



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2526-00200-L
07.04.2026

To: _____

Subject: **Invitation of Tender for Instrumentation Trainers:**

Dear Sir,

We invite you to quote for supply of the item as detailed in Annex-A & B enclosed. Offers must be submitted on company's letterhead with complete specifications of offered equipment/item and undertaking given at the end of Annex-A along with format for bid (Annex-B) to be duly filled.

The terms and conditions of this tender are as under:-

1. Sealed Tenders/Bids are invited from firms/suppliers/authorized agents of repute, registered with Sales tax department and having NTN. The bids under **Single Stage-Two Envelope** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on **24.04.2026**. Tenders will be opened on same date at **12:30** hours in the presence of bidders who desire to attend. The quotations received late (after opening of tender) will not be considered. Cutting / overwriting is not allowed unless/until authenticated under proper signature of the authorized person.
2. Sealed tenders addressed to the Deputy Director (Procurement), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No : **RFQ-2526-00200-L**
Due Date : **07-April-2026**
Tender For : **Instrumentation Trainer**

3. **Rates:** The bidder should quote their rates for:-
 - i. Free Delivery at IST inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Items must be quoted as per user requirements/sample available at IST - Store. Before submitting any offer, bidder must consult the concerned user regarding any query/specifications or checking of sample. No change in the offer will be accepted later on.
 - iv. Offer shall be made as per our demanded specs or equivalent.
4. **BID SECURITY:** Offer must be accompanied with Rs. 100,000/ in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. The bid security will finally be adjusted/ refunded on completion of the contract. At any stage if the purchaser feels that the bidder has provided wrong information or the samples are not provided as



per the specifications mentioned in their offer, the bid security will be forfeited.

5. **IST FTN #:** 9010613-0.
6. **Delivery:** Item may be delivered within **30-days** after issuance of Purchase Order. Successful delivery along with offloading of the ordered item at the **Purchaser's** premises will be **Supplier's** responsibility.
7. **Validity:** The offer shall remain valid for our acceptance for **90-Days** from the date of opening of tender. Offers with validity less than **90-days** will be liable for rejection.
8. **Inspection:** The inspection shall be carried out at IST by IST inspection committee and the inspection report (findings) shall be binding on you.
9. **Taxes:**
 - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered "Tax Invoice" showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
 - ii. As per in vogue GST SRO, 20% of the 18% GST amount will be retained by the Purchaser and later on submitted in the FBR/Government Treasury, where as 80% of the 18% GST will be paid to the Supplier for onward deposition in FBR/Government Treasury. However, GST rate is subject to change as and when notified by Government.
 - iii. Income tax will be deducted as per rule.
 - iv. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
10. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" and after satisfactory performance in every aspect and inspection. **Note:** Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents).
11. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/ over writing are not allowed, unless/ until authenticated under proper signature of the authorized person.
12. **Performance Bond:** 5% of total order value to be provided by firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft of Pakistani Scheduled Bank to be valid till the expiry of Guarantee/Warranty period (If deemed necessary)
13. In case of any arithmetic error unit price shall prevail.
14. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
15. IST reserves the right to increase / decrease the quantity as per requirements.



16. Supplier must provide high quality samples along with their quoted items at IST store else their offer with lower specifications than demanded specs will be liable for rejection.
17. Bids will be evaluated in a manner that the item will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
18. If IST deemed necessary, the lowest bidder may be asked to provide sample before awarding of any contract/ order. In case the sample of lowest bidder is rejected, sample from other bidders will be called and contract will be awarded to technically qualified lowest bidder.
19. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
20. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order. If participated in tender their offer may be accepted/ rejected based on previous performance.
21. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
22. A being lowest in financial bid does not mean that the contract/ purchase order will be awarded. Following factors may also be taken into account before award of purchase order.
 - i. Previous performance of supplier against any IST order.
 - ii. Reliability.
 - iii. Technical/ Financial capabilities.
 - iv. Acceptance of terms & conditions of tender.
23. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-
24. **Failure & Termination:** Incase the supplier / contractor failed to deliver the stores within specified delivery period, IST shall have the following options:-
 - i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, bid security and or by withholding any amount due to be paid against this or any other purchase order.
 - ii. To purchase from elsewhere, without notice to you but at your risk and cost, the stores not delivered within the stipulated period and to recover excess value so paid by us from your bills or from your security and or to cancel the contract at your risk and cost.
25. **Blacklisting:** If the supplier failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In



case of any dispute, the case will be referred to Vice Chancellor (IST), whose decision will be final.

