



## **TENDER DOCUMENT**

### **2nd Floor Guest Rooms Ceiling & Lighting Works.**

**Tender No: [ IC/PD/2025/26/TD-045**

**Date of Issue: December 31, 2025**

**Bid Submission Deadline: 11:00 Hrs, January 19, 2026.**

**Bid Opening Date & Time: 11:30 Hrs, January 19, 2026.**

**Procurement Method:** Open Competitive Bidding (National)

**Bidding Procedure:** Single-Stage Two-Envelope Procedure

**Evaluation Method:** Least Cost Selection (After Technical Pass)

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## **ISLAMABAD CLUB**

### **PART 1 – INVITATION FOR BIDS (IFB)**

**1.1** Islamabad Club invites sealed bids from eligible and qualified contractors registered with PPRA, and FBR for the **2nd Floor Guest Rooms Ceiling & Lighting Works**, including supply, installation, and completion of new ceiling in guest rooms along with related ceiling lights, electrical works, and all associated works complete as per site conditions, 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 | Tender Submission           | Tender Opening         |
|-------------------------|--|------------|-----------------------------|------------------------|
| IC/PD/2025/26/T<br>D-45 | Faysal Bank, A/C #<br>PK81FAYS0001132031116145 | PKR 5,000  | 1100 Hrs Date<br>19-01-2026 | 1130 Hrs<br>19-01-2026 |

**1.5 Pre-Bid Meeting:** A pre-bid meeting will be held on **January 12, 2026 at 11:30 AM** at Islamabad Club, Murree Road, Islamabad. Attendance is optional but recommended. 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 19, 2026**. Late bids will be rejected. 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.

**1.8** All bids must be accompanied by a **Bid Security of PKR 100,000/-** (One Hundred Thousand Rupees) in the form of a **Pay Order / Demand Draft / Bank Guarantee** from a scheduled bank, valid for **90 days** from bid submission date, in favor of **Islamabad Club**.

**1.9** The Contract shall be awarded to the Bidder who:

- Meets all Mandatory Eligibility Criteria (MEC)
- Achieves minimum technical score of **70/100**
- Is evaluated as the **lowest-priced technically qualified bidder**

**1.10 Contact Information:**

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

Phone: 051-9046000, Ext: 176/301  
Email: [asad.ijaz@islamabadclub.org.pk](mailto:asad.ijaz@islamabadclub.org.pk)  
[taimoor.khurram@islamabadclub.org.pk](mailto: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 (✓)            | Page Ref. |
|--------------|--|---|--------------------------|-----------|
| <b>MEC-1</b> | Valid NTN & STRN (Active Taxpayer)   | FBR NTN Certificate, Sales Tax Registration Certificate, and proof of Active Taxpayer List (ATL) status | <input type="checkbox"/> |           |
| <b>MEC-2</b> | Non-Blacklisting Affidavit   | Affidavit on Rs. 100/- Judicial Stamp Paper duly notarized (Format as per Annexure-H)                   | <input type="checkbox"/> |           |
| <b>MEC-3</b> | Minimum 03 Years General Experience  | Company Profile stating year of establishment and nature of business                                    | <input type="checkbox"/> |           |
| <b>MEC-4</b> | Similar Projects Experience (Min. two projects, $\geq$ PKR 2.0 million in total in last 3 years) | Copies of Work Order/Contract Agreement & Completion Certificate for at least two similar projects      | <input type="checkbox"/> |           |
| <b>MEC-5</b> | Bid Security (PKR 100,000)   | Copy of Pay Order/Demand Draft/Bank Guarantee valid for <b>90 days</b> in favor of Islamabad Club       | <input type="checkbox"/> |           |
| <b>MEC-6</b> | Tender Fee Receipt (PKR 5,000)   | Copy of bank deposit slip/receipt   | <input type="checkbox"/> |           |
| <b>MEC-7</b> | Acceptance of Complete Tender Terms  | Complete Tender Documents (duly signed and stamped on each page)  | <input type="checkbox"/> |           |

### **A. COMPANY PROFILE (35 Marks)**

| Ref. | Requirement & Scoring Basis | Document Required | Submitted (✓) | Page Ref. |
|------|-----------------------------|-------------------|---------------|-----------|
|      |                             |                   |               |           |

|            |   |   |                          |  |
|------------|---|---|--------------------------|--|
| <b>A.1</b> | <b>Date of Establishment</b> (2 marks per year, Max: 10 marks)  | Certificate of Incorporation / Partnership Deed / Business Registration   | <input type="checkbox"/> |  |
| <b>A.2</b> | <b>Technical &amp; Supervisory Staff</b> (Graduate Engineers: 3 marks each; Diploma holders: 2 marks each; Certified technicians: 1 mark each; Max: 15 marks) | 1. List of permanent technical/supervisory staff with designations<br>2. CVs and appointment letters of key staff<br>3. Copies of educational/professional certificates | <input type="checkbox"/> |  |
| <b>A.3</b> | <b>Availability of Relevant Equipment &amp; Tools</b> (1 mark per major item, Max: 10 marks)  | Detailed list of owned equipment relevant to this project   | <input type="checkbox"/> |  |

