who has knowledge about the quoted items otherwise representative will not be allowed to sit in tender opening.

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## **3. GENERAL & SPECIAL CONDITIONS OF CONTRACT (GCC & SCC)**

### **GCC 1: Governing Law**

The Framework Agreement shall be governed by Pakistani law.

### **SCC 1: Nature of Agreement**

This is a **Framework Agreement**. The successful bidder (Supplier) agrees to supply items as per Annex A & C at fixed prices when ordered via Call-Off Orders issued by the Club during the agreement period.

### **SCC 2: Delivery & Inspection**

- Delivery "as and when required", typically on-call basis, with 2 days' prior notice.
- All deliveries must be made **before 11:00 AM**.
- All seafood must be processed and transported under cold chain conditions (1°C to 4°C) in chemical-free vehicles exclusively designed for seafood/meat supply.

### **SCC 3: Payment Terms**

Payment against individual Call-Off Orders will be made within **25-30 days** of satisfactory delivery and acceptance, after deduction of taxes as per applicable laws. **No advance payment.**

### **SCC 4: Bid & Performance Security**

The successful bidder's Bid Security will be retained as **Performance Security** for the agreement's duration.

**SCC 5: Extension**

The agreement may be extended subject to mutual written consent and satisfactory performance.

**SCC 6: Taxes and Charges**

All taxes/duties/fees as applicable under government laws in Pakistan shall be on seller. All charges such as packing, forwarding, local freight, loading and unloading, custom clearance, or any other incidental charges will be part of quoted price. Delivery till Islamabad Club will be seller's responsibility and all associated costs will be included in the quoted price.

**SCC 7: Scope of Delivery**

The bidder shall supply fresh, hygienic and halal certified seafood items as per quantities and types specified in the Schedule of Requirements (Annex A) and in accordance with the terms of this Framework Agreement.

All supplied seafood must be:

- Free from additives, preservatives, hormones and antibiotics.
- Sourced from healthy & disease-free sources.
- Processed and transported under cold chain conditions (1°C to 4°C) in chemical-free vehicles exclusively designed for seafood/meat supply.
- Delivered before noon (11:00 AM) of the supply date.

**SCC 8: Force Majeure**

If non-compliance with the period of delivery or services can be proved to be due to Force Majeure, such as but not limited to mobilization, war, riot, strike, lockout, pandemics/epidemics or the occurrence of unforeseen events, the period shall be reasonably extended. The affected party shall notify the other party in writing within seven (7) days of the occurrence of such event.

**SCC 9: Subletting**

Suppliers are not allowed to sublet wholly or part of the contract to any other firm/company. Any firm found in breach of this clause will be dealt with as per the purchaser's rights and discretion, which may include termination of the agreement and forfeiture of performance security.

**SCC 10: Arbitration**

All claims, disputes, controversies, differences arising out of or in connection with this contract, including any question regarding its existence, validity, interpretation, performance, breach or termination, shall be referred to and shall finally be solved by binding arbitration. An arbitration committee shall be constituted comprising Secretary Islamabad Club and two arbitrators to be nominated by mutual agreement by each party. The venue of the Arbitration shall be the place of issuance of this contract or as Secretary Islamabad Club may determine. In case of any difference, decision of the Administrator Islamabad Club shall be final and binding on both parties.

Provided that written record of any such arbitration and its award shall be arranged properly.

#### **SCC 11: Redress of Grievance**

In case of dispute, the matter shall be reviewed by Islamabad Club Redress of Grievance Committee and its decision shall be final and binding on both parties.

#### **SCC 12: Inspection at Consignee End**

All deliveries will be inspected/checked at Consignee's end in the presence of the supplier's representative. If for some reason, the supplier decides not to nominate his representative for such checking, an advance written notice to this effect will be given by the supplier to the consignee prior to shipment of items. In such an event the supplier will clearly undertake that decision of consignee with regard to quantities and description of consignment will be taken as final and discrepancy found will be accordingly made up by supplier.