26. IST reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm final and binding on all bidders.

Deputy Director (Procurement)
Institute of Space Technology, Islamabad

Financial Offer

RFQ-2526-00200-L

Date: 07.04.2026

Due On: 24.04.2026

S/No	Description	Qty No	Unit Price Without GST	GST Amount	Total Price With GST
1	INSTRUMENTATION TRAINER, MODEL: EM-PDBT-EG3 MODEL: EM-PDBT-EG3 (modular approach), aluminum profile with CNC cutting, electrical shock proof fiber plates with UV printing, 4mm connector with cables, branded electrical accessories, wooden cabinet for module storage, power coated metal enclosure, Ziegler (Germany) meters and power analyzer, class 'a' current transformers, 100% copper cables branded, heavy duty rubber wheels, NOTE: (lab only included), study of radial distribution, study of ring distribution, three phase transmission line pi model, three phase transmission line T model, study of abcd parameters of transmission line, power factor improvement or equivalent	3			
GST Amount					
Total Amount					

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be Printed On Company's Letterhead)



(To be Printed and typed On Company's Letterhead)

Annexure – B

RFQ-2526-00200-L

Date: 07.04.2026

Due On: 24.04.2026

FORMAT FOR BID

1. Tender Fee PO/DD No. : _____
2. Tender Fee PO/DD dated : _____
3. Bid Security PO/DD No. : _____
4. Bid Security PO/DD dated : _____
5. Bid Security PO/DD issued by
(Bank Name) : _____
6. Complete Technical specifications
& catalog attached : _____ **YES/NO**
7. Delivery Schedule : _____
8. Validity of Acceptance : _____
9. Country of Origin. : _____
10. Profile of firm for performing such
Project (Attached) : _____ **YES/NO**
11. Warranty response time and replacement time. : _____ **YES/NO**
12. Owner name : _____
Owner E-mail : _____
Owner Contact Number : _____
13. Company full address : _____
Contact Person : _____
Cell # : _____
E-mail : _____
14. Acceptance of terms & conditions of tender : _____ **YES/NO**

Sign & Seal



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2526-00206-L
07.04.2026

To: _____

Subject: **Invitation of Tender for Multimedia Projector & Projection Screen**

Dear Sir,

We invite you to quote for supply of the item as detailed in Annex-A & B enclosed. Offers must be submitted on company's letterhead with complete specifications of offered equipment/item and undertaking given at the end of Annex-A along with format for bid (Annex-B) to be duly filled.

The terms and conditions of this tender are as under:-

1. Sealed Tenders/Bids are invited from firms/suppliers/authorized agents of repute, registered with Sales tax department and having NTN. The bids under **Single Stage-Two Envelope** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on **24.04.2026**. Tenders will be opened on same date at **12:30** hours in the presence of bidders who desire to attend. The quotations received late (after opening of tender) will not be considered. Cutting / overwriting is not allowed unless/until authenticated under proper signature of the authorized person.
2. Sealed tenders addressed to the Deputy Director (Procurement), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No : RFQ-2526-00206-L
Due Date : 24.04.2026
Tender For : Multimedia Projector & Projection Screen

3. **Rates:** The bidder should quote their rates for:-
 - i. Free Delivery at IST inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Items must be quoted as per user requirements/sample available at IST - Store. Before submitting any offer, bidder must consult the concerned user regarding any query/specifications or checking of sample. No change in the offer will be accepted later on.
 - iv. Offer shall be made as per our demanded specs or equivalent.
4. **BID SECURITY:** Offer must be accompanied with PKR.120,000/ in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. The bid security will finally be adjusted/ refunded on completion of the contract. At any stage if the purchaser feels that



the bidder has provided wrong information or the samples are not provided as per the specifications mentioned in their offer, the bid security will be forfeited.

