

BIDDING DOCUMENT
FOR
OPERATION AND MAINTENANCE OF ELECTRONIC SCOREBOARD
AT ISLAMABAD CLUB CRICKET GROUND



RFP NO: IC/PC/2025/26-059

Date: March 13, 2026

(Single Stage - Two Envelope Bidding Procedure)

(E-Application Submission through EPADS)

SECTION 1: INVITATION FOR BIDS

ISLAMABAD CLUB

Murree Road, Islamabad

Tel: 051-9046000 (Ext. 301/176)

Website: www.islamabadclub.org.pk

Date: March 13, 2026

RFP No: IC/PC/2025/26-059

1. Islamabad Club invites sealed bids from well-reputed, registered firms for the "**Operation and Maintenance of Electronic Scoreboard including Hardware and Software at Islamabad Club Cricket Ground**".
2. The procurement will be conducted under **Single Stage - Two Envelope Bidding Procedure** as per Rule 36(b) of the Public Procurement Rules, 2004.
3. Bidding documents containing detailed terms, conditions, specifications, and evaluation criteria are available for download from:
 - Islamabad Club Website: www.islamabadclub.org.pk
 - PPRA Website: www.ppra.org.pk
 - EPADS: <https://eprocure.gov.pk>
4. **Tender Fee:** A non-refundable fee of **Rs. 5,000/-** shall be deposited in the following bank account. The bank receipt must be attached with the Technical Bid:
 - **Account Title:** Islamabad Club
 - **Bank:** Faysal Bank
 - **IBAN:** PK81FAYS0001132031116145
5. **Bid Security:** An amount of **Rs. 50,000/-** (in words: Fifty Thousand Rupees only) shall be furnished as Bid Security in the form of Pay Order/Demand Draft/Bank Guarantee in favor of "Islamabad Club". The scanned copy must be uploaded on EPADS, and the **original must reach the Club office on or before the bid submission deadline.**

6. Bid Submission Deadline: March 30, 2026 at 11:30 Hours

- Bids must be submitted through EPADS
- Original CDR and Bid Security must be delivered to: [Address]

7. Bid Opening: March 30, 2026 at 12:00 Hours

- Technical Bids will be opened publicly in the presence of bidders' representatives
- Financial Bids of technically qualified bidders will be opened at a later date

SECTION 2: INSTRUCTIONS TO BIDDERS (ITB)

A. GENERAL

ITB 1. Scope of Bid

1.1 The Employer (Islamabad Club) invites bids for the Operation and Maintenance of the Electronic Scoreboard as detailed in these documents.

1.2 The successful bidder shall be expected to commence services from the date specified in the Contract.

ITB 2. Eligible Bidders

2.1 This invitation is open to all bidders who:

- Are registered with SECP/Registrar of Firms
- Possess valid NTN and are on Active Taxpayers List of FBR
- Have valid Sales Tax registration
- Have relevant experience in scoreboard operation, software maintenance, and electronic display maintenance

ITB 3. One Bid per Bidder

3.1 Each bidder shall submit only one bid. A bidder submitting more than one bid will be disqualified.

ITB 4. Cost of Bidding

4.1 The bidder shall bear all costs associated with bid preparation and submission. The Employer shall not be liable for any such costs.

ITB 5. Site Visit

5.1 Bidders may visit the Club to inspect the existing scoreboard and assess the requirements. Prior appointment shall be required.

B. BIDDING DOCUMENTS

ITB 6. Contents of Bidding Documents

6.1 The bidding documents comprise:

- Section 1: Invitation for Bids
- Section 2: Instructions to Bidders
- Section 3: Bidding Data Sheet
- Section 4: Eligibility & Qualification Criteria

- Section 5: Technical Bid Forms
- Section 6: Financial Bid Forms
- Section 7: Terms of Reference (Specifications)
- Section 8: General Conditions of Contract (GCC)
- Section 9: Special Conditions of Contract (SCC)
- Section 10: Contract Forms

ITB 7. Clarification of Bidding Documents

7.1 Any request for clarification must be submitted in writing at least five (5) days prior to the bid submission deadline.

