Procurement Glossary (English–Urdu)

Aam procurement terms — English definition aur Roman Urdu wazahat

Definitions PPRA Rules 2026 (SRO 1658(I)/2026) ki bunyaad par hain jahan applicable ho; baqi aam istemal ke mutabiq hain.

Term	English definition	Urdu wazahat
Bid Security	An amount / bank guarantee submitted with a bid to ensure the bidder does not withdraw it. Up to 5% of estimated value up to PKR 250 million; up to 2% above that (Rule 36).	Bid ki zamanat — bid ke saath jama ki jane wali raqam ya bank guarantee, taake bidder bid wapas na le.
Performance Guarantee	A bank guarantee given by the successful bidder after award, to ensure the contract is performed. Not exceeding 10% of the contract amount (Rule 51).	Contract milne ke baad di jane wali bank guarantee — kaam poora karne ki zamanat.
BOQ (Bill of Quantities)	The list of items, quantities and rates in a bidding document (Rule 34(4)(n)). The bidder fills in rates; amount = quantity x rate.	Ashya ki fehrist — har item ki miqdar aur rate likha hota hai; bidder rate bharta hai.
RFQ (Request for Quotations)	Shopping through request for quotations — for values more than PKR 200,000 but less than PKR 700,000 (Rule 32(1)(b)). Minimum 3 quotations; lowest price wins.	Rate talab karna — chhoti khareedari ke liye 3 quotations mangwayi jati hain, sab se kam rate jeet-ta hai.
Gallop Tender	Fast-track open bidding for values from PKR 700,000 to PKR 2,000,000 (Rule 31(1)). Minimum response time 5 days; single stage – one envelope.	Tez raftaar tender — 7 lakh se 20 lakh tak ki khareedari ke liye, kam se kam 5 din ka waqt.
Single Stage – One Envelope	Bidding procedure (Rule 27(a)) used where specifications are clear and standardized and no extensive technical evaluation is required. The default for routine procurements.	Aik marhala, aik lifafa — jab cheez ki tafseel saaf ho; aam khareedari ka tareeqa.
Single Stage – Two Envelope	Bidding procedure (Rule 27(b)) where technical and financial proposals are in separate envelopes; technical opened first, financial only of technically accepted bids. Mandatory for Schedule I commodities (Rule 26(1)(b)).	Aik marhala, do lifafe — pehle technical, phir sirf kamyab walon ki financial kholi jati hai.
Two Stage Bidding	Procedure (Rule 27(c)) for large, complex contracts: first stage technical proposal without price, then revised technical + financial proposal. Minimum 7 days for revised proposals.	Do marhala — pehle sirf technical, phir revised technical aur financial.
Two Stage – Two Envelope	Procedure (Rule 27(d)) where alternative technical proposals are possible, e.g. machinery or plants. First stage technical discussed/revised; second stage revised technical + supplementary financial.	Do marhala, do lifafe — jab mukhtalif technical hal mumkin hon.
Bid Evaluation Committee (BEC)	Committee constituted by the PAO/Head (Rule 11) for procurements up to PKR 2 billion. Opens and evaluates bids and prepares the evaluation report with award recommendation.	Bid jaanch committee — bid kholti aur jaanchti hai, aur award ki sifarish karti hai.
PAO (Principal Accounting Officer)	The head of the procuring agency with overall control and supervision of all procurement (Rule 9). Final award approval rests with the PAO/Head or an officer authorized by them.	Bara afsar — khareedari ki zimmedari aur hatmi manzoori isi ke paas hoti hai.

