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IMMEDIATE

College of Electrical &
Mechanical Engineering
Rawalpindi
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No. 02/2025-26/EME
07 January 2026

To: Public Procurement Regulatory Authority
Federal Bank for Co-operative,
Building 1st Floor, Near SBP,
Sector G-5/2, Islamabad.

Subject: **Uploading of Tender Notice Inquiry Number-02/ 2025/26 on PPRA Website**

College of Electrical & Mechanical Engineering Rawalpindi intends to purchase miscellaneous items of ***Special Annual Training Grant / Article-in-Use*** mentioned as per ***Annexure A***. Moreover, terms and conditions of the tender are attached at ***Annexure B***, to this letter please.

Colonel
For Commandant
(Rana Atif Mushtaq)

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LIST OF PROJS OUT OF SATG/ ARTICLE-IN-USE (FY - 2025/ 26)

Ser	Scope of Work	Remarks
1.	Upgradation of Sports Facilities	Detailed tender documents to be obtained on CD from this institution during office hours.
2.	Upgradation of EDTL	
3.	Upgradation of Electrition Lab	
4.	Upgradation of C Vehicle Lab	
5.	Upgradation of AFV Lab	
6.	Upgradation of A Vehicle Shed	
7.	Upgradation of Microwave Lab	
8.	Upgradation of Control Lab (Trg Aids)	
9.	R&D Projects	
10.	Article-in-Use	

TERMS AND CONDITIONS OF THE TENDER

1. **Rate**

- a. CST will remain valid till **30 Jun 2026** (Bid Validity).
- b. Quoted rates must be inclusive of all the Government taxes i.e. **GST, INCOME TAX, CUSTOM DUTY AND OTHERS.**
- c. Rates will be quoted for both brand new stores and repair of eqpt.
- d. Rates will be quoted in Pak Rupees only.

2. **Quotations**

- a. As per PPRA Rule 36 (d), single stage two envelope bidding procedure will be followed.
- b. Technical and commercial offers will be submitted in separate envelopes. The envelope containing Technical offer will be marked as “**Technical Offer Invitation to Tender-02/ 2025-26**”. The envelope containing Commercial offer will be marked as “**Commercial Offer Invitation to Tender-02/ 2025-26**”.
- c. Rates to be quoted on the format provided (Soft and hard copy) otherwise quotation will not be considered, especially serial number of IT will be strictly followed and **no serial will be omitted / deleted.**
- d. **No column should be left blank** in quotation, however, NQ should be written in the rate column for **ITEMS NOT BEING QUOTED.**
- e. Firms to clearly mention **TOTAL NUMBER OF ITEMS QUOTED.**
- f. No rate will be accepted through fax or any other electronic device / medium.
- g. No quotation will be accepted after prescribe time under any circumstance.

3. **Technical and Commercial Offers.** Technical and Commercial Offers must contain following:-

- a. Brand to be mentioned against eqpt of all countries of origin including Genuine/ OEM and supporting documents/ agency agreement to be provided.
- b. In case of brands other than OEM/ OPM, local/ foreign sources of supplies must be mentioned with proof.
- c. Proof of source of procurement for Genuine/ OEM/ OPM/ other brand items will be provided with the Technical Offer and with delivery of stores including original invoice/ shipping documents/ bill of lading/ contents of consignments etc.
- d. Advance samples will be provided whenever asked, but prior to bulk.

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4. Restrictions

- a. **CUTTING OR OVERWRITING** in the quotation may make it liable to rejection, therefore be avoided.
- b. The purchaser retains the authority to **REJECT** any or all the quotations as per PPRA Rules.

5. Supply (Requirements)

- a. Item(s) should be exactly in accordance with part numbers, nomenclature, specifications/ samples.
- b. In case of machinery/ equipment, the bid should include installation, training and all literature including part catalogues, owner/ user manual and repair manuals.

6. Tender Opening

- a. Quotations must be dropped in the tender box before 1100 hours on **28 January 2026**.
- b. **Technical Offers** will be opened at 1130 hours on **28 January 2026**.
- c. Financial offer of only those contractors will be opened for whom technical offer will be accepted by the board and rest would be returned unopened.

7. Important Notes

- a. Only GHQ security wise cleared firms which are registered with this installation can participate in bidding process.
- b. The firm has to deposit IT fee of Rs. 3,000/- while submitting their quotations or pay order may be sent with the quotations. Tender will be rejected for which IT fee has not been paid.
- c. Bid Security and performance guarantee as per PPRA regulations will be claimed if deemed necessary.
- d. The acceptance of the said eqpt will be subject to form, fitness and functional test from competent inspection authorities.
- e. Delivery period to be mentioned while quoting the rates, however, it shall not exceed 1 x months after issue of purchase order.
- f. ***Detailed tender documents to be obtained on CD from this institution during office hours.***
- g. Qualifying firms will be issued repeat orders, throughout the validity period of this IT. Firms will be required to supply the ordered stores within the delivery period mentioned on the purchase order.

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- h. This institution retain the right to reject any "Bid". Any "Redressal of Grievance by Contractor" shall be submitted as per PPRA Rule 48.

8. **Warning**

- a. All firms must study the specifications of items of this Tender Inquiry carefully before submission quote, otherwise College of E&ME will not be responsible.
- b. All firms must read all clauses carefully before preparing the quotations.
- c. In case of any discrepancy against any clause in quotation, the bid is liable to be rejected.
- d. Quotations to be deposited duly signed/ stamped on each page along with covering letter, on letter pad of the firm before time of submission as mentioned in para 7a and 7b.
- e. Quotations will not be accepted without soft copy.

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