5. **IST FTN #:** 9010613-0.
6. **Delivery:** Item may be delivered within **90-days** after issuance of Purchase Order. Successful delivery along with offloading of the ordered item at the **Purchaser's** premises will be **Supplier's** responsibility.
7. **Validity:** The offer shall remain valid for our acceptance for **90-Days** from the date of opening of tender. Offers with validity less than **90-days** will be liable for rejection.
8. **Inspection:** The inspection shall be carried out at IST by IST inspection committee and the inspection report (findings) shall be binding on you.
9. **Taxes:**
 - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered "Tax Invoice" showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
 - ii. As per in vogue GST SRO, 20% of the 18% GST amount will be retained by the Purchaser and later on submitted in the FBR/Government Treasury, where as 80% of the 18% GST will be paid to the Supplier for onward deposition in FBR/Government Treasury. However, GST rate is subject to change as and when notified by Government.
 - iii. Income tax will be deducted as per rule.
 - iv. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
10. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" and after satisfactory performance in every aspect and inspection. **Note:** Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents).
11. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/ over writing are not allowed, unless/ until authenticated under proper signature of the authorized person.
12. **Performance Bond:** upto 5% of total order value to be provided by firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft of Pakistani Scheduled Bank to be valid till the expiry of Guarantee/Warranty period (if deemed necessary).
13. In case of any arithmetic error unit price shall prevail.
14. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
15. IST reserves the right to increase / decrease the quantity as per requirements.

16. Supplier must provide high quality samples along with their quoted items at IST store else their offer with lower specifications than demanded specs will be liable for rejection.
17. Bids will be evaluated in a manner that the item will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
18. If IST deemed necessary, the lowest bidder may be asked to provide sample before awarding of any contract/ order. In case the sample of lowest bidder is rejected, sample from other bidders will be called and contract will be awarded to technically qualified lowest bidder.
19. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
20. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order. If participated in tender their offer may be accepted/ rejected based on previous performance.
21. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
22. A being lowest in financial bid does not mean that the contract/ purchase order will be awarded. Following factors may also be taken into account before award of purchase order.
 - i. Previous performance of supplier against any IST order.
 - ii. Reliability.
 - iii. Technical/ Financial capabilities.
 - iv. Acceptance of terms & conditions of tender.
23. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-
24. **Failure & Termination:** In case the supplier / contractor failed to deliver the stores within specified delivery period, IST shall have the following options:-
 - i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, bid security and or by withholding any amount due to be paid against this or any other purchase order.
 - ii. To purchase from elsewhere, without notice to you but at your risk and cost, the stores not delivered within the stipulated period and to recover excess value so paid by us from your bills or from your security and or to cancel the contract at your risk and cost.
25. **Blacklisting:** If the supplier failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In



case of any dispute, the case will be referred to Vice Chancellor (IST), whose decision will be final.

26. IST reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm final and binding on all bidders.

Deputy Director (Procurement)
Institute of Space Technology, Islamabad

Financial Offer

Annexure – A

RFQ-2526-00206-L

Date: 07.04.2026

Due On: 24.04.2026

S/No	Description	Qty No	Unit Price Without GST	Total Price without GST
1	<u>MULTIMEDIA PROJECTOR</u> Multimedia Projector, 300W, 3800 Lumens, 1024 X 768 Pixels , Remote Control, Model: Panasonic PT-LB-385A, or Equivalent	06 No		
2	<u>PROJECTION SCREEN</u> Multimedia Projection Screen, size: 22 X 16 feet, Motorized projector screen, wall mounted	06 No		
TOTAL				
GST Amount				
Gross Amount				

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be Printed On Company's Letterhead)



