



## TENDER DOCUMENT

### CONSTRUCTION OF PADEL COURTS (10M X 20M) AT ISLAMABAD CLUB

**Tender No:** IC/PD/2025/26/TD-031

**Date of Issue:** December 9, 2025

**Bid Submission Deadline:** 11:00 AM, December 26, 2025

**Bid Opening Date & Time:** 11:30 AM, December 26, 2025

**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 (hereinafter referred to as “the Procuring Agency”) invites sealed bids from eligible and qualified contractors registered with PPRA, PEC, and FBR for the **Construction of Two (02) Nos. Padel Courts (Size 10 Meters x 20 Meters each)**, including all associated civil, structural, electrical, and finishing works, complete in all respects as per drawings, specifications, and Bill of Quantities.

1.2 A complete set of bidding documents may be downloaded from the following websites:

- 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-031 | Faysal Bank, A/C #<br>PK81FAYS0001132031116145 | PKR 5,000  | 1100 Hrs Date<br>26-12-2025 | 1130 Hrs<br>26-12-2025 |

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

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

1.7 The last date and time for submission of bids is **11:00 AM on December 26, 2025**. Late bids will be rejected.

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

1.9 All bids must be accompanied by a **Bid Security** of **PKR 500,000/-** in the form of a Pay Order / Demand Draft / Call Deposit Receipt from a scheduled bank, valid for 150 days, in favor of **Islamabad Club**.

1.10 The contract shall be awarded to the bidder who:

- Meets all mandatory eligibility criteria.
- Achieves a minimum technical score of 70 out of 100.
- Offers the **lowest evaluated financial bid** among technically qualified bidders.

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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 by Bidder (✓)  |
|-------|---|---|--------------------------|
| MEC-1 | Valid PEC Registration (Category relevant to civil works)                 | Copy of valid PEC Certificate.  | <input type="checkbox"/> |
| MEC-2 | Valid NTN & STRN (Active Taxpayer)  | FBR NTN Certificate & Sales Tax Registration Certificate. Proof of Active Taxpayer List (ATL) status. | <input type="checkbox"/> |
| MEC-3 | Non-Blacklisting Affidavit  | Affidavit on Rs. 100/- Judicial Stamp Paper, duly notarized.  | <input type="checkbox"/> |
| MEC-4 |   | Deleted   | <input type="checkbox"/> |
| MEC-5 | Minimum 3 Years General Experience  | Company profile stating year of establishment and nature of business.                                 | <input type="checkbox"/> |
| MEC-6 | Similar Project Experience (Min. 1 project, $\geq$ PKR 10M in last 3 yrs) | Copies of Work Order/Contract Agreement & Completion Certificate for at least one similar project.    | <input type="checkbox"/> |
| MEC-7 | Bid Security (PKR 500,000)  | Copy of Pay Order/Demand Draft/CDR in favour of Islamabad Club, valid for 150 days.                   | <input type="checkbox"/> |
| MEC-8 | Tender Fee Receipt (PKR 5,000)  | Copy of bank deposit slip/receipt.  | <input type="checkbox"/> |
| MEC-9 | Acceptance of Complete Tender Terms & Conditions                          | Complete Tender Documents (duly signed and stamped on each page)                                      | <input type="checkbox"/> |

**SECTION 2: DETAILED TECHNICAL EVALUATION DOCUMENTS (SCORING: 100 MARKS)**

**A. COMPANY PROFILE (40 Marks)**

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

**B. EXPERIENCE (35 Marks)**

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

### C. FINANCIAL CAPABILITY (20 Marks)

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

### D. WORK PLAN (5 Marks)

| Ref. | Requirement & Scoring Basis  | Document Required  | Submitted (✓)            | Page Ref. |
|------|--|--|--------------------------|-----------|
| D.1  | <b>Detailed Work Plan</b><br>(Max: 05 marks for comprehensive, logical plan) | Detailed Work Plan/Schedule in MS Project or Gantt Chart format covering all 60 days, showing sequence of activities, milestones, and resource allocation. | <input type="checkbox"/> |           |

