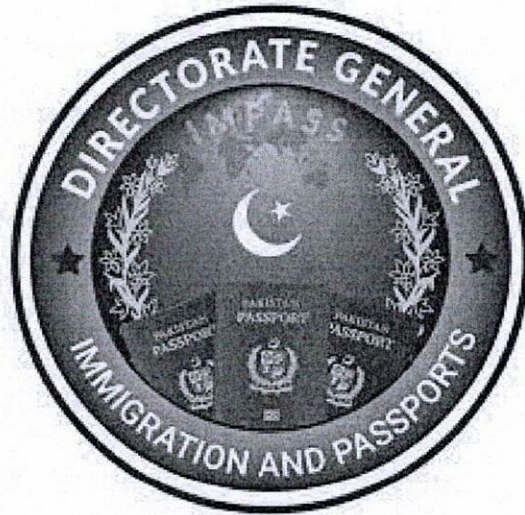




REQUEST FOR PROPOSALS

FOR

Procurement of Portable Containers



**DIRECTORATE GENERAL IMMIGRATION &
PASSPORTS, G-8/1, HEADQUARTER,
ISLAMABAD**





**GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL (IMMIGRATION & PASSPORT)
ISLAMABAD**

Tender Notice # 16/01/2026/CONTAINERS/Log

Tender for Procurement of portable Containers

TENDER DOCUMENT CHARGES: RS. 2000/- (Non-refundable)

Issued To: - _____

Issued On: - _____

Issuing Authority: - Logistics Section, DG I&P

Last date for submission: - Thursday 18th June, 2026 at (11:00 AM)

Bid Opening Date: - Thursday 18th June, 2026 at (11:30 AM)

QUOTATIONS: Sealed quotations (Technical and Financial) are invited from NTN/GST Registered bidders to offer competitive prices for procurement of 06 Portable Containers.

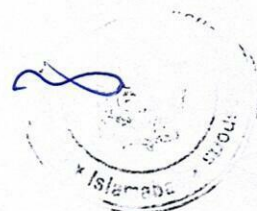
Destination:- Parking area of Directorate General Immigration & Passports, HQ,G-8/1, Islamabad.

VALIDITY The offer shall remain valid upto **180 days** for acceptance from the date of opening of tender. Therefore further extended for 90 days under PPRA rule 26 (3).

EARNEST MONEY Rs. 142,800/- (fixed amount)

Director (NW/ Finance & Logistics)

Directorate General, Immigration & Passports (Hqrs)
Room No. 222, 2nd Floor, Mauve Area, G-8/1, Islamabad
Phone No:- 051-9107075 Fax No. 051-9107071





1) OBJECTIVE:-

Directorate General, Immigration & Passports, Islamabad, through this invitation of bids, intends to Procure (6) portable containers.

2) INTRODUCTION OF ORGANIZATION:-

Directorate General, Immigration & Passports, Islamabad, is an attached Department of Ministry of Interior, Federal Government, responsible to deal with the matters concerning issuance of passports, visas, Pakistan citizenship as entrusted by Government of Pakistan under the relevant rules. The Headquarter of the Department is situated in G-8/1, Islamabad while there are 237 Regional Passport Offices, Executive Passport Offices and PPCs within Pakistan. The Machine Readable Passport facility has also been established at (49) Pakistan missions abroad.

3) SCOPE OF WORK:-

- i. The successful bidder will be responsible for supply of portable containers at Directorate General, I&P, Headquarter, G-8/1, Islamabad
- ii. In case of any container found damaged the bidder shall be bound to replace without any extra cost or hidden charges at the consignee address.