(To be Printed and typed On Company's Letterhead)

Annexure – B

RFQ-2526-00206-L

Date: 07.04.2026

Due On:24.04.2026

FORMAT FOR BID

1. Tender Fee PO/DD No. : _____
2. Tender Fee PO/DD dated : _____
3. Bid Security PO/DD No. : _____
4. Bid Security PO/DD dated : _____
5. Bid Security PO/DD issued by
(Bank Name) : _____
6. Complete Technical specifications
& catalog attached : _____ **YES/NO**
7. Delivery Schedule : _____
8. Validity of Acceptance : _____
9. Country of Origin. : _____
10. Profile of firm for performing such
Project (Attached) : _____ **YES/NO**
11. Warranty response time and replacement time. : _____ **YES/NO**
12. Owner name : _____
Owner E-mail : _____
Owner Contact Number : _____
13. Company full address : _____
Contact Person : _____
Cell # : _____
E-mail : _____
14. Acceptance of terms & conditions of tender : _____ **YES/NO**

Sign & Seal



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2526-00207-L
07.04.2026

To: _____

Subject: **Invitation of Tender for UPS-10 KVA:**

Dear Sir,

We invite you to quote for supply of the item as detailed in Annex-A & B enclosed. Offers must be submitted on company's letterhead with complete specifications of offered equipment/item and undertaking given at the end of Annex-A along with format for bid (Annex-B) to be duly filled.

The terms and conditions of this tender are as under:-

1. Sealed Tenders/Bids are invited from firms/suppliers/authorized agents of repute, registered with Sales tax department and having NTN. The bids under **Single Stage-Two Envelope** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on 24.04.2026. Tenders will be opened on same date at **12:30** hours in the presence of bidders who desire to attend. The quotations received late (after opening of tender) will not be considered. Cutting / overwriting is not allowed unless/until authenticated under proper signature of the authorized person.
2. Sealed tenders addressed to the Deputy Director (Procurement), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No : RFQ-2526-00207-L
Due Date : 24.04.2026
Tender For : UPS 10 KVA

3. **Rates:** The bidder should quote their rates for:-
 - i. Free Delivery at IST inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Items must be quoted as per user requirements/sample available at IST - Store. Before submitting any offer, bidder must consult the concerned user regarding any query/specifications or checking of sample. No change in the offer will be accepted later on.
 - iv. Offer shall be made as per our demanded specs or equivalent.
4. **BID SECURITY:** Offer must be accompanied with PKR.300,000/ in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. The bid security will finally be adjusted/ refunded on completion of the contract. At any stage if the purchaser feels that the bidder has provided wrong information or the samples are not provided as



per the specifications mentioned in their offer, the bid security will be forfeited.

5. **IST FTN #:** 9010613-0.
6. **Delivery:** Item may be delivered within **90-days** after issuance of Purchase Order. Successful delivery along with offloading of the ordered item at the **Purchaser's** premises will be **Supplier's** responsibility.
7. **Validity:** The offer shall remain valid for our acceptance for **90-Days** from the date of opening of tender. Offers with validity less than **90-days** will be liable for rejection.
8. **Inspection:** The inspection shall be carried out at IST by IST inspection committee and the inspection report (findings) shall be binding on you.
9. **Taxes:**
 - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered "Tax Invoice" showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
 - ii. As per in vogue GST SRO, 20% of the 18% GST amount will be retained by the Purchaser and later on submitted in the FBR/Government Treasury, where as 80% of the 18% GST will be paid to the Supplier for onward deposition in FBR/Government Treasury. However, GST rate is subject to change as and when notified by Government.
 - iii. Income tax will be deducted as per rule.
 - iv. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
10. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" and after satisfactory performance in every aspect and inspection. **Note:** Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents).
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13. In case of any arithmetic error unit price shall prevail.
14. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
15. IST reserves the right to increase / decrease the quantity as per requirements.



