

Pre-Qualification Document

SUPPLY OF LANGAR AT ANNUAL URS 2026 AT DARBAR HAZRAT
BARI IMAM (R.A.), Islamabad
(Goods)

National

Single Stage-Two Envelope



July 24, 2026

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INVITATION FOR PRE-QUALIFICATION

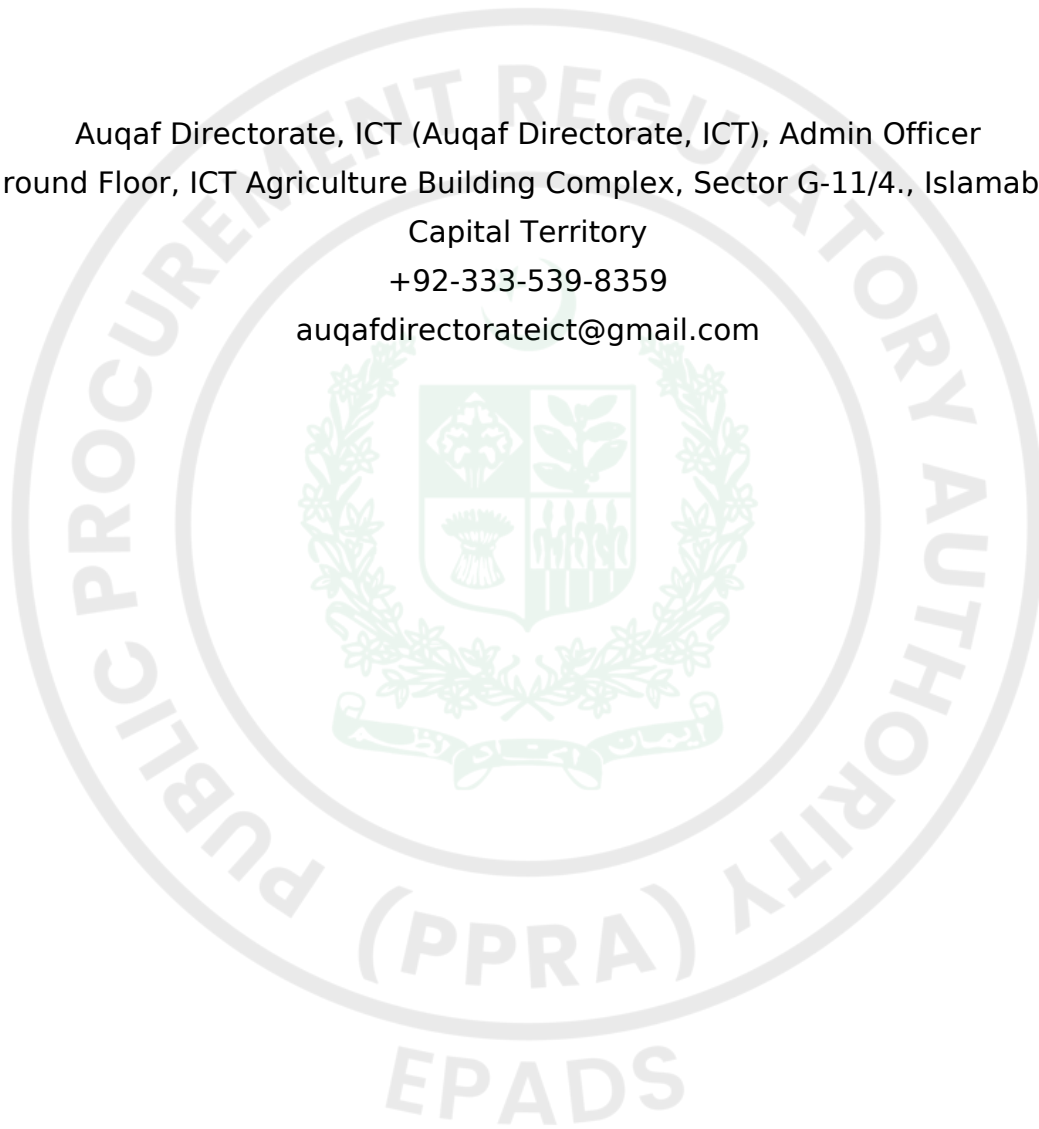
PROCUREMENT OF GOODS

1. The **Auqaf Directorate, ICT (Auqaf Directorate, ICT)** has reserved Funds for the procurement planned for FY **2026-27**. The **Auqaf Directorate, ICT (Auqaf Directorate, ICT)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**SUPPLY OF LANGAR AT ANNUAL URS 2026 AT DARBAR HAZRAT BARI IMAM (R.A.), Islamabad**" with the reference of "**P68750**"
2. The **Auqaf Directorate, ICT (Auqaf Directorate, ICT)** intends to pre-qualify suppliers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended pre-qualification is the on-demand supply of "**SUPPLY OF LANGAR AT ANNUAL URS 2026 AT DARBAR HAZRAT BARI IMAM (R.A.), Islamabad**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. Pre-qualification process is open for all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Auqaf Directorate, ICT (Auqaf Directorate, ICT) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/68750>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, August 11, 2026 12:00 PM**. E-bids will be opened using **EPADS v2.0** on the same day at **Tuesday, August 11, 2026 12:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have

not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P68750**

The Procuring Agency is: **Auqaf Directorate, ICT (Auqaf Directorate, ICT)**

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Auqaf Directorate, ICT (Auqaf Directorate, ICT)**

The name of Project / Procurement is: **SUPPLY OF LANGAR AT ANNUAL URS 2026 AT DARBAR HAZRAT BARI IMAM (R.A.), Islamabad**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Monday, August 10, 2026**

Pre-Bid Meeting: Tuesday, August 4, 2026 12:00 PM

Venue: Ground Floor, ICT Agriculture Building Complex, Sector G-11/4, Islamabad.

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Tuesday**

Date: **Tuesday, August 11, 2026**

Time: **12:00 PM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Tuesday**

Date: **Tuesday, August 11, 2026**

Time: **12:30 PM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	70
Technical Evaluation Criteria	
LIST OF SIMILAR ASSIGNMENTS/CONTRACTS WITH GOVT DEPARTMENTS/AUTONOMOUS/SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC. (More than 10 Million worth of Contract) (05 marks for each job, maximum 05 contracts/jobs will be considered) (Quantitative)(Doc Required)	25
Certificate of sound financial stability (Certificate from a Scheduled Bank in Pakistan be attached with the Bid) (Quantitative)(Doc Required)	5

