



TENDER DOCUMENT

Supply, Installation & Commissioning of New Lighting System at Badminton Courts

Tender No: IC/PD/2026/27/TD-046

Date of Issue: January 9, 2026

Bid Submission Deadline: 11:00 Hrs, January 27, 2026

Bid Opening Date & Time: 11:30 Hrs, January 27, 2026

Procurement Method: Open Competitive Bidding (National)

Bidding Procedure: Two-Stage Two-Envelope Procedure

Evaluation Method: Least Cost Selection (After Technical Pass)

ISLAMABAD CLUB

PART 1 – INVITATION FOR BIDS (IFB)

1. **Islamabad Club** (hereinafter referred to as "the Procuring Agency") invites sealed bids from eligible and qualified firms/suppliers/contractors for the **Supply, Installation & Commissioning of a New Lighting System at Badminton Courts**, including design, supply, installation, testing, and commissioning of a complete lighting system with structural support, as per technical specifications, drawings, and requirements herein.
2. **Bidding Documents Availability:** A complete set of bidding documents may be downloaded free of charge from the following websites:
 - Islamabad Club: <https://islamabadclub.org.pk/tenders>
 - PPRA Website: <https://www.ppra.org.pk>
 - 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 submitted with the Technical Proposal.
4. **Submission & Opening Schedule:**

Tender No.	Bank Account Details	Tender Fee	Submission Deadline	Tender Opening
IC/PD/2026/27/TD-046	Faysal Bank, A/C # PK81FAYS0001132031116145	PKR 5,000	11:00 Hrs, January 27, 2026	11:30 Hrs, January 27, 2026

5. **No pre-bid meeting will be held.**
6. **Site Visit:** Potential bidders may visit the site **on any working day before the bid submission deadline** between **10:00 Hrs to 16:00 Hrs**, after prior coordination with the Engineering Department.
7. All technical and contractual clarifications must be sought **in writing** via the EPADS messaging system or email to the Procurement Department.
8. **Bid Submission Method:** Bids must be submitted **electronically through the EPADS system** only. Physical submissions are not allowed.
9. **Bid Security:** All bids must be accompanied by a **Bid Security** of **PKR 100,000/-** in the form of a **Pay Order / Demand Draft / Bank Guarantee** from a scheduled bank, valid for **120 days**, in favor of **Islamabad Club**.
10. **Award Criteria:** 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**
11. **Contact Information:**

Procurement Department, Islamabad Club

Murree Road, Islamabad

Phone: 051-9046000, Ext: 176/301

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

PART 2 – INSTRUCTIONS TO BIDDERS (ITB)

2.1 Eligibility Criteria

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

1. **Tax Status:** Valid **NTN & Sales Tax Registration (STRN)** and appearing on **Active Taxpayer List (ATL)** of FBR.
2. **Non-Blacklisting:** Duly signed **Affidavit on Rs. 100/- Judicial Stamp Paper** declaring non-blacklisting.
3. **Experience:** Minimum **03 years** experience in electrical works/lighting installations.
4. **Similar Projects:** Completion of at least three (3) similar electrical/lighting installation projects involving high-bay or sports lighting at significant height (above 20 ft), each of value not less than PKR 2.0 million, in the last five (5) years. Completion certificates must be submitted as proof.
5. **Bid Security:** Submission of Bid Security of **PKR 100,000/-**.
6. **Product Authenticity & Supply Proof:** The bidder must provide documentary evidence demonstrating the ability to supply genuine products of the proposed brand. This may include any one of the following:
 - A valid Manufacturer Authorization Letter; OR
 - Official invoices from the last six months showing direct purchase from the manufacturer or its authorized distributor; OR
 - A Letter of Guarantee from the manufacturer or its regional authorized distributor confirming the bidder as a recognized supplier; OR
 - Proof of past successful supply and installation of the same/similar brand to reputable organizations, along with a declaration of sourcing genuine products.

2.2 Language & Currency

Bid documents must be in **English**. Prices in **Pakistani Rupees (PKR)**, inclusive of all taxes.