16. Supplier must provide high quality samples along with their quoted items at IST store else their offer with lower specifications than demanded specs will be liable for rejection.
17. Bids will be evaluated in a manner that the item will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
18. If IST deemed necessary, the lowest bidder may be asked to provide sample before awarding of any contract/ order. In case the sample of lowest bidder is rejected, sample from other bidders will be called and contract will be awarded to technically qualified lowest bidder.
19. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
20. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order. If participated in tender their offer may be accepted/ rejected based on previous performance.
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 - ii. Reliability.
 - iii. Technical/ Financial capabilities.
 - iv. Acceptance of terms & conditions of tender.
23. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-
24. **Failure & Termination:** Incase the supplier / contractor failed to deliver the stores within specified delivery period, IST shall have the following options:-
 - i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, bid security and or by withholding any amount due to be paid against this or any other purchase order.
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Deputy Director (Procurement)
Institute of Space Technology, Islamabad



Financial Offer

Annexure – A

RFQ-2526-00207-L

Date: 07.04.2026

Due On: 24.04.2026

S/No	Description	Qty No	Unit Price Without GST	Total Price without GST
1	<u>UPS 10 KVA</u> UPS, 10 KVA three Phase Input, Single Phase output, 30 Minute Backup at full Load with power management software	04 No		
TOTAL				
GST Amount				
Gross Amount				

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be Printed On Company's Letterhead)



(To be Printed and typed On Company's Letterhead)

Annexure – B

RFQ-2526-00207-L

Date: 07.04.2026

Due On:24.04.2026

FORMAT FOR BID

1. Tender Fee PO/DD No. : _____
2. Tender Fee PO/DD dated : _____
3. Bid Security PO/DD No. : _____
4. Bid Security PO/DD dated : _____
5. Bid Security PO/DD issued by
(Bank Name) : _____
6. Complete Technical specifications
& catalog attached : _____ **YES/NO**
7. Delivery Schedule : _____
8. Validity of Acceptance : _____
9. Country of Origin. : _____
10. Profile of firm for performing such
Project (Attached) : _____ **YES/NO**
11. Warranty response time and replacement time. : _____ **YES/NO**
12. Owner name : _____
Owner E-mail : _____
Owner Contact Number : _____
13. Company full address : _____
Contact Person : _____
Cell # : _____
E-mail : _____
14. Acceptance of terms & conditions of tender : _____ **YES/NO**

Sign & Seal



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2526-00210-L
07.04.2026

To: _____

Subject: **Invitation of Tender for Computer Tables & Chairs**

Dear Sir,

We invite you to quote for supply of the item as detailed in Annex-A & B enclosed. Offers must be submitted on company's letterhead with complete specifications of offered equipment/item and undertaking given at the end of Annex-A along with format for bid (Annex-B) to be duly filled.

The terms and conditions of this tender are as under:-

1. Sealed Tenders/Bids are invited from firms/suppliers/authorized agents of repute, registered with Sales tax department and having NTN. The bids under **Single Stage-One Envelope (Technical and Financial proposals in single envelope)** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on 24.04.2026. Tenders will be opened on same date at **12:30** hours in the presence of bidders who desire to attend. The quotations received late (after opening of tender) will not be considered. Cutting / overwriting is not allowed unless/until authenticated under proper signature of the authorized person.
2. Sealed tenders addressed to the Deputy Director (Procurement), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No : RFQ-2526-00210-L
Due Date : 24.04.2026
Tender For : Computer Tables & Chairs

3. **Rates:** The bidder should quote their rates for:-
 - i. Free Delivery at IST inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Items must be quoted as per user requirements/sample available at IST - Store. Before submitting any offer, bidder must consult the concerned user regarding any query/specifications or checking of sample. No change in the offer will be accepted later on.
 - iv. Offer shall be made as per our demanded specs or equivalent.
4. **BID SECURITY:** Offer must be accompanied with PKR.120,000/ in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. The bid security will finally be adjusted/ refunded on completion of the contract. At any stage if the purchaser feels that



the bidder has provided wrong information or the samples are not provided as per the specifications mentioned in their offer, the bid security will be forfeited.

