



**F.3(3)/2024-25/NDMA (Proc)**  
**Government of Pakistan**  
**Prime Minister Office**  
**National Disaster Management Authority**  
**Islamabad**  
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**TENDER NOTICE**  
**PRE-QUALIFICATION OF CARRIAGE CONTRACTORS**

National Disaster Management Authority (NDMA), Islamabad intends to invite bids/ proposals from carriage contractor firms registered with Income and Sales Tax Department and who are in Active Taxpayers List of the Federal Board of Revenue for Pre-Qualification of Carriage Contractors for calendar year 2025

The bidding documents, instructions / terms and conditions may be downloaded from NDMA's website [www.ndma.gov.pk](http://www.ndma.gov.pk) and PPRA website. Pay Order of Rs.10,000/- (Non-refundable) should be deposited at the time of submission of documents/ bid as tender fee. The documents must reach the undersigned before 1100 hours on 07 February, 2025. Bids will be opened on the same day at 1130 hours.

**(Shahbaz Mustafa)**  
**Director (Procurement)**  
**National Disaster Management Authority**  
**Islamabad**  
**Tel: 051-9030740, 051-9030854**

## TERMS AND CONDITIONS

### TERMS AND CONDITIONS FOR CARRIAGE CONTRACTORS

1.	<b>Tender Identification No:</b>	15/ Pre-qualification for Carriage Contractors/2025
2.	<b>Scope of bid</b>	NDMA intends to pre-qualify carriage contractors for calendar year 2025 and extendable for another year.
3.	<b>Procuring Agency:</b>	National Disaster Management Authority, Islamabad
4.	<b>Source of Funds</b>	National Disaster Management Fund.
5.	<b>Eligible Bidders</b>	<p>1. A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan.</p> <p>2. The invitation for Bids is open to all prospective service providers or agents subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business.</p> <p>A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:</p> <ul style="list-style-type: none"><li>a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by NDMA to provide consulting services for the preparation of the design, specifications and other documents to be used for hiring of the services under this Invitation for Bids.</li><li>b) have controlling shareholders in common; or</li><li>c) receive or have received any direct or indirect subsidy from any of them; or</li><li>d) have the same legal representative for purposes of this Bid; or</li><li>e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of NDMA regarding this Bidding process; or Submit more than one Bid in this Bidding process.</li></ul> <p>3. A Bidder may be ineligible if –</p> <ul style="list-style-type: none"><li>a. he is declared bankrupt or, in the case of company or firm, insolvent;</li><li>b. payment in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;</li><li>c. legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws,</li></ul>

		<p>in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</p> <p>d. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;</p> <p>e. the Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.</p> <p>f. The firm, supplier or contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.</p> <p>4. Bidders shall provide to NDMA evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.</p> <p>5. Bidders shall provide such evidence of their continued eligibility to the satisfaction of the NDMA, as the NDMA shall reasonably request.</p>
<b>6.</b>	<b>One Bid per Bidder</b>	<p>a. A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder</p> <p>b. No bidder can be a sub-contractor while submitting a Bid individually.</p> <p>c. A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.</p>
<b>7.</b>	<b>Cost of Bidding</b>	<p>The Bidder shall bear all costs associated with the preparation and submission of its Bid, and NDMA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p>
<b>8.</b>	<b>Clarification of Bidding Documents</b>	<p>a. A prospective Bidder requiring any clarification of the Bidding Documents may notify NDMA in writing or in electronic form that provides record of the content of communication at the NDMA's address.</p> <p>b. NDMA will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids.</p> <p>c. Copies of the NDMA's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading of the Bidding Documents from the website of NDMA, the response of all such queries will also be available on the same link available at the website.</p>
<b>9.</b>	<b>Amendment of Bidding Documents</b>	<p>a. Before the deadline for submission of Bids, NDMA for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.</p>