C. PREPARATION OF BIDS

ITB 8. Language of Bid

8.1 The bid and all related correspondence shall be in English.

ITB 9. Documents Comprising the Bid

9.1 The bid shall comprise two separate envelopes submitted simultaneously:

Technical Bid (Envelope-A) shall contain:

- Letter of Technical Bid (Form TECH-1)
- Bid Security Declaration with copy of Pay Order/DD/BG (Form TECH-2)
- Company registration documents (SECP/Registrar of Firms)
- NTN Certificate & Active Taxpayer List
- Sales Tax Registration
- Income Tax Returns (last 3 years)
- Audited Financial Statements (last 3 years)
- Experience Certificates (Form TECH-3)
- List of Key Personnel (Form TECH-4)
- Undertaking of non-blacklisting (Form TECH-5)
- Integrity Pact (Form TECH-6)
- Declaration of Beneficial Ownership (if applicable)
- Technical Proposal / Methodology (Form TECH-7)
- Tender Fee Deposit Receipt

Financial Bid (Envelope-B) shall contain:

- Letter of Financial Bid (Form FIN-1)
- Priced Bill of Quantities / Schedule of Rates (Form FIN-2)

9.2 Disclosure of financial information in the Technical Bid shall lead to disqualification.

ITB 10. Bid Prices

10.1 The contract shall be for a fixed monthly fee as quoted in the Financial Bid.

10.2 All duties, taxes, and levies shall be included in the quoted price.

ITB 11. Bid Currency

11.1 All prices shall be quoted in Pakistan Rupees (PKR).

ITB 12. Bid Validity

12.1 Bids shall remain valid for **One Hundred Twenty (120) days** from the bid submission deadline.

ITB 13. Bid Security

13.1 Bid Security amount: **Rs. 50,000/-** .

13.2 Form: Pay Order/Demand Draft/Bank Guarantee from a Scheduled Bank in Pakistan in favor of "Islamabad Club".

13.3 Validity: Thirty (30) days beyond the bid validity period.

13.4 Any bid without an acceptable Bid Security shall be rejected as non-responsive.

13.5 Bid Security may be forfeited if the bidder withdraws the bid during validity or fails to sign the contract/furnish performance security.

D. SUBMISSION OF BIDS

ITB 14. Sealing and Marking

14.1 Bidders shall submit their bids through EPADS.

14.2 The original Bid Security (CDR/PO/BG) must be delivered in a sealed envelope superscribed "BID SECURITY – RFP NO. IC/PC/2025/26-059" to the Club address on or before the bid submission deadline.

ITB 15. Deadline for Submission

15.1 Bids must be submitted through EPADS by **March 30, 2026 at 11:30 Hours**.

15.2 The original Bid Security must reach the Club by the same date and time.

ITB 16. Late Bids

16.1 EPADS does not accept bids after the closing date. Late submission of original Bid Security shall result in rejection.

E. BID OPENING AND EVALUATION

ITB 17. Bid Opening

17.1 Technical Bids will be opened on **March 30, 2026 at 12:00 Hours** at the Islamabad Club office, in the presence of bidders' representatives who choose to attend.

17.2 Financial Bids will remain sealed and will be opened at a later date for technically qualified bidders only.

ITB 18. Confidentiality

18.1 Information relating to bid evaluation shall not be disclosed until the announcement of the evaluation report.

ITB 19. Clarification of Bids

19.1 The Employer may seek clarifications from bidders, but no change in the substance of the bid shall be permitted.

ITB 20. Examination of Bids

20.1 A substantially responsive bid is one that meets all eligibility criteria, is properly signed, is accompanied by required bid security, and conforms to all terms and conditions.

ITB 21. Evaluation and Comparison

21.1 **Stage 1 – Technical Evaluation:** Technical Bids will be evaluated on a pass/fail basis against the qualification criteria.

21.2 **Stage 2 – Financial Evaluation:** Financial Bids of technically qualified bidders will be opened and compared.

21.3 The contract shall be awarded to the bidder who qualifies the technical evaluation and offers the **lowest financial bid (price)**.

F. AWARD OF CONTRACT

ITB 22. Award Criteria

22.1 The Employer shall award the contract to the bidder whose bid is substantially responsive and offers the lowest evaluated price.

ITB 23. Employer's Rights

23.1 The Employer reserves the right to accept or reject any or all bids without incurring any liability.

ITB 24. Notification of Award

24.1 The successful bidder shall be notified in writing (Letter of Acceptance).

ITB 25. Performance Security

25.1 The successful bidder shall furnish a Performance Security of **5% of the contract value** (annual) within seven (7) days of receiving the Letter of Acceptance.

