



**GOVERNMENT OF PAKISTAN  
MINISTRY OF RELIGIOUS AFFAIRS  
AND INTERFAITH HARMONY**

**BIDDING DOCUMENTS**

**For**

**(PROCUREMENT OF PVC CARD, VACCINATION CARD, TREATMENT PADS, MOAVINEEN  
JACKET & CAPS ETC).**

**Last date for submission of bid**

**18.02.2026 at 10:00 am**

**Tender Opening date & time**

**18.02.2026 at 10:30**

**am**

## **GENERAL TERMS & CONDITIONS AND TECHNICAL SPECIFICATIONS**

The following technical specifications shall form an integral part of the tender documents for the Procurement of **PVC Cards, Vaccination Cards, Treatment Pads, Moavineen Jackets & Caps, etc.** All items shall strictly conform to the specifications mentioned below. Any deviation may lead to rejection of the bid.

|                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The firm should be registered with the Income Tax and Sales Tax Departments (registration numbers must be clearly mentioned and valid documentary evidence attached) and should possess a vendor number from AGPR, Islamabad |
| 2. All items shall strictly comply with the above specifications and approved samples.                                                                                                                                          |
| 3. The Procuring Agency reserves the right to inspect, test, and reject any item not meeting the specifications.                                                                                                                |
| 4. Samples may be demanded at any stage of the procurement process.                                                                                                                                                             |
| 5. The contract will be awarded to the lowest rate bidder(s).                                                                                                                                                                   |
| 6. Payment of bills will be subject to the deduction of all applicable government taxes/levies.                                                                                                                                 |
| 7. No deviation in material, size, colour, or printing shall be acceptable without prior written approval of the Ministry.                                                                                                      |
| 8. The firm must submit an original and latest undertaking on judicial paper (not below Rs.50/-) stating that it is not blacklisted by any Government, Semi-Government, or Autonomous body.                                     |
| 9. Each page of the financial proposal must be signed and stamped by the vendor/firm; failing which the bid will not be accepted.                                                                                               |
| 10. If any firm intends to withdraw from the competition, it must inform the Procuring Agency in writing before acceptance of the offer letter.                                                                                 |
| 11. The Ministry reserves the right to accept or reject any or all tenders in accordance with PPRA Rules, 2004. The reason for rejection will be intimated to the bidder on request.                                            |

### **Bid Data Sheet**

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

| <b>A. Introduction</b> |                            |                                                                                                                                                       |
|------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITB 1.1                | Name of Office             | Ministry of Religious Affairs and Interfaith Harmony, Islamabad                                                                                       |
| ITB 1.1                | Name of Contract & IFB No. | Procurement of PVC Cards, Vaccination Cards, Treatment / medical prescription Pads, Moavineen Jackets & Caps, etc for the arrangements of Hajj - 2026 |
| ITB 3.1                | Name of Purchaser          | Ministry of Religious Affairs and Interfaith Harmony, Islamabad                                                                                       |
| ITB 3.1                | Purchaser's Address        | 1 <sup>st</sup> floor, TUV Kohsar Block, New Pak Secretariat, Islamabad                                                                               |

| <b>B. The Bidding Document</b> |                     |         |
|--------------------------------|---------------------|---------|
| ITB 7.1                        | Language of the Bid | English |

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

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

#### **D. Submission of Bids**

|             |                              |                                                                                                                                                           |
|-------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITB<br>17.1 | Address for bid submission.  | Section Officer (General), Ministry of Religious Affairs and Interfaith Harmony, 1 <sup>st</sup> Floor, TUV Kohasar Block, New Pak Secretariat, Islamabad |
| ITB<br>17.1 | Deadline for bid submission. | <b><u>18.02.2026 till 10:00 hours (a.m)</u></b>                                                                                                           |

#### **E. Opening and Evaluation of Bids**

|             |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITB<br>20.1 | Time, date, and place for bid opening. | <b><u>18.02.2026 at 10:30 hours (a.m)</u></b><br>Committee Room of Ministry of Religious Affairs and Interfaith Harmony, 1 <sup>st</sup> Floor TUV Kohasar Block, New Pak Secretariat, Islamabad                                                                                                                                                                                                                                      |
| ITB<br>23.2 | Criteria for bid evaluation.           | i. Prices shall be quoted on Delivered Duty Paid (DDP) basis, inclusive of all applicable taxes and transportation charges.<br>ii. The tenderer shall quote only one rate for each item strictly in accordance with the tender specifications. No alternate model or separate accessories shall be acceptable.<br>iii. The items/materials shall be accepted strictly in accordance with the specifications approved by the Ministry. |



GOVERNMENT OF PAKISTAN  
MINISTRY OF RELIGIOUS AFFAIRS  
& INTERFAITH HARMONY

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**INVITATION FOR BIDS**

**(PROCUREMENT OF PVC CARDS, VACCINATION CARD, TREATMENT / MEDICAL  
PRESCRIPTION PADS, MOAVINEEN JACKET & CAPS ETC))**

**Bidder Evaluation Criteria**

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

Name of Firm \_\_\_\_\_