#### **SCC 13: Damage to Property/Safety Rules**

The contractor/supplier must ensure strict adherence to safety protocols throughout the execution of the work. Any damage to Islamabad Club property resulting from contractor's negligence or misconduct shall be repaired or compensated at the contractor's expense.

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#### 4. SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

##### ANNEX A: TECHNICAL BOQ & SPECIFICATIONS

SR	Item	Specifications (if any)	Unit	Yes
1	FISH (BECKTY)	<ul style="list-style-type: none"><li>• <b>Bekti fish fillets, 3–4 kg</b>, with a mild oceanic odor and firm, elastic texture.</li><li>• Fillets must be uniform in thickness and color, free from skin, bones, blood spots, or discoloration around the edges. No ice burns, freezer damage, or separation of muscle fibers.</li><li>• Proper cold-chain maintenance.</li><li>• Maximum permissible water content: 15%. Individually Packed.</li></ul>	Kg	<input type="checkbox"/>
2	MUSSELS	<ul style="list-style-type: none"><li>• Fresh mussels, premium grade, uniform in size (medium to large).</li><li>• Meat must be plump, firm, and free from off-odors or discoloration.</li><li>• Product must be sourced from HACCP-certified suppliers, fully traceable, and maintained under strict cold-chain conditions.</li></ul>	Kg	<input type="checkbox"/>
3	HEADLESS PRAWN 8 / 12	<ul style="list-style-type: none"><li>• <b>Prawns, 8/12 count per pound</b>, frozen, with bright, consistent, and slightly translucent appearance.</li><li>• Shells must be hard, firm, glossy, and intact, free from cracks, soft spots, slime, black spots, yellowing, or bleached/dry areas.</li><li>• <b>Maximum permissible water content: 15%</b>. Sourced from HACCP-certified suppliers, fully traceable, and maintained under strict cold-chain conditions.</li></ul>	Kg	<input type="checkbox"/>
4	FISH (ALASKA)	<ul style="list-style-type: none"><li>• <b>Alaska fish fillets each with weight 1200-1500 gram</b>, with uniform color and free from freezer burn, large ice crystals, or dry white patches. Packaging must be intact.</li><li>• Maximum permissible water content: 15%.</li><li>• Sourced from HACCP-certified suppliers, fully traceable, and maintained under strict cold-chain conditions.</li><li>• Individually packed Fillet</li></ul>	Kg	<input type="checkbox"/>
5	SMOKED SALMON	<ul style="list-style-type: none"><li>• Packed smoked salmon,</li><li>• Vacuum-sealed, and firm to the touch upon receipt. Product must be delivered outside the temperature</li></ul>	Kg	<input type="checkbox"/>