ITB 26. Signing of Contract

26.1 The formal Contract Agreement shall be signed within ten (10) days of furnishing the Performance Security.

SECTION 3: BIDDING DATA SHEET

| ITB Reference | Description | Details |
|-----------------|-------------------------|-------------------------------------------------------------------------------------|
| ITB 1.1 | Name of Project | Operation and Maintenance of Electronic Scoreboard at Islamabad Club Cricket Ground |
| ITB 1.2 | Name of Employer | Islamabad Club, Murree Road, Islamabad |
| ITB 10.1 | Bid Language | English |
| ITB 12.1 | Bid Validity Period | 120 days from bid submission deadline |
| ITB 13.1 | Bid Security Amount | Rs. 50,000/- (Fifty Thousand Rupees only) |
| ITB 13.2 | Bid Security Validity | 30 days beyond bid validity |
| ITB 14.1 | Bid Submission | Through EPADS + Original CDR delivery |
| ITB 15.1 | Bid Submission Deadline | March 30, 2026 at 11:30 Hours |
| ITB 17.1 | Technical Bid Opening | March 30, 2026 at 12:00 Hours |
| ITB 21.3 | Award Criteria | Lowest evaluated price among technically qualified bidders |
| ITB 25.1 | Performance Security | 5% of annual contract value |
| ITB 14 | Tender Fee | Rs. 5,000/- (non-refundable) deposited in Faysal Bank A/C PK81FAYS0001132031116145 |
| | EPADS Registration | Mandatory for all bidders |

SECTION 4: ELIGIBILITY & QUALIFICATION CRITERIA

Bidders must meet the following criteria to qualify for financial bid opening. Evaluation shall be on a **Pass/Fail** basis.

| Sr. No. | Criteria | Required Documents |
|-----------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Legal Status | Valid registration with SECP (for companies) or Registrar of Firms (for partnership/proprietorship) |
| 2 | Tax Compliance | Valid NTN certificate, Active Taxpayer List (ATL) status, and Sales Tax registration |
| 3 | Income Tax Compliance | Income Tax Returns for last 3 years (2022-2024) with proof of payment |
| 4 | Financial Strength | Audited Financial Statements for last 3 years showing positive net worth |
| 5 | Annual Turnover | Minimum average annual turnover of PKR 2 million in last 3 years |
| 6 | Relevant Experience | The bidding firm (or its proposed technical team/developers) must have a minimum of 05 years of experience in scoreboard operation, software maintenance, and electronic display maintenance, preferably in sports venues or similar facilities . |
| 7 | Specific Experience | At least 2 completed contracts of similar nature (sports venue electronic systems) in last 5 years. Completion Certificates from clients to be attached. |
| 8 | Key Personnel | At least 02 trained operators possessing: <ul style="list-style-type: none"> • Experience in scoreboard software; AND • Valid certification from a recognized government/semi-government institution (or its authorized representative) in electronics, IT, or scoreboard operation. (Attach copies of certifications). |
| 9 | Blacklisting | Affidavit confirming the firm is not blacklisted by any government agency |
| 10 | Integrity Pact | Signed Integrity Pact (Form TECH-6) |

Note:

- Failure to provide any of the above documents shall result in disqualification.
- The Employer reserves the right to verify the authenticity of any document.
- In case of Joint Venture, all partners shall collectively meet the criteria.

SECTION 5: TECHNICAL BID FORMS

FORM TECH-1: LETTER OF TECHNICAL BID

Date: _____

RFP No: **IC/PC/2025/26-059**

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

Dear Sir,

Subject: Submission of Technical Bid for Operation and Maintenance of Electronic Scoreboard

We, the undersigned, having examined the bidding documents, hereby submit our Technical Bid for the above-referenced project.

We declare that:

1. We have examined and understood the bidding documents and have no reservations.
 2. Our bid shall remain valid for 120 days from the bid submission deadline.
 3. We have furnished the required Bid Security of Rs. 50,000/- (details attached).
 4. We confirm that our bid is in full conformity with all technical and commercial terms.
 5. We are not participating in more than one bid in this process.
 6. We agree to permit the Employer to verify any information provided in this bid.
- We understand that you are not bound to accept the lowest bid or any bid you may receive.

Yours faithfully,

(Signature of Authorized Representative)

Name: _____

Designation: _____

Company Seal: _____

Company Address: _____

Phone: _____

Email: _____

FORM TECH-2: BID SECURITY DECLARATION
(To be submitted on Company Letterhead)

Date: _____

RFP No: **IC/PC/2025/26-059**

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

Subject: Declaration of Submission of Bid Security

We, the undersigned, hereby declare that we have furnished the required Bid Security of **Rs. 50,000/- (Fifty Thousand Rupees only)** in accordance with the bidding documents.

Details of Bid Security:

| Description | Details |
|-----------------|---------------------------------------------|
| Instrument Type | [Pay Order / Demand Draft / Bank Guarantee] |
| Issuing Bank | [Bank Name] |
| Instrument No. | [Number] |
| Date of Issue | [Date] |
| Validity Date | [Date] |

The scanned copy has been uploaded on EPADS. The original instrument has been submitted separately as per requirements.