4) BID SUBMISSION INSTRUCTION / REQUIREMENT:-

The objective of bid submission requirement is to provide bidders, the information to submit their bid in response to this tender according to the specifications defined in this tender document as set forth. Bidders must follow following requirements for their proposals / bids:-

- i. Interested bidders are required that before preparing their proposal, read the terms and conditions clearly and submit their proposal as per terms and conditions. A Company evaluation sheet placed at **Annex-II**, must be filled by the bidder that helps to prepare the bid as per terms and conditions of this tender documents. In case of non-compliance, the bids will liable to be rejected straight away.
- ii. Single stage one envelop method will be followed. Tender should be submitted on the printed letter head of the firm in sealed cover. The number and date of tender enquiry clearly indicated on it. The cover should be addressed to Director (NW/Finance & Logistics) DG (I&P) Sector G – 8/1, Mauve Area, near Peshawar more, Islamabad and the word

“TECHNICAL & FINANCIAL BID FOR SUPPLY OF 6 PORTABLE CONTAINERS

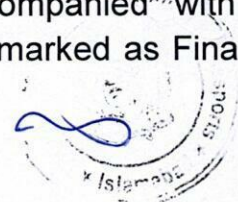
Clearly marked on the separate envelope. The technical and financial proposals should be kept in a sealed envelope in accordance with the Public Procurement Rule 2004.

- iii. **“TECHNICAL & FIANCIAL PROPOSAL”** shall be opened on same date and time.





- iv. The Purchase Committee of DG I&P shall evaluate the technical proposal in a prescribed manner, without reference to the price and reject any proposal which does not confirm to the specified requirements / specifications in the light of recommendation of the Purchase committee.
- v. After the evaluation of the technical proposal, DG I&P shall at a time within the bid validity period, evaluate the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non responsive shall be returned to the respective bidder on submission of a written request.
- vi. The financial bid found to be the lowest evaluated bid shall be accepted.
- vii. Bidder shall submit a signed letter with official stamp affixed on it as per the format given at **Annex-I**, as a cover letter to the bid / proposal.
- viii. Income Tax / GST Registration and No Black list certificate must be provided.
- ix. Bidders are required to submit their financial proposals in Pak Rupees (PKR) inclusive of all taxes.
- x. A fixed amount of bank draft amounting to "Rs.142,800" should accompany the bid as part of financial proposal as earnest money drawn in favor of Directorate General, Immigration & Passports, Islamabad. The bid shall not be considered without earnest money.
- xi. The DG I&P reserves the right to reject any or all proposals / bids in lines with Public Procurement Rules, 2004.
- xii. The proposal received later after prescribed date / time due to any reasons shall not be entertained.
- xiii. Tender document is available from the office of **Director (NW/Finance & Logistics)**, DG I&P from the date of advertisement during office hours on the submission of written request along with non refundable fee of **Rs.2,000/-** in form of PO/DD.
- xiv. Any change of information provided in the tender document that may affect the procurement of portable containers should be brought to the DG I&P attention as soon as possible, failure to comply may result in the contract being terminated.
- xv. Bidder providing incorrect information whether intentionally or fraudulently will be disqualified.
- xvi. Although adequate thought has been given in the drafting of this document, errors such as typos may occur for which the DG I&P will not be responsible.
- xvii. Bidder shall attach one copy of the tender enquiry along with the terms and conditions, duly filled in and signed and stamp, along with their quoted rates. The rates and units should be legible and clearly written or typed both in words and in figures without corrections.
- xviii. The earnest money/tender rates should not be accompanied with the technical bids. They are placed in the separate envelop marked as Financial





bids. In case of non-compliance, the bids will liable to be rejected straight away.

- xix. Belated tenders with revised notes and conditional tenders shall not be accepted. Tenders who do not comply with the conditions prescribed in this tender enquiry are liable to be ignored and their bids will be rejected.
- xx. The tenders will be opened in the presence of the bidders or their authorized representatives who may like to attend on the opening date given herein above.

5) MANDATORY ELIGIBILITY CRITERIA:

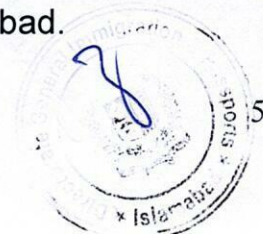
Technical proposal must contain following documents. Preliminary scrutiny (initial screening) of technical bids will be done on the basis of following documents which are pre-requisites for this tender. **NON COMPLIANCE OF ANY OF THE FOLLOWING CLAUSE SHALL DISQUALIFY THE VENDOR STRAIGHT AWAY.**

- a) Company profile / brochures.
- b) Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax registration certificate).
- c) Proof of registration with SECP or Registrar of firms.
- d) Proof of minimum 03 years of experience for supply of containers in Government/Semi Government departments/ Autonomous body of good repute (**Must provide (03) copies of purchase order / work orders**).
- e) Affidavit on Rs 100 stamp paper that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.
- f) Financial soundness of the company (Minimum 10 Million credit turnover). Provide last one year of bank statements or bank letter confirming the 10 million turnovers or above in last six months w.e.f. 1st December, 2025 to 31st May, 2026.
- g) Satisfactory performance certificates from clients (Government/Semi Government Departments. / Autonomous body) must be attached (Minimum 03).