5. **IST FTN #:** 9010613-0.
6. **Mandatory Submission of Samples:** Bidders have to submit samples of computer tables and chairs at IST Store before the due date & time of bid submission which will be evaluated accordingly. Samples will be returned to unsuccessful bidders upon completion of tendering process. **In case of non-submission of samples before the bid submission date/time, bids will be rejected.**
7. **Delivery:** Item may be delivered within **10-working days** after issuance of Purchase Order. Successful delivery along with offloading of the ordered item at the **Purchaser's** premises will be **Supplier's** responsibility.
8. **Validity:** The offer shall remain valid for our acceptance for **90-Days** from the date of opening of tender. Offers with validity less than **90-days** will be liable for rejection.
9. **Inspection:** The inspection shall be carried out at IST by IST inspection committee and the inspection report (findings) shall be binding on you.
10. **Taxes:**
 - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered "Tax Invoice" showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
 - ii. As per in vogue GST SRO, 20% of the 18% GST amount will be retained by the Purchaser and later on submitted in the FBR/Government Treasury, where as 80% of the 18% GST will be paid to the Supplier for onward deposition in FBR/Government Treasury. However, GST rate is subject to change as and when notified by Government.
 - iii. Income tax will be deducted as per rule.
 - iv. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
11. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" and after satisfactory performance in every aspect and inspection. **Note:** Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents).
12. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/ over writing are not allowed, unless/ until authenticated under proper signature of the authorized person.
13. **Performance Bond:** upto 5% of total order value to be provided by firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft of Pakistani Scheduled Bank to be valid till the expiry of Guarantee/Warranty



period (if deemed necessary).

14. In case of any arithmetic error unit price shall prevail.
15. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
16. IST reserves the right to increase / decrease the quantity as per requirements.
17. Supplier must provide high quality samples along with their quoted items at IST store else their offer with lower specifications than demanded specs will be liable for rejection.
18. Bids will be evaluated in a manner that the item will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
19. If IST deemed necessary, the lowest bidder may be asked to provide sample before awarding of any contract/ order. In case the sample of lowest bidder is rejected, sample from other bidders will be called and contract will be awarded to technically qualified lowest bidder.
20. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
21. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order. If participated in tender their offer may be accepted/ rejected based on previous performance.
22. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
23. A being lowest in financial bid does not mean that the contract/ purchase order will be awarded. Following factors may also be taken into account before award of purchase order.
 - i. Previous performance of supplier against any IST order.
 - ii. Reliability.
 - iii. Technical/ Financial capabilities.
 - iv. Acceptance of terms & conditions of tender.
24. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-
25. **Failure & Termination:** Incase the supplier / contractor failed to deliver the stores within specified delivery period, IST shall have the following options:-
 - i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, bid security and or by withholding any amount due to be paid against this or any other purchase order.
 - ii. To purchase from elsewhere, without notice to you but at your risk and cost, the stores not delivered within the stipulated period and to recover



excess value so paid by us from your bills or from your security and or to cancel the contract at your risk and cost.

26. **Blacklisting:** If the supplier failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to Vice Chancellor (IST), whose decision will be final.
27. IST reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm final and binding on all bidders.

Deputy Director (Procurement)
Institute of Space Technology, Islamabad

Annexure – A

Financial Offer

RFQ-2526-00210-L

Date: 07.04.2026

Due On: 24.04.2026

S/No	Description	Qty No	Unit Price Without GST	Total Price without GST
1	<u>COMPUTER TABLE</u> Computer table , size: 5 feet Long, 2 feet Wide, 3 feet in Height, Wooden Lamination on top of table 5x2 feet, cabinet /computer box, 26 Inches Height 15 Inches Wide , Base: Steel base of MS (Pipe) 3 feet LEG on One Side, ¼ Inch Wooden Sheet Laminated, Wooden base of Laminated sheet 5 Inch,	60 No		
2	<u>CHAIRS</u> Chairs standard, revolving chairs for manager , seat and back shell made of 15mm plywood covered with a grade foam and upholstered in desired fabric with revolving tilting and hydraulic nylon base with wooden arms.	240 No		
TOTAL				
GST Amount				
Gross Amount				

