



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
& INTERFAITH HARMONY

INVITATION FOR BIDS
(PRINTING OF BOOKLET POCKET SIZE)

This Ministry invites sealed bids from well reputed firm's manufacturers/authorized dealer for provision of multiple items for **Printing of Booklet Pocket Size for Hujjaj Hajj, 2026** Cell of the Ministry. The details of items required are as under: -

S. #	Items Required	Proposed Qty
	Name of Procuring Agency	M/o Religious Affairs and Interfaith Harmony, Islamabad
	Number of Tender	01 No
1	Printing of Booklet Pocket Size Pages: 06 (Six) Finished Size: 4.6 × 3.5 inches (as per sample) Printing: Offset / Base printing on both sides Color: Four-color (CMYK) printing Paper: 128 GSM art paper Designing: Included (layout and artwork as per sample)	125,000

2. Single Stage–Two Envelope Procedure shall apply. Sealed bids along with earnest money/bid security amounting to 5% of the quoted cost, in the shape of a Pay Order/Bank Draft in favour of Section Officer (General), RA&IH, must reach the undersigned by 10:00 a.m. on or before 18th March, 2026. Bids will be opened on the same day at 10:30 a.m. in the presence of bidders or their authorized representatives who may wish to attend. Tenders not accompanied by the required earnest money shall not be entertained.
3. Bids shall be accepted only from those firms that are registered with PPRA for procurement on EPADS, and whose official email addresses were provided to PPRA at the time of registration.
4. Interested bidders are required to submit their bids/proposals online through EPADS at <https://eprocure.gov.pk> before the bid opening date and time. Additionally, original bids/proposals must be submitted at the Office of the undersigned, 1st Floor, Kohsar Block, Pak Secretariat, Islamabad. The bids shall be opened publicly on the same day at 10:30 hours in the presence of bidders' representatives.
5. The Ministry reserves the right to accept or reject any or all tenders in accordance with PPRA rules. However, reasons for rejection shall be communicated to the bidder upon written request.

Note:- The successful bidder shall be required to deliver the items during the last week of March, 2026.

(Aijaz Ahmed Memon)
Section Officer (General)
051-9208411



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BIDDING DOCUMENTS

For

((PRINTING OF BOOKLET POCKET SIZE))

Last date for submission of bid

18.03.2026 at 10:00 am

Tender Opening date & time

18.03.2026 at 10:30 am

GENERAL TERMS & CONDITIONS AND TECHNICAL SPECIFICATIONS

The following technical specifications shall form an integral part of the tender documents for the (printing of booklet pocket size), etc.

General Terms & Conditions

<p>The firm must be registered with the Income Tax and Sales Tax Departments. Registration numbers shall be clearly mentioned, and valid documentary evidence must be attached. The firm must also possess a valid vendor number issued by AGPR, Islamabad.</p>
<p>All items shall strictly comply with the approved specifications and samples.</p>
<p>Samples may be demanded at any stage of the procurement process, if required.</p>
<p>The contract shall be awarded to the lowest evaluated responsive bidder, in accordance with PPRA Rules.</p>
<p>Payment of bills shall be subject to the deduction of all applicable government taxes and levies as per rules.</p>
<p>No deviation in material, size, colour, paper quality, binding, or printing shall be acceptable without prior written approval of the Ministry.</p>
<p>The firm must submit an original and latest undertaking on judicial stamp paper (not less than Rs.50/-) stating that it is not blacklisted by any Government, Semi-Government, or Autonomous body.</p>
<p>Each page of the financial proposal must be signed and stamped by the authorized representative of the firm, failing which the bid shall be considered non-responsive.</p>
<p>If any firm intends to withdraw from the competition, it must inform the Procuring Agency in writing before acceptance of the offer/award letter.</p>
<p>The Ministry reserves the right to accept or reject any or all bids in accordance with PPRA Rules, 2004. The reason for rejection shall be intimated to the bidder upon request.</p>

Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions contained in the Instructions to Bidders (ITB), Section-I. In the event of any conflict, the provisions provided herein shall prevail over those contained in the ITB.

