

REQUEST FOR PROPOSALS

**SUPPLY OF DRINKING WATER AT PSEB OFFICES IN
ISLAMABAD, KARACHI AND LAHORE**

DECEMEBR, 2025

TENDER# A (01)/PSEB/2025-47

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1. PAKISTAN SOFTWARE EXPORT BOARD (G)LTD, AN INTRODUCTION

Pakistan Software Export Board (PSEB) is an apex Government body mandated to promote Pakistan's IT Industry in local and international markets. PSEB facilitates the IT industry through a series of projects and programs in infrastructure development, human capital development, company capability development, global marketing, strategy and research, and the promotion of innovation and technologies.

2. INTRODUCTIONION TO THE WORK

The purpose of this contract is to obtain the supply of drinking water for the PSEB Offices at Islamabad, Karachi, and Lahore

2.1. SCOPE OF PROJECT:

The water must meet the physical & chemical requirements specified by the “Pakistan Standard Specification for Bottled Natural Mineral Drinking Water” adopted by PSQCA. The PSEB may test water sample independently and inspect production/storage/supply facilities of bulk water of suppliers as and when required before, during technical evaluation and after award of work under timely intimation.

- I. Bidder should be actively licensed / approved and registered as appropriate, by Pakistan Standards and Quality Control Authority (PSQCA).
- II. The PSEB may test water sample either collected from the plant or supplied water in market, in presence of representative from the company/firm before, during and after award of work under timely intimation.
- III. Water must be supplied in approximately 18.9-19 liters hermetically sealed and dated containers made of polyethylene terephthalate material or other approved food grade material bottles, which shall not cause any undesirable change in taste, odor, color and quality.
- IV. Bidder will be required to provide evidence of secure reconciliation process for bottle issued from the distribution point and received in PSEB
- V. Each bottle must be marked with: - name of product / brand name, net volume, name and address of manufacturer and date of expiry.
- VI. Should be able to complete delivery of water between 09:00am and 05:00pm regularly in bulk (as per actual requirement) as and when required.
- VII. The daily supply of water shall be made against a proper receipt that shall be signed by an authorized staff of the concerned office of the PSEB.
- VIII. Tentative requirements of water bottles are as follows:

Sr. #	Item Name with Description	Location	Tentative Qty in Nos / month	Tentative Qty in Nos / year
1	Drinking Water As per approved specifications of Pakistan Standards and Quality Control Authority (PSQCA), 18.9- 19 Liter plastic bottle	Islamabad (State Life Office)	150	1,800
		Islamabad (Evacuee Trust Office)	50	600
		Karachi	30	180
		Lahore	30	180
Total Quantity			260	2760

Note: Bidder is required to submit the proposal against the complete requirement (whole package) mentioned above, non-compliance shall lead to rejection of the proposals

3. PROPOSAL EVALUATION

The bids are required to be submitted under Single Stage One Envelope Bidding Procedure i.e. technical and financial bids should be submitted on EPADS. Bids shall be opened and evaluated as per evaluation criteria given in this document. Subsequently, bids with the lowest cost shall be awarded the contract.

3.1. TECHNICAL BID FORM

Following should be the contents of the Proposal:		
1.	Bid Form	Form 1
2.	Bidder's Representative	Form 2
3.	Technical Compliance	Form 3
4.	Plant/Service Centre(s)	Form 3 (1)
5.	Schedule of Supplies & Implementation	Form 4
6.	Manufacturer's Authorization Form:	Form 5

3.2.1 TECHNICAL EVALUATION

Category	Description	Requirement
Legal (Mandatory)	Copy of Active Registration with Income Tax Authorities (National Tax Number NTN) – Registered for at least last 03 Years from the date of bid submission;	Required
	Copy of Income Tax & relevant Sales Tax Authorities (Operative Status)	
	Affidavit on non-judicial Stamp Paper of Rs. 100/- or Official Letter-head: (i) The documents/photocopies provided by the firm with its Bid are authentic. (In case of any fake/bogus document found at any stage of the procurement process, the firm shall be black listed as per Rules / Laws.) (ii) The firm certify the correctness of information. (iii) The firm is not blacklisted from any Government, Semi-Government & Autonomous body. (iv) The firm comply with “Technical Specifications” and “Requirements” of the Bidding Document. (v) The firm comply with all terms & conditions mentioned in the Bidding Documents. (vi) The firm comply that its Bid is valid for 180 days after opening of the E-Bid.	
Technical (Mandatory)	Original of Bid Security instrument to be submitted to PSEB office before closing of the bid's submission time.	Required
	Manufacturers authorization form in the name of supplier (to be submitted in case the supplier is not a manufacturer)	
	The Pakistan Standards and Quality Control Authority (PSQCA) Certificate for quoted water source company.	