Note:- All document should be properly signed and stamp. The documentary proof of all above requirement is mandatory. The non-compliance will lead to disqualification (if any document is missing in mandatory eligibility criteria, the firm will stands disqualified).

6) BID SECURITY:

- a. As per clause 25 of PPRA rule the bidders are required to deposit the fixed amount of earnest money amounting to **Rs.142,800/-** as specified in clause-xii '**EARNEST MONEY**' along with financial proposal in shape of PO / DD from any scheduled Bank in the name of Directorate General, DG (I & P), Sector G-8/1, Mauve-a-Area, near Peshawar more, Islamabad.





- b. The pay order / bank guarantee, in original should be accompanied with the financial proposal only.
- c. The amount of earnest money deposited by the successful bidder will be forfeited in the event of any default, violation of any of the specified conditions, refusal to accept order within the validity of the offer.
- d. The earnest money will be refunded after the deposit of performance security.
- e. The financial offer not supported by the instrument of earnest money will be straightway rejected. Offers accompanied with personal cheques or any undertaking as earnest money will not be entertained.

7) WORK ORDER/NOTIFICATION OF AWARD.

- i. Directorate General Immigration & Passports shall notify the successful bidder in writing by registered letter or by fax (with confirmation in writing) that its Tender has been accepted.
- ii. Upon the successful Tenderer's furnishing of Performance Security as per clause (10) of this document, DG (I&P) shall release the Tender Security of un-successful bidders.
- iii. Moreover, DG I&P reserves the right to issue works order by increase or decrease the quantity of the quoted items keeping in view the storage facility / requirements of the Department. The work orders will be issued during the bid validity period/extended period.

8) INSPECTION AND TEST:

- i. After successfully supply of the containers logistics Incharge inspect the quantity, quality; specifications of containers will verify their conformity to the specifications.
- ii. The incharge logistics section of DG I&P will carry out detailed physical examination of supplied container and can reject, any item, if found not according to the approved technical specifications. Moreover, the successful bidder will also be responsible to replace the same without any further charges within one week time.

9) TERMS OF PAYMENT:

- i. Bill in triplicate along-with receipted challan should be submitted to the AAO(Logistics). The payment will be arranged by the AO/DDO (Accounts).
- ii. No payment shall be made in advance to the firms/company as Mobilization advance.
- iii. 100% cost of supplies shall be paid after successfully supply of the inspection conducted by Incharge Logistics Section.
- iv. Taxes will be deducted at source as per Government rules at the time of payment.





10) PERFORMANCE SECURITY:

- i. As per clause 39 of PPRA rules, successful bidders are required to deposit performance security within 10 days of issuance of work order, a performance security in the shape of Bank Guarantee/Pay order/DD from any scheduled Bank equivalent to 05% of total order amount in the name of Directorate General, DG (I&P), Sector G-8/1, Mauve-a-Area, near Peshawar more, Islamabad.
- ii. The bank guarantee/pay order shall remain valid for a period of one year beyond the closure of current financial year. The same will also be valid for repeat order or increase of quantity in the order if amended within validity period and guarantee accordingly revalidated up to at least one year beyond the revised delivery period.
- iii. The security will be refunded on satisfactory supply/installation of the order quantity. The amount is liable to be forfeited in the event of any default by the tenderers.

11) PRICE:

- i. The quoted prices shall be unconditionally firm and final without ambiguity, including sales tax, income tax and all other duties charged by Govt. of Pakistan from time to time (if any).
- ii. Quoted prices shall be inclusive of any freight for delivery of goods at address specified in the Purchase order.
- iii. Request for price hike due to any reason during the course of repair and maintenance of Fire suppression system and Dehumidifiers will not be entertained.
- iv. Printed quotation on company letter head will be accepted only. Hand written quotation will be rejected.