Worth of contracts of similar nature (Verifiable through relevant purchase orders / contracts) 2-4 million (05 Marks) 4-6 million (10 Marks) 6-10 million (15 Marks) 10 million or above (20 Marks) (Quantitative)(Doc Required)	20
Litigation History (05 marks will be awarded to the applicants having no litigation) To be provided on Stamp Paper (Quantitative)(Doc Required)	5
Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (To be provided on Stamp Paper) (Quantitative)(Doc Required)	5
Managerial Capability (Regular Manpower) Upto 50 Employees (05 Marks) Upto 100 Employees (10 Marks) Upto 150 Employees (15 Marks) Upto 200 Employees (20 Marks) (Quantitative)(Doc Required)	20
Office Setup/ Location (Proper established office in a building either owned or rented for catering need of Auqaf Directorate, ICT (Shrine Wing) and its Distance from Darbar Hazrat Bari Imam (R.A.) (Proper Office Setup/Catering Business setup in Islamabad/ Rawalpindi's) (Quantitative)(Doc Required)	10
Reg. with Income Tax & Sale Tax Deptts. NTN & GST Registration Certificates to be attached (Quantitative)(Doc Required)	5
Reg. with IESSI & EOBI. Registration Certificates to be attached (Quantitative)(Doc Required)	5





Annexure

Technical Criteria

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Technical Criteria** (page number: 31)

Financial Criteria

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Criteria** (page number: 35)





Procurement Forms

Past Experience and Completed Contracts

WORTH OF CONTRACTS OF SIMILAR NATURE

- **WORTH OF SIMILAR ASSIGNMENTS/CONTRACTS WITH GOVT DEPARTMENTS /AUTONOMOUS/ SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.**

Name	Name of Organization/ Department	Nature of work	Date of Award of Contract	Worth of Contract

(Please attach Purchase Orders, Award Letter, copies of invoices and cheque received for the similar nature of contracts)

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 41)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

LITIGATION HISTORY

- **LITIGATION HISTORY WITH GOVT DEPARTMENTS /AUTONOMOUS/ SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.**

Name	Type of Organization	Nature of work	Date of Award of Contract	Reason for Litigation

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 42)

Financial Capacity and Net Worth Evaluation Form

FINANCIAL STANDING & STABILITY

BANK STATEMENT

Name of Banks	Title of Account	Monthly Average Balance

(Attach Bank statement for the last 12 Months along-with Financial Stability Certificate from a Scheduled Bank in Pakistan)

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form**
(page number: 44)





Additional Forms and Documents

TECHNICAL BID

A-QUESTIONIAR AND EVALUATION CRITERIA

NAME OF THE CATERER?