		<p>danger zone</p> <ul style="list-style-type: none"> <li>Shelf life must be a minimum of 12 months from the date of delivery.</li> </ul>		
6	RED SNAPPER FILLET (FROZEN)	<ul style="list-style-type: none"> <li><b>Red Snapper fillets, 2500–3000 g</b>, fresh, with a mild, clean oceanic aroma and firm, elastic texture.</li> <li>Fillets must be vibrant and uniform in color, free from stomach flap, discoloration, or edge darkening, and without ice burns, pooling of blood, or separation of muscle fibers.</li> <li>Fillets should be boneless and skinless (unless specified), with consistent thickness for even cooking.</li> </ul>	Kg	<input type="checkbox"/>
7	HEADLESS PRAWN 11X15	<ul style="list-style-type: none"> <li><b>Prawns, 11/15 count per pound</b>, fresh or frozen, with bright, consistent, and slightly translucent appearance.</li> <li>Shells must be hard, firm, glossy, and intact, free from cracks, soft spots, slime, black spots, yellowing, or bleached/dry areas and off smell.</li> <li>Maximum permissible water content: 15%.</li> </ul>	Kg	<input type="checkbox"/>
8	TROUT FISH (FRESH)	<ul style="list-style-type: none"> <li>Whole trout, minimum 400 to 600 gram, with clean, undamaged skin, intact scales, and bright, plump, springy flesh.</li> <li>Eyes should be clear and bulging, gills bright red, and the fish must have no off-odors such as strong fishy or ammonia smell.</li> <li>Belly cavity must be thoroughly cleaned, free from bruises, and fins and tail intact without damage.</li> <li>Transport in Chiller temperature under strict cold-chain conditions to ensure freshness</li> </ul>	Kg	<input type="checkbox"/>
9	PRAWN HEAD ON U - 7	<ul style="list-style-type: none"> <li><b>Prawns, under 7 count per pound</b>, frozen, with the head firmly attached and intact, not squashed or damaged.</li> <li>Shells must be hard, firm, glossy, and free from cracks, soft spots, or slime.</li> <li>Flesh should be firm, resilient, and free from mushiness, grittiness, or excessive water.</li> <li>Prawns must have bright, consistent color and a clean, mild aroma, free from fishy or ammonia odors.</li> <li>Maximum permissible water content: 15%.</li> </ul>	Kg	<input type="checkbox"/>
10	CRAB STICK	<ul style="list-style-type: none"> <li>Crab sticks with a flaky, delicate texture resembling real crab meat, mild and slightly sweet flavor, with a distinctive orange exterior and white interior.</li> </ul>	Kg	<input type="checkbox"/>

		<ul style="list-style-type: none"> <li>Product must be blast or flash-frozen to preserve freshness, texture, and quality.</li> <li>Packaging must be intact, unopened, and free from visible damage or tears. Shelf life in frozen storage (<math>\leq -18^{\circ}\text{C}</math>) should be a minimum of 12–18 months, with no refreezing permitted.</li> </ul>		
11	FISH CAVIAR ORANGE / RED	<ul style="list-style-type: none"> <li>High-quality fish caviar with firm, intact eggs, minimal weight loss (typically <math>&lt;5\%</math>) after proper thawing in the refrigerator, and a subtle, clean flavor with no strong fishy or off-odors.</li> <li>Shelf life in frozen storage (<math>\leq -18^{\circ}\text{C}</math>) should be a minimum of 12–18 months, with no refreezing permitted.</li> <li>Should transport in Cold Chain</li> </ul>	Kg	<input type="checkbox"/>
12	FRESH TUNA	<ul style="list-style-type: none"> <li>Fresh or frozen tuna, with firm, moist flesh of dark red to maroon color, shiny and slightly translucent.</li> <li>Flesh may feel slightly sticky to the touch but must remain resilient and intact.</li> <li>Tuna should have a clean, mild, and pleasant oceanic aroma without overpowering fishy or ammonia odors. F</li> <li>Frozen tuna must be blast- or flash-frozen to preserve freshness, texture, and quality.</li> <li>Packaging must be intact, vacuum-sealed or suitably wrapped to prevent freezer burn.</li> </ul>	Kg	<input type="checkbox"/>
13	FRESH SALMON WHOLE	<ul style="list-style-type: none"> <li><b>Fresh whole salmon, weighing 4000–4500 g</b>, with clean, undamaged skin, intact scales, and plump, springy flesh.</li> <li>Eyes should be bright and bulging, gills bright red, and the fish must have no off-odors such as strong fishy or ammonia smell.</li> <li>Belly cavity must be thoroughly cleaned, free from bruises, and fins and tail intact without damage.</li> <li>Skin should be bright and slightly slimy to the touch.</li> <li>Fish must be delivered at <math>\leq 4^{\circ}\text{C}</math>, with no melted ice or over- flaking.</li> </ul>	Kg	<input type="checkbox"/>
14	RED SNAPPER WHOLE FRESH	<ul style="list-style-type: none"> <li><b>Fresh whole Red Snapper, weighing 1500–2500 g</b>, with clean, undamaged skin, intact scales, and plump, springy flesh.</li> <li>Eyes should be bright and bulging, gills bright red, and the fish must have no off-odors such as strong fishy or</li> </ul>	Kg	<input type="checkbox"/>