		<ul style="list-style-type: none"> <li>b. Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from NDMA. NDMA shall promptly publish the Addendum at the NDMA's web page.</li> <li>c. Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.</li> <li>d. To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the NDMA may, at its discretion, extend the deadline for the submission of Bids:</li> <li>e. Provided that the NDMA shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.</li> </ul>
<p><b>10.</b></p>	<p><b>Language of Bid</b></p>	<p>The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NDMA shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language, in which case, for purposes of interpretation of the Bidder, the translation shall govern.</p>
<p><b>11.</b></p>	<p><b>Withdraw, Substitution and Modification of Bids</b></p>	<ul style="list-style-type: none"> <li>a. Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding substitution or modification must accompany the respective written notice.</li> <li>b. Bids requested to be withdrawn shall be returned unopened to the Bidders.</li> </ul>
<p><b>12.</b></p>	<p><b>Confidentiality</b></p>	<ul style="list-style-type: none"> <li>a. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until time of the announcement of the respective evaluation report.</li> <li>b. Any effort by Bidder to influence NDMA processing of Bids / award decisions may result in the rejection of Bid.</li> <li>c. From the time of Bid opening to the time of contract award, if any Bidder wishes to contact NDMA on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.</li> </ul>

13.	Clarification of Bids	<p>a. To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, NDMA may, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by NDMA shall not be considered.</p> <p>b. The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication</p>
14.	Last Date & Time for Submission of Application:	<p>a) <b>Day : Friday</b>  b) <b>Date: 07-02-25</b>  c) <b>Time:1100 Hours</b></p>
15.	Opening Date & Time:	<p>a) <b>Day : Friday</b>  b) <b>Date: 07-02-25</b>  c) <b>Time:1130 Hours</b></p>
16.	Opening Address:	NDMA, Headquarters, Murree Road, Near ITP Office, Islamabad
17.	Time/ Bid Validity:	Bid validity <b>shall be 90 days</b> from the date of opening of bid or till issuance of pre-qualification notice / signing of agreement
18.	Rejection of Applications:	<p>Application on following grounds to be rejected: -</p> <p>a. Incomplete and conditional bids will be rejected forthwith.</p> <p>b. Applications received after due date &amp; time of submission shall not be accepted.</p>
19.	Applicant's Mandatory Qualifications/ Pre-requisites:	<p>following documents must be included with the proposals: -</p> <p><b><u>Mandatory Documents</u></b></p> <p>i. Technical Proposals including complete information as per attached forms A to H</p> <p>ii. Tender Fee – Rs.10,000/-</p> <p>iii. Bid Security – Rs.1.00 Lac</p> <p>iv. Proof of the registration of firm with Income Tax and Sales Tax Departments.</p> <p>v. Proof of the bidder that it is listed on the Active Tax Payer (ATL) list of FBR.</p> <p>vi. Form of Bid (Form-1)</p> <p>vii. An Affidavit on Rs.100/- value stamp paper duly attested by Notary Public, that the firm is <b>not blacklisted</b> by the government/ semi government department as per specimen attached (Form- 3)</p> <p>viii. An Affidavit on Rs.100/- value stamp paper duly attested by Notary public, that the firm will provide <b>services</b> according to the requirement as per specimen attached. (Form-4)</p>

20.	<b>Supporting Documents:</b>	<p><b><u>Supporting Documents</u></b></p> <ul style="list-style-type: none"> <li>i. Bank statement for the last 1 year.</li> <li>ii. Audit report for the last 1 year.</li> <li>iii. Income tax return for the last 1 year.</li> <li>iv. Company profile, showing appropriate managerial capability and qualified persons.</li> <li>v. Relevant experience and satisfactory report from previous clients in the form of completion certificate/ purchase order, if any.</li> </ul>
21.	<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>i. NDMA may require transportation services for any geographic area across Pakistan including GB, AJK and FATA.</li> <li>ii. The bidders/contractors have to confirm availability of required Transport on minimum notice i.e 12 hours, failing which such transport will be arranged by the procuring agency from open market and will be charged from bidder, Moreover, repetition of such instances may lead to blacklisting of the firm.</li> <li>iii. The bidders/contractors are also required to declare and arrange the ancillary modes of transportation as and when required on need basis. i.e per hour rate heavy duty cranes and fork lifter.</li> </ul>
22.	<b>Submission of Bid:</b>	<p><b><u>Pre-qualification</u></b></p> <ul style="list-style-type: none"> <li>i. The procuring agency engaging in pre-qualification shall announce, in the pre-qualification documents, all information required for pre-qualification including instructions for preparation and submission of the pre-qualification documents, evaluation criteria, list of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for pre-qualification.</li> <li>ii. The procuring agency shall provide a set of pre-qualification documents to any supplier or contractor, on request and subject to payment of price, if any.</li> <li>iii. The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings.</li> <li>iv. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.</li> </ul> <p>Hard copies of the Bid shall be submitted to the following address</p>