ADDRESS OF THE CATERER?

TYPE OF FIRM?

Sole Proprietor	
Partnership	
Private Limited Company	

THE YEAR OF ESTABLISHMENT?

NAME OF THE OWNER (s) & MANAGER ETC.

<u>S.No.</u>	<u>Name</u>	<u>NIC No.</u>	<u>Address & Tel. No.</u>

(Attach copy of CNIC of Owner/Manager etc.)

Grading Criteria Sr. No. 1

EXPERIENCE RELATED TO THE SIMILAR ASSIGNMENTS /CONTRACTS

LIST OF SIMILAR ASSIGNMENTS/CONTRACTS WITH GOVT DEPARTMENTS/AUTONOMOUS/SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.				
Name	Name of Organization/ Department	Contact Name & Tel. No.	Nature of Work	Volume of Work No of Daigs/Packets/ Participant etc.

Grading Criteria Sr. No. 2

FINANCIAL STANDING & STABILITY

BANK STATEMENT		
Name of Banks	Title of Account	Monthly Average Balance

(Attach Bank statement for the last 06 Months along-with Financial Stability Certificate from a Scheduled Bank in Pakistan)

Grading Criteria Sr. No. 3

WORTH OF CONTRACTS OF SIMILAR NATURE

WORTH OF SIMILAR ASSIGNMENTS/CONTRACTS WITH GOVT DEPARTMENTS /AUTONOMOUS/SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.				
Name	Name of Organization/ Department	Nature of work	Date of Award of Contract	Worth of Contract

(Please attach Purchase Orders, Award Letter, copies of invoices and cheque received for the similar nature of contracts)

Grading Criteria Sr. No. 4**LITIGATION HISTORY**

LITIGATION HISTORY WITH GOVT DEPARTMENTS /AUTONOMOUS/ SEMI-AUTONOMOUS/INTERNATIONAL ORGANIZATIONS ETC.				
Name	Type of Organization	Nature of work	Date of Award of Contract	Reason for Litigation

(Please attach Affidavit on Stamp Paper if there is no litigation History)

Grading Criteria Sr. No. 5**BLACKLISTING OF FIRM**

DETAILS OF BLACKLISTINGS AND REASONS				
Name	Type of Organization	Nature of work	Date of Award of Contract	Reason for Litigation

(Please attach Affidavit on Stamp Paper if the firm has not been blacklisted by any Govt./Semi Govt/Autonomous/Semi-Autonomous/Private/UN Agency etc.)

Grading Criteria Sr. No. 6**MANAGERIAL CAPABILITY**

1 to 50 Employees	
51 to 100 Employees	
100 to 150 Employees	
150 to 200 Employees	

(Please attach Affidavit on Stamp Paper certifying that how many employees are working in your organization/company/firm etc.)

Grading Criteria Sr. No. 7**ORGANIZATION (s) LOCATION**

ADDRESS OF EACH ORGANIZATION AT ISLAMABAD	COVERED AREA WITH TOTAL ACCOMODATION	OWNED/RENTED	DISTANCE FROM DARBAR HAZRAT BARI IMAM (R.A)

Grading Criteria Sr. No. 8**REGISTRATION WITH FBR**

National Tax Number	
Sales Tax Number	

(Attach copy of NTN & Sales Tax Certificate)

Grading Criteria Sr. No. 9**REGISTRATION WITH IESSI & EOBI**

Registration with IESSI	
Registration with EOBI	

(Attach copy of Registration Certificate)

TENDER NOTICE FOR CATERING SERVICES (SUPPLY OF LANGAR AT ANNUAL URS AT DARBAR HAZRAT BARI IMAM (R.A.) FOR AUQAF DIRECTORATE, ICT (SHRINE WING)

