

BIDDING DOCUMENTS

**Procurement of Items
For
OPF Girls College, F-8/2
Islamabad
(F.Y. 2025-26)**



**OPF Girls College F-8/2, Islamabad
Pakistan**

Date: 13th May, 2026

Table of Contents

| | |
|--|--------------|
| INVITATION BIDS..... | FOR 3 |
| INSTRUCTIONS TO BIDDERS (ITB) | 4-9 |
| SCHEDULE OF REQUIREMENTS..... | 10-12 |
| BID SUBMISSION FORM..... | 13 |
| PRICES SCHEDULES..... | 14-15 |
| CONDITIONS OF CONTRACT..... | 16-17 |

INVITATION FOR BIDS

Dated: _____

1. Overseas Pakistanis Foundation (OPF) is working for the welfare of Overseas Pakistanis working abroad and their families living in Pakistan, under the administrative control of Ministry of Overseas Pakistanis & HRD, Government of Pakistan. OPF Girls College (OPFGCI) F-8/2, is an initiative of the OPF established with the key purpose of providing quality education to young women, specifically students coming to Pakistan from foreign countries.
2. OPFGCI, F-8/2 invites sealed bids from well reputed Income Tax/GST (Registered) firms for Procurement of Vehicle Tyre for OPFGCI, F-8/2 Campus, ISB.
3. Bidding shall be conducted through Open Competitive Bidding (Single Stage-One Envelope) and is open to all eligible bidders as defined in the bidding documents.
4. Bidders are directed at submitting their bids in accordance with the instructions given in the bidding documents and must comply with the Terms & Conditions.
5. Sealed Bids must be delivered to the office of the Principal, OPFGCI, F-8/2, Islamabad **till 1200, hours latest by 04.06.2026** and must be accompanied by a **Bid Security of the fixed amount specified in the schedule of requirements** in form of CDR, Pay Order, Demand Draft, in favor of OPF Girls College F-8/2, Islamabad.
6. Bids will be opened in the presence of bidders' representatives who choose to attend at **1230 hours** on the same date.
7. The bidders are required to give their best and final prices as no negotiations are allowed.
8. Taxes will be deducted as per applicable government rules. NTN, Sales Tax registration certificates must be provided.
9. For obtaining any further information or clarifications, please contact in the office of the undersigned.

Principal

**OPF Girls College, Park Road, F-8/2, Islamabad
Ph No. 051-2253545**

INSTRUCTIONS TO BIDDERS (ITB)

Eligibility of Bidders & Cost of Bidding

1. Eligible Bidders

- 1.1 This Invitation for Bids is open for well-reputed Income Tax / GST registered firms completing all the documentary requirements in accordance with ITB Clause 8.
- 1.2 Bidders shall not be under a declaration of blacklisting by any government / semi-government department or Public Procurement Regulatory Authority (PPRA).

2. Cost of Bidding

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid. OPFGCI F-8/2, Islamabad, will not be liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidding Documents

3. Content of Bidding Documents

- 3.1 The items required, bidding procedures, and terms & conditions are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include: -
 - a. Instructions to Bidders (ITB).
 - b. Schedule of Requirements.
 - c. Bid Submission Form.
 - d. Prices Schedule.
 - e. Conditions of Contract.
- 3.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Clarification of Bidding Documents

- 4.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Principal, OPFGCI, F-8/2, Islamabad in writing. OPFGCI will respond in writing to any request for clarification of the bidding documents which it receives no later than three (3) days prior to the deadline for the submission of bids.

5. Amendment in Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, OPFGCI may modify the bidding documents by amendment.
- 5.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email and will be bidding on them.
- 5.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, OPFGCI, at its discretion, may extend the deadline for the submission of bids.

Preparation and Submission of Bids

6. Language of Bid

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and OPFGCI shall be written in English or Urdu. Supporting documents and printed literature furnished by the Bidder may be in the same language(s).

7. Samples

- 7.1 Sample pictures with specifications will be provided with the bidding documents.

8. Preparation & Submission of Bids

- 8.1 Bidders shall submit a bid comprising a single sealed package containing Financial Proposal. The name of the firm and subject of procurement should clearly be mentioned on the envelope.

9. Documents to be provided

- 9.1 The bidders are required to attach the following documents with the bid: -
 - a. Proof of Firm's active Income Tax and Sales Tax Registration.
 - b. Declaration from the bidder on legal stamp paper of PKR 100, that it has not been blacklisted by any government / semi-government department.
 - c. Accounts Statement of the business account of the firm from a scheduled bank for the last 6 months (November 2025 to April, 2026) with a turnover of at least 3 million, justifying bidder's financial strength to undertake the project.
 - d. Bid Submission Form as per format set in these bidding documents, **printed on the letterhead** of the firm, duly filled in by the bidder along with authorized signatures and seal of the firm.
 - e. Prices Schedule of all the quoted items / categories as per format set in these bidding documents, **printed on the letterhead** of the firm, duly filled in by the bidder along with authorized signatures and seal of the firm. **Brand / model of the quoted items (where applicable) must clearly be mentioned.**

- f. Earnest Money / Bid Security as mentioned in the schedule of requirements in shape of Pay Order / Bank Draft in favor of OPF Girls College, F-8/2, Islamabad.