		<b>Director (Procurement) National Disaster Management Authority (NDMA) Main Murree Road, near ITP Office Islamabad.</b>
23.	<b>Quoted Price:</b>	Pre-qualified firms will be asked to quote their rate in PKR both unit price as well as total value inclusive of all applicable government taxes as per advice of NDMA as and when required.
24.	<b>Earnest Money/ Bid Security</b>	The firm shall submit earnest money/ bid security amounting to <b>Rs.100,000/- for pre-qualification as carriage contractor</b> in favor of Director (Procurement), NDMA in the shape of <b>pay order</b> or demand draft, <b>cross Cheque is not acceptable</b> . The bid security shall be <b>attached with the bid</b> . The earnest money of the successful bidder will be retained till pre-qualification period. Earnest money of the unsuccessful bidder shall be returned to them. Any bid not accompanied with bid security shall be declared as non-responsive. The earnest money of the bidder shall be forfeited, if it draws its bid during bid validity period.
25.	<b>Evaluation of Bid</b>	Firm will be shortlisted as per evaluation criteria attached. (Form-H)
26.	<b>Award of Contract.</b>	The most advantageous pre-qualified firm will be awarded the Contract / Supply Order.
27.	<b>Payments:</b>	Advance payment will not be permissible. Payment will be processed after satisfactory job completion as per supply / work order / contract agreement.
28.	<b>GRIEVANCE COMPLAINT MECHANISM</b>	<p>NDMA shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p> <p>Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p> <p>Any Bidder feeling aggrieved by any act of NDMA after</p>
	<b>REDRESSAL &amp; REVIEW</b>	

		<p>the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p>
		<p>In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p>
		<p>In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p>
		<p>The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p>
		<p>Any bidder or NDMA not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority (PPRA) on prescribed format after depositing the Prescribed fee.</p>
		<p>The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p>
		<p>The committee shall call the record from NDMA or the GRC as the case may be, and the same shall be provided within prescribed time.</p>
		<p>The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p>
		<p>The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
<p><b>29.</b></p>	<p><b>Mechanism of Blacklisting</b></p>	<p>NDMA shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;</li> </ul> <p>Fails to perform his contractual obligations;</p> <p>NDMA shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice.</p>



		<p>In case, the bidder or contractor fails to submit written reply within the requisite time, NDMA may issue notice for personal hearing to the bidder or contractor/ authorized representative of the bidder or contractor and NDMA shall decide the matter on the basis of available record and personal hearing, if availed.</p>
		<p>In case the bidder or contractor submits written reply of the show cause notice, NDMA may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p>
		<p>NDMA shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of NDMA for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p>
		<p>NDMA shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p>
		<p>NDMA shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p>
		<p>Such blacklisting or barring action shall be communicated by NDMA to the Authority (PPRA) and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the NDMA.</p>
		<p>The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p>
		<p>The committee shall serve a notice in writing upon</p>

		<p>all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of NDMA. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p>
		<p>The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.sss</p>

**FORM A- LETTER OF APPLICATION**

Registered Business Name: \_\_\_\_\_

Registered Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

To. \_\_\_\_\_  
\_\_\_\_\_

1. We hereby apply for pre-qualification with National Disaster Management Authority (NDMA), Islamabad as a carriage contractor.
2. We authorize NDMA or its authorized representatives to carry out verification of the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Business department, Agency or Firm.
3. The names and positions of contact persons who may be contacted for further information, if required, are as follows:

S.No.	Name	Position in the company	Contac No.
a)			
b)			