12) DELIVERY/EXECUTION PERIOD:

The supply of containers will be carried out within **(2) two** weeks after issuance of work order. Directorate General Immigration & Passports, Islamabad has the right to extend or alter the delivery period as per requirement of the department.

13) REJECTED STORES:

The loading / unloading, transportation and carriage etc of rejected lots will be at supplier's own risk and cost.

14) FORCE MAJEURE:

Decision regarding existence of force majeure conditions for the purpose of extension in delivery period, will be entirely at the discretion of Director General I&P, DG (I & P).





15) WARRANTY:

The suppliers will guarantee that the supplied container have been completed conforming to the specifications laid down in the tender documents. In the event of any item container found defective / sub-standard within a period of six month (minimum) from the supply of the container the same shall be replaced free of cost / charges by the supplier and a warrantee submitted to this effect.

16) PENALTY:

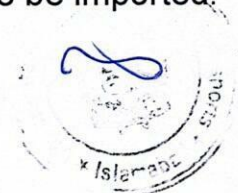
- i. A penalty of 2% of the total value of items outstanding against the supplier will be charged for each day if the stipulated period of delivery is not adhered to.
- ii. Director General, Immigration & Passport (HQ) Islamabad reserve the right to recover the penalty from supplier's bills.
- iii. Any representation relating to exemption from penalty on account of delay in delivery or deviation from the quarterly schedule on the basis of force majeure condition shall be submitted at least 15 days before expiry of delivery period. No claim for exemption from penalty in case of any extraordinary circumstances / conditions / force majeure conditions will be considered after 15 days of expiry of delivery period.

17) PROFESSIONAL TAXES:

The supplier is required to produce a certificate of National Tax Number and Sales Tax Number. If a certificate is not produced the amount of taxes shall be recovered from the bills of the suppliers, as per relevant Tax Laws of Federal Government.

18) MISCELLANEOUS:

- i. The authorized agents should attach the letter of authority from their company for correspondence with DG I&P in respect of tender for supply of containers.
- ii. The DG I&P, Islamabad reserved the right to reject or ignore any or all tenders and accept part or full tender without assigning any reason thereof. The Director General, Immigration & Passport (HQ) Islamabad also reserves the right to distribute quantity of container amongst more than one bidders. The decision of Director General, Immigration & Passport (HQ) Islamabad in this respect shall be binding and the lowest bidder will not have any claim to get order for full tendered quantity.
- iii. The Director General, Immigration & Passport (HQ) Islamabad can waive any of the condition stipulated in the tender enquiry in public interest.
- iv. Suppliers are required to make supplies entirely according to the specifications mentioned in the tender enquiry.
- v. No import license or any facility to import or procure raw material will be offered by the Director General, Immigration & Passport (HQ) Islamabad or shall any facility be provided if the item is required to be imported.





19) AMICABLE SETTLEMENT

- i. DG I & P and the Contractor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- ii. Except as otherwise provided in the Contract, any difference, dispute or question arising out of or with reference to the Contract which cannot be settled amicably shall within (60) sixty days from the date that either party informs the other in writing that such difference, dispute or question exists, be referred to arbitration under the Arbitration Act, 1940 of Pakistan.

ZIA UR REHMAN

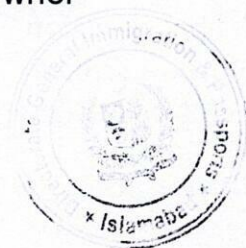
Asstt. Accts Officer (Logistics)

I / We have read the above instruction while submitting this tender and agree to abide by all the terms and conditions mentioned herein above in the tender enquiry.

Signature of the Proprietor/Agent/Owner

Name of Firm:

Stamp:





Annexure – I

PROPOSAL SUBMISSION FORM

The Director (NW/Finance & Logistics),
Directorate General, Immigration & Passports,
G-8/1, Mauve Area, Islamabad.

Sir,

We, the undersigned offer for supply of portable containers in Directorate General, I&P, Islamabad, in accordance with your tender document dated _____ through our proposal. We are hereby submitting our Financial Proposal along with Technical proposal, sealed in envelopes as desired.