		<p>ammonia smell.</p> <ul style="list-style-type: none"> <li>Belly cavity must be thoroughly cleaned, free from bruises, and fins and tail intact without damage.</li> <li>Skin should be bright and slightly slimy to the touch.</li> <li>Fish must be delivered at <b>≤4°C</b>, with no over-flaking or melted ice.</li> </ul>		
15	FISH MAHI MAHI	<ul style="list-style-type: none"> <li><b>Mahi Mahi fillets, 3–4 kg</b>, with a mild, clean aroma and firm, elastic texture.</li> <li>Fillets must be vibrant and uniform in color, free from stomach flap, discoloration, or edge darkening, with no ice burns, pooling of blood, or separation of muscle fibers.</li> <li>Fillets should be boneless and skinless (unless specified), with consistent thickness for even cooking.</li> <li>Individually Packed.</li> <li>Maximum permissible water content: 15%.</li> </ul>	Kg	<input type="checkbox"/>
16	FRESH SALMON FILLET	<ul style="list-style-type: none"> <li><b>Fresh salmon fillets, 2.0 to 2.5 kg in weight</b> bright, shiny, and vibrant in color, ranging from red to pink.</li> <li>Flesh must be firm, plump, and smooth, resilient to the touch, springing back without indentation, and presented as a single, solid piece free from tears, breaks, or separation.</li> <li>Fillets should have a mild, clean, ocean-like aroma with no strong fishy or ammonia odors.</li> </ul>	Kg	<input type="checkbox"/>

## ANNEX B: ESSENTIAL PARAMETERS FORM

Fill in following essential Parameters: -

1.	Validity of Offer	Days (Should not be less than <b>90 days</b> )	
2.	Delivery period	Days (After placement of order)	

**General: -**

1.	GST Number	Enclose Copy	
2.	NTN / CNIC	if exempted, provide valid exemption certificate	

**Payment Terms: -**

- Payment shall be made after 25-30 days of satisfactory delivery & acceptance of supply.
- No Advance payment shall be made.
- Deductions may apply for non-conforming items or short deliveries.

**Note:** All taxes/duties/fees as applicable under government laws in Pakistan as well as country of supplier shall be on seller. All charges such as packing, forwarding, local freight, loading and unloading, installation and commissioning, custom clearance, orientations, on job training or any other will be part of quoted price. Delivery till Islamabad Club will be seller's responsibility and all associated costs will be part of quotation as well.

**Firm/ Company Name:** \_\_\_\_\_

**Name & Contact (Focal Person):** \_\_\_\_\_

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## 5. BIDDING FORMS AND ANNEXURES

### ANNEX C: FINANCIAL BOQ (PRICE SCHEDULE)

SR	Item	Specifications (if any)	Unit	UNIT PRICE	GST	UNIT PRICE WITH GST
1	<b>FISH (BECKTY)</b>	<ul style="list-style-type: none"> <li>• <b>Bekti fish fillets, 3–4 kg</b>, with a mild oceanic odor and firm, elastic texture.</li> <li>• Fillets must be uniform in thickness and color, free from skin, bones, blood spots, or discoloration around the edges. No ice burns, freezer damage, or separation of muscle fibers.</li> <li>• Proper cold-chain maintenance.</li> <li>• Maximum permissible water content: 15%.Individually Packed.</li> </ul>	<b>Kg</b>			
2	<b>MUSSELS</b>	<ul style="list-style-type: none"> <li>• Fresh mussels, premium grade, uniform in size (medium to large).</li> <li>• Meat must be plump, firm, and free from off-odors or discoloration.</li> <li>• Product must be sourced from HACCP-certified suppliers, fully traceable, and maintained under strict cold-chain conditions.</li> </ul>	<b>Kg</b>			
3	<b>HEADL ESS PRAWN 8 / 12</b>	<ul style="list-style-type: none"> <li>• <b>Prawns, 8/12 count per pound</b>, frozen, with bright, consistent, and slightly translucent appearance.</li> <li>• Shells must be hard, firm, glossy, and intact, free from cracks, soft spots, slime, black spots, yellowing, or bleached/dry areas.</li> <li>• <b>Maximum permissible water content: 15%.</b> Sourced from HACCP-certified suppliers, fully traceable, and maintained under strict cold-chain conditions.</li> </ul>	<b>Kg</b>			