2.3 Bid Validity

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

2.4 Sealing and Marking

Two Envelope System:

- **Envelope-1 (Technical Proposal):** All technical, eligibility, qualification documents. **No financial information.**
- **Envelope-2 (Financial Proposal):** Only priced BOQ, Form of Bid, Price Summary, and original Bid Security.

2.5 Deadline for Submission

Bids must be submitted by **11:00 Hrs on January 27, 2026**. Late bids will be rejected.

2.6 Bid Opening

Technical bids opened first. Financial bids of only technically qualified bidders opened later on notified date.

PART 3 – BID SUBMISSION CHECKLIST
(For Technical Proposal - Envelope 1 Only)

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

Ref.	Mandatory Requirement	Document Required	Submitted (✓)
MEC-1	Valid NTN & STRN (Active Taxpayer)	FBR NTN/STRN Certificates & ATL proof	<input type="checkbox"/>
MEC-2	Non-Blacklisting Affidavit	Affidavit on Rs. 100/- Judicial Stamp Paper duly notarized	<input type="checkbox"/>
MEC-3	Minimum 03 Years Experience	Company profile/experience certificate	<input type="checkbox"/>
MEC-4	Similar Project Experience	Completion certificate & work order for at least three (3) similar project	<input type="checkbox"/>
MEC-5	Bid Security (PKR 100,000)	Copy of valid Bid Security	<input type="checkbox"/>
MEC-6	Tender Fee Receipt	Copy of bank deposit slip	<input type="checkbox"/>
MEC-7	Product Authenticity & Supply Proof	Submit one of the acceptable documents as per revised Clause 2.1(6).	<input type="checkbox"/>
MEC-8	PEC Registration	Valid Pakistan Engineering Council (PEC) Registration certificate in relevant category (e.g., Electrical)	<input type="checkbox"/>

SECTION 2: DETAILED TECHNICAL EVALUATION DOCUMENTS (100 MARKS)

A. TECHNICAL PROPOSAL & COMPLIANCE (40 Marks)

- Detailed technical proposal including drawings, specifications
- Compliance with technical specs in Part 4
- Lighting design calculations & Dialux/AGi32 report (Required as per Annexure-E, E-6)
- Warranty & maintenance plan

B. COMPANY PROFILE & EXPERIENCE (30 Marks)

- Company history and overview
- List of similar completed projects with certificates
- Financial stability (annual audited or un-audited financial statement (for the most recent financial year) OR a valid bank credit line certificate to demonstrate financial capacity)

C. WORK PLAN & METHODOLOGY (30 Marks)

- Detailed installation methodology
- Project schedule (max 25 days)

- Health, Safety & Environment (HSE) plan
 - Plan for minimal disruption (major work on Sundays)
 - Plan to keep existing lighting operational as backup
-

PART 4 – TECHNICAL SPECIFICATIONS & SCOPE OF WORK

4.1 Scope of Work

Complete design, supply, installation, testing, and commissioning of:

- Fabrication and fixing of MS Pipe 14 Gauge structural frame at 30 ft height
- Supply and installation of 20 nos. LED High Bay lights
- All electrical wiring, conduiting, connections, and protection devices
- Integration with existing electrical system
- Testing, commissioning, and demonstration
- **Existing lighting system to remain intact and operational as backup**

4.2 Technical Specifications

4.2.1 Structural Frame

- **Material:** MS Pipe 14 Gauge
- **Design:** As per engineering standards for 30 ft height
- **Finish:** Hot-dip galvanized or equivalent corrosion protection
- **Mounting:** Secure fixing to existing structure
- **Safety:** Compliance with all structural safety codes

4.2.2 LED Lighting System

- **Type:** LED High Bay, Philips BY698P G5 LED250 or equivalent as per approval of Client. Bidders proposing 'equivalent' brands must provide comprehensive cross-comparative data sheets against the specified benchmark (Philips) for every parameter (Lumens, Efficacy, CRI, IP, IK, Warranty, certifications). The proposed equivalent brand and model are subject to prior written approval from Islamabad Club's Engineering Department before bid evaluation. The Purchaser's decision on equivalence shall be final and binding
- The proposed LED lights must have a minimum rated life of 50,000 hours.
- **Lumen Output:** Minimum 25,000 lumens per fixture
- **Power:** Maximum 160W per fixture
- **Efficacy:** Minimum 160 lm/W
- **CCT:** 4000K or 6500K (Cool White)
- **CRI:** Minimum 80
- **IP Rating:** IP65 minimum
- **IK Rating:** IK08 minimum
- **Warranty:** Minimum 3 years on LED fixtures and drivers
- **Optics:** Wide Beam (WB) or Narrow Beam (NB) as per design
- **Certifications:** Must have PSQCA/UL/CE/IEC certifications

