



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2627-00005-L
06.08.2026

To: _____

Subject: **Invitation of Tender for Electrical Items/Equipments**

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 (Package deal)** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on **25.08.2026**. 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-2627-00005-L
Due Date : **25-August-2026**
Tender For : **Electrical items/equipments**

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.30,000/ (**in a separate envelope**) in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. At any stage if the purchaser feels that the bidder has provided wrong information, the bid security may 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. Advance payment is subject to provision of equal amount of Bank Guarantee valid for 60 days from date of delivery.
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 the firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft/Pay Order of Pakistani Scheduled Bank to be retained by IST for the period of three (03) years from the date of successful delivery/completion of work.
13. Minimum three years comprehensive/standard warranty will be provided for the required items.
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



Financial Offer

Annexure – A

RFQ-2627-00005-L

Date: 06.08.2026

Due On: 25.08.2026



S/No	Description	Qty No	Unit Price Without GST	GST Amount	Total Price With GST
1	<u>UPS 4 KVA,</u> 19-003-3278	01-No			
2	<u>BATTERY</u> Lithium 48 V, 100 AH 29-010-1480	01-No			
3	<u>CABLE, 10 MM</u> CABLE, 10 MM 29-006-3439	01-No			
4	<u>GENERATOR, 6KVA</u> Generator, 6KVA 29-004-1783	01-No			
5	<u>AIR CONDITIONER, 0.75 TON</u> AIR CONDITIONER, 0.75 TON, 30-001-1006	01-No			
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 and typed On Company's Letterhead)

Annexure – B

RFQ-2627-00005-L

Date: 06.08.2026

Due On: 25.08.2026

FORMAT FOR BID

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

Sign & Seal



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2627-00006-L
07.08.2026

To: _____

Subject: **Invitation of Tender for Space grade materials (Aluminum honeycomb/sheets and epoxy film adhesive)**

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 (Package Deal)** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on **25.08.2026**. 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-2627-00006-L
Due Date : 25-August-2026
Tender For : Space grade materials

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. 500,000/ (**in a separate envelope**) in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. 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 may be forfeited.



5. **IST FTN #:** 9010613-0.

6. **Delivery:** Item may be delivered within **60-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. Advance payment is subject to provision of equal amount of Bank Guarantee valid for 60 days from date of delivery.

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:** Rs. 500,000/- to be provided by the firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft/Pay Order of Pakistani Scheduled Bank to be retained by IST till the successful delivery of required items after the issuance of PO.

13. **The bidder shall provide a detailed itemized breakdown of the total quoted price, clearly identifying all cost components, including but not limited to:**

- Cost of the equipment/items.
- Freight and shipping charges.
- Insurance charges.
- Customs duties and taxes.
- Customs clearance and handling charges.



- Inland transportation charges.

The quoted price shall clearly indicate the amount attributable to customs duties, taxes, and other import-related charges. In the event that the Institute of Space Technology (IST) obtains full or partial exemption from customs duties, taxes, or any other government levies applicable to the imported goods, the corresponding exempted amount shall be deducted from the contract price/invoice, and the supplier shall pass on the full benefit of such exemption to IST. The supplier shall provide all necessary documentation and cooperation required to facilitate the exemption process and shall revise the invoice accordingly.

14. All listed items shall be quoted and evaluated as a single package.
15. **Only authorized distributors holding a valid authorization letter from the (OEM) shall be eligible to participate.**
16. In case of any arithmetic error unit price shall prevail.
17. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
18. IST reserves the right to increase / decrease the quantity as per requirements.
19. Supplier must provide high quality samples along with their quoted items at IST store else their offer will be liable for rejection.
20. 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.
21. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
22. 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.
23. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
24. 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.
25. 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/-
26. **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.

27. **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.