4. We declare that

- i) The statements made and the information provided in the application are complete, true and correct in every detail.
- ii) This firm has never been black listed by any Government Department, Semi-Government Authority or Corporation. **(Certificate to this effect on Rs.100 non-judicial stamp paper to be provided)**

Respectfully,

(Authorized representative of application)

Dated: \_\_\_\_\_

**FORM B - GENERAL INFORMATION**

Company Name: \_\_\_\_\_

1. Head Office Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Local Office : \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year of establishment: \_\_\_\_\_

3. Income Tax Registration No. \_\_\_\_\_ (Attach copy of Registration Certificate)

4. Bankers: \_\_\_\_\_



**FORM D – LIST OF OFFICES**

<b>S.NO</b>	<b>CITY</b>	<b>ADDRESS</b>



**FORM F - FINANCIAL DATA**

**A. Bank Statement**

A current Bank statement in respect of bidder's financial soundness.

**B. Financial Statement**

**1. Current Contract Commitments**

<b>Sr. No</b>	<b>Name of organization/Firm</b>	<b>Approximate Value of Business (PKR)</b>	<b>Period Of Contract (Years)</b>

**2. Annual Turnover**

<b>Year</b>	<b>Turn over amount ( in Pak Rupees)</b>



### 3. Other business

Type of business	Other Details

### Form G- Documents to be submitted

Copy of certificate of Registration of firm / company.	
Certificates of works carried out with various companies.	
Details of litigation / arbitration cases including decision (if any) with client name & address.	
Affidavit that the firm is not black listed by any Government or Semi Government Organization / public limited company.	
Affidavit that firm will provide services in accordance with NDMA requirement	
Certificate of Income Tax Registration /NTN	
Copies of current contracts with government organizations, UN agencies, NGOs etc.	
Bank statement of last 1 year	
Audit report for last 1 year.	

**Form H – Evaluation Criteria of Technical Bids**

<b>S.NO</b>	<b>Criteria</b>	<b>Max Marks</b>	<b>Obtained</b>
1.	Form of Bid	Mandatory	Yes / No
2.	Tender Fee Rs. 10K	Mandatory	Yes / No
3.	Bid security Rs. 100 K	Mandatory	Yes / No
4.	Registered with Income Tax / Sales Tax Department – Has NTN	Mandatory	Yes/No
5.	Active Tax payer	Mandatory	Yes /No
6.	Affidavit of Non- Blacklisting	Mandatory	Yes / No
7.	Affidavit of Providing services according to NDMA requirement	Mandatory	Yes / No
8.	Experience in years (5 marks each year)	20	
9.	Number of own vehicles (Shahzore, mazda truck, container etc (2 marks per vehicle)	20	
10.	Average Annual Turnover for last 1 years Rs. 10.0 million	20	
11.	Presence in different parts of the country (5 marks in each province and ICT)	20	
12.	Membership of Trade bodies (2 marks each)	10	
13.	Current client's documentary proof (2 marks each)	10	
	Total:	100	
	Qualifying marks	70	

**Form 1: Form of Bid**

Date:

To: Director(Procurement),  
NDMA, Islamabad

Having examined the Bidding Documents including Addenda Nos: *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide carriage vehicles in conformity with the said Bidding Documents.

We are hereby confirming National Disaster Management Authority, to be the Appointing Authority, to appoint the adjudicator.

We undertake, if our Bid is accepted, to provide the services in accordance with NDMA requirement.

If our Bid is accepted, we undertake to provide a Performance Security (or Guarantee) in the form, in the amounts, and within the times specified in the Bidding Documents.

We declare that, as Bidder(s) we do not have conflict of interest.

We agree to abide by this Bid for the Bid Validity Period, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Bidders, in more than one Bid in this Bidding process, other than alternative offers in accordance with the Bidding Documents.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Pakistan under Pakistan's laws or official regulations.

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.