We understand that failure to provide valid Bid Security shall render our bid non-responsive.

(Signature of Authorized Representative)

Name: _____

Designation: _____

Company Seal: _____

FORM TECH-3: PAST EXPERIENCE

Instructions: Please provide details of similar contracts completed in the last five (5) years. Attach completion certificates from clients as documentary evidence.

| Sr. No. | Description | Details |
|---------|-------------------------------|---------|
| 1 | Name of Project | |
| 2 | Name of Client | |
| 3 | Client Address & Contact | |
| 4 | Nature of Services | |
| 5 | Contract Value (PKR) | |
| 6 | Date of Award | |
| 7 | Date of Completion | |
| 8 | Contract Duration | |
| 9 | Description of Work Performed | |
| 10 | Name of Contact Person | |
| 11 | Contact Person's Phone/Email | |

Certification:

I certify that the information provided above is true and correct to the best of my knowledge.

(Signature of Authorized Representative)

Name: _____

Designation: _____

Company Seal: _____



FORM TECH-4: KEY PERSONNEL

Instructions: Provide details of personnel who will be assigned to this contract. Attach CVs and relevant certificates.

| Sr. No. | Personnel Information | Details |
|---------|------------------------------------------|---------|
| 1 | Name | |
| 2 | Designation | |
| 3 | Qualifications | |
| 4 | Certification (with issuing body & date) | |
| 5 | Total Experience (years) | |
| 6 | Experience in Scoreboard Operations | |
| 7 | Relevant Certifications | |
| 8 | Proposed Role in this Contract | |

Declaration:

We confirm that the personnel listed above shall be available for assignment under this contract.

(Signature of Authorized Representative)



FORM TECH-5: AFFIDAVIT OF NON-BLACKLISTING

(To be executed on Stamp Paper of Rs. [Appropriate Value])

AFFIDAVIT

I, _____, son/daughter of _____, aged _____ years, National Identity Card No. _____, resident of _____, duly authorized representative of M/s _____ (the "Bidder"), do hereby solemnly affirm and declare as follows:

1. That the Bidder has not been blacklisted, debarred, or suspended by any government department, public sector organization, or donor agency in Pakistan or elsewhere.
2. That the Bidder is not currently under any investigation or proceedings for any corrupt, fraudulent, or unethical practices.
3. That the Bidder has not been convicted of any criminal offense related to business conduct.
4. That if any of the above declarations is found to be false, the Bidder shall be disqualified and shall forfeit the Bid Security without prejudice to any other legal action that may be taken.

DEPONENT

(Signature)

VERIFICATION:

I, the above-named deponent, do hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed.

Verified at _____ on this _____ day of _____, **20**.

(Signature)

FORM TECH-6: INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE

RFP No: **IC/PC/2025/26-059**

Contract Title: Operation and Maintenance of Electronic Scoreboard

M/s _____ (Name of Bidder) hereby declares that it has not obtained or induced the procurement of this contract through any corrupt business practice.

We represent and warrant that we have fully declared any brokerage, commission, fees, etc. paid or payable to anyone in connection with this bid. We have not given, and shall not give, directly or indirectly, any commission, gratification, bribe, finder's fee, or kickback to any person with the object of obtaining this contract.

We accept full responsibility for making any false declaration and agree that any contract obtained through corrupt practices shall be voidable at the option of the Employer. We agree to indemnify the Employer for any loss or damage incurred on account of our corrupt business practices, including payment of compensation equivalent to ten times the sum of any commission or bribe given.

For Employer:

Name of Employer: Islamabad Club

Signature: _____

Seal: _____

For Bidder:

Name of Bidder: _____

Signature: _____

Name: _____

Designation: _____

Seal: _____

Date: _____

FORM TECH-7: TECHNICAL PROPOSAL / METHODOLOGY

The Bidder shall provide a detailed Technical Proposal covering the following aspects:

1. **Understanding of the Assignment:** Brief description of the bidder's understanding of the scope of work.
2. **Proposed Methodology:** Detailed approach for:
 - Operation of scoreboard during matches/events
 - Maintenance schedule for hardware (electronic display)
 - Software maintenance and upgrade protocol
 - Response time for issue resolution
 - Quality assurance procedures
3. **Deployment Plan:** Number of operators proposed, shift arrangements, backup arrangements.
4. **Tools and Equipment:** List of tools, testing equipment, and spare parts inventory proposed.
5. **Training Plan:** Any training proposed for Club staff (if applicable).
6. **Reporting Mechanism:** Proposed format for monthly reports, incident reports, etc. (Attach additional sheets as necessary)



SECTION 6: FINANCIAL BID FORMS

FORM FIN-1: LETTER OF FINANCIAL BID

Date: _____

RFP No: **IC/PC/2025/26-059**

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

Dear Sir,

Subject: Submission of Financial Bid for Operation and Maintenance of Electronic Scoreboard

We, the undersigned, having examined the bidding documents and having been technically qualified (if this bid is being opened), hereby submit our Financial Bid.