### SECTION 3: BIDDER'S DECLARATION

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

**Name of Bidder:** \_\_\_\_\_

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

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

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

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

## **PART 2 – INSTRUCTIONS TO BIDDERS (ITB)**

### **2.1 Eligibility Criteria**

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

1. Valid Registration with **Pakistan Engineering Council (PEC)**.
2. Valid **NTN & Sales Tax Registration (STRN)** and appearing on Active **Taxpayer List (ATL)** of FBR.
3. Duly signed **Affidavit on Rs. 100/- Judicial Stamp Paper** declaring that the firm, its directors, and principals are not blacklisted by any Government / Semi-Government / Autonomous body.
4. **Physical office / operational setup** within Rawalpindi / Islamabad region.
5. Minimum **3 years** of general experience in civil works.
6. Completion of at least **one (1) similar project** (sports facility / court construction) of value not less than PKR 10 million in the last 3 years.
7. **Bid Security** as specified.

### **2.2 Cost of Bidding**

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

### **2.3 Language of Bid**

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

### **2.4 Bid Currency**

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

### **2.5 Period of Validity of Bids**

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

### **2.6 Format and Signing of Bids**

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

### **2.7 Sealing and Marking of Bids**

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

- **Envelope-1 (Technical Proposal):** Shall contain all technical, eligibility, and qualification documents necessary for evaluation against the Mandatory Eligibility Criteria (MEC) and the Detailed Technical Scoring criteria. This includes the **completed Compliance Checklist, Annexures G, H, I, and a clear copy of the Bid Security (Annexure-D)**. Financial prices, rates, or amounts **MUST NOT** appear in any document within this envelope.

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

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

## 2.8 Deadline for Submission

Bids must be submitted by **11:00 AM on December 26, 2025**. The EPADS system will not accept submissions after the deadline.

## 2.9 Modification and Withdrawal of Bids

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

## 2.10 Bid Opening

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

## **PART 3 – GENERAL CONDITIONS OF CONTRACT (GCC)**

### 3.1 Governing Law

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

### 3.2 Performance Security

The successful bidder shall furnish a **Performance Security** amounting to **10% of the contract price** in the form of an unconditional bank guarantee valid until 30 days beyond the defect liability period.

### 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 **60 days** from the date of issuance of the Letter of Intent (LOI).

### 3.5 Liquidated Damages

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

### **3.6 Defect Liability Period**

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

### **3.7 Variation in Quantities**

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

### **3.8 Payments**

Payments shall be made against running bills, submitted monthly, within 30 days of verification. **05% of each verified bill shall be retained as retention money**, released after successful completion of defect liability period.

### **3.9 Termination**

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

### **3.10 Dispute Resolution**

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

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

### **4.1 Site Location**

Islamabad Club, Murree Road, Islamabad. Contractor shall visit site at own cost before bidding.

### **4.2 Safety & Environmental Compliance**

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

### **4.3 Materials & Workmanship**

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

### **4.4 Use of Club Facilities**

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

### **4.5 Cleanliness**

Contractor shall maintain cleanliness and remove debris daily.

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

### **5.1 Scope of Work**

Complete construction of two (02) Padel Courts including:

- Site clearance, excavation, filling, compaction
- PCC, RCC, flooring, steel structure, tempered glass walls
- Imported turf, nets, benches
- Complete electrical works: lighting, cabling, distribution panel
- All ancillary works as per drawings and specifications

### 5.2 Key Specifications

- **Turf:** Imported Padel Turf, pile height 13mm, density >8800 DTEX, triple layer backing, blue color with white markings.
- **Glass:** 12mm tempered glass with supporting frames.
- **Steel:** MS Pipe, 10 gauge, enamel painted.
- **Lighting:** LED Flood Lights 200W Philips or equivalent.
- **Cables:** Newage / Fast Copper.

### 5.3 Bill of Quantities

**Refer to Annexure-A:** BOQ as per attached file “BOQ for Tender. 2xPadel Courts. 7.12.25.pdf”. All bidders must quote rates in the provided format.