Term	English definition	Urdu wazahat
EPADS	e-Pak Acquisition & Disposal System (https://epads.gov.pk) — PPRA's centralized end-to-end online procurement system, from planning to contract close-out; tenders are published and bids are submitted here.	Online tender system — PPRA ka mukammal online khareedari system, planning se contract tak; jahan tender publish hote hain aur bid submit hoti hai.
PPRA	Public Procurement Regulatory Authority — the authority that makes the procurement rules and regulates public procurement in Pakistan.	Public Procurement Regulatory Authority — sarkari khareedari ke qawaneen banane wala idara.
EPMS	PPRA's online portal (https://epms.ppra.gov.pk) where the official Rules 2026 text and tender advertisements are published.	PPRA ka portal — jahan Rules ka official text aur tenders ki list milti hai.
Procurement Cell	The unit in a procuring agency that carries out procurement (Rule 10). It handles shopping under Rule 32(1)(a) and (b) (below PKR 700,000) itself.	Khareedari ka shoba — chhoti khareedari (7 lakh se kam) ye khud karta hai.
Grievance Redressal Committee (GRC)	Committee (Rule 65) that decides bidder complaints before contract award, within 10 days. Its members are completely outside the procuring agency.	Shikayat committee — bidder ki shikayat ka faisla 10 din mein karti hai.
Open Competitive Bidding	The principal method of procurement (Rule 26(1)(a)), used whenever the cost is more than PKR 700,000. Minimum response time 10 days (national) / 20 days (international).	Khula muqabla — 7 lakh se zyada ki khareedari ka bunyadi tareeqa.
Direct Contracting	Procurement from a single source without competition, allowed only in the specific conditions of Rule 32(1)(c) (e.g. spare parts from the original supplier, exclusive rights).	Bara-e-raast khareed — baghair muqable ke, sirf makhsoos halat mein.
Negotiated Tendering	Procurement by negotiation, allowed only in the specific conditions of Rule 32(1)(d) (research-specific supplies, artistic/exclusive reasons, or extreme unforeseeable urgency). Reasons must be recorded in writing.	Muzakarat se tender — sirf makhsoos halat mein, wajah likhna lazmi.
Framework Agreement	An agreement for recurrent / common-use goods, services or works (Rule 30). Open framework maximum 3 years; closed framework maximum 1 year.	Muahida — baar baar khareedi jane wali cheezon ke liye lamba muahida.
Force Account	Works done through the agency's own resources (Rule 32(1)(e)), for small, scattered or remote works, up to PKR 200 million. No private partner, joint venture or sub-contractor.	Apne wasail se kaam — chhote ya door-daraz kaam agency khud kare.
Shopping	Simple purchase below PKR 200,000 without request for quotations (Rule 32(1)(a)). A complete record must be available on EPADS.	Seedhi khareed — 2 lakh se kam ki khareed, baghair quotation ke.
Bid Validity	The period for which a bid remains open for acceptance, as stated in the bidding document. For Schedule I commodities the minimum is 3 days (LNG/LPG: 8 hours).	Bid ki muddat — bid kitne din tak qabool ki ja sakti hai.
Bid Security Declaration	A declaration submitted by the bidder (on the Authority's format) when no bid security is required (Rule 36, proviso).	Zamanat ka halafnama — jab bid security na mangi jaye to ye declaration di jati hai.
Integrity Pact	A pact against corruption, as specified in the standard bidding documents (Rule 7), for procurements exceeding the prescribed limits. The PKR limit is not stated in the Rules.	Imandari ka muahida — corruption ke khilaf halafnama, standard documents mein diya jata hai.