28. 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-2627-00006-L

Date: 07.08.2026

Due On: 25.08.2026

S/No	Description	Qty No	Unit Price Without GST	GST Amount	Total Price With GST
1	<u>ALUMINUM HONEYCOMB CORE</u> <u>1250X1250X25.4 MM</u> - CELL CONFIGURATION: REGULAR HEXAGONAL, - HONEYCOMB CORE MATERIAL: - ALUMINUM ALLOY AA 5052 - CORE THICKNESS: 25.4 MM - CORE TYPE: PERFORATED HONEYCOMB CORE - CORE DENSITY: 98 KG/M³ - ALUMINUM FOIL THICKNESS: 0.05 MM - HEXAGON SIDE LENGTH: 2.0 MM - HERITAGE OF USE IN SATELLITE STRUCTURES - SUITABLE FOR USE IN SATELLITE STRUCTURES. 35-002-4820	11-No			
2.	<u>ALUMINUM 6061 T6 SHEET 1250X1250X0.5 MM</u> - Aluminum Alloy 6061-T6 conforming to Aerospace Material Standards (AMS). - Dimensions: 1250 mm × 1250 mm × 0.50 mm. - Temper Condition: T6. - Surface Finish: Smooth and defect-free. - The sheet shall be free from cracks, corrosion, dents, scratches, and other imperfections. - Material shall have proven heritage for satellite structural applications. 35-002-4821	24-No			
3	<u>EPOXY FILM ADHESIVE</u> - Epoxy Film Adhesive: Aerospace-grade epoxy film adhesive. - Curing Temperature: 120 °C. - Outgassing Requirements: Total Mass Loss (TML) < 1%. - Collected Volatile Condensable Material (CVCM): < 0.1%. - Space Heritage: Proven heritage of use in spacecraft applications. - Shelf Life: 12 months. - Areal Weight: 300 GSM. - Peel Strength: 125 N·m/m. 23-003-2940	50 Sq meter			
GST Amount					
Total Amount					

Undertaking:

I/We, agree with the terms/conditions of tender inquiry. We have carefully read

IST, Near Rawat Toll Plaza, Islamabad Highway, Islamabad. Ph: 051-9675670

Fax: 051-9273310, email: mgr.proc@ist.edu.pk, website: www.ist.edu.pk



the terms and conditions mentioned in tender documents. We accept all these conditions.

Signature: _____

Name: _____

Designation: _____

Stamp: _____



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

Annexure – B

RFQ-2627-00006-L

Date: 07.08.2026

Due On: 25.08.2026

FORMAT FOR BID

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

Sign & Seal



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2627-00007-L
07.08.2026

To: _____

Subject: **Invitation of Tender for Spare Parts / Consumables for
Recordum Air Pointer**

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 (Package Deal)** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on **25.08.2026**. 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-2627-00007-L

Due Date : 25-August-2026

Tender For : Spare Parts/Consumables for Recordum Air Pointer

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. 50,000/ (**in a separate envelope**) in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. 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 may 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. Advance payment is subject to provision of equal amount of Bank Guarantee valid for 60 days from date of delivery.
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:** Rs. 50,000/- to be provided by the firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft/Pay Order of Pakistani Scheduled Bank to be retained by IST for the period of one (01) year from the date of successful delivery/completion of work.
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-2627-00007-L

Date: 07.08.2026

Due On: 25.08.2026

S.No	Description	Qty No	Unit Price Without GST	GST Amount	Total Price With GST
1	DFU Filter Spare part for AQMS Recordum Air Pointer 31-025-0387	10 No			
2	Activated Charcoal, 1 Unit= 1 Kg Spare part for AQMS Recordum Air Pointer 31-025-0388	04 No			
3	Purafill, 1 Unit= 1.5 Kg Spare part for AQMS Recordum Air Pointer 31-025-0389	04 No			
4	Pump-K-Rebuild for KNF Pump Spare part for AQMS Recordum Air Pointer 31-025-0390	06 No			
5	Filter Pad for Zero Air Cartridge Spare part for AQMS Recordum Air Pointer 31-025-0391	09 No			
6	Option: Teflon Filter, 5 UM, 47 MM Spare part for AQMS Recordum Air Pointer 08-001-2271	03 No			
7	Extended Lifetime Sample Filter Spare part for AQMS Recordum Air Pointer 31-025-0392	06 No			
8	Accupack for Air Pointer PC Spare part for AQMS Recordum Air Pointer 31-025-0393	01 No			
9	Permtube SO2 400 NG/Min, W/O Certified, 50 C Spare part for AQMS Recordum Air Pointer 31-025-0394	01 No			
10	Permtube NO2 400 NG/Min, W/O Certified, 50 C Spare part for AQMS Recordum Air Pointer 31-025-0395	01 No			
11	O-Ring Capillary, 6.07 X 1.78 Viton Spare part for AQMS Recordum Air Pointer 31-025-0396	02 No			
12	De ionization Cartridge For HG Basic/Pro Spare part for AQMS Recordum Air Pointer 31-025-0398	03 No			
13	Eingangs Filter Fur Null-Luft-Generator ZA Rach Fid, HGA 2U and HGA SR (12) Spare part for AQMS Recordum Air Pointer 31-025-0399	03 No			
14	Silica Gel	01 No			



	Spare part for AQMS Recordum Air Pointer 31-025-0400				
15	O-Ring 40 x 2.5 Spare part for AQMS Recordum Air Pointer 31-025-0401	01 No			
16	Filter Pad Cartridge 50 mm Spare part for AQMS Recordum Air Pointer 31-025-0402	02 No			
17	Hopkalit (1 Kg) Spare part for AQMS Recordum Air Pointer 31-025-0403	01 No			