4	<b>FISH (ALASKA)</b>	<ul style="list-style-type: none"> <li>• <b>Alaska fish fillets each with weight 1200- 1500 gram</b>, with uniform color and free from freezer burn, large ice crystals, or dry white patches. Packaging must be intact.</li> <li>• Maximum permissible water content: 15%.</li> <li>• Sourced from HACCP-certified suppliers, fully traceable, and maintained under strict cold-chain conditions.</li> <li>• Individually packed Fillet</li> </ul>	<b>Kg</b>			
5	<b>SMOKED SALMON</b>	<ul style="list-style-type: none"> <li>• Packed smoked salmon,</li> <li>• Vacuum-sealed, and firm to the touch upon receipt. Product must be delivered outside the temperature danger zone</li> <li>• Shelf life must be a minimum of 12 months from the date of delivery.</li> </ul>	<b>Kg</b>			
6	<b>RED SNAPPER FILLET (FROZEN)</b>	<ul style="list-style-type: none"> <li>• <b>Red Snapper fillets, 2500–3000 g</b>, fresh, with a mild, clean oceanic aroma and firm, elastic texture.</li> <li>• Fillets must be vibrant and uniform in color, free from stomach flap, discoloration, or edge darkening, and without ice burns, pooling of blood, or separation of muscle fibers.</li> <li>• Fillets should be boneless and skinless (unless specified), with consistent thickness for even cooking.</li> </ul>	<b>Kg</b>			
7	<b>HEADLE SS PRAWN 11X15</b>	<ul style="list-style-type: none"> <li>• <b>Prawns, 11/15 count per pound</b>, fresh or frozen, with bright, consistent, and slightly translucent appearance.</li> <li>• Shells must be hard, firm, glossy, and intact, free from cracks, soft spots, slime, black spots, yellowing, or bleached/dry areas and off smell.</li> <li>• Maximum permissible water content: 15%.</li> </ul>	<b>Kg</b>			

8	<b>TROUT FISH (FRESH)</b>	<ul style="list-style-type: none"> <li>Whole trout, minimum 400 to 600 gram, with clean, undamaged skin, intact scales, and bright, plump, springy flesh.</li> <li>Eyes should be clear and bulging, gills bright red, and the fish must have no off- odors such as strong fishy or ammonia smell.</li> <li>Belly cavity must be thoroughly cleaned, free from bruises, and fins and tail intact without damage.</li> <li>Transport in Chiller temperature under strict cold-chain conditions to ensure freshness</li> </ul>	<b>Kg</b>			
9	<b>PRAWN HEAD ON U - 7</b>	<ul style="list-style-type: none"> <li><b>Prawns, under 7 count per pound</b>, frozen, with the head firmly attached and intact, not squashed or damaged.</li> <li>Shells must be hard, firm, glossy, and free from cracks, soft spots, or slime.</li> <li>Flesh should be firm, resilient, and free from mushiness, grittiness, or excessive water.</li> <li>Prawns must have bright, consistent color and a clean, mild aroma, free from fishy or ammonia odors.</li> <li>Maximum permissible water content: 15%.</li> </ul>	<b>Kg</b>			
10	<b>CRAB STICK</b>	<ul style="list-style-type: none"> <li>Crab sticks with a flaky, delicate texture resembling real crab meat, mild and slightly sweet flavor, with a distinctive orange exterior and white interior.</li> <li>Product must be blast or flash-frozen to preserve freshness, texture, and quality.</li> <li>Packaging must be intact, unopened, and free from visible damage or tears. Shelf life in frozen storage (<math>\leq -18^{\circ}\text{C}</math>) should be a minimum of 12–18 months, with no refreezing permitted.</li> </ul>	<b>Kg</b>			