Total Monthly Fee (inclusive of all taxes): PKR _____

(In words: _____)

We declare that:

1. Our bid shall remain valid for 120 days from the bid submission deadline.
2. The prices quoted include all taxes, duties, levies, and other charges as applicable.
3. If our bid is accepted, we commit to furnish the required Performance Security.
4. We understand that you are not bound to accept the lowest bid.

Yours faithfully,

(Signature of Authorized Representative)

Name: _____

Designation: _____

Company Seal: _____

FORM FIN-2: PRICED BILL OF QUANTITIES / SCHEDULE OF RATES

| Sr. No. | Description | Unit | Monthly Rate (PKR) |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|
| 1 | Comprehensive Operation and Maintenance Services (including operator, software support, hardware maintenance) – Cricket Season (March to October or as decided by the Club) | Per month | |
| | Comprehensive Operation and Maintenance Services (maintenance only, no operator required) – Off Season (November to February or as decided by the Club) | Per month | |
| | Average Monthly Rate (for payment purposes) | Per month | [Calculated] |
| | Sales Tax | | |
| | Total Amount inclusive of tax | | |

Notes:

1. During the period when the ground is closed due to maintenance and no matches are held, the operator charges shall not apply, only maintenance charges apply.
2. All rates are inclusive of all applicable taxes.
3. The rates shall remain fixed for the contract duration.



SECTION 7: TERMS OF REFERENCE (SPECIFICATIONS)

7.1 Background

Islamabad Club possesses an electronic scoreboard at its Cricket Ground requiring professional operation and regular maintenance. The Club seeks to engage a specialized firm for comprehensive operation and maintenance services.

7.2 Scope of Work

A. Scoreboard Operation:

- Provide a dedicated, trained operator for all matches and events as scheduled by the Club.
- Operator shall report at least **02 hours prior** to the start of the match/event.
- Operator shall be responsible for accurate and timely display of scores, player statistics, and other information.
- Operator shall coordinate with match officials and Club representatives.

B. Software Maintenance:

- Regular maintenance and updates of the scoreboard software.
- Execution of minor error corrections, bug fixes, and adjustments/changes as and when required.
- Prior written notification to the Club before making any adjustments/changes.
- Resolution of software issues within **24 hours** of notification by the Club.

C. Hardware/Display Maintenance:

- Regular inspection and maintenance of the electronic display and associated hardware.
- During the cricket season: continuous monitoring and maintenance.
- During off-season (ground closed): **minimum 02 visits per month** for inspection.
- Prompt repair of any hardware malfunctions.

D. Reporting:

- Monthly maintenance reports to be submitted to the Club.
- Incident reports for any failures or major issues.

7.3 Service Levels and Penalties

- Operator reporting less than 02 hours prior to match: **25% deduction** of operating charges for that match.
- Software issue not resolved within 24 hours: Penalty as determined by the Club.
- Failure to provide operator for scheduled match: Deduction of full match charges + penalty.

7.4 Duration of Contract

The contract shall be valid for a period of **two (02) years** from the date of signing, subject to annual performance review and mutual agreement for renewal.

SECTION 8: GENERAL CONDITIONS OF CONTRACT (GCC)

8.1 Definitions

In the Contract, the following words and expressions shall have the meanings assigned to them:

- **"Contract"** means the Contract Agreement, the Letter of Acceptance, the Bid, these General Conditions, the Special Conditions, the Specifications, and all appendices.
- **"Contractor"** means the person(s) or firm named in the Letter of Acceptance whose bid has been accepted by the Employer.
- **"Employer"** means Islamabad Club.
- **"Engineer"** means the person appointed by the Employer to act as the Engineer for the purposes of the Contract (if applicable).
- **"Services"** means the work to be performed by the Contractor as described in the Specifications.
- **"Site"** means the Islamabad Club Cricket Ground and other locations where the Services are to be performed.
- **"Commencement Date"** means the date notified in the Letter of Acceptance or Contract Agreement.
- **"Time for Completion"** means the time for completing the Services as stated in the Special Conditions.
- **"Contract Price"** means the price defined in the Letter of Acceptance and the priced Bill of Quantities.
- **"Day"** means a calendar day.
- **"Month"** means a calendar month.
- **"Force Majeure"** means an exceptional event or circumstance beyond the control of the parties.