### B. EXPERIENCE (35 Marks)

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

### C. FINANCIAL CAPABILITY (20 Marks)

| Ref.       | Requirement & Scoring Basis   | Document Required   | Submitted (✓)            | Page Ref. |
|------------|---|---|--------------------------|-----------|
| <b>C.1</b> | <b>Average Annual Construction Turnover</b> (Last 3 Years) – Proportionate marks (Scale: PKR 5 million = 5 marks, PKR 10 million = 10 marks, etc., Max: 10 marks) | Audited Financial Statements (Balance Sheet & Profit & Loss Account) for last three financial years | <input type="checkbox"/> |           |

|     |   |  |                          |  |
|-----|---|--|--------------------------|--|
| C.2 | <b>Average Income Tax Paid</b> (Last 3 Years) – Proportionate marks (Scale: PKR 100,000 = 5 marks, PKR 200,000 = 10 marks, etc., Max: 10 marks) | Income Tax Returns/Challans for last three financial years | <input type="checkbox"/> |  |
|-----|---|--|--------------------------|--|

#### D. WORK PLAN (10 Marks)

| Ref. | Requirement & Scoring Basis  | Document Required  | Submitted (✓)            | Page Ref. |
|------|--|--|--------------------------|-----------|
| D.1  | <b>Detailed Work Plan</b> (Max: 5 marks for comprehensive, logical plan) | Detailed Work Plan/Schedule in MS Project or Gantt Chart format covering all 35 days                 | <input type="checkbox"/> |           |
| D.2  | <b>Detailed Construction Methodology</b> (Max: 5 marks)                  | Detailed Construction Methodology including procedures, sequence, resources, QA/QC, and HSE measures | <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 **NTN & Sales Tax Registration (STRN)** and appearing on Active **Taxpayer List (ATL)** of FBR.
2. 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.
3. Physical office / operational setup within Rawalpindi / Islamabad region.
4. Minimum **03 years** of general experience in renovation, civil works or similar works.
5. Completion of at-latest two (2) similar nature projects of Ceiling gypsum board suspended / false ceilings and LED lighting system of contract value not less than **PKR, 2.0 million in last 3 years.**
6. **Bid Security of PKR 100,000/-** 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 **90 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, Annexure 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 19 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.

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## **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 **35 calendar days** from issuance of 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 handing over/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 verified running bills, submitted monthly, within 30 days of verification by the Employer. Five percent (5%) retention shall be deducted from each verified bill & shall be retained as retention money, which will be released after successful completion of defect liability period (DLP).

### **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.

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## **PART 4 – SPECIAL CONDITIONS OF CONTRACT (SCC)**

### **4.1 Site Location**

Main Building, 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. The contractor shall ensure safety, cleanliness, and protection of existing facilities. Any damage shall be rectified at contractor's cost.

### **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 & Debris Removal**

Contractor shall maintain cleanliness and remove debris daily and disposal of any debris arising during construction works etc.

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## **PART 5 – TECHNICAL SPECIFICATIONS & BILL OF QUANTITIES**

### **5.1 Scope of Work**

- Providing & fixing gypsum board concealed grid suspended / false ceiling.
- Supply & Fixing of PHILIPS LED down Light 9 / 10 Watts.
- Supply and laying of Electric Cables complete in all respects.
- Providing and laying of PVC / flexible pipes with bend & sockets, complete in all respects.
- Providing and Fixing of Ceiling Fan Rods as per new Ceiling design complete in all respects.

### **5.2 Key Specifications**

- **Ceiling Works:** United brand or equivalent gypsum board concealed grid suspended / false ceiling 12mm thickness.
- **Lighting Works:** PHILIPS LED Down Light 9 / 10 Watt (w/w)
- **Electric Cables:** NEWAGE / FAST or Equivalent.
- **Switch Sheet:** 5 Gange, Clipsal / Schneider with G . I Golden Box 3" X 3".

### **5.3 Bill of Quantities:**

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

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## **PART 6 – EVALUATION CRITERIA & PROCEDURE**

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

### **6.2 Technical Evaluation (100 Marks):**

- Company Profile (35 marks)
- Experience (35 marks)
- Financial Capability (20 marks)
- Work Plan & Construction Methodology (10 marks)

**Minimum Qualifying Score: 70/100**

**6.3 Financial Evaluation:** Lowest cost among technically qualified bidders.

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

### **6.3 Financial Evaluation**

Only technically qualified bidders (score  $\geq 70$ ) will have their Financial Bids opened. Evaluation will be based on **Lowest Total Bid price** as per BOQ in **Financial Proposal**.