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Pre-qualification	Shortlisting of applicants before bidding, based on qualification criteria (Rule 34(6)). Only pre-qualified firms are invited to bid.	Pehle se chhan-been — bid se pehle firms ki qabliyat check ki jati hai.
Expression of Interest (EOI)	An invitation asking firms to express interest and show their qualifications for a procurement, often before pre-qualification.	Dilchaspi ka izhar — firm batati hai ke wo kaam karne mein interested hai.
Request for Proposal (RFP)	An invitation asking firms to submit proposals, usually for consultancy or services where the approach matters as well as the price.	Tajweez ki darkhwast — consultancy ya services ke liye proposal mangi jati hai.
Request for Bids	An invitation to submit bids. Under the Rules it is a form of open competitive bidding.	Bid ki darkhwast — bid jama karane ki dawat.
Corrigendum	A published correction or amendment to a tender notice (e.g. a change in date, quantity or terms).	Tasheeh — tender notice mein tabdeeli ya ghalti ki durusti.
Addendum	An additional document issued to amend or add to the bidding documents.	Izafa — bidding documents mein izafi ya tabdeeli wala document.
Tender Notice	The public advertisement inviting bids for a procurement.	Tender ka ishtihar — bid ki dawat ka elaan.
Bidding Document	The complete set of documents issued to bidders: notice, instructions, data sheet, specifications, criteria, forms and BOQ (Rule 34(4)).	Bidding documents — bid ke liye tamam kagzat ka set.
Bid Data Sheet	Part of the bidding documents (Rule 34(4)(c)) giving the specific data for that procurement (dates, amounts, addresses).	Bid data sheet — is tender ki makhsoos tafseel (tareekhein, raqam, pata).
Technical Specification	The detailed description of the goods, services or works required (Rule 34(4)(d)). Bids must comply with it.	Technical tafseel — cheez ya kaam ki mukammal tafseel, jis par bid poori utarni chahiye.
Evaluation Criteria	The criteria in the bidding documents (Rule 34(4)(g)) on which bids are evaluated and the winner is chosen.	Jaanch ke usool — bid ko kis bunyaad par parakha jayega.
Lowest Evaluated Bid	The bid that is lowest after evaluation under the stated criteria — not always the lowest price, if other criteria apply.	Sab se kam jaanchi gayi bid — evaluation ke baad sab se kam, jo hamesha sab se sasti price nahi hoti.
Responsive Bid	A bid that substantially complies with all the requirements of the bidding documents.	Durust bid — jo bidding documents ki tamam sharaait poori kare.
Non-responsive Bid	A bid that fails to comply substantially with the bidding documents and is therefore rejected.	Na-munasib bid — jo sharaait poori na kare, reject ho jati hai.
Earnest Money	A common term for the money / security deposited with a bid to show seriousness — in the Rules this is the bid security (Rule 36).	Zamanat ki raqam — bid ke saath jama ki jane wali raqam (bid security).
Retention Money	A portion of the contract payment held back by the agency until the work is completed satisfactorily / the defect period ends.	Roki gayi raqam — kaam mukammal hone tak payment ka aik hissa rok liya jata hai.
Liquidated Damages	A pre-agreed amount the contractor pays for delay in delivery / completion, as provided in the contract.	Takhir ka jurmana — kaam der se poora ho to pehle se tay shuda jurmana.
Delivery Schedule	The timetable for delivery of goods or completion of works (Rule 34(4)(e)).	Delivery ka waqt — cheez kab aur kahan pohunchani hai.
Annual Procurement Plan	The yearly plan of procurements a procuring agency must prepare (Rule 15), in accordance with the template issued by the Authority.	Saalana khareedari plan — agency saal bhar ki khareedari ka plan banati hai.

Term	English definition	Urdu wazahat
Third-Party Validation Committee	External committee (Rule 12) that validates procurements above PKR 500 million up to PKR 2 billion, in addition to the BEC.	Teesri party ki jaanch committee — 50 crore se 2 arab tak ki khareedari ki tasdeeq karti hai.
External Bid Evaluation Committee	Committee (Rule 13) for procurements above PKR 2 billion, with at least two-thirds of members from outside the procuring agency.	Bahari jaanch committee — 2 arab se zyada ki khareedari ke liye.
Single Member Company (SMC-Pvt)	A private limited company with a single member, registered with SECP.	Aik fard wali company — SECP se registered, sirf aik member.
NTN	National Tax Number issued by FBR. Required for bidding in government tenders.	National Tax Number — FBR ka tax number, tender ke liye lazmi.
GST	General Sales Tax. GST registration is required for firms supplying taxable goods/services; RFQ quotations are sought from GST-registered firms (if applicable) (Rule 32(1)(b)).	General Sales Tax — taxable cheezon par lagne wala tax; registration aksar lazmi hoti hai.
PEC	Pakistan Engineering Council — the body that registers engineers and contractors for engineering works.	Pakistan Engineering Council — engineers aur contractors ki registration ka idara.
SECP	Securities and Exchange Commission of Pakistan — the body that registers companies.	Securities and Exchange Commission of Pakistan — companies ki registration ka idara.

Note: Kisi bhi term ki hatmi (final) tareef ke liye Public Procurement Rules 2026 ka official text dekhein: https://epms.ppra.gov.pk/public/procurement-rules