8.2 Interpretation

Words importing persons or parties shall include firms and organizations. Words importing singular shall include the plural where the context requires.

8.3 Law and Language

8.3.1 The Contract shall be governed by the laws of the Islamic Republic of Pakistan.

8.3.2 All communications shall be in the English language.

8.4 Priority of Contract Documents

In case of discrepancies, the priority of documents shall be:

1. Contract Agreement
2. Letter of Acceptance
3. Special Conditions of Contract (SCC)
4. General Conditions of Contract (GCC)
5. Specifications (Terms of Reference)
6. The priced Bill of Quantities
7. The Contractor's Technical Bid

8.5 Assignment

The Contractor shall not assign the Contract or any part thereof without the prior written consent of the Employer.

8.6 Subcontracting

The Contractor shall not subcontract the whole of the Services. Any subcontracting of parts of the Services requires the prior approval of the Employer. The Contractor shall remain fully liable for the acts and defaults of any subcontractor.

8.7 Contractor's General Obligations

The Contractor shall:

- Carry out the Services with due diligence, efficiency, and in accordance with the Contract.
- Provide all necessary supervision, labor, tools, equipment, and materials required for the Services.
- Comply with all security regulations of the Employer.
- Ensure that its personnel are suitably qualified and trained.
- Notify the Employer in writing prior to making any adjustments or changes to the software.

8.8 Contractor's Representative

The Contractor shall appoint a representative to supervise the execution of the Services and to receive instructions from the Employer. Such appointment shall be subject to the consent of the Employer.

8.9 Employer's Obligations

The Employer shall:

- Provide access to the Site and the scoreboard system.
- Provide match and event schedules in advance.
- Make timely payments as per the Contract.

8.10 Commencement and Time for Completion

8.10.1 The Contractor shall commence the Services on the Commencement Date and shall proceed with them without delay.

8.10.2 The Contractor shall complete the Services within the Time for Completion stated in the Special Conditions.

8.11 Programme

The Contractor shall submit a detailed programme of service delivery to the Employer for approval within 7 days of the Commencement Date.

8.12 Extension of Time

The Contractor shall be entitled to an extension of the Time for Completion if the completion of Services is delayed by any event caused by the Employer or by Force Majeure. The Contractor shall notify the Employer within 7 days of the occurrence of such event.

8.13 Penalties and Liquidated Damages

8.13.1 If the Contractor fails to comply with the service levels specified in the Terms of Reference, penalties as specified in the Special Conditions shall apply.

8.13.2 If the Contractor fails to complete the Services within the Time for Completion, the Contractor shall pay liquidated damages to the Employer at the rate specified in the Special Conditions.

8.14 Taking Over

Upon completion of the Services, the Contractor shall notify the Employer. The Employer shall inspect the Services and issue a Taking-Over Certificate within 7 days of satisfactory completion.

8.15 Defect Liability

The Contractor shall remedy any defects in the Services arising during the Defect Liability Period stated in the Special Conditions at no cost to the Employer.

8.16 Contract Price and Payment

8.16.1 The Contract Price shall be as stated in the Letter of Acceptance.

8.16.2 Payment shall be made monthly in arrears within 30 days of receipt of a correct invoice.

8.16.3 All taxes and duties shall be included in the Contract Price.

8.17 Variation

The Employer may order variations to the Services. The Contractor shall not make any variation without an instruction from the Employer. Variations shall be valued on the basis of the rates in the Bill of Quantities or, if not applicable, at reasonable rates agreed between the parties.

8.18 Default of Contractor

If the Contractor abandons the Services, fails to proceed with due diligence, or refuses to comply with a valid instruction, the Employer may give a default notice. If the Contractor fails to remedy the default within 14 days, the Employer may terminate the Contract.

8.19 Default of Employer

If the Employer fails to make payment in accordance with the Contract, the Contractor may give a default notice. If payment is not made within 14 days, the Contractor may suspend the Services.

8.20 Force Majeure

If Force Majeure occurs, the Contractor shall notify the Employer immediately. If the event continues for 84 days, either party may terminate the Contract.

8.21 Insurance

The Contractor shall maintain, at its own cost:

- Public liability insurance of at least PKR 1 million.
- Workers' compensation insurance for its personnel.
- Insurance for any equipment brought onto the Site.

