

**GOVERNMENT OF PAKISTAN
MINISTRY OF MARITIME AFFAIRS**

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services for Ministry of Maritime Affairs, Islamabad. Interested bidders (manufactures/firms/suppliers/authorized dealers) may download the tender document from the PPRA's and Ministry of Maritime Affairs websites and apply through EPADS version 2.0. The bidders with the lowest evaluated bid and subject to approval of samples and compilation of EPADS V 2.0 will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	Ministry of Maritime Affairs, Islamabad
Closing Date & Time:	<u>06-10-2026 at 10:30 Hours</u>
Contact Person:	Section Officer (General),
Phone:	+92 51 9244218

3. This document contains following:-

- a. Terms and conditions for each tender.
- c. Detail of the items quantity and specifications.

(a) TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) Tender to be filled & uploaded on EPADS V 2.0 carefully. Supplier must have a basic knowledge of EPADS V 2.0.
- ii) Single Stage-One Envelope Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security not less than **2% of quoted price** in the shape of **Pay Order/Bank Draft** is required in the name of **Pay Order/Demand Draft in favor of "DDO Ministry of Maritime Affairs, Islamabad"** which is to be uploaded on EPADS 2.0 and must submit the bid security to concerned Ministry. Neither personal Cheque nor the bids received without earnest money will be accepted.
- iii) Bid validity period is till **30-06-2027**.
- iv) The rates quoted will be effective for the whole financial year 2026-2027 and will not be revised during the financial year.

Bidder's Signature: _____

- v) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period however, the earnest money of the unsuccessful bidders will be returned on receipt of a written request.
- vi) The firm must clearly indicate as to whether GST is included or not in the offered rates. GST included rates would be preferred.
- vii) The bid must indicate sound financial status of the bidder. It may duly be supported by any evidence like certificate from a reputed bank.
- viii) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- ix) **National Tax No., GST Registration Number and Vendor Number and bank IBAN account number must be indicated by each bidder.**
- x) **If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.-**
- xi) **Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.**
- xii) The contract will be awarded for the most advantageous bids **after approval/successful inspection of samples by the Purchase/Tender Committee** whose decision will be treated as **final**.
- xiii) No deviation from the specification is permissible otherwise the security deposit would stand forfeited under the rule.

Bidder's Signature:_____

(3)

- xiv) Bidders are requested to quote the best brands and final price and negotiations on the prices once quoted/offered are not permissible under the rules. The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- xv) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvi) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xvii) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded the next lower (2nd) evaluated bidder.
- xviii) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.

Bidder's Signature: _____

xxiv) Bidders should apply through online platform EPADS V 2.0, as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on afore mentioned prescribed criteria Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004.

4. The PP Rules 2004, will be followed during the whole tender bidding process, bidders are also advised to learn the work of EPAD 2.0 System for any inconvenience.

5. I/We have read and agree with the above mentioned terms and condition.

Date: _____

Name of
Bidder/Firm/Supplier_____

Signature & Stamp _____