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 and typed On Company's Letterhead)

Annexure – B

RFQ-2627-00007-L

Date: 07.08.2026

Due On: 25.08.2026

FORMAT FOR BID

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

Sign & Seal



Institute of Space
Technology Islamabad
Procurement Department
RFQ-2627-00008-L
07.08.2026

To: _____

Subject: **Invitation of Tender for Maintenance Kit for MNME Analyzer
(Recordum Air Pointer)**

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 **25.08.2026**. 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-2627-00008-L

Due Date : 25-August-2026

Tender For : Maintenance Kit for MNME Analyzer (Recordum Air Pointer)

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. 50,000/ (**in a separate envelope**) 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 **60-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. Advance payment is subject to provision of equal amount of Bank Guarantee valid for 60 days from date of delivery.
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/Pay Order of Pakistani Scheduled Bank to be valid and retained by IST till the expiry of Guarantee/Warranty period of one (1) year from the date of successful delivery/installation.
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-2627-00008-L

Date: 07.08.2026

Due On: 25.08.2026

S/No	Description	Qty No	Unit Price Without GST	GST Amount	Total Price With GST
1	<u>Maintenance Kit for MNME Analyzer</u> <u>Spare Part of Recordum Air Pointer</u> With installation and one year comprehensive warranty 31-025-0397	01-No			
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 and typed On Company's Letterhead)

Annexure – B

RFQ-2627-00008-L

Date: 07.08.2026

Due On: 25.08.2026

FORMAT FOR BID

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

Sign & Seal

To: _____

Subject: **Invitation of Tender for Furniture for Flight Control Lab**

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 (Package Deal)** are required to be delivered at the office of undersigned IST-Islamabad latest by **11:30** hours on **25.08.2026**. 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-2627-00009-L
Due Date : 25-August-2026
Tender For : Furniture for Flight Control Lab

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. 50,000/ (**in a separate envelope**) in form of pay order/ call deposit/ Demand draft in favor of IST-Islamabad. No offer will be entertained without bid security. 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 may 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. Advance payment is subject to provision of equal amount of Bank Guarantee valid for 60 days from date of delivery.
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:** Rs. 100,000/- to be provided by the firm in shape of unconditional and irrevocable Bank Guarantee/ Demand Draft/Pay Order of Pakistani Scheduled Bank to be retained by IST for the period of one (01) year from the date of successful delivery/completion of work.
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-2627-00009-L

Date: 07.08.2026

Due On: 25.08.2026

S/No	Description	Qty No	Unit Price Without GST	GST Amount	Total Price With GST
1	<u>COMPUTER CHAIR, STANDARD</u> (REVOLVING), WITH ARMS, SEAT HIGHT ADJUSTMENT 4"-6"(ROD SQUARE THREADS), 05 WHEELS ,ALUMINIUM BASE HARD REST, SEAT AND BACK CUSHIONED WITH FABRIC/CLOTH. 02-001-2852	40.0-No			
2	<u>VISITOR CHAIR, STANDARD</u> VISITOR CHAIR, SHESHAM WOOD WITH BACK AND SEAT UPHOLSTERED. 02-001-2982	13.0-No			
3	<u>TABLE, 72" X 38" X 30" (LENGTH X WIDTH X HEIGHT).</u> OFFICE TABLE, EXECUTIVE, STRUCTURE SEASONED SHESHAM WOOD, TOP CHIP BOARD, FORMICA LAMINATION, WITH DETACHABLE DRAWERS 02-001-2914	02.0-No			
4	<u>BOOK SHELF, 60" X 48" X 16"</u> AS PER REQUIREMENT (SPECIFICATION/DESIGN). 02-001-2948	02.0-No			

5	<u>WORKSTATION CURVED TABLE</u> <u>(T1)</u> HEIGHT: 36 INCHES,FRONT CURVE LENGTH: 54 INCHES,BACK CURVE LENGTH: 32.5 INCHES,WIDTH: 24 INCHES,UPPER SLAB THICKNESS: 1 INCH,LOWER BASE SLAB THICKNESS: 4 INCHES,WOODEN LAMINATION ON OUTER SIDES,METAL CHECKER LAMINATION SHEET ON TOP AND BOTTOM SLAB,DESK GROMMET ON TOP SLAB,DETAILS AS PER DRAWING 05-002-0474	12.0-No			
6	<u>EXECUTIVE CHAIR, ARC</u> <u>EXECUTIVE CHAIR STRUCTURE</u> <u>MADE OF ARMS IN SOLD WOOD</u> EXECUTIVE CHAIR, ARC EXECUTIVE CHAIR STRUCTURE MADE OF ARMS IN SOLD WOOD 05-001-00137	07.0-No			
7	<u>WORKSTATION CURVED TABLE</u> <u>(T1)</u> HEIGHT: 36 INCHES, FRONT CURVE LENGTH: 49.5 INCHES, BACK CURVE LENGTH: 40.5 INCHES, WIDTH: 24 INCHES, UPPER SLAB THICKNESS: 1 INCH, LOWER BASE SLAB THICKNESS: 4 INCHES, WOODEN LAMINATION ON OUTER SIDES, METAL CHECKER LAMINATION SHEET ON TOP AND BOTTOM SLAB, DESK GROMMET ON TOP SLAB, DETAILS AS PER DRAWING 05-002-0472	02.0-No			
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 and typed On Company's Letterhead)