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be Printed On Company's Letterhead)



(To be Printed and typed On Company's Letterhead)

Annexure – B

RFQ-2526-00210-L

Date: 07.04.2026

Due On:24.04.2026

FORMAT FOR BID

1. Tender Fee PO/DD No. : _____
2. Tender Fee PO/DD dated : _____
3. Bid Security PO/DD No. : _____
4. Bid Security PO/DD dated : _____
5. Bid Security PO/DD issued by
(Bank Name) : _____
6. Complete Technical specifications
& catalog attached : _____ **YES/NO**
7. Delivery Schedule : _____
8. Validity of Acceptance : _____
9. Country of Origin. : _____
10. Profile of firm for performing such
Project (Attached) : _____ **YES/NO**
11. Warranty response time and replacement time. : _____ **YES/NO**
12. Owner name : _____
Owner E-mail : _____
Owner Contact Number : _____
13. Company full address : _____
Contact Person : _____
Cell # : _____
E-mail : _____
14. Acceptance of terms & conditions of tender : _____ **YES/NO**

Sign & Seal



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2526-00213-L
07.04.2026

To: _____

Subject: **Invitation of Tender for Multimedia Projectors:**

Dear Sir,

We invite you to quote for supply of the item as detailed in Annex-A & B enclosed. Offers must be submitted on company's letterhead with complete specifications of offered equipment/item and undertaking given at the end of Annex-A along with format for bid (Annex-B) to be duly filled.

The terms and conditions of this tender are as under:-

1. Sealed Tenders/Bids are invited from firms/suppliers/authorized agents of repute, registered with Sales tax department and having NTN. The bids under **Single Sealed-Two Envelope Procedure** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on 24.04.2026. Tenders will be opened on same date at **12:30** hours in the presence of bidders who desire to attend. The quotations received late (after opening of tender) will not be considered. Cutting / overwriting is not allowed unless/until authenticated under proper signature of the authorized person.
2. Sealed tenders addressed to the Deputy Director (Procurement), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Tender No : RFQ-2526-00213-L
Due Date : 24.04.2026
Tender For : Multimedia Projector

3. **Rates:** The bidder should quote their rates for:-
 - i. Free Delivery at IST inclusive of all Govt. taxes. Details of such taxes to be provided.
 - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
 - iii. Items must be quoted as per user requirements/sample available at IST - Store. Before submitting any offer, bidder must consult the concerned user regarding any query/specifications or checking of sample. No change in the offer will be accepted later on.
 - iv. Offer shall be made as per our demanded specs or equivalent.
4. **BID SECURITY:** Offer must be accompanied with PKR.50,000/ in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. The bid security will finally be adjusted/refunded on completion of the contract. At any stage if the purchaser feels that the bidder has provided wrong information or the samples are not provided as



per the specifications mentioned in their offer, the bid security will be forfeited.

5. **IST FTN #:** 9010613-0.
6. **Delivery:** Item may be delivered within **90-days** after issuance of Purchase Order. Successful delivery along with offloading of the ordered item at the **Purchaser's** premises will be **Supplier's** responsibility.
7. **Validity:** The offer shall remain valid for our acceptance for **90-Days** from the date of opening of tender. Offers with validity less than **90-days** will be liable for rejection.
8. **Inspection:** The inspection shall be carried out at IST by IST inspection committee and the inspection report (findings) shall be binding on you.
9. **Taxes:**
 - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered "Tax Invoice" showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
 - ii. As per in vogue GST SRO, 20% of the 18% GST amount will be retained by the Purchaser and later on submitted in the FBR/Government Treasury, where as 80% of the 18% GST will be paid to the Supplier for onward deposition in FBR/Government Treasury. However, GST rate is subject to change as and when notified by Government.
 - iii. Income tax will be deducted as per rule.
 - iv. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
10. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be "100 % Payment after Delivery" and after satisfactory performance in every aspect and inspection. **Note:** Any representation for the delay of payment will not be accepted, until complete required documents have not been received. (Countdown starts when Store receives complete documents).
11. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/ over writing are not allowed, unless/ until authenticated under proper signature of the authorized person.
12. **Performance Bond:** Up to 5% of total order value to be provided by firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft of Pakistani Scheduled Bank to be valid till the expiry of Guarantee/Warranty period (if deemed necessary).
13. In case of any arithmetic error unit price shall prevail.
14. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
15. IST reserves the right to increase / decrease the quantity as per requirements.