4.2.3 Electrical Works

- **Wiring:** Copper cables, appropriate gauge for load
- **Conduits:** PVC coated metallic conduits

- **Protection:** MCBs, RCDs, surge protection as required
- **Controls:** Appropriate switching and control system

4.2.4 Performance Requirements

- **Average Illuminance:** Minimum 500 lux on playing surface
- **Uniformity:** Minimum 0.7 (Emin/Eavg)
- **UGR:** Maximum 25
- **Light Loss Factor:** Minimum 0.80

The proposed lighting design must be validated by simulation software (e.g., Dialux) and actual post-installation lux meter readings must meet these requirements. Failure to meet these performance levels during testing will be grounds for rejection of the work until rectified

4.3 Special Requirements

1. **Existing Lights:** Existing lighting system must remain intact and operational as backup.
2. **Warranty:** The bidder must submit a detailed Warranty & Maintenance Plan, including response time commitments and a process for prompt replacement of faulty units during the warranty period.
3. **Enhancement Provision:** Design should allow for future enhancement if light levels are insufficient.
4. **Installation Timing:** Major installation work to be scheduled on Sundays to minimize disruption.
5. **Completion Time:** Maximum 25 days from work order issuance.

PART 5 – GENERAL CONDITIONS OF CONTRACT (GCC)

5.1 Governing Law

Governed by laws of Pakistan and PPRA Rules, 2004.

5.2 Performance Security

The Bid Security submitted by the successful bidder shall be converted into and retained as the Performance Security until the successful completion of the Defect Liability Period. A separate Performance Guarantee for 5% of the contract value may be required as per the discretion of the Procuring Agency.

5.3 Time for Completion

Maximum **25 calendar days** from Letter to Proceed.

5.4 Liquidated Damages

0.1% of contract price per day delay, maximum 10%.

5.5 Defect Liability Period

12 months from completion certificate.

5.6 Warranty

Minimum 3 years on all LED fixtures and drivers, including free replacement of faulty units.

5.7 Payments

Payment shall be released upon submission of a valid invoice by the vendor, after the successful installation, testing, and commissioning of the lights, duly verified and certified by the Club's Engineering Department, and after deduction of all applicable taxes in accordance with prevailing laws.

5.8 Termination

As per PPRA rules for default, insolvency, or corrupt practices.

PART 6 – SPECIAL CONDITIONS OF CONTRACT (SCC)

6.1 Site Location

Badminton Courts, Islamabad Club, Murree Road, Islamabad.

6.2 Subletting

The contractor is not allowed to sublet the whole or any part of this contract without the prior written consent of the Procuring Agency. Any unauthorized subletting may lead to termination of the contract and blacklisting.

6.3 Blacklisting & Performance

Firms with pending/outstanding projects or a history of unsatisfactory performance with Islamabad Club may be disqualified or not considered for award

6.4 Existing Lighting

Contractor shall not remove or disable existing lighting. New system must be independent with provision to use existing system as backup.

6.5 Working Hours

Normal working hours: 8:00 AM to 5:00 PM. Noisy/major work only on Sundays with prior permission.

6.6 Safety & Cleanliness

Contractor responsible for all safety measures, cleanliness, and damage to Club property.

6.7 Testing & Commissioning

Complete testing with lux meter readings submitted. Demonstration to Badminton Sub-Committee required.

6.8 Product Authenticity & Warranty

The Contractor warrants that all materials supplied shall be new, genuine, of the specified brand/model, and in original manufacturer packaging. The Contractor shall provide all necessary manufacturer warranty documents and ensure warranty claims are honored regardless of the Contractor's distributor status. Islamabad Club reserves the right to verify product authenticity directly with the manufacturer and reject non-genuine products at the Contractor's cost

PART 7 – EVALUATION CRITERIA & PROCEDURE

7.1 Preliminary Examination (Pass/Fail)

Compliance with MEC-1 to MEC-7.