11	<b>FISH CAVIER ORANGE / RED</b>	<ul style="list-style-type: none"> <li>• High-quality fish caviar with firm, intact eggs, minimal weight loss (typically &lt;5%) after proper thawing in the refrigerator, and a subtle, clean flavor with no strong fishy or off-odors.</li> <li>• Shelf life in frozen storage (<math>\leq -18^{\circ}\text{C}</math>) should be a minimum of 12–18 months, with no refreezing permitted.</li> <li>• Should transport in Cold Chain</li> </ul>	<b>Kg</b>			
12	<b>FRESH TUNA</b>	<ul style="list-style-type: none"> <li>• Fresh or frozen tuna, with firm, moist flesh of dark red to maroon color, shiny and slightly translucent.</li> <li>• Flesh may feel slightly sticky to the touch but must remain resilient and intact.</li> <li>• Tuna should have a clean, mild, and pleasant oceanic aroma without overpowering fishy or ammonia odors.</li> <li>• Frozen tuna must be blast- or flash-frozen to preserve freshness, texture, and quality.</li> <li>• Packaging must be intact, vacuum-sealed or suitably wrapped to prevent freezer burn.</li> </ul>	<b>Kg</b>			
13	<b>FRESH SALMON WHOLE</b>	<ul style="list-style-type: none"> <li>• <b>Fresh whole salmon, weighing 4000–4500 g</b>, with clean, undamaged skin, intact scales, and plump, springy flesh.</li> <li>• Eyes should be bright and bulging, gills bright red, and the fish must have no off- odors such as strong fishy or ammonia smell.</li> <li>• Belly cavity must be thoroughly cleaned, free from bruises, and fins and tail intact without damage.</li> <li>• Skin should be bright and slightly slimy to the touch.</li> <li>• Fish must be delivered at <math>\leq 4^{\circ}\text{C}</math>, with no melted ice or over-flaking.</li> </ul>	<b>Kg</b>			

14	<b>RED SNAPPER WHOLE FRESH</b>	<ul style="list-style-type: none"> <li>• <b>Fresh whole Red Snapper, weighing 1500–2500 g</b>, with clean, undamaged skin, intact scales, and plump, springy flesh.</li> <li>• Eyes should be bright and bulging, gills bright red, and the fish must have no off- odors such as strong fishy or ammonia smell.</li> <li>• Belly cavity must be thoroughly cleaned, free from bruises, and fins and tail intact without damage.</li> <li>• Skin should be bright and slightly slimy to the touch.</li> <li>• Fish must be delivered at <b>≤4°C</b>, with no over-flaking or melted ice.</li> </ul>	<b>Kg</b>			
15	<b>FISH MAHI MAHI</b>	<ul style="list-style-type: none"> <li>• <b>Mahi Mahi fillets, 3–4 kg</b>, with a mild, clean aroma and firm, elastic texture.</li> <li>• Fillets must be vibrant and uniform in color, free from stomach flap, discoloration, or edge darkening, with no ice burns, pooling of blood, or separation of muscle fibers.</li> <li>• Fillets should be boneless and skinless (unless specified), with consistent thickness for even cooking.</li> <li>• Individually Packed.</li> <li>• Maximum permissible water content 15%.</li> </ul>	<b>Kg</b>			
16	<b>FRESH SALMON FILLET</b>	<ul style="list-style-type: none"> <li>• <b>Fresh salmon fillets, 2.0 to 2.5 kg in weight</b> bright, shiny, and vibrant in color, ranging from red to pink.</li> <li>• Flesh must be firm, plump, and smooth, resilient to the touch, springing back without indentation, and presented as a single, solid piece free from tears, breaks, or separation.</li> <li>• Fillets should have a mild, clean, ocean-like aroma with no strong fishy or ammonia odors.</li> </ul>	<b>Kg</b>			