Category	Description	Requirement
Past Experience (Mandatory)	<p><u>Relevant Experience & Value of Projects (Last 03 Years)</u> Value of projects/assignments either completed or in-process for last 03 years, which are similar in nature including supply of drinking water etc. amounting 5 million of above.</p> <p>(Verifiable through relevant purchase orders / contracts)</p>	Required

3.2.2. FINANCIAL EVALUATION:

The lowest financial bid will be considered for award of contract

4. PROPOSAL SUBMISSION

The complete proposal has to be submitted on EPADS at the latest by **1500 hours on 23rd December 2025 and will open on the same date at 1530 hrs.** at the PSEB office at State Life Tower, Adjacent to Saudi Pak Tower, Jinnah Avenue, Blue Area, Islamabad.

5. TERMS & CONDITIONS

- Prices quoted must remain firm for acceptance up to 180 days from the date of its opening.
- Quoted price should be in Pak rupees and inclusive of all applicable taxes. Prices quoted without any tax remarks will be treated as inclusive of all applicable taxes. Any change in Government duties or taxes shall be borne by the successful bidder(s).
- The initial contractual period will be **for one year and extendable upto three years on yearly basis, from the date of award, with mutual consent of both parties as per agreed terms and conditions.**
- The Technical Proposals will be opened in the presence of all those candidate companies that wish to attend the bid opening meeting.
- **The bidder must have to submit an earnest money of Rs. 20,000/-** in the shape of Draft / Pay Order in favor of “Pakistan Software Export Board” and should be included in the proposal.
- **The Payment** will be made in Pakistan Rupees, the supplier has to submit the bill monthly or quarterly, along with the evidence and signature of the delivery boy along with the signature of the receiver against the of supply of mineral water to different location mention in Request for Proposals (i.e. Islamabad, Karachi, and Lahore).
- **Governing Language**, the Contract shall be written in English language all correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
- **Applicable Law** the Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.
- **Taxes and Duties** Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- **Transportation** The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Islamic Republic of Pakistan, transport to such place of destination in the Islamic Republic of Pakistan and related costs shall be deemed to have been included in the Contract Price.
- **Formulation of Contract:** The contract agreement will sign with the successful bidder within 10 days of award letter.
- **Termination of Contract:** Pakistan Software Export Board (PSEB) has right to reserve to terminate the contract at any stage of contract with the sixty days (60) advance notice without giving any kind of justification.
- Bids should be submitted electronically ONLY through EPADS.

- For registration and training on EAPDS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.
- The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the PSEB must be submitted through **EPADS by 23rd December, 2025 at 03:00 pm**. Technical bids only will be opened on the same day at **03:30 pm** at below mentioned address in the presence of vendors/bidders or their authorized representatives who desires to attend the bid opening session. The financial bids will be opened only of those bidders who qualifies in technical proposals evaluation. The opening of financial bids will be notified separately once technical evaluation has been completed. Please note that submission date and time shall be strictly adhered, and it will be bidders' responsibility to ensure the submission of bid at given date and time.
- Note: Original Bid Security instrument **MUST BE** submitted to the undersigned before closing hours of the bids submission time, who applied through EPADS <https://eprocure.gov.pk>.

FORM 1 BID FORM

(Technical Proposal)

Date: _____

To:

Manager Procurement ,
Pakistan Software Export Board (G) Limited, Islamabad
Plot # 61, 06th Floor, New State Life Tower, Adjacent to Saudi Pak Tower, Jinnah Avenue,
Blue Area, Islamabad

Title: **“Supply of Drinking Water at PSEB Offices at Islamabad, Karachi and Lahore”**

Dear Sir:

Having examined the bidding documents and addenda, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, after payment of all type of stamp and other duties, similar stamp duties for contract agreement for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this ___ day of _20

[Seal & signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of ____

FORM 2 BIDDER'S REPRESENTATIVE

Title: **“Supply of Drinking Mineral Water at PSEB Officer at Islamabad, Karachi, and Lahore”**

Bidder's Authorized Representative for this bid is:

Name:	
Designation:	
Specimen Signature:	
Cell:	
Land Line:	
Email:	
Postal Address:	

Seal & Signature of Bidder:

Date:

FORM 3 TECHNICAL COMPLIANCE

PSEB No: PSEB Tender No. A (01)/PSEB/2025-47 Title:
“Supply of Mineral Water at PSEB Offices at Islamabad, Karachi & Lahore” Bidder:

Please write yes / no in the blank space against each specification of items, which your product contains, and in case of any difference please elaborate equivalence.

Seal & Signature of Bidder:

Date: _____

Annex-A to Form 3(1)

Office(s) / Plant / Service Centre(s) in Islamabad, Karachi, and Lahore.