## PART 6 – EVALUATION CRITERIA & PROCEDURE

### 6.1 Preliminary Examination (Pass/Fail)

- Compliance with mandatory eligibility criteria (MEC)
- Bid security submission
- Complete documentation

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

**Minimum qualifying score: 70/100**

| Criteria                       | Max Marks | Sub-Criteria  |
|--------------------------------|-----------|---|
| <b>A. Company Profile</b>      | <b>40</b> | 1. Years since incorporation (2 marks/year, max 10)<br>2. Technical staff (Graduate Engineers: 3 each, Diploma: 2 each, max 20)<br>3. Equipment & tools (1 mark each, max 10) |
| <b>B. Experience</b>           | <b>35</b> | 1. Similar completed projects in last 3 years (15 marks each, max 30)<br>2. Ongoing similar projects ( 05 marks each, max 5)  |
| <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>05</b> | Detailed work plan in MS Project / Gantt chart covering   |

|              |            |                |
|--------------|------------|----------------|
|              |            | all activities |
| <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.

### **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 (BOQ)

**Annexure-B:** Form of Bid

**Annexure-C:** Price Schedule

**Annexure-D:** Bid Security Form

**Annexure-E:** Contract Agreement Form

**Annexure-F:** Performance Security Form

**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 the financial bid)****Tender No:** IC/PD/2025/26/TD-031**Project:** Construction of Padel Courts (10M x 20M) at Islamabad Club  
(Note: Bidders must quote their rates in the table below.)

| Sr. No                    | Item Description / Details  | Unit | Quantity | Unit Rate (PKR) | Amount (PKR) |
|---------------------------|---|------|----------|-----------------|--------------|
| <b>A. Earth Works</b>     |   |      |          |                 |              |
| 1                         | Soil Investigation and Submission of soil investigation /Geo-technical report duly vetted by Engineer, complete in all respect  | Job  | 1.00     |                 |              |
| 2                         | Layout & clearance of site, including cutting and removal outside the site, of trees, vegetation, shrubs, bushes, roots, and any kind of rubbish occurring within the site complete in all respects.  | Sft. | 3,298.00 |                 |              |
| 3                         | Excavation in all types of soil, i.e. sandy, clayey, hard, average soft, wet or dry and lead up to 100 feet complete as per specifications and/or as directed by the Engineer.  | Cft. | 8,521.00 |                 |              |
| 4                         | Earth Filling of suitable soil under floor etc. in layers not exceeding 6" in depth including dressing, watering, ramming, and Compaction to the required density of modified ASHTO dry density (compacted measurement) etc. complete in all respect as per specifications, and / or directed by the Engineer | Cft. | 9,297.00 |                 |              |
| 5                         | Filling of granular material under floor in layer not exceeding 6" depth including dressing, watering, ramming, compacting, consolidating to the required density of modified ASHTO dry density (compacted measurement) etc. complete as per specifications, and / or directed by the Engineer                | Cft. | 4,678.44 |                 |              |
| <b>B. Structure Works</b> |   |      |          |                 |              |
| 6                         | Providing and laying in situ 3" thick PCC 1:4:8 under floor or where required including leveling, compacting, curing, etc. complete as per specifications and/or as directed by the Engineer.   | Cft. | 775.00   |                 |              |
| 7                         | Flooring chips 3/4" Thick using marble chips box 3×3" including Labor for chips/cement placing & polishing with Machine   | Sft. | 2,278.00 |                 |              |
| 8                         | Providing and laying reinforced cement Concrete 6" Thick (1:2:4) in floor including vibrating, curing, form work if any including the cost of G-60 steel bars of 12mm @ 9" c/c both ways etc., complete as per specifications and/or as directed by Engineer.   | Cft. | 1,106.00 |                 |              |
| 9                         | Supply and Fixing of Tempered Glass 12 mm thickness, walls including supporting hardware complete in all respect, with triangular supports on vertical pipes with grouting arrangements, complete in all respects, or as directed by the Engineer in-charge   | Sft. | 1,200.00 |                 |              |