We certify/confirm that we comply with the eligibility requirements as per the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

(Name) \_\_\_\_\_  
[signature]  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_

## Form 2: Bid Securing Declaration

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert **complete name of person signing the Bid Securing Declaration]***

Duly authorized to sign the Bid for and on behalf of: *[insert **complete name of Bidder]***

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert **date of signing]***

Corporate Seal (where appropriate)

**Form-3**  
(Must be printed on Rs. 100/- stamp paper)

**Black-Listing Certificate**

Certified that M/s..... has not been Black listed by any public or private sector organization in Pakistan

M/s. \_\_\_\_\_

Contact person . \_\_\_\_\_

Address: \_\_\_\_\_

Tel # \_\_\_\_\_ Mobile \_\_\_\_\_

Fax.

\_\_\_\_\_ Email. \_\_\_\_\_

Signature \_\_\_\_\_ Dated \_\_\_\_\_

Agency seal:

**Attested by Notary Public**

**Form-4**

(Must be printed on Rs. 100/- stamp paper)

**Undertaking / Certificate**

The firm will provide services as per NDMA requirement and not substandard, poor-quality services

If provided information / services found false, or the firm found Black listed / debarred by any organization in Pakistan, or any criminal proceedings found in any court of law, the contract of the firm will be immediately terminated without assigning any reason and making any refund/ payment. Further the performance security given by the firm will also be confiscated and blacklisting / debarment proceedings may also be initiated against the firm.

M/s. \_\_\_\_\_

Contact person . \_\_\_\_\_

Address: \_\_\_\_\_

Tel # \_\_\_\_\_ Mobile \_\_\_\_\_ Fax. \_\_\_\_\_ Email.  
\_\_\_\_\_

Signature \_\_\_\_\_ Dated \_\_\_\_\_

Agency seal:

**Attested by Notary Public**

GOVERNMENT OF PAKISTAN  
NATIONAL DISASTER MANAGEMENT AUTHORITY

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**CONTRACT AGREEMENT FOR PROVISION OF TRANSPORT SERVICES TO NDMA**

This Agreement is made at Islamabad on the \_\_\_\_\_ 2025 between the President of the Islamic Republic of Pakistan through National Disaster Management Authority (NDMA), Islamabad (hereinafter called the Client) of the one part and M/s ----- having its registered (or principal) office at hereinafter (called the contractor) of the other part.

Whereas, the Client invited the bids through tender notice in the press for provision of transport services and the Contractor, alongwith other firms filed bids in response thereto. The bid of M/s ----- registered with income tax department & bearing NTN No. ----- was evaluated and firm stood qualified.

Whereas, the Client has accepted the bid of the Contractor, who has agreed to provide transport services to the Client on need basis during the Calendar Years 2025-2026 (ending 31<sup>st</sup> December 2026). Following has been agreed between the two parties: -

- a. The Contractor shall have to confirm availability of required transport alongwith quotation(s) on minimum notice i.e. 12 hours, failing which such transport will be arranged by the Client from open market and will be charged form Contractor. Moreover, repetition of such instances may lead to blacklisting of the firm.
- b. The Contractor is also required to declare and arrange the ancillary modes of transportation as and when required on need basis. i.e. per hour rate heavy duty cranes and fork lifter.
- c. Client may require transportation services for any geographic area across Pakistan including GB, AJK and FATA.
- d. The Contractor shall produce the receipt of delivery duly certified by the head of the office of destination of stores or any other person so authorized by the Client.
- e. Payments (subject to deduction of all levy able taxes as per rules) will be processed after utilization of requisite services as per work order upon receipt of all legal documents and completion of all codal formalities.
- f. The Client shall release the security deposit/performance bond upon successful/satisfactory completion discharge of all contractual obligations stipulated in this Agreement.
- g. All disputes arising out of contractual obligations shall be settled through arbitration by a committee to be constituted by the Chairman, NDMA in the light of provisions of the Public Procurement Rules, 2004.

h. The Contractor shall be solely responsible for any delay occurring in provision of the required transport except due to the events of force Majeure such as acts of God and war directly affecting/ delaying the task.

(Name \_\_\_\_\_)

Director (Administration & Procurement)

Dated: \_\_\_\_\_,

(Name \_\_\_\_\_)

M/s. \_\_\_\_\_