We have submitted a bid bond / earnest money fixed amount of **Rs.142,800/-** as required in the tender document along with our financial bid.

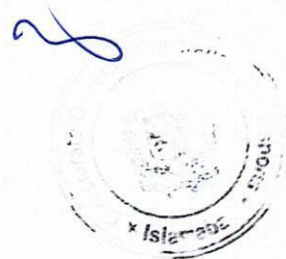
We understand you are not bound to accept any proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals with assigning a reason.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum, and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Your's sincerely

Authorized Signature
Name and Title of Signatory
Name of Firm / Company
Address





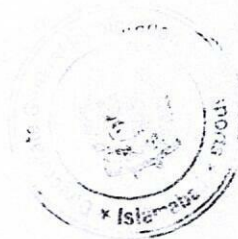
Annexure – II

COMPLIANCE SHEET FOR TECHNICAL PROPOSAL

The tenderers are required to attach the following documents with their technical proposals:-

S. No.	Document required to be attached with the technical proposal	Compliance	
		Yes	No
1.	Company profile / brochures.		
2.	Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax registration certificate).		
3.	Proof of registration with SECP or Registrar of firms.		
4.	Proof of minimum 03 years of experience for supply of portable containers in Government departments/ Autonomous body of good repute (Must provide (03) copies of purchase order / work orders).		
5.	Affidavit neither on Rs 100 stamp paper that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.		
6.	Financial soundness of the company (Minimum 10 Million credit turnover). Provide last one year of bank statements or bank letter confirming the 10 million turnovers or above in last six year w.e.f. 1st December, 2025 to 31st May, 2026.		
7.	Satisfactory performance certificates from clients (Government/Semi Government Departments. / Autonomous body) must be attached (Minimum 03).		

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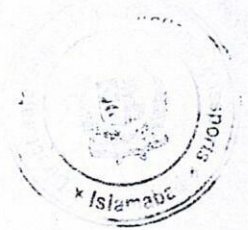


Annexure – III

TECHNICAL SPECIFICATIONS FOR PORTABLE CONTAINERS

Sr. No.	Description	Quantity	Sizes		Specification
			External	Internal	
1	20-Foot Storage Containers	03	Length =20 ft Width=8 ft and tall 8.5 ft	Length =19 ft Width=7.7 ft and tall 7.8 ft	Main Frame Heavy Duty Ms/ Steel Corten Steel. Conner Posts: Reinforced 6mm steel plates. Water proof and air tight. Swings doors with proper locks mechanism.
2	40-Foot Storage Containers	03	Length =40 ft Width=8 ft and tall 8.5 ft	Length =39.5 ft Width=7.8 ft and tall 7.9 ft	

8





“Annexure – IV”

Prices inclusive of all taxes

QUOTE SUMMARY

Party Name: _____

Name of authorize person: _____

Description: _____

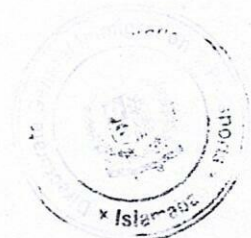
S#	Particulars	Qty/unit	Unit Rate	Total Amount
1				
2				
3				
4				
5				
6				

Rupees in figure _____ (in words) _____

Sign and Stamp

Note:-

- The above mentioned rates are inclusive of all taxes as approved by Government of Pakistan.
- Conditional bids will not be entertained.





INTEGRITY PACT

Contract No:

Dated:

Contract Value:

Contract Title:

[Supplier/firm], hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency there of or any other entity owned or controlled by GOP through any corrupt business practice.

2. Without limiting the generality of the foregoing, **[Supplier/firm]**, represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or pay able to any one and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP, except that which has been expressly declared pursuant here to.

3. **[Supplier/firm]**, certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect to for related to the transaction with GoP and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.

4. **[Supplier/firm]**, accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Procuring Agency under any law, contractor other instrument, be void able at the option of Procuring Agency.

5. Not with standing any rights and remedies exercised by Procuring Agency in this regard, **[Supplier/firm]**, agrees to indemnify Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Procuring Agency in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Supplier/firm]**, as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

Name:
Designation:
[For Purchaser]

Name:
Designation:
[For Supplier]