|                            |   |        |          |  |  |
|----------------------------|---|--------|----------|--|--|
| 10                         | Providing and fixing M.S steel Pipe 10 Gauge, Pipe Size 3" x 3" including welding and paint, primer with two coats of enamel paint as required complete in all respect, with triangular supports on vertical pipes with grouting arrangements or as directed by the Engineer in-charge        | RFT    | 394.00   |  |  |
| 11                         | Providing and fixing M.S steel Pipe 10 Gauge, Pipe Size 1-1/2" x 3" including welding and paint , primer with two coats of enamel paint as required complete in all respect, or as directed by the Engineer in-charge   | RFT    | 244.00   |  |  |
| 12                         | Providing and fixing M.S steel Pipe 125WG, Pipe Size 1-1/2" x 1-1/2" including welding and paint , primer with two coats of enamel paint as required complete in all respect.   | RFT    | 192.00   |  |  |
| 13                         | Supply and fixing of M.S plates 8" x 8" x 1/2" thickness, with J-bolts 3"x10"   | Nos    | 16.00    |  |  |
| 14                         | Providing and Fixing of Stiffeners 4" x 3-1/2" x 1/2" thickness   | Nos    | 64.00    |  |  |
| 15                         | Providing and fixing Wire mesh 10 SWG as per required size including enamel paint complete in all respects as directed by the Engineer in-charge  | Sft.   | 1,098.00 |  |  |
| 16                         | Providing and fixing Premium Padel Net (Wilson) required size Wilson brand complete in all respect and Posts as per manufacturer design   | Job    | 1.00     |  |  |
| 17                         | Supply and Installation Imported Padel Turf (with silica sand filling, imported adhesive joint tape) pile height: 13mm density>8800~63000 DTEX:10000~13,600, Color Blue, triple layer backing with white lines markings. Turf as per manufacturer instructions etc. complete in all respects. | Sft.   | 2,153.00 |  |  |
| 18                         | Providing and fabrication of M.S Benches of size 5'-9" x 2'-0" each including Steel works+steel putty, Iron Casting/ bending, enamel Paint (putty + Aster), polishing and finishing complete as per specifications or sample. (spectator sitting benches )                                    | Nos.   | 12.00    |  |  |
| <b>C. Electrical Works</b> |   |        |          |  |  |
| 19                         | Supply of Led Flood Lights 200 watts Each Philips or equivalent, meeting as per Paddle courts international standards.  | Nos    | 8        |  |  |
| 20                         | Supply, installation and termination of Main Power Cable 16mm 4 core Newage / Fast Copper   | Meters | 70       |  |  |
| 21                         | Supply, installation and termination of Power Cable 4 mm s/c Newage / Fast (90 meter rolls)   | Meters | 400      |  |  |
| 22                         | Supply, installation and termination of Power Cable 7/29 s/c Newage / Fast (90 meter rolls)   | Meters | 180      |  |  |
| 23                         | Supply, installation and termination of Earth Cable 4 mm s/c Newage / Fast (90 meter rolls)   | Meters | 180      |  |  |
| 24                         | Supply, installation and termination of earth Cable 2.5 mm s/c Newage / Fast (90 meter rolls)   | Meters | 270      |  |  |
| 25                         | Supply & Installation of PP Pipe 1-1/2 inch dia Black   | Meters | 70       |  |  |
| 26                         | Supply & Installation of GI Pipe Flexible 3/4"  | RFT    | 50       |  |  |
| 27                         | Supply & Installation of PVC Pipe 3/4" including socket & bends, with fixing of PVC pipe on all type of M.S pipe including jubilee clamps of required size  | RFT    | 327      |  |  |

|                |   |            |   |  |  |
|----------------|---|------------|---|--|--|
|                | etc. or as directed by the Engineer in-charge   |            |   |  |  |
| 28             | Supply & Installation of LED light Poles, Height 8~10ft M.S pipe 2"x2" 14 Gauge, with power connection box for each pole & brackets 04 nos. on Top, painted with two coats of enamel paint as required (for light fixing), with proper fixing arrangement with base structure frame / pipes, or as directed by the Engineer in-charge   | Nos        | 4 |  |  |
| 29             | Supply & Installation of Water Proof Outdoor Power Distribution Panel box 30x18x10 inches, Floor mount type having powder coated 16SWG sheet with 60A TP main circuit breaker 02 no., 10A S/P circuit breaker 10 nos. (Schneider/ABB/Terasaki ) with earth & neutral strips, volt/Amp meters, phase indication light complete in all respects, or as directed by the Engineer in-charge | Nos        | 1 |  |  |
| <b>SUMMARY</b> |   |            |   |  |  |
| 1)             | <b>Cost for (1) No: Padel Court including Civil, Earth work, Structural &amp; Electrical works</b>  | L.S        | 1 |  |  |
| 2)             | <b>Cost for (02) Nos. Padel Courts including Civil, Earth work, Structural &amp; Electrical works</b>   | L.S        | 1 |  |  |
|                | <b>Total Cost of the Project (Inclusive of all Taxes &amp; Duties)</b>  | <b>PKR</b> |   |  |  |

**Note:** All rates must be inclusive of all taxes, duties, transportation, installation, testing, commissioning, and any other incidental costs.