7.2 Technical Evaluation (100 Marks)

Criteria	Max Marks	Evaluation Basis
A. Technical Compliance & Proposal	30	- Compliance with specs (20) - Lighting design & calculations (10) - Warranty & maintenance plan (10)
B. Company Profile & Experience	40	- Company Overview & PEC Registration (10) - List and proof (Completion Certificates) of at least three similar project (25) - Financial capability as demonstrated per MEC-4 above (5)
C. Work Plan & Methodology	30	- Installation methodology (10) - Project schedule (10) - HSE & minimal disruption plan (10)
Total	100	

Minimum Qualifying Score: 70/100

7.3 Financial Evaluation

Only technically qualified bidders (≥ 70) proceed. Based on **lowest total bid price**.

7.4 Award Criteria

Lowest-priced technically qualified bidder.

PART 8 – ANNEXURES

ANNEXURE-A: BILL OF QUANTITIES (BOQ)

(Note: This is part of Financial Proposal - Envelope-2)

Tender No: IC/PD/2025/26/TD-046

Project: Supply, Installation & Commissioning of New Lighting System at Badminton Courts

Sr. #	Description	Unit	Qty.	Unit Rate (PKR)	Total Amount (PKR)	Brand/Model Proposed
1	Fabrication and fixing of MS Pipe 14 Gauge structural frame for lighting at 30 ft height, including all materials, labor, fabrication, surface treatment, and installation as per design	Job	1			
2	Supply and installation of LED High Bay Lights, 25000+ lumens, IP65, IK08, with 3-year warranty, including all mounting accessories.	Each	20			
3	Complete electrical works including wiring, conduits, connectors, protection devices, and integration with existing system	Lot	1			
4	Testing, commissioning, demonstration, and training	Lot	1			
5	Transportation, insurance, and all other incidentals	LS	1			
	SUB TOTAL					
	Sales Tax @ 18%					
	GRAND TOTAL (PKR)					
	GRAND TOTAL (in words)					

Note: All rates inclusive of all taxes, duties, transportation, installation, testing, and commissioning.

ANNEXURE-B: FORM OF BID

(Note: This is part of Financial Proposal - Envelope-2)

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

Subject: Submission of Bid for Supply, Installation & Commissioning of New Lighting System at Badminton Courts

Tender No: IC/PD/2025/26/TD-046

We hereby submit our bid for the above project for a total price of:

PKR _____ **(in figures)**

(in words): _____

We agree to abide by this bid for 90 days. We enclose Bid Security of PKR 100,000/-.

We declare compliance with all requirements and that all information is true.

Name of Firm: _____

Address: _____

NTN: _____ **STRN:** _____

Authorized Signature: _____

Name & Designation: _____

Company Stamp: _____

Date: _____

ANNEXURE-C: PRICE SCHEDULE (SUMMARY)

(Note: This is part of Financial Proposal - Envelope-2)

Tender No: IC/PD/2025/26/TD-046

Project: New Lighting System at Badminton Courts

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

Bidder's Declaration:

We confirm our total bid price is inclusive of all costs for complete execution.

Name of Firm: _____

Authorized Signature: _____

Stamp & Date: _____

ANNEXURE-D: BID SECURITY FORM

To: The Secretary, Islamabad Club

Tender No: IC/PD/2025/26/TD-046

Project: New Lighting System at Badminton Courts

Amount: PKR 100,000 (One Hundred Thousand Rupees Only)

Validity: 120 days from bid submission

We guarantee payment of PKR 100,000 to Islamabad Club upon demand if bidder:

1. Withdraws/modifies bid during validity
2. Fails to sign contract after award
3. Fails to furnish Performance Security

Bank Name: _____

Branch & Address: _____

Authorized Signatory: _____

Seal & Date: _____

ANNEXURE-E: TECHNICAL PROPOSAL FORMS**E-1: COMPANY PROFILE**

Sr.	Information	Details
1	Company Name	
2	Year of Establishment	
3	NTN/STRN	
4	Office Address	
5	Contact Person	
6	Email/Phone	

E-2: SIMILAR PROJECT EXPERIENCE

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

E-3: KEY SITE PERSONNEL

Provide details of the **Project Manager/Supervisor** who will be responsible for the execution of this contract.

