



TENDER DOCUMENT

Design, Fabrication, Supply & Installation of Four (4) Movable Cricket Sight Screens at Islamabad Club Cricket Oval

Tender No: **IC/PD/2025/26/TD-041**

Date of Issue: **January 6, 2026**

Bid Submission Deadline: **11:00 Hrs, January 22, 2026**

Bid Opening Date & Time: **11:30 Hrs, January 22, 2026**

Procurement Method: Open Competitive Bidding (National)

Bidding Procedure: Single-Stage Two-Envelope Procedure

Evaluation Method: Least Cost Selection (After Technical Pass)

ISLAMABAD CLUB

PART 1 – INVITATION FOR BIDS (IFB)

1.1 Islamabad Club invites sealed bids from eligible and qualified contractors/firms for the **Design, Fabrication, Supply & Installation of Four (4) Movable Cricket Sight Screens at Islamabad Club Cricket Oval.**

1.2 Bidding documents may be downloaded from:

- Islamabad Club: <https://islamabadclub.org.pk/tenders>
- PPRA Website: <https://www.ppra.org.pk>
- EPADS Portal: <https://eprocure.gov.pk>

1.3 Submit **Rs 5,000/-** 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 D-041	Faysal Bank, A/C # PK81FAYS0001132031116145	PKR 5,000	11:00 Hrs Date 22-01-2026	11:30 Hrs 22-01-2026

1.5 A pre-bid meeting **will not be held.**

1.6 Prospective bidders are strongly encouraged to visit the project site at the Islamabad Club Cricket Oval to acquaint themselves with the existing conditions, location, and any potential constraints. Site visits may be conducted on any working day prior to the bid submission deadline, between 09:00 Hrs and 16:00 Hrs, after obtaining prior appointment from the Procurement Department. All costs associated with the site visit shall be borne by the bidder. Any clarifications or observations arising from the site visit must be submitted in writing through the EPADS messaging system.

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

1.8 The last date and time for submission of bids is **11:00 Hrs on January 22, 2026**. Late bids will be rejected.

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

1.10 All bids must be accompanied by a **Bid Security of PKR 200,000/-** in the form of a Pay Order / Demand Draft / Call Deposit Receipt /Bank Guarantee from a scheduled bank, valid for 120 days, in favor of **Islamabad Club**.

1.11 The contract shall be awarded to the bidder who:

- Meets all mandatory eligibility criteria.
- Offers the **lowest evaluated financial bid** among technically qualified bidders.

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

Phone: 051-9046000, Ext: 176/301
Email: asad.ijaz@islamabadclub.org.pk
taimoor.khurram@islamabadclub.org.pk

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**.

Original Bid Security will be attached with the **Technical Bid** in Envelope-1. 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 NTN & STRN (Active Taxpayer)	FBR NTN Certificate & Sales Tax Registration Certificate. Proof of Active Taxpayer List (ATL) status	<input type="checkbox"/>
MEC-2	Non-Blacklisting Affidavit	Affidavit on Rs. 100/- Judicial Stamp Paper duly notarized	<input type="checkbox"/>
MEC-3	Minimum 3 Years General Experience	Company profile stating year of establishment and nature of business	<input type="checkbox"/>
MEC-4	Similar Project Experience	Copies of Work Order/Contract Agreement & Completion Certificate for at least one similar project (cricket sight screens/stadium equipment) worth ≥ PKR 2.5 million (either single or cumulative) in last 3 years	<input type="checkbox"/>
MEC-5	Bid Security (PKR 200,000)	Copy of Pay Order/Demand Draft/CDR/Bank guarantee in favour of Islamabad Club, valid for 120 days	<input type="checkbox"/>
MEC-6	Tender Fee Receipt (PKR 5,000)	Copy of bank deposit slip/receipt	<input type="checkbox"/>
MEC-7	Acceptance of Complete Tender Terms & Conditions	Complete Tender Documents (duly signed and stamped on each page)	<input type="checkbox"/>

SECTION 2: TECHNICAL EVALUATION (SCORING: 100 MARKS)

Ref.	Criteria	Max Marks	Scoring Basis	Document Required
A	Company Profile & Capability	50	<ul style="list-style-type: none"> - Years in business (3 marks/year, max 15) - Technical staff list & qualifications (max 15) - List of owned fabrication /installation equipment (max 10) - Valid PCB Vendor Registration Certificate, if any (5 marks) - Past experience working on PCB/approved stadium projects (5 marks) 	Certificate of Incorporation, Staff List, Equipment List, PCB Certificate (if any).
B	Relevant Experience	50	<ul style="list-style-type: none"> - Each similar completed project (cricket sight screens / stadium equipment): 25 marks/project, max 50 	Copies of Work Orders, Completion Certificates, Photographs
	Total	100		

Minimum Qualifying Technical Score: 70/100

SECTION 3: BIDDER'S DECLARATION

I hereby certify that all information and documents submitted in the Technical Proposal are true 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:

- i. Valid **NTN & Sales Tax Registration (STRN)** and appearing on **Active Taxpayer List (ATL)** of FBR
- ii. Duly signed **Affidavit on Rs. 100/- Judicial Stamp Paper** declaring non-blacklisting
- iii. Minimum **3 years** of general experience in steel fabrication/ground equipment
- iv. Completion of at least one (1) similar project (cricket sight screens/stadium equipment) worth \geq PKR 2.5 million in last 3 years
- v. **Bid Security of PKR 200,000/-** as specified

2.2 Cost of Bidding

Bidders shall bear all costs associated with the preparation and submission of their bids.