8.22 Confidentiality

The Contractor shall treat all information obtained from the Employer as confidential and shall not disclose it to any third party without the Employer's consent.

8.23 Intellectual Property

8.23.1 All software, designs, and documents provided by the Employer shall remain the property of the Employer.

8.23.2 Any software modifications or enhancements developed specifically for the Employer under this Contract shall be the property of the Employer.

8.23.3 The Contractor warrants that the Services shall not infringe any patent, copyright, or other intellectual property right.

8.24 Performance Security

8.24.1 The Contractor shall provide a Performance Security of 5% of the Contract Price within 7 days of the Letter of Acceptance.

8.24.2 The Performance Security shall be valid until 30 days after the expiry of the Defect Liability Period.

8.24.3 The Performance Security may be forfeited if the Contractor fails to perform its obligations under the Contract.

8.25 Settlement of Disputes

8.25.1 Any dispute arising out of or in connection with this Contract shall be settled amicably. If amicable settlement is not reached, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940 (X of 1940).

SECTION 9: SPECIAL CONDITIONS OF CONTRACT (SCC)

| GCC Reference | Description | Special Condition |
|---------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.7 | Commencement Date | The Commencement Date shall be the date as notified by the Employer. |
| 8.10.2 | Time for Completion | The Services shall be provided on an ongoing basis throughout the contract period. Mobilization shall be completed as per the requirement of the Employer. |
| 8.13.1 | Penalties | 1. Operator reporting < 2 hours prior to match: 25% deduction of match charges. 2. Software issue not resolved within 24 hours: PKR 2,000 per day. 3. Failure to provide operator: Full match charges deducted. |
| 8.13.2 | Liquidated Damages | If the Contractor fails to mobilize within the notified time, liquidated damages of 0.1% of the annual contract value per day shall apply, subject to a maximum of 10%. |
| 8.15 | Defect Liability Period | The Defect Liability Period shall be the duration of the Contract. Any defect notified shall be rectified within 24 hours. |
| 8.21 | Insurance | The Contractor shall maintain public liability insurance of at least PKR 1 million. |
| SC.1 | Operator Deployment | The Contractor shall ensure the same operator is deployed for all matches for consistency. Any change requires 7 days' notice to the Employer. |
| SC.2 | Spare Parts | The Contractor shall maintain an inventory of critical spare parts to ensure minimal downtime. |
| SC.3 | Training | The Contractor shall provide basic training to at least two Club staff members for emergency operation. |
| SC.4 | Emergency | The Contractor shall provide 24/7 emergency contact for critical |

| | | |
|-------------|-------------|------------------------------------------------------------------------------|
| | Contact | failures. |
| SC.5 | Data Backup | The Contractor shall ensure daily backup of scoring data and configurations. |



SECTION 10: CONTRACT FORMS
FORM CONT-1: PERFORMANCE SECURITY (BANK GUARANTEE FORMAT)

Guarantee No: _____

Date: _____

Amount: PKR _____ (5% of annual contract value)

To:

The Secretary
Islamabad Club
Murree Road, Islamabad

Guarantor: [Bank Name and Address]

We, [Bank Name], at the request of [Contractor Name], hereby irrevocably and unconditionally guarantee to pay you on first written demand any sum up to PKR _____, upon your declaration that the Contractor has failed to perform its obligations under the Contract. This Guarantee shall remain valid until [Date – 30 days after contract expiry].



(Authorized Signatory)

Bank Seal

FORM CONT-2: CONTRACT AGREEMENT

CONTRACT AGREEMENT

This Agreement is made on this _____ day of _____, 20, between:
Islamabad Club, Murree Road, Islamabad (hereinafter referred to as the "Client")

AND

M/s _____, having its registered office at
_____ (hereinafter referred to as the "Contractor")

WHEREAS the Client invited bids for Operation and Maintenance of Electronic Scoreboard through RFP No. IC/SCM/SCOREBOARD-O&M/2026;

WHEREAS the Contractor submitted its bid which was accepted by the Client through Letter of Acceptance No. _____ dated _____;

NOW, THEREFORE, the parties agree as follows:

Article 1: Contract Documents

The following documents shall form part of this Contract:

- a) Letter of Acceptance
- b) Contractor's Bid (Technical and Financial)
- c) Terms of Reference (Specifications)
- d) General Conditions of Contract
- e) Special Conditions of Contract
- f) All correspondence related to this contract

Article 2: Scope of Services

2.1 The Contractor shall provide Operation and Maintenance services for the Electronic Scoreboard as detailed in the Terms of Reference.