### **6.4 Award Criteria**

Contract will be awarded to the **Lowest Evaluated Bidder** among technically qualified bidders.

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## **PART 7 – ANNEXURES & FORMS**

**Annexure-A:** Bill of Quantities

**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

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## ANNEXURE-A: BILL OF QUANTITIES (BOQ)

(To be attached with Financial Bid only)

**Tender No: IC/PD/2025/26/TD-045**

**Project: 2nd Floor Guest Rooms Ceiling & Lighting Works.**

| <b>B.O.Q for 2nd Floor Guest Rooms Ceiling &amp; Lighting Works,</b> |  |             |             |                        |                     |
|--|--|-------------|-------------|------------------------|---------------------|
| <b>Sr #</b>  | <b>Description</b>   | <b>Unit</b> | <b>Qty.</b> | <b>Rate Unit Price</b> | <b>Total Amount</b> |
| 1  | Providing & fixing United brand or equivalent gypsum board concealed grid suspended / false ceiling including painting, 1/2 inch thick seamless joints fixed in position with "C" channels imported G.I frame and suspension system / hangers, splices, expansion bolts, including provision of jointing tape on joints, light fixture access panels/holes, leveling, cleaning required for completion of the work etc., Complete in all respect or as directed by the Engineer. | Sft.        | 4532        |                        |                     |
| 2  | Supply & Fixing of PHILIPS LED DOWN LIGHT 9/10 Watts or Equivalent, As approved by the Engineer.   | Nos.        | 200         |                        |                     |
| 3  | Supply and Laying of Electric Cables 3 / 29 S/C NEWAGE / FAST or Equivalent  | Mtr         | 1620        |                        |                     |
| 4  | Supply and laying of Electric Cables 7 / 29 S/C NEWAGE / FAST or Equivalent  | Mtr         | 180         |                        |                     |
| 5  | Supply and laying of EARTH Cables 1.5MM S/C NEWAGE / FAST or Equivalent  | Mtr         | 90          |                        |                     |
| 6  | Supply & Fixing of Switch Sheet 5 Gange, Clipsal / Schneider with G . I GOLDEN BOX 3" X 3", Complete in all respects   | Nos.        | 24          |                        |                     |
| 7  | Providing and laying of PVC PIPE 3 / 4 inch with bend & Sockets, of Beta or Equivalent complete in all respects  | Rft.        | 700         |                        |                     |
| 8  | Providing and laying of PVC Flexible PIPE 3/4 inch of Beta or Equivalent complete in all respects  | Rft.        | 800         |                        |                     |

|                                    |   |      |    |  |  |
|------------------------------------|---|------|----|--|--|
| <b>9</b>                           | Providing and Fixing of Ceiling fan G.I powder coated Rods upto 4.feet as per new Ceiling design complete in all respects | Nos. | 24 |  |  |
| <b>GST AMOUNT</b>                  |   |      |    |  |  |
| <b>Total Amount with GST (Rs.)</b> |   |      |    |  |  |

## ANNEXURE-B: FORM OF BID

**To:**

The Secretary  
Islamabad Club  
Murree Road, Islamabad

**Subject: Submission of Bid for 2nd Floor Guest Rooms Ceiling & Lighting Works, – Tender**  
**No. IC/PM/2025/26/TD-045**

We, the undersigned, hereby submit our bid for the **2nd Floor Guest Rooms Ceiling & Lighting Works**, 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 **90 days** from the date of bid opening. We enclose a Bid Security in the amount of **PKR 100,000/-** 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:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Company Stamp:** \_\_\_\_\_

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

**ANNEXURE-C: PRICE SCHEDULE (SUMMARY)****Tender No: IC/PD/2025/26/TD 045****Project: 2nd Floor Guest Rooms Ceiling & Lighting Works,**

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

**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 -045

**Project:** 2nd Floor Guest Rooms Ceiling & Lighting Works,

**Amount:** PKR 100,000

**Validity:** 90 days from bid submission date

We, \_\_\_\_\_ **(Bank Name)**, hereby unconditionally and irrevocably guarantee payment of the sum of **Pakistani Rupees One hundred Thousand Only (PKR 100,000)** 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:** \_\_\_\_\_

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## 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:
  - o This Agreement
  - o Letter of Acceptance
  - o Bid and annexed documents
  - o Conditions of Contract (GCC & SCC)
  - o Specifications and Drawings
  - o 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.*

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## **ANNEXURE-G: TECHNICAL PROPOSAL FORMS**

### **G-1: COMPANY PROFILE & TECHNICAL STAFF**

| Sr. | Name | Designation | Qualification | Years of Experience | 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 35 days, showing sequence of activities, milestones, and resource allocation.)\***

**Brief Description of Methodology:**

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

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

**ISLAMABAD CLUB**

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