Annexure – B

RFQ-2627-00009-L

Date: 07.08.2026

Due On: 25.08.2026

FORMAT FOR BID

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

Sign & Seal



INSTITUTE OF SPACE TECHNOLOGY
(IST)

**ANNUAL MAINTENANCE CONTRACT (AMC) FOR 13 x ELEVATORS (Hyundai=03,
Sigma/OTIS=10) INSTALLED AT IST, ISLAMABAD**

For Office Use only:

Opening date & time of tender =

FORM OF TENDER

To:

Director (Admin &PD)
IST, Islamabad

Dear Sir,

1. We hereby tender for the execution of the work specified below for IST Islamabad:-

Ser	Nature of Contract	Amount (in Rs.)
a.	Annual Maintenance Contract (AMC) for 13 x Elevators (Hyundai=03, Sigma /OTIS=10) Installed at IST, Islamabad.	13 x Elevators @ Rs. (Monthly Charges) 13 x Elevators @ Rs. (Annual Charges) (taxes are included in the rates)

2. I / WE abide by all terms and conditions shown in the "Conditions of Tenders" and shall also abide by all the terms and conditions as will be laid down in the agreement, should my / our tender be accepted.

Yours faithfully

Signature and stamp of Tenderer

Name of Contractor / Tenderer: _____

Name of Firm: _____

Address: _____



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CONDITIONS OF TENDERS:

1. The tender form for the said contract is issued to _____, Who alone and no other person of firm shall submit the tender.
2. All entries shall be typed or written in ink and shall be free of any error, erasures, overwriting or arithmetic mistake.
3. The tenderer must submit the following supporting documents before submission/opening of tender which will define the eligibility of firm otherwise tender will not be accepted:
 - a. Must have service tool of mentioned brand.
 - b. NTN / GST Certificate.
 - c. Expert level Support for elevators must be required 24/7 at IST, Islamabad.
 - d. List of Hyundai and SIGMA/OTIS Elevators AMC Customer based at Islamabad.
 - e. Must have a separate set up of Maintenance with highly qualified technical staff
 - f. 3 x completed project of installation and repair and maintenance contract of mentioned elevators.
 - g. Enlisted with PEC in Cat C-6 or above having specialization in ME-03.
 - h. Bid security of required amount.
4. Tender must be accompanied with bid security of Rs.50,000/- **(in a separate envelope)** in the form of pay order/ call deposit / demand draft in favor of IST-Islamabad. No offer will be entertained without earnest money. The Earnest Money will finally be adjusted / refunded on completion of the contractual formalities.
5. The offer shall remain valid for our acceptance for 90 Days from the date of opening of tender.
6. The tenders 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.
7. IST reserves the right of accepting any tender not being the lowest or rejection of any tender without assigning any reason.
8. Prevailing Administrative and Financial rules/SOPs of IST will be applicable to this contract.
9. Presence of 1 Trained Technician on site during duty Hours (08:00AM to 4:00PM + on call assistance 24/7)
10. Any lift within contract if found not working for 1 straight month due to any reason involving both parties (for e.g delay in parts or replacements/ delay in approval etc) its monthly service charges will be deducted from that month services bill.
11. The contract will be without parts and any major replacement/repair work will be as per actual cost of item and vendor will be bound to provide the required repairs/replacements.
12. 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/-.
13. IST may ask the lowest bidder to Provide/ ensure the availability of service tool during maintenance of elevator before start of first AMC visit, to rectify the complaints.



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14. IST may, for the breach of any of these conditions terminate the contract of the contractor whose tender might have been accepted or may have completed a portion of work and IST may get the work done through any other agency at contractor's risk and cost.
15. IST Safety Policy will be strictly applicable for any nature of work executed within the IST Premises.
16. Wherever rules / regulations / conditions / procedures are silent on the subject, rules / regulations / conditions / procedures of FIDIC / PEC / HEC / IST / SUPARCO / SPD / Govt will be applied with the approval of Competent Authority.

"I accept the above mentioned conditions and will abide by all of them in case my tender is accepted by IST".

(Signature & Stamp of the Contactor) OR
On behalf of Firm of Contractor