- The Auqaf Directorate, ICT (Shrine Wing), invites sealed tenders on **Single Stage-Two Envelopes** bidding procedure from the reputed firms/ vendors for supply of **Langar (Chana Pulao and Zarda)** during the annual Urs at Darbar Hazrat Bari Imam (R.A) 2026 in Islamabad for the caterers with financially sound track record and having production and distribution facility within the Islamabad & Rawalpindi and can cook Langer at Darbar Hazrat Bari Imam (R.A) during annual Urs managed by Auqaf Directorate, ICT (Shrine Wing).
- Tenders must be supported with **Profile of the Company** containing experience in the field, number of staff and their skills & client list. Only those firms will be included in the competitive bidding process which has proven track record/experience in the business of catering/managing langar at Urs or having experience of similar tasks/contract previously and having sound financial position etc.
- The **Auqaf Directorate (Shrine Wing)** invites E-bids from eligible Bidders for procurement of services described in the bidding documents/ terms & conditions on **EPADS v2.0/ PPRA website**.
- Interested firm(s) registered with Income Tax and active on the Active Taxpayer List may submit their bids/offers under the **Single Stage-Two Envelope Procedure of Principal Method of Procurement (i.e. Competitive Bidding)**. In case of any public holiday or unforeseen disturbance on the scheduled tender opening date, the tender shall be opened on the next working day as per the prescribed schedule.
- E-Bidding documents containing detailed terms & conditions, specifications and requirements may be downloaded from **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/> till **1200 hours on 11th August, 2026**, and the bids shall be opened on the same day at **1230 hours**.
- The bid must be accompanied by a **bid security of Rs.1,300,000/- (Refundable)** in the shape of a Bank Draft in favor of “**Deputy Director (Auqaf), Islamabad**”, as specified in the bidding documents. The bidder shall upload a scanned copy of the bid security on the EPAD System and submit the original bid security to the Auqaf office, Ground Floor, ICT Agriculture Complex Building, Sector G-11/4, Islamabad before the opening of the tender; otherwise, the bid(s) shall be declared non-responsive. Manual bids shall not be entertained.
- Auqaf Directorate (Shrine Wing) reserves the right to accept or reject any or all bids/offers wholly or partially in accordance with PPRA Rules.

AUQAF DIRECTORATE (SHRINE WING) ICT

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Tenders are hereby invited to **Cook the Langer (Channa Pulao and Zarda)**
at Darbar Hazrat Barri Imam (R.A) during Annual Urs on 15 to 17 August, 2026
in accordance with the description of items at Appendix "A".

1. Prospective Bidders Should Particularly Note That:

- a. Bid through Telex/ Fax shall not be acceptable.
- b. The Auqaf Directorate ICT does not take any responsibility for collecting the bids from any agency.
- c. Authorized representative may attend the tender opening, if desired.
- d. **The Auqaf Directorate ICT reserves the right to increase or decrease the quantity of Daigs and accept or reject any or all bids or cancel any or all items at any time as per PPRA Rules.**
- e. Bids against this tender are invited on **Single Stage-Two Envelopes Bidding Procedure.**
- f. The financial proposals of technically qualified bidders shall be opened on EPAD 2.0.
- g. The rates will be valid for a period **of 03 months** w.e.f. opening of Financial Bids.

Deputy Director (Auqaf)/ADC (HQ)

1. **Price:**

- a. The price shall be quoted both in words and figures. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- b. The Price should be quoted inclusive of all government taxes.
- c. Financial bids will be evaluated on the basis of overall quoted prices of the Menu. (both Channa Pulao and Zarda etc.)
- d. The price validity period must be at least 01 months from the date of opening of Financial Proposal.

[

2. **Taxes:**

All prevalent Government Taxes will be applicable.

3. **Terms of Payment:**

The payment for supply of Langar to Auqaf Directorate, ICT (Shrine Wing) will be made after successful completion of contract and after submission of valid invoices by the caterer.

4. **Withdrawal of Proposal:**

If the supplier withdraws its Proposal within validity period after the award of contract, the competent authority may place such supplier under embargo for a period/blacklisted, which may be extended up to one year and Earnest Money/Bid Security shall be forfeited. In that case, the contract will be awarded to second lowest evaluated bidder.

5. **Photocopies of relevant Documents:**

Photocopies of following documents shall be provided/attached with the proposal: -

- a. Documentary Proof for experience related to similar contracts i.e. Supply of Langar at Annual Urs alongwith etc.
- b. Bank Statements for last six (06) months along with certificate for sound financial stability from a Scheduled Bank in Pakistan.
- c. Purchase Orders etc. for previous similar contracts/assignments to verify the worth of similar nature of contracts alongwith copies of invoices and cheques etc.
- d. Affidavit on stamp paper that there is no litigation history of the firm/vendor with any Govt department/autonomous/ semi-autonomous/private/international organization etc.
- e. Affidavit on stamp paper that the firm is not blacklisted by any Govt department/autonomous/ semi-autonomous/private/international organization etc.
- f. Details of Human Resource by stating number of employees along-with their role and an undertaking on stamp paper in this effect. (List of existing staff i.e. cooks, waiters, accountants and supervisors etc. on the payroll of the firms stating experience in relevant field be attached).
- g. Details regarding office set up of the firm in Islamabad/Rawalpindi.
- h. Income Tax and Sales Tax Nos. should be mentioned on the proposal alongwith Copy of Registration Certificates.
- i. Active Taxpayer List Status (ATL) issued by Sales Tax Department.