10. Earnest Money / Bid Security

- 10.1 The bid security is required to protect OPFGCI against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 10.5.
- 10.2 The bid security should be valid for at least thirty (30) days beyond the validity of bid.
- 10.3 Bid security of unsuccessful bidders' will be discharged or returned as promptly as possible after the announcement of Final Bid Evaluation Report.
- 10.4 The successful Bidder's bid security will be discharged upon final payment of the procurement.
- 10.5 The bid security may be forfeited:
- a. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - b. In case of a successful Bidder, if the Bidder fails or refuses to complete the work or performance obligations under the contract on the quoted rates.

11. Deadline for Submission of Bids

- 11.1 Bids must be received at the office of the Principal, OPFGCI F-8/2 Campus, Islamabad till **1200 hours latest by 04.06.2026.**
- 11.2 OPFGCI may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 5.3.
- 11.3 Any bid received after the deadline for submission of bids pursuant to the above clause will be rejected and returned unopened to the Bidder.

12. Modification and Withdrawal of Bids

- 12.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by OPFGCI prior to the deadline prescribed for submission of bids.
- 12.2 No bid may be modified after the deadline for submission of bids.
- 12.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 10.5.

13. Bid Currencies

- 13.1 Prices shall be quoted in **Pak Rupees.**

14. Period of Validity of Bids

- 14.1 Bids shall remain valid for the period of **sixty (60) days** after the date of bid opening. A bid valid for a shorter period shall be rejected by OPFGCI as non-responsive.
- 14.2 In exceptional circumstances, OPFGCI may solicit the Bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or by email. The bid security should also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

Opening and Evaluation of Bids**15. Opening of the Bids**

- 15.1 Bids received within the prescribed deadline will be opened in the presence of bidders' representatives who choose to attend, at 1200 hours on the day of deadline for submission of bids.

16. Technical Evaluation of Bids

- 16.1 Initially, OPFGCI will examine the documents submitted by the bidders in accordance with the ITB Clause 9 and determine the completeness and substantive responsiveness of each document submitted.
- 16.2 OPFGCI shall notify Bidders who have been rejected on the grounds of incomplete/invalid documents.
- 16.5 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 16.6 At any time during the evaluation of the bids, OPFGCI may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response thereto shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 16.7 The bid found substantially responsive, meeting the specifications / requirements of OPFGCI in terms of quality as well as lowest in cost shall be declared the most advantageous bid and selected for award of Purchase/Work Order. Lot wise Work Orders for shall be issued to the respective lowest bidders in each lot.

17. Bid Evaluation Criteria

- 17.1 Bidders meeting the eligibility criteria defined in ITB Clause 1, whose bid is found substantially responsive in accordance with ITB Clause 9 and whose proposed items have been found according to required specifications / standards, will be

evaluated on least cost basis and the firm quoting the lowest consolidated rates for each lot shall be declared successful for that specific lot.

18. Bid Evaluation Report

18.1 Bid evaluation report of will be announced at least 15 days prior to the award of purchase order to the successful bidder.

19. Redressal of Grievances

19.1 In accordance with Public Procurement Rule No. 35, any bidder feeling aggrieved by any act of OPFGCI in procurement process, may lodge a written complaint to committee constituted by OPFGCI for this purpose, concerning his grievances not later than 10 days of announcement of bid evaluation report.

Award of Purchase Order

20. Award Criteria

20.1 OPFGCI will issue the purchase order to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the most advantageous bid. OPFGCI will award the purchase order prior to the expiration of the period of bid validity.

20.2 OPFGCI will award lot wise purchase orders to the respective most advantageous bidder for each lot.

21. Right to Vary Quantities at the Time of Award

21.1 OPFGCI reserves the right at the time of award of purchase order to increase or decrease the quantity of items and services originally specified in the 'Schedule of Requirements' without any change in unit price or other terms and conditions.

22. Right to Accept or Reject All Bids

22.1 OPFGCI reserves the right to reject all bids, and to annul the bidding process at any time prior to award of purchase order, without assigning any reason.

23. Corrupt or Fraudulent Practices

23.1 OPFGCI requires Bidders, Suppliers, and Contractors to observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

- b. “Fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of OPFGCI.
 - c. “Collusive practice” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive OPFGCI of the benefits of free and open competition.
- 23.2 OPFGCI will reject a proposal for the award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

SCHEDULE OF REQUIREMENTS

Details of items required along with their specifications is tabulated below: -

ITEMS & MATERIALS REQUIREMENTS FOR Tyres**Items & Materials**

| Sn. | Item Description | Qty. Required |
|------------|-------------------------|----------------------|
| 1. | General Tyres (6-50R16) | 06 |
| 2. | General Tyres (7-50R16) | 12 |

CONDITIONS:

- Bidders are advised not to quote low or substandard quality items as these will likely to be rejected.
- Required bid security is PKR 15,000/-.
- Delivery time of 04 weeks shall be allowed to the successful firm(s) after award of purchase order.
- Delivery point will be OPFGCI, F-8/2 Campus, Islamabad.