## ANNEXURE-B: FORM OF BID

**(To be attached with the financial bid)**

To:  
Secretary  
Islamabad Club  
Murree Road, Islamabad

**We, the undersigned, hereby submit our bid for the Construction of Two Padel Courts at Islamabad Club, Tender No. IC/PD/2025/26/TD-031.**

We have examined the bidding documents and undertake to complete the works in accordance with the contract for a total price of **PKR \_\_\_\_\_ (in words: \_\_\_\_\_)**.

We agree to abide by this bid for 120 days. We enclose a Bid Security of PKR 500,000/-.

If awarded, we will furnish Performance Security and commence work as required.

We declare that we have no conflict of interest and are not blacklisted.

**Name of Firm:** \_\_\_\_\_

**Signature & Stamp:** \_\_\_\_\_

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

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

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

**NTN:** \_\_\_\_\_

**STRN:** \_\_\_\_\_

**PEC No:** \_\_\_\_\_

## **ANNEXURE-C: PRICE SCHEDULE (SUMMARY)**

**(To be attached with the Financial Bid)**

**Tender No:** IC/PD/2025/26/TD-031

| Description   | Amount (PKR)            |
|---|-------------------------|
| <b>Total Cost for One (1) Padel Court (As per BOQ Summary)</b>  |                         |
| <b>Total Cost for Two (2) Padel Courts (As per BOQ Summary)</b> |                         |
| <b>Total Bid Price (Inclusive of all Taxes)</b>                 |                         |
| <b>Bid Price in Words:</b>                                      | <b>Pakistani Rupees</b> |

### **Bidder's Declaration:**

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

**Name of Firm:** \_\_\_\_\_

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

**Stamp & Date:** \_\_\_\_\_

**ANNEXURE-D: BID SECURITY FORM**

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

**Tender No:** IC/PD/2025/26/TD-031

**Project:** Construction of Padel Courts (10M x 20M)

**Amount:** PKR 500,000.00 (Five Hundred Thousand Only)

**Validity:** 150 days from bid submission date

We, \_\_\_\_\_ (Bank Name), hereby unconditionally and irrevocably guarantee payment of the sum of **Pakistani Rupees Five Hundred Thousand Only (PKR 500,000.00)** 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 constructing Padel Courts (10M x 20M) at Islamabad Club 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 Contractor shall complete the Works within **60 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
  - o Any other documents listed herein
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 FORM**

**PERFORMANCE BANK GUARANTEE NO: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

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

**Tender No:** IC/PD/2025/26/TD-031

**Contract Value:** PKR \_\_\_\_\_

**Guarantee Amount:** 10% of Contract Value = PKR \_\_\_\_\_

**Validity:** Until 30 days after the Defect Liability Period (12 months from Completion Certificate)

We, \_\_\_\_\_ (Bank Name), hereby irrevocably and unconditionally guarantee payment of the above sum to Islamabad Club upon receipt of your first written demand stating that the Contractor is in breach of its obligations under the Contract.

This guarantee shall remain in force until \_\_\_\_\_. Any demand must be received by us on or before this date.

**For and on behalf of the Bank:**

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

**Branch & Address:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_

**Seal & Date:** \_\_\_\_\_

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

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

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

### **G-2: LIST OF MAJOR EQUIPMENT**

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

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

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

### **G-4: ONGOING PROJECTS**

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

### **G-5: FINANCIAL CAPABILITY DATA**

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

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

### **G-6: WORK PLAN & METHODOLOGY**

**\*(Attach detailed work plan in MS Project/Gantt Chart format covering all 60 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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