Tender Mein Hissa Lene Ka Mukammal Guide

Beginners ke liye — Roman Urdu mein | Public Procurement Rules 2026 (SRO 1658(I)/2026) ki bunyaad par

Tender kya hai?

Tender aik sarkari (government) idare ki taraf se diya jane wala elaan hota hai ke use koi cheez khareedni hai ya koi kaam karwana hai — aur wo chahta hai ke mukhtalif firms apni price aur tafseel ke saath bid dein. Sab se munasib bid ko kaam milta hai. Tender mein hissa lena kisi bhi registered business ke liye khula hota hai, bas sharaait poori karni hoti hain.

Hissa lene ke steps

Step 1: Tender dhoondhein — PPRA portal (epms.ppra.gov.pk), EPADS (epads.gov.pk), akhbarat ya tenderalerts.net par.

Step 2: Bidding document parhein — notice, instructions, bid data sheet, technical specification, evaluation criteria, forms aur BOQ. Ye sab Rule 34(4) mein lazmi qarar diye gaye hain.

Step 3: Apni qabliyat check karein — NTN, GST, PEC registration (works ke liye), experience aur financial capacity.

Step 4: Bid tayyar karein — bid form bharein, price schedule / BOQ mukammal karein, technical compliance dein.

Step 5: Bid security tayyar karein — Rule 36 ke mutabiq, ya bid security declaration dein agar security required nahi.

Step 6: Bid submit karein — deadline se pehle, sahi envelope marking ke saath, aur jahan e-bidding ho wahan EPADS par bhi.

Step 7: Bid opening mein shirkat karein aur evaluation report ka intezar karein. Agar shikayat ho to Grievance Redressal Committee (Rule 65) se 10 din mein rujoo kar sakte hain.

Tender ki raqam ke hisaab se tareeqa (procurement methods)

Neeche di gayi table Public Procurement Rules 2026 se hai. Rule 32(2) ke mutabiq, Authority waqt ke saath in thresholds ko tabdeel kar sakti hai.

Estimated value (PKR)	Method	Rule
Below 200,000	Shopping without request for quotations	Rule 32(1)(a)
More than 200,000 but less than 700,000	Shopping through Request for Quotations (RFQ) — minimum 3 quotations, lowest price wins	Rule 32(1)(b)
700,000 to 2,000,000	Gallop tender (fast-track open bidding) — Single Stage One Envelope; minimum response time 5 days	Rule 31(1)
Above 700,000	Open competitive bidding (the principal / main method) — minimum response time 10 days national / 20 days international	Rule 26(1)(a)

Publication: PKR 200,000 se zyada ke tenders EPADS aur PPRA website par publish karna lazmi hai (Rule 18(1)); PKR 5,000,000 se zyada ke liye do qomi akhbarat (aik English, aik Urdu) mein ishtihar bhi lazmi hai (Rule 18(2)).

Kaun approve karta hai?

- 7 lakh se kam (shopping / RFQ) — Procurement Cell khud procurement karta hai (Rule 10(3)(i)).
- 2 arab tak — Bid Evaluation Committee (BEC) bid kholti aur jaanchti hai aur award ki sifarish karti hai (Rule 11).
- 50 crore se 2 arab tak — BEC ke saath Third-Party Validation Committee bhi jaanchti hai (Rule 12).
- 2 arab se zyada — External Bid Evaluation Committee (Rule 13).
- Hatmi manzoori (final award approval) — PAO / Head of the Procuring Agency, ya un ka authorised officer (Rule 10(3)(k)).

PPRA Rules 2026 mein koi "Tender Committee" ya "Departmental Purchase Committee" nahi banayi gayi jise value ke hisaab se manzoori ke ikhtiyarat hon — is liye is guide mein aisi committee ka zikr nahi kiya gaya.

Worked example — PKR 500,000 ka tender

PKR 500,000 ki raqam 200,000 se zyada aur 700,000 se kam hai, is liye ye Shopping through Request for Quotations (RFQ) hai — Rule 32(1)(b). Kam se kam 3 quotations GST-registered firms (if applicable), OEMs ya authorised dealers se li jati hain, aur sab se kam price jeet-ti hai. Response time kam se kam 24 ghante hota hai (Rule 19(3) proviso).

Kya ye Single Stage One Envelope hai? NAHI. Single Stage One Envelope open competitive bidding ka procedure hai (Rule 27(a)), jo PKR 700,000 se zyada ki khareedari par lagta hai (Rule 26(1)(a)). PKR 500,000 ke RFQ par ye procedure nahi lagta. Is tender ko Procurement Cell handle karta hai (Rule 10(3)(i)), aur award ki sifarish PAO / Head ko jati hai (Rule 10(3)(k)). Publication: 200,000 se zyada hone ki wajah se EPADS aur PPRA website par publish karna lazmi hai (Rule 18(1)); akhbar mein ishtihar lazmi nahi (wo 5,000,000 se zyada par hota hai, Rule 18(2)).

Beginners ki aam ghaltiyan

- Bidding document mukammal parhe baghair bid dena.
- Deadline ke aakhri lamhe tak intezar karna — der se bid qabool nahi hoti.
- Bid security ki amount ya validity ghalat hona.
- Required documents (NTN, GST, PEC) attach karna bhool jana.
- BOQ mein koi item khaali chhor dena ya total ghalat jama karna.
- Envelope par tender number ya title ghalat likhna.
- Technical specification se match na karne wali cheez ki bid dena.
- Apne kaam ki cost ka andaza lagaye baghair bohot kam price dena — nuqsan hota hai.

Aakhri mashwara: Pehla tender chhota lein, har step ko samajh kar chalein, aur har bid se seekhein. Rules ka official text yahan milta hai: https://epms.ppra.gov.pk/public/procurement-rules