BID SUBMISSION FORM

Date: _____

No: _____

To

Principal,
OPF Girls College, F-8/2 Campus,
Islamabad.

Having examined the bidding documents dated ----- 2026 we, the undersigned, offer to supply and deliver the required vehicles Tyres in conformity with the said bidding documents for the sum of Rs. _____ as ascertained in accordance with the Prices Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20____.

(Date) (Month) (Year)

Authorized Signatures

Seal of the Firm

PRICES SCHEDULES

In response to the Tender Notice for 'Procurement of Vehicles Tyres for OPFGCI F-8/2 Campus, Islamabad' advertised on the website on 13.05.2026, we,

M/s _____ offer our rates as under: -

ITEMS & MATERIALS REQUIREMENTS FOR VEHICLE TYRES

| Sn. | Item Description | Specification | Qty. Required | Unit Price (Incl. applicable Taxes) | Total Price (Incl. applicable Taxes) |
|-----|------------------|---------------|---------------|-------------------------------------|--------------------------------------|
| 1. | General Tyres | 6-50R16 | 06 | | |
| 2. | General Tyres | 7-50R16 | 12 | | |

Note:

1. In case of a discrepancy between unit price and total price, the unit price shall prevail.
2. The Prices quoted above are inclusive of all taxes. No additional payment will be made on account of taxes and duties.
3. Prices quoted above should also be inclusive of Carriage & Handling Charges
4. The quoted prices would remain valid for a period of 60 days of the closing date of Tender.

Authorized Signatures

Seal of the Firm

TERMS & CONDITIONS OF CONTRACT**1. Applicability**

1.1 The Procurement Contract shall come into force from the date of award of purchase order to the successful bidder(s). The purchase order shall be issued within the period of validity of the bid i.e. 60 days of the closing date of Tender.

2. Scope

2.1 These Conditions shall apply to the contract between OPFGCI, F-8/2, Islamabad and the 'Supplier' for supply of the items under Tender dated 13.05.2026 'Procurement of Vehicle Tyres for OPFGCI F-8/2 Campus, ISB' as per details mentioned in the Schedule of Requirements.

3. Specifications / Standards

3.1 The Goods supplied under this Contract shall conform to the specifications and standards mentioned in the Bidding Documents as well as in the bid.

3.1 The goods delivered by the supplier shall be according to the samples approved by OPFGCI. In case of difference from the approved samples, the items shall be rejected, purchased order, cancelled, and bid security, confiscated.

4. Bid Security

4.1 The bid security submitted by the *supplier* along with its bid will be discharged by OPFGCI and returned to the *supplier* following the date of final payment to the bidder.

5. Taxes/Duties or Carriage & Handling Expenses

5.1 Supplier shall be entirely responsible for all taxes, duties, license fees, Carriage & Handling expenses etc., incurred until delivery of the contracted Goods to the respective premises as specified in the *Prices Schedule*. No extra payment on account of taxes/duties shall be paid except the quoted amount.

6. Prices

6.1 Prices charged by the Supplier for Goods delivered and Services performed shall not vary from the prices quoted by the Supplier in its bid.

7. Delay in delivery

7.1 Delivery of the Goods and shall be made by the Supplier in accordance with the time schedule prescribed by OPFGCI i.e. 4 weeks from the date of award of purchase order.

7.2 If at any time during performance of the Contract, the *Supplier* encounters conditions impeding timely delivery of the Goods, the *Supplier* shall promptly notify OPFGCI in writing of the fact of the delay, its likely duration and its cause(s).

As soon as practicable after receipt of the *Supplier's* notice, OPFGCI shall evaluate the situation and may at its discretion extend the *Supplier's* time for delivery.

8. Liquidated damage

8.1 In case of delivery of the items beyond the specified schedule, OPFGCI reserves the right to impose a penalty upto 10% of the total amount as per following details, unless prior waiver is obtained from OPFGCI by the supplier explaining the circumstances beyond its control:

| | |
|-----------------------|--------|
| 1 st Week | 0.50% |
| 2 nd Week | 1.00% |
| 4 th Week | 2.00% |
| 6 th Week | 3.00% |
| 8 th Week | 4.00% |
| 10 th Week | 5.00% |
| 12 th Week | 6.00% |
| 14 th Week | 7.00% |
| 16 th Week | 8.00% |
| 18 th Week | 9.00% |
| 20 th Week | 10.00% |

9. Arbitration

9.1 In case of a dispute in the contract which could not be resolved amicably, the case will be put up to the Managing Director, OPF for arbitration / final decision.