## FORM 1: BID SUBMISSION FORM

Tender No \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Firm Address \_\_\_\_\_

Date \_\_\_\_\_

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

E-Mail \_\_\_\_\_

To,

Procurement Department

Islamabad Club

Dear Sir,

1. I / We hereby offer to supply to the ISLAMABAD CLUB the stores detailed in the schedule to this tender inquiry or such portion thereof as you may specify in the acceptance of tender at the price offered against the said schedule and further agree that this offer will remain valid up to 90 days after opening of Financial offer and will not be withdrawn or altered in terms of rates quoted and the conditions already stated therein or on before this date. I / we shall be bound by a communication of acceptance to be dispatched within the prescribed time.
2. I / we have understood the instructions to Tenders and General Conditions Governing Contract and have thoroughly examined the specifications / drawings and / or patterns quoted in the schedule hereto and am/are fully aware of the nature of the stores required and my/ our offer is to supply stores strictly in accordance with the requirements.

Yours Faithfully,

(Signature of Tenderer)

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

Designation: \_\_\_\_\_

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

Company Stamp

## FORM 2: INTEGRITY PACT / DISCLOSURE CLAUSE

**(To be submitted on Company's Letterhead)**

To,  
The Procurement Manager,  
Islamabad Club.

### **Subject: Integrity Pact for Tender No. IC/PD/2025/26/TD-37-RE**

We, M/s \_\_\_\_\_, hereby declare our intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Islamabad Club through any corrupt business practice.

We represent and warrant that we have fully declared the brokerage, commission, fees etc., paid or payable to anyone and have not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including our affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of this contract, except that which has been expressly declared pursuant hereto.

We certify that we have made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Islamabad Club and have not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

We accept full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration.

We agree that any contract obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Islamabad Club, be voidable at the option of Islamabad Club.

We agree to indemnify Islamabad Club for any loss or damage incurred by it on account of corrupt business practices and further pay compensation in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given for the purpose of obtaining or inducing the procurement of this contract.

For M/s \_\_\_\_\_

Signature: \_\_\_\_\_

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

Designation: \_\_\_\_\_

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

Company Stamp

### FORM 3: UNDERTAKING ON NON-COLLUSION

**(To be submitted on Rs. 100 Stamp Paper)**

It is hereby stated and affirmed on oath that M/s \_\_\_\_\_ (the bidder) is not a member or Director of any other company which is participating in the present tender for **Supply of Misc Sea Food Items** opened on DD-MM-YYYY, or otherwise no Director or employee of the company participating in the bidding process is directly or indirectly in any manner whatsoever involved, associated in any other company / individual business which is bidding in the present bidding process.

It is understood that the above information is correct and at any stage in future if it is found / revealed that the information herein above is not correct, Islamabad Club shall cancel the bid / contract and the Earnest Money / Security Deposit shall be forfeited. Furthermore, the bidder will be blacklisted for participation against any other tenders.

Tenderer's Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Phone / Fax #: \_\_\_\_\_

CNIC: \_\_\_\_\_

Company Stamp

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

**FORM 4: BID SECURITY SUBMISSION FORM**

Tender No.	IC/PD/2025/26/TD-37-RE
<b>Bid Security Details</b>	
<b>Ref. No.</b>	_____
<b>Bank Name</b>	_____
<b>Branch</b>	_____
<b>Amount (PKR)</b>	500,000/-
<b>Date of Issue</b>	_____
<b>Expiry Date</b>	_____
<b>We hereby confirm</b> that the original Bid Security instrument is submitted physically to the Procurement Office, Islamabad Club, and is valid for a period exceeding 90 days from the bid opening date.	
<b>Signature &amp; Stamp of Authorized Signatory:</b>  _____ Name: _____ Date: _____	