2.3 Language of Bid

All documents submitted as part of the bid must be in **English**.

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 prescribed format
- All forms, declarations, and sheets must be duly filled, signed, and stamped
- Digital signatures as per PPRA/EPADS requirements are acceptable

2.7 Sealing and Marking of Bids

- **Envelope-1 (Technical Proposal):** All technical, eligibility, and qualification documents, Original Bid Security
- **Envelope-2 (Financial Proposal):** Priced BOQ, Form of Bid, Price Summary.

2.8 Deadline for Submission

Bids must be submitted by **11:00 Hrs on January 22, 2026**. EPADS system will not accept submissions after deadline.

2.9 Modification and Withdrawal of Bids

Bids may be modified or withdrawn electronically via EPADS before submission deadline.

2.10 Bid Opening

Technical bids (Envelope-1) opened first. Only technically qualified bidders' financial bids (Envelope-2) opened later.

PART 3 -- GENERAL CONDITIONS OF CONTRACT (GCC)

3.1 Governing Law

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

3.2 Performance Security

The bid security of successful bidder to be retained as performance guarantee and to be released after successful completion of works and expiry of defect liability period.

3.3 Insurance

The contractor shall procure and maintain insurance for works, personnel, and third-party liability for contract duration.

3.4 Time for Completion

The work shall be completed within **8 weeks** from the date of issuance of Letter of Intent (LOI).

3.5 Liquidated Damages

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

3.6 Defect Liability Period

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

3.7 Variation in Quantities

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

3.8 Payment

Payment shall be made within **thirty (30) days** from the date of submission of a valid invoice, after the successful installation and verification by the concerned user/technical department, and subject to deduction of all applicable taxes as per prevailing laws.

3.9 Termination

The Procuring Agency may terminate 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.

PART 4 – TECHNICAL SPECIFICATIONS & BILL OF QUANTITIES

5.1 Scope of Work

- Design, fabrication, supply and installation of 4 movable cricket sight screens
- Each screen size: Length 24 ft x Height 12 ft x Width 7 ft
- Complete with all fittings and accessories
- Transportation to site
- Installation, testing and commissioning
- 12-month defect liability period

5.2 Detailed Specifications

1. **Base Frame:** MS Pipe G-16
2. **Top Frame:** G-14 x 4 inches
3. **Door Sheet:** G-22
4. **Wheels & Tires:** Size 4.50-12 with heavy-duty tubes
5. **Movable Handle:** Ergonomically designed for easy movement
6. **Surface Treatment:** Primer + two coats of weather-resistant paint
7. **Welding:** ISO standards, rust-proof, smooth finish
8. **Safety Features:** No sharp edges, safety handles

5.3 Bill of Quantities (BOQ)

Refer to **Annexure-A** for detailed BOQ.

PART 6 -- EVALUATION CRITERIA & PROCEDURE

6.1 Preliminary Examination

Pass/Fail based on Mandatory Eligibility Criteria.

6.2 Technical Evaluation (100 Marks)

Criteria	Max Marks	Sub-Criteria
A. Company Profile & Capability	50	1. Years in business (3 marks/year, max 15) 2. Technical staff (max 15) 3. Equipment & tools (max 10) 4. PCB registration & past PCB work (10 marks)
B. Relevant Experience	50	1. Similar completed projects (25 marks each, max 50)
Total	100	

Minimum Qualifying Score: 70/100

6.3 Financial Evaluation

Only technically qualified bidders (score ≥ 70) will have their financial bids opened. Evaluation 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.

PART 7 – ANNEXURES (FORMS)

- Annexure-A:** BOQ
- Annexure-B:** Form of Bid
- Annexure-C:** Price Schedule
- Annexure-D:** Bid Security Form
- Annexure-E:** Performance Security Form
- Annexure-F:** Contract Agreement
- Annexure-G:** Technical Proposal Forms (Company profile, experience, equipment list, financial statements)
- Annexure-H:** Non-Blacklisting Affidavit
- Annexure-I:** Compliance Checklist

ANNEXURE-A: BILL OF QUANTITIES (BOQ)

Tender No: IC/PD/2025/26/TD-041

Project: Design, Fabrication, Supply & Installation of Four (4) Movable Cricket Sight Screens

Sr #	Description	Unit	Quantity	Rate (PKR)	Amount (PKR)
1	Design, fabrication, supply & installation of movable cricket sight screen especially made for cricket Size Length 24' x Height 12' x Width 7' with following specifications: - G-16 Base Frame pipe - G-14 x 4" top Frame - G-22 Door Sheet - Tire & tube size 4.50-12 - Moveable Handle Door type - Complete with all fittings and accessories	No.	4		
2	Transportation to Islamabad Club site, unloading and placement at Cricket Oval	Lot	1		
3	Installation, testing and commissioning including all necessary tools and labor	Lot	1		
4	Warranty period (12 months) including free maintenance and repairs	Year	1		
Total Amount (Rs.)					
Add: GST					
Grand Total (Rs.)					