Sr.	Name	Designation	Relevant Experience (Years)	Qualification
1				
2				

E-4: PROPOSED EQUIPMENT & MATERIALS

Sr.	Item	Brand /Model	Specifications	Technical Brochure Reference	Certification Compliance	Country of Origin	Proof of Authenticity Submitted
1	LED High Bay Lights						<input type="checkbox"/> Manufacturer Authorization Letter <input type="checkbox"/> Supply Invoices <input type="checkbox"/> Letter of Guarantee <input type="checkbox"/> Past Supply Evidence
2	Structural Materials						

E-5: WORK PLAN & METHODOLOGY

(Attach detailed project schedule, installation methodology, HSE plan)

E-6: LIGHTING DESIGN CALCULATIONS

(Attach Dialux/AGi32 simulation report showing illuminance levels, uniformity, and UGR values as required in Part 4, Clause 4.2.4)

E-7: WARRANTY & MAINTENANCE PLAN

(Detail warranty terms, response time, replacement policy. plan must include response time (e.g., 24/48 hours), replacement process, and availability of spares.)

ANNEXURE-F: AFFIDAVIT FOR NON-BLACKLISTING

(On Rs. 100/- Judicial Stamp Paper)

I, _____, S/o _____, representative of **M/s.**
_____, do hereby solemnly affirm:

1. That our firm/directors/principals are NOT blacklisted by any Government/Semi-Government/Autonomous body.
2. That we are eligible to participate in public procurement per PPRA Rules.
3. That all information provided is true.

DEPONENT:

Name: _____

CNIC No: _____

Designation: _____

Notary Public Seal & Signature:

Date: _____

ANNEXURE-G: PROOF OF PRODUCT AUTHENTICITY (Optional – Submit any one)

*(Submit any **one** of the following documents to demonstrate ability to supply genuine products)*

Option A: Manufacturer Authorization Letter

(On manufacturer's letterhead)

Option B: Supply Relationship Proof

Copy of recent invoices (last 6 months) from manufacturer/authorized distributor.

Option C: Letter of Guarantee

From manufacturer or authorized distributor confirming the bidder as a recognized supplier.

Option D: Past Supply Declaration

Details of previous supplies of same/similar brand with client references.

PART 9 – IMPORTANT NOTES

9.1 Key Requirements

- i. Existing lighting system must remain operational as backup
- ii. 3-year warranty with prompt replacement provision
- iii. Major installation work on Sundays only
- iv. Maximum 25 days completion time
- v. Minimum 500 lux average illuminance with 0.7 uniformity as validated by software simulation and post-installation testing.

9.2 Submission Instructions

- Two separate PDF files for Technical (Envelope-1) and Financial (Envelope-2) proposals.
- Upload via EPADS system only. **Bidders must be registered on the EPADS portal.**
- **No financial information in the Technical Proposal (Envelope-1).**

9.3 Contact for Queries

Procurement Department, Islamabad Club

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

Phone: 051-9046000, Ext. 301/176/167

9.4 Right to Reject

Procuring Agency reserves right to reject any/all bids without reason.

Compliance Checklist for Bidders

Category	Requirement	Compliance Status (Yes/No)	Page Reference
Technical Proposal (Envelope-1)			
	Completed Compliance Checklist		
	MEC Documents (1-7)		
	Annexure-E Forms (E-1 to E-7)		
	Annexure-F (Affidavit)		
	Annexure-G (Manufacturer Authorization)		
	All pages signed/stamped		
Financial Proposal (Envelope-2)			
	Annexure-A (Priced BOQ)		
	Annexure-B (Form of Bid)		
	Annexure-C (Price Summary)		
	Annexure-D (Original Bid Security)		
	All pages signed/stamped		
General			

	EPADS submission completed		
	No financial info in Technical Proposal		
	Bid validity 90 days		
	All calculations verified		

Procurement Department

Islamabad Club

Murree Road, Islamabad

Phone: 051-9046000, Ext: 176/301

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