## FORM 6: BLACKLISTING CERTIFICATE (JUDICIAL PAPER PROFORMA)

***\*To be submitted on Rs. 100/- Judicial Stamp Paper\****

### AFFIDAVIT

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, residing at \_\_\_\_\_, being the \_\_\_\_\_ (Designation) of **M/s** \_\_\_\_\_, do hereby solemnly affirm and declare on oath as under:

1. That the said firm is participating in Tender No. **IC/PD/2025/26/TD-37-RE** for Supply of Misc Sea Food Items.
2. That the said firm, its principals, partners, directors, or any associated entity are **NOT** blacklisted, debarred, or banned from participating in tenders by any Ministry, Division, Department, Agency of the Federal/Provincial Government, or any other public sector entity as on the date of this bid submission.
3. That no inquiry or investigation by the National Accountability Bureau (NAB) or the Federal Investigation Agency (FIA) is pending against the firm or its aforesaid officials concerning any corrupt, fraudulent, or illegal practices.
4. That this declaration is true to the best of my knowledge and belief. I understand that any false statement will lead to automatic disqualification, forfeiture of bid/performance security, blacklisting, and legal action.

### DEPONENT

#### Verification:

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief.

**Deponent Signature:** \_\_\_\_\_

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

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

**Stamp of Oath Commissioner/Notary Public**

## FORM 7: DRAFT FRAMEWORK AGREEMENT

### FRAMEWORK AGREEMENT FOR SUPPLY OF MISC SEA FOOD ITEMS

This **Framework Agreement** is made on \_\_\_\_\_, 2026 between M/s \_\_\_\_\_ (hereinafter referred to as **Supplier**) and **Islamabad Club** (hereinafter referred to as **Club**).

#### TERMS & CONDITIONS:

a) This agreement shall be a **Standing Offer / Framework Agreement** for the Supply of Misc Sea Food Items as per the quoted prices in Annex C and specifications in Annex A of Tender No. **IC/PD/2025/26/TD-37-RE**.

b) **Validity:** This Framework Agreement is valid for a period of **One (1) Year** from the date of signing, i.e., from \_\_\_\_\_ to \_\_\_\_\_. It is extendable for a further period with the mutual written consent of both parties under the same terms, conditions, and prices.

c) That the Islamabad Club reserves the right to discontinue the order or terminate the agreement at any time without assigning any reason.

d) That the quality of supplies must be as per the technical specifications (Annex A) and of the highest standard.

e) That the purchaser/ concerned department reserves the right to reject the goods supplied in the event of quality being substandard.

f) That the rejected supplies shall be replaced by the supplier within three hours from the date & time of rejection. If the purchaser still finds the replaced goods below the required standard the purchaser reserves the right to deduct the cost of the same goods purchased from the open market. The amount so deducted will be equivalent to the value over & above the contracted amount paid in the open market.

g) That the supplier will deliver the items ordered before 11:00 am to the nominated department of the club by its management.

h) That the supplier will fulfil the demand on **as & When (weekly or on call)** required basis. The acceptance of all deliveries is subject to the verification by the concerned department regarding quality and quantity.



i) That the concern dept. will communicate the requirements either through fax, email, or phone two days prior.

j) That the mode of payment will be through cheque within 25-30 days of satisfactory delivery and acceptance, after deduction of applicable taxes as per Government laws.

k) That goods supplied/delivered shall be accompanied by invoice/delivery challan.

l) That the Contract is Extendable to 1 One Year with Mutual Consent of both parties with same price, terms & condition.

m) All Tender Document Terms & Conditions are an integral part of this contract.

**For Islamabad Club**

\_\_\_\_\_

(Authorized Signature)

\_\_\_\_\_

(Name & Designation)

\_\_\_\_\_

(Seal)

**For Supplier: M/s** \_\_\_\_\_

\_\_\_\_\_

(Authorized Signature)

\_\_\_\_\_

(Name & Designation)

\_\_\_\_\_

(Seal)

**Witness 1:** \_\_\_\_\_

**Witness 2:** \_\_\_\_\_