- j. Copy of Registration Certificate with IESSI and EOBI.

6. Disqualification:

Proposals are liable to be rejected if:-

- a) The Auqaf Directorate ICT shall disqualify a bidder if it finds at any time that the information submitted by the bidder concerning its qualification was false and materially inaccurate.
- b) If the caterer is not located within the municipal limit of Islamabad/Rawalpindi.**
- c) Earnest money/Bid Security is not attached with the Proposal.
- d) Proposals are found conditional or incomplete in any respect.
- e) Received after the appointed / fixed date and time.
- f) There is any deviation from the General Instructions.
- g) Multiple rates are quoted against one item.
- h) Validity of proposal is not quoted as required.

7. Earnest Money / Bid Security:

The Proposal must be accompanied earnest money amounting to Rs.1,300,000/- (Rupees one million three hundred thousand only) in shape of Bank Draft / Pay Order in favor of Deputy Director Auqaf, Islamabad.

8. Return of Earnest Money:

Earnest money to the unsuccessful bidders (except 2nd and 3rd lowest bidder) will be returned after award of the contract to the most advantageous bidder as per PPRA rules.

9. Rights Reserved:

Auqaf Directorate, ICT (Shrine Wing) reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.

MANDATORY TERMS & CONDITIONS:

- i. The successful bidder shall provide service within the premises of Darbar Hazrat Bari Imam (R.A.). No extra charges i.e. carriage etc. will be paid to the bidder in any case.
- ii. The successful bidder shall depute his staff along with other necessary crockery and other allied items to cook the required menu at the premises of Darbar.
- iii. The staff of the successful bidder shall make packets of the Channa Pulao (400 daigs per day) and Zarda (100 daigs per day) and distribute those at designated point/place of the Darbar.
- iv. The Auqaf Directorate will only provide space, electricity and water for the completion of said job. All other necessities would be arranged by the bidder himself.
- v. Kitchen Accessories, Complete crockery, cutlery, utensils, Refrigerator/Deep Freezer etc. Gas cylinder or any additional items which the contractor may need, will be the responsibility of the bidder.
- vi. The bidder will ensure both quantity and quality of food stuff. Quality and quantity of the food stuff will be monitored by the Committee or any officer nominated by the Director Auqaf/Dy. Commissioner ICT and the bidder shall be responsible to maintain the prescribed standard.
- vii. In case substandard food stuff is supplied or quantity of raw material/ingredients is decreased by the bidder, penalty as recommended by the Committee shall be imposed on the contractor maximum upto 5% of total bid amount. If such complaint is not rectified, despite warning, firm will be blacklisted and earnest money/bid security shall be forfeited.
- viii. Hygienic environment must be maintained.
- ix. The Contractor will not be allowed sub-letting. In case of subletting, the contract will be terminated forthwith and earnest money/bid security will be forfeited.
- x. The Contractor himself or his Manager should remain present during the Urs time-period for general coordination with the staff of Auqaf Directorate/ Shrine Wing.

Financial Bid**MENU LIST FOR AUQAF DIRECTORATE, ICT (SHRINE WING) FOR SUPPLY OF
LANGAR AT ANNUAL URS AT DARBAR HAZRAT BARI IMAM (R.A)**

w.e.f. 15-08-2026 to 17-08-2026

Sr.#	Description of Item	Quantity	Rates inclusive of all taxes
			Per Daig
1.	Channa Pulao 10 KG Rice best quality 2KG White Channa 2KG Dalda Manpasand Ghee/Oil Other Spices/Garam Masala as required	200 Daigs At 12 PM 200 Daigs At 06 PM For 03 days (Total 400 per day)	
2.	Zarda 10 KG Rice Saila/Kamal/basmati 2KG Dalda Manpasand Ghee/Oil 1KG Murrabba Karonda 400G Kishmish (Raisons) 200G Badam Girri (Almond)	50 Daigs At 12 PM 50 Daigs At 06 PM For 03 days (Total 100 per day)	
TOTAL AMOUNT			

Note: -

The Auqaf Directorate reserve the rights to increase/decrease quantity of Daigs and to reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.