ANNEXURE-B: FORM OF BID

To:

The Chairman Procurement Committee,
Islamabad Club
Murree Road, Islamabad

Subject: Submission of Bid for Design, Fabrication, Supply & Installation of Four (4) Movable Cricket Sight Screens - Tender No. IC/PD/2025/26/TD-041

We, the undersigned, hereby submit our bid for the above-mentioned project in accordance with your Tender Documents.

We have examined the bidding documents and undertake to execute the works in conformity with the contract for a total price of:

PKR _____ (**in words:**
_____).

We agree to abide by this bid for a period of **120 days** from the date of bid opening.

We enclose a Bid Security in the amount of **PKR 200,000/-** as per requirements.

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

We declare that:

- We have no conflict of interest
- We are not blacklisted by any government or semi-government entity
- All information provided is true and complete

Name of Firm: _____

Address: _____

NTN: _____

STRN: _____

PCB Registration No: _____

Authorized Signature: _____

Name & Designation: _____

Company Stamp: _____

Date: _____

ANNEXURE-C: PRICE SCHEDULE (SUMMARY)

Tender No: IC/PD/2025/26/TD-041

Project: Design, Fabrication, Supply & Installation of Four (4) Movable Cricket Sight Screens

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

Bidder's Declaration:

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

Name of Firm: _____

Authorized Signature: _____

Stamp & Date: _____

ANNEXURE-D: BID SECURITY FORM

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

Tender No: IC/PD/2025/26/TD-041

Project: Design, Fabrication, Supply & Installation of Four (4) Movable Cricket Sight Screens

Amount: PKR 200,000.00 (Two Hundred Thousand Only)

Validity: 120 days from bid submission date

We, _____ (Bank Name), hereby unconditionally and irrevocably guarantee payment of the sum of **Pakistani Rupees Two Hundred Thousand Only (PKR 200,000)** to Islamabad Club upon receipt of your first written demand, without dispute or demur, in the event that:

1. The bidder withdraws or modifies its bid during validity period
2. The bidder fails to sign contract after being awarded
3. The bidder fails to furnish required Performance Security

This guarantee shall remain in force until _____

For and on behalf of the Bank:

Bank Name: _____

Branch & Address: _____

Authorized Signatory: _____

Seal & Date: _____

ANNEXURE-E: PERFORMANCE SECURITY

As per Clause 3.2, the bid security of successful bidder to be retained as performance guarantee and to be released after successful completion of works and expiry of defect liability period.

ANNEXURE-F: 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 Design, Fabrication, Supply & Installation of Four (4) Movable Cricket Sight Screens and has accepted the bid by the Contractor for execution of Works.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Contractor shall execute and complete Works in accordance with Contract Documents for **Contract** **Price** **of** **PKR** _____ (in words: _____)
2. **Time for Completion:** Works shall be completed within **8 weeks** from date of Letter of Intent
3. **Contract Documents** shall comprise: This Agreement, Letter of Acceptance, Bid and annexed documents, Conditions of Contract, Specifications and Drawings, Bill of Quantities
4. In consideration of payments to be made by Employer, Contractor covenants to execute Works in conformity with Contract
5. Employer covenants to pay Contractor Contract Price at times and in manner prescribed by 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-G: TECHNICAL PROPOSAL FORMS

G-1: COMPANY PROFILE

Sr.	Information Required	Details
1	Company Name	
2	Year of Establishment	
3	Registered Address	
4	Workshop/Factory Address	
5	Contact Person & Designation	
6	Phone & Email	
7	NTN Number	
8	STRN Number	
9	PCB Registration Number	

G-2: TECHNICAL STAFF

Sr.	Name	Designation	Qualification	Years of Experience
1				
2				
3				

G-3: LIST OF MAJOR EQUIPMENT

Sr.	Equipment Name	Model/Capacity	Quantity	Ownership (Owned/Leased)
1	Welding Machine			
2	Cutting Machine			
3	Bending Machine			
4	Painting Equipment			
5	Transportation Vehicles			

G-4: SIMILAR PROJECT EXPERIENCE (LAST 3 YEARS)

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

G-5: PCB GROUND EXPERIENCE

Sr.	PCB/Stadium Name	Location	Scope of Work	Completion Date
1				
2				

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 information provided in this affidavit and bid documents is true and correct

I understand that any false statement may result in disqualification, blacklisting, and legal action.

DEPONENT:

Name: _____

CNIC No: _____

Designation: _____

Date: _____

ANNEXURE-I: COMPLIANCE CHECKLIST

(Same as in Part 1)

PART 8 – CONTACT FOR CLARIFICATIONS

Manager Procurement

Islamabad Club

Email: asad.ijaz@islamabadclub.org.pk

Phone: 051-9046000 Ext. 301/176