#	Location	Address	Phone Numbers
1.			
2.			
3.			
4.			
5.			

FORM 4 SCHEDULE OF SUPPLIES & IMPLEMENTATION

PSEB: A (01)/PSEB/2025-47 “”

Title: **“Supply of Drinking Mineral Water at PSEB Offices at Islamabad, Karachi, and Lahore”**

Bidder:

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

- 1) Successful bidder is required to provide desired number of 19 (nineteen) liter bottles to the following;

A) Islamabad Office

- PSEB Office: 06th Floor, New State Life Tower, Adjacent to Saudi Pak Tower, Jinnah Avenue, Blue Area, Islamabad.
- PSEB Office: Office # 209, 02nd Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad.

B) Karachi Office

- PSEB Office: 10th Floor right wing, NICL Building, Abbasi Shaheed Road Karachi.

C) Lahore Office

- Office No. 5th & 6th 5th Floor, Awain-e-Iqbal Edgerton Road Lahore.

- 2) Successful Bidder should be able to complete delivery of water between 09.00 am and 17.00 hours regularly in bulk as per actual requirement on daily basis as per actual requirement and when required.

Seal & Signature of Bidder:

Date:

FORM 5 MANUFACTURER’S AUTHORIZATION FORM

Title: **“Supply of Drinking Mineral Water at PSEB Offices at Islamabad, Karachi and Lahore”**

To:

Manager Procurement
Pakistan Software Export Board (PSEB),
Plot # 61, 06th Floor, New State Life Tower, Adjacent to Saudi Pak Tower,
Jinnah Avenue, Blue Area, Islamabad

Authorization Form for “Supply of Drinking Mineral Water at PSEB Offices at Islamabad, Karachi and Lahore”

Dear Sir,

WHEREAS **[name of the Manufacturer]** who are established and reputable manufacturers of **[name and/or description of the goods]** having **factories at [address of factory]** do hereby authorize **[name and address of Agent]** to submit a bid, and subsequently sign the Contract with you against **PSEB Tender No. A (01)/PSEB/2025-42** for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[Signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. The Bidder in its bid should include it.

FORM F1 BID FORM WITH FINANCIALS

(Financial Proposal)

Date: _____

PSEB No: **A (01)/PSEB/2025-47**

Title: **“Request for Proposals for the supply of Mineral Water at PSEB Offices at Islamabad, Karachi and Lahore**

Bidder:

To:

Manager Procurement

Pakistan Software Export Board (PSEB,
Plot # 61, 06th Floor, New State Life Tower, Adjacent to Saudi Pak Tower,
Jinnah Avenue, Blue Area, Islamabad

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item in conformity with the said bidding documents for the sum of **[total bid amount in words and figures]** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this _____ day of _____ 202

[Seal & signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

FORM F2 'PRICE SCHEDULE

PSEB Tender No: _____

Title: _____

Bidder: _____

Below mentioned material will be as per technical specification given in Section IV- 'Technical Specification'. All the quotes must be provided as per format specified below in PKR

Sr. #	Item Name with Description	Location	Tentative Qty in Nos / year (A)	Unit Cost per bottle Including all taxes (B)	Total Cost Including all taxes (C=A+B)
1	Drinking Water As per approved specifications of Pakistan Standards and Quality Control Authority (PSQCA), 18.9 - 19 Liter plastic bottle	Islamabad (State Life Office)	1,800		
		Islamabad (Evacuee Trust Office)	600		
		Karachi	180		
		Lahore	180		
Total Bid Cost					

Total bid amount (Total Amount for Three Years inclusive of applicable taxes) (taxes stamp duty, other duties, levies transportation, labor etc.)

in figures Rs. _____

in words Rs. _____

Note:

- i. During summer and winter per day requirement of bottles may increase or decrease.
- ii. Final Prices should be inclusive of all applicable taxes stamp duty, other duties, levies, transportation, labor etc.
- iii. The contractor shall provide free of charge plastic bottles and no security deposit against the bottles shall be paid to the Contractor.
- iv. The quantities of bottles required per year may vary as per actual requirement.
- v. The prices should include the price of incidental services. No separate payment shall be made for the incidental service.

Seal & Signature of Bidder:

Date:

6. **MAILING ADDRESS / CONTACT INFORMATION**

The following address will be used for all correspondence.

Manager Procurement

Pakistan Software Export Board (G) Limited

Plot 61, 6th Floor, New State Life Tower, Adjacent Saudi Pak Tower,
Blue Area, Islamabad

Telephone: + 92-51-9201422

e-mail jkhan@pseb.org.pk

URL: <http://www.techdestination.com>