A. Introduction		
ITB 1.1	Name of Office	Ministry of Religious Affairs and Interfaith Harmony, Islamabad
ITB 1.1	Name of Contract & IFB No.	Printing of Hajj Booklet, etc for the Hujjaj of Hajj - 2026
ITB 3.1	Name of Purchaser	Ministry of Religious Affairs and Interfaith Harmony, Islamabad
ITB 3.1	Purchaser's Address	1 st floor, TUV Kohsar Block, New Pak Secretariat, Islamabad

B. The Bidding Document		
ITB 7.1	Language of the Bid	English

C. Preparation of Bids		
ITB 10.2	The price quoted shall be	DDP in Pak Rupees i.e. inclusive of all applicable taxes & transportation charges.
ITB 10.5	The price shall be	Fixed and must include the Income & General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
ITB 12.2 (a)	Qualification requirements.	<ul style="list-style-type: none"> i. The bidder must submit National Tax No. Sales Tax No. Certificates & Income Tax clearance certificate on the last Income Tax returns. ii. Active Taxpayer Certificate. iii. An affidavit on legal stamp paper not below of Rs.50/- to the effect that bidder as not been blacklisted by any of the Federal/Provincial Government Organization. iv. The bidder must have proper Business Location (Shop/Outlet) and Landline telephone facility.
ITB 13.1	Amount of bid security	Bid security @ 5% of the quoted amount shall be submitted along with the tender. The bid security shall be returned to the unsuccessful bidders immediately after finalization of the tender. In the case of the successful bidder(s), the bid security shall be converted into a Performance Guarantee and shall be retained till completion of the contract.

ITB 13.3	Form of Bid Security	i. Tenders found deficient in the amount of bid security in comparison to the total bid price shall not be considered. ii. Personal cheques shall not be acceptable under any circumstances.
ITB 14.1	Bid validity period.	The bid shall remain valid for a period of six (06) months from the date of award of the tender to the firm.
ITB 15.1	Number of copies.	One original

D. Submission of Bids

ITB 17.1	Address for bid submission.	Section Officer (General), Ministry of Religious Affairs and Interfaith Harmony, 1 st Floor, TUV Kohasar Block, New Pak Secretariat, Islamabad
ITB 17.1	Deadline for bid submission.	<u>18.03.2026 till 10:00 hours (a.m)</u>

E. Opening and Evaluation of Bids

ITB 20.1	Time, date, and place for bid opening.	<u>18.03.2026 at 10:30 hours (a.m)</u> Committee Room of Ministry of Religious Affairs and Interfaith Harmony, 1 st Floor TUV Kohasar Block, New Pak Secretariat, Islamabad
ITB 23.2	Criteria for bid evaluation.	i. Prices shall be quoted on Delivered Duty Paid (DDP) basis, inclusive of all applicable taxes and transportation charges. ii. The tenderer shall quote only one rate for each item strictly in accordance with the tender specifications. No alternate model or separate accessories shall be acceptable. iii. The items/materials shall be accepted strictly in accordance with the specifications approved by the Ministry.



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(PRINTING OF HAJJ BOOKLET FOR HAJJAJ ETC)

Bidder Evaluation Criteria

Sr.	Bidding Documents	Weightage
1	Technical a) Experience b) Bank Statement of last three months c) Office / Shop / Outlet d) Landline Telephone Facility Mandatory Requirements e) Registration with Income Tax/Sales Tax Department f) ATL Certificate g) NTN No. h) Sales Tax No. i) Income Tax Clearance Certificate j) Affidavit (Non Blacklisted) k) Bids Security 5%	Mandatory
2	Financial	Mandatory

Name of Firm _____

MANUFACTURER'S AUTHORIZATION CERTIFICATE

The Section Officer (General)

Ministry of Religious Affairs & Interfaith Harmony
Government of Pakistan, 1st floor, TUV Kohsar Block, New Pak Secretariat,
Islamabad

WHEREAS (NAME OF SUPPLIER) who are established and reputable firms of (name and/or description of goods) having Office at (address of office) do hereby authorize (name and address of supplier/agent) to submit a bid, and subsequently follow-up/negotiation and sign the contract with you against the tender for the procurement/supply of multiple items (Names) for Supply of Mobile Camera & Lense, under the patent name of _____ for performance of contract.

We hereby commit and assure our full guarantee and warranty regarding quality, efficacy and timely supply of offered items by the above-mentioned firm/ supplier/ manufacturer against the invitation of bids.

(Signature for and on behalf of Manufacturer)

Note: This letter of authority should be signed by the person competent and having the attorney to bind the manufacturer/supplier. It should be included by the bidder in its bid.

