



Procurement of Staff Uniforms Tender Document

Invitation to Bid

Islamabad Club invites sealed bids for the procurement of staff uniforms as per the specifications detailed in the tender documents. Interested parties are requested to submit their bids in line with the provided Bill of Quantities (BOQ). Tenders will be opened on November 04, 2024 at 3:30 PM, and must be submitted to the Purchase Office by 3:00 PM on the same day. Late submissions will not be accepted. Hand-delivered bids should be submitted to the Bid Center at least 30 minutes prior to the opening time. Attendance at the tender opening is optional, but if a representative is attending on behalf of the bidder, they must carry an authorization letter.

1. SUBMISSION OF BIDS

- a) The tender shall be submitted using the single-stage two-envelope method, comprising:Part I "Technical Offer": This part must include all technical information, including brochures or literature of the offered items, fabric samples (Annex-A), validity period, delivery schedule, and a signed undertaking as specified in the tender schedule. It must also contain all relevant information as per the technical evaluation criteria (Annex-B).
 - b) *Note: No pricing information should be included in the technical offer.*
 - c) **Part II - Commercial Offer**: This part must contain the pricing details, terms of supply, and other commercial information. Both technical and commercial offers must be submitted in separate sealed envelopes, clearly labeled as "Part I - Technical Offer without Price" and "Part II - Commercial Offer with Price."
- 2.2. Only one tender must be submitted per envelope.



2. GENERAL INSTRUCTIONS:

- 2.1 The bid must remain valid for at least 90 days from the tender opening date.
- 2.2 The quoted rates must remain applicable for the quantity specified or any revised quantity as determined by Islamabad Club.
- 2.3 Conditional or alternative offers are subject to rejection.
- 2.4 Bids must be submitted on a "Free Delivery" basis to Islamabad Club, Islamabad.
- 2.5 Only suppliers registered with the Sales Tax Department are eligible to participate. Successful bidders must provide a Sales Tax Invoice and a Professional Tax Clearance Certificate.

3.0 SAMPLE/ LITERATURE/ BROACHERS:

- 3.1 Where applicable, bids must include fabric samples along with the relevant literature and brochures in strict accordance with the specifications stated in the Tender Enquiry. Bids submitted without the required samples may be rejected.

4.0 FEE & BID MONEY:

- 4.1 **TENDER FEE:**
- 4.2 A non-refundable fee of PKR 5,000/- must be submitted at the time of procuring the tender documents and included with the technical offer as part of the bid submission.
 - 4.2.1 Bidders must provide a bid security of 5% of the quoted value **including all taxes**, in the form of a Pay Order issued by a scheduled bank and payable to Islamabad Club. Tenders without the required bid security will be rejected.
 - 4.2.2 The bid security of unsuccessful bidders will be returned promptly after the tender evaluation. For the successful bidder, the bid security will be retained until the contract is finalized. The bid security will be forfeited if the bidder withdraws their offer before the bid validity period expires.

5.0 PERFORMANCE GUARANTEE:

- 5.1 The successful bidder must provide a Performance Guarantee equal to 10% of the contract value, payable to Islamabad Club. This guarantee must be provided in the form of a Pay Order from a scheduled bank, submitted prior to contract award. The Performance Guarantee will be returned upon successful completion of the contract. In case of failure to meet contractual obligations, the Performance Guarantee will be forfeited.

6.0 INSPECTION:

- 6.1 Supplies are subject to inspection at Islamabad Club's receiving point.

7.0. ACCEPTANCE OF- BIDS:

- 7.1 Islamabad Club reserves the right to accept or reject any offer, in full or in part, without assigning any reason.



8.0 FAILURE TO SUPPLY THE ITEMS:

If the supplier fails to fulfill the contractual obligations, the Performance Guarantee amounting to 10% of the contract value will be forfeited.

9.0 WARRANTY / GUARANTEE:

The uniforms must be supplied with a warranty/guarantee. Rejected items must be replaced by the supplier at their own cost within the specified time frame.

10.0 PAYMENT:

Payment will be made by Islamabad Club via Cross Cheque upon receipt and acceptance of the items.

11.0 TERMINATION OF CONTRACT:

Islamabad Club reserves the right to terminate the contract at any time for any reason, excluding failure to supply items.

**NOTE: Offers / bids received through E-mail will not be entertained.
All bids must be submitted by hand.**