16. Supplier must provide high quality samples along with their quoted items at IST store else their offer with lower specifications than demanded specs will be liable for rejection.
17. Bids will be evaluated in a manner that the item will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
18. If IST deemed necessary, the lowest bidder may be asked to provide sample before awarding of any contract/ order. In case the sample of lowest bidder is rejected, sample from other bidders will be called and contract will be awarded to technically qualified lowest bidder.
19. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
20. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order. If participated in tender their offer may be accepted/ rejected based on previous performance.
21. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
22. A being lowest in financial bid does not mean that the contract/ purchase order will be awarded. Following factors may also be taken into account before award of purchase order.
 - i. Previous performance of supplier against any IST order.
 - ii. Reliability.
 - iii. Technical/ Financial capabilities.
 - iv. Acceptance of terms & conditions of tender.
23. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-
24. **Failure & Termination:** Incase the supplier / contractor failed to deliver the stores within specified delivery period, IST shall have the following options:-
 - i. To recover liquidated damages @ 2% of total purchase order value per month or part thereof will be imposed. The maximum limit of liquidated damages will not exceed 10% of contract value. Such damages shall be recovered from the bills, bid security and or by withholding any amount due to be paid against this or any other purchase order.
 - ii. To purchase from elsewhere, without notice to you but at your risk and cost, the stores not delivered within the stipulated period and to recover excess value so paid by us from your bills or from your security and or to cancel the contract at your risk and cost.
25. **Blacklisting:** If the supplier failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In



case of any dispute, the case will be referred to Vice Chancellor (IST), whose decision will be final.

26. IST reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm final and binding on all bidders.

Deputy Director (Procurement)
Institute of Space Technology, Islamabad



Financial Offer

Annexure – A

RFQ-2526-00213-L

Date: 07.04.2026

Due On: 24.04.2026

S/No	Description	Qty No	Unit Price Without GST	Total Price without GST
1	<i>MULTIMEDIA PROJECTOR</i> Multimedia Projector, 300W, 3800 Lumens, 1024 X 768 Pixels , Remote Control, Model: Panasonic PT-LB-385A, or Equivalent	04 No		
TOTAL				
GST Amount				
Gross Amount				

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. We have carefully read the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(To be Printed On Company's Letterhead)



(To be Printed and typed On Company's Letterhead)

Annexure – B

RFQ-2526-00213-L

Date: 07.04.2026

Due On:24.04.2026

FORMAT FOR BID

1. Tender Fee PO/DD No. : _____
2. Tender Fee PO/DD dated : _____
3. Bid Security PO/DD No. : _____
4. Bid Security PO/DD dated : _____
5. Bid Security PO/DD issued by
(Bank Name) : _____
6. Complete Technical specifications
& catalog attached : _____ **YES/NO**
7. Delivery Schedule : _____
8. Validity of Acceptance : _____
9. Country of Origin. : _____
10. Profile of firm for performing such
Project (Attached) : _____ **YES/NO**
11. Warranty response time and replacement time. : _____ **YES/NO**
12. Owner name : _____
Owner E-mail : _____
Owner Contact Number : _____
13. Company full address : _____
Contact Person : _____
Cell # : _____
E-mail : _____
14. Acceptance of terms & conditions of tender : _____ **YES/NO**

Sign & Seal