2.2 Without limiting the generality of the above, the scope of services specifically includes the obligation of the Contractor to execute and rectify minor errors, bugs, and necessary adjustments or changes to the scoreboard software and associated systems as and when required by the Client.

2.3 The Contractor shall ensure that all its employees, sub-contractors, and any other personnel deployed in connection with this Contract comply strictly with all security, safety, and discipline regulations of the Client (Islamabad Club) while on the Client's premises.

2.4 The Contractor shall not deploy any employee, person, or allow entry of any parts or equipment to the Client's premises without the prior written approval of an authorized representative of the Client. A list of personnel proposed to be deployed, along with their details for security clearance, must be submitted to and approved by the Client before the commencement of services and whenever any change in personnel occurs.

Article 3: Contract Price

The Client shall pay the Contractor at the rates quoted in the Financial Bid, totaling an estimated annual value of PKR _____.

Article 4: Term of Contract

This Contract shall be valid for an initial period of two (02) years from the Commencement Date, subject to annual performance review.

Article 5: Commencement Date

The Commencement Date shall be [Insert Date].

Article 6: Payment Terms

Payment shall be made monthly within 30 days of receipt of correct invoice.

Article 7: Performance Security

The Contractor has furnished Performance Security No. _____ dated _____ for PKR _____, valid until _____.

Article 8: Governing Law

This Contract shall be governed by the laws of Pakistan.

Article 9: Dispute Resolution

Any dispute arising out of this Contract shall be settled through arbitration. The Administrator, Islamabad Club, shall be the sole arbitrator. Arbitration shall be held at Islamabad Club in accordance with Pakistani law. The arbitrator's award shall be final and binding.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first written above.

For and on behalf of Islamabad Club:

Signature

Name: _____

Designation: _____

Seal

For and on behalf of the Contractor:

Signature

Name: _____

Designation: _____

Seal

Witnesses:

1. _____

Name: _____

Address: _____

2. _____

Name: _____

Address: _____

CHECKLIST FOR BIDDERS

Before submission, ensure the following are complete:

| Sr. No. | Item | Status (✓) |
|------------------------------|---------------------------------------------------------------------------------|------------|
| TECHNICAL BID | | |
| 1 | Letter of Technical Bid (Form TECH-1) signed and stamped | |
| 2 | Bid Security Declaration (Form TECH-2) with copy of PO/DD/BG | |
| 3 | Company registration certificate (SECP/Registrar of Firms) | |
| 4 | NTN Certificate and Active Taxpayer List | |
| 5 | Sales Tax Registration Certificate | |
| 6 | Income Tax Returns (last 3 years) | |
| 7 | Audited Financial Statements (last 3 years) | |
| 8 | Experience Certificates (Form TECH-3) with completion certificates | |
| 9 | Key Personnel details and CVs (Form TECH-4) | |
| 10 | Affidavit of Non-Blacklisting (Form TECH-5) | |
| 11 | Integrity Pact (Form TECH-6) signed | |
| 12 | Declaration of Beneficial Ownership (if applicable) | |
| 13 | Technical Proposal / Methodology (Form TECH-7) | |
| 14 | Tender Fee Deposit Receipt (Rs. 5,000/-) | |
| FINANCIAL BID | | |
| 15 | Letter of Financial Bid (Form FIN-1) signed | |
| 16 | Priced Bill of Quantities (Form FIN-2) | |
| BID SECURITY ORIGINAL | | |
| 17 | Original Pay Order/Demand Draft/Bank Guarantee (Rs. 50,000/-) delivered to Club | |

IMPORTANT NOTES

1. **EPADS Submission:** All bidders must register on EPADS (<https://eprocure.gov.pk>) and submit their bids electronically through the system.
2. **Original Documents:** While the bid is submitted through EPADS, the following original documents must reach the Club office on or before the bid submission deadline:
 - Bid Security (Pay Order/Demand Draft/Bank Guarantee)
 - Tender Fee Deposit Receipt (if not uploaded)
3. **Bid Validity:** Bidders must ensure their bids remain valid for 120 days. Any bid with shorter validity shall be rejected.
4. **Joint Ventures:** If bidding as a Joint Venture, the JV Agreement must be submitted in the Technical Bid, clearly defining roles and responsibilities and stating joint and several liability.

5. **Subcontracting:** Subcontracting of core services (operation, software maintenance) is not permitted.
6. **Site Visit:** Bidders are strongly encouraged to visit the site to fully understand the requirements. Contact 051-9046000 (Ext. 301/176) for appointment.
7. **Clarifications:** Any requests for clarification must be submitted in writing at least five (5) days before the bid submission deadline.

