



TENDER DOCUMENTS

Procurement of Cinema Chairs and Carpets

IC / SCM / Procurement of Cinema Chairs and Carpets 2025/26 /

TD-23

ISLAMABAD CLUB

TENDER NOTICE

Islamabad Club (IC)

IC / SCM / Procurement of Cinema Chairs and Carpets

2025/26 / TD-23

1. Sealed bids are invited from Government / FBR Registered Firms for the **Procurement of Cinema Chairs and Carpets** for IC on **FOR Basis**.
2. Bidding documents containing detailed terms & condition for submission of bids, method of procurement (Single Stage Two Envelopes), eligibility etc. are available for registered bidders on EPADS. Quotations shall be submitted as per requirement of the tender documents.
3. **Tender Documents** can be downloaded from **IC/EPADS** websites and Bids will be submitted as per requirements mentioned in the tender documents. Bid will be submitted through EPADS and bidders will submit their original CDR of 3% of quoted amount in the favor of" Islamabad Club-----".
4. Submit Rs 5000/- as Tender fee in favor of IC (Faysal Bank, Tendering and Contracts, A/C #) attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.
5. Details for Submission & Opening of bids for tender are as under:-

Ser	Description	Bank Account Details	Tender Fee	<u>Tender Submission</u>	<u>Tender Opening</u>
a.	IC / SCM / Procurement of Cinema Chairs and Carpets 2025/26 / TD-23	Faysal Bank, Tendering and Contracts, A/C # PK81FAYS0001132031116145	5,000	1200 Hrs Date 13/11/2025	1230 Hrs 13/11/2025

Note: -

Tender fee in shape of Deposit Slip/Online Submission Receipt will be acceptable.
Offer will not be entertained without payment of tender fee.

Supply Chain Management Office (Purchase Office)

(ISLAMABAD CLUB)

Add: faisal.khan@Islamabadclub.org.pk

Phone: 051-9046000, Ext: 174

Compliance – Check List

Offer must be quoted and arranged in accordance with below mentioned sequence.

Non- compliance & non-provision of following documents may lead to disqualification.

Sr.	Required Particulars	Documents Attached	
		Yes / No	Page #
1.	Tender Fee Original Receipt (Rs 5,000/-)		
2.	NTN & GST Registration , Must be ATL		
3.	All Annexures & Special Conditions Compliance Note: All annexures must be as per given format.		
4.	Original bid security 3% of quoted amount		
5.	Complete Tender Document duly signed and stamped each page		
6.	Non-Blacklisting Certificate (Judicial Paper)		
7.	Firm's Complete details (address, contacts & email)		
8.	Must provide required samples at the time of Bid Opening		
9.	Vendor must have minimum 5 years of experience in cinema chair and carpet supply, installation, and dismantling. (MANDATORY PASS/FAIL)		
10.	Must have documented experience with cinema or auditorium projects. (MANDATORY PASS/FAIL)		
11.	Vendor must provide at least 2 references from previous cinema/auditorium projects. (MANDATORY PASS/FAIL)		

ISLAMABAD CLUB

Tender Documents

1. ISLAMABAD CLUB desires to procure item(s) / Store(s) on FOR Basis as per **Annexure-A**. Interested bidders are requested to upload their bids on EPADS & also submit a hard copy of the same documents in manual at ISLAMABAD CLUB Purchase Office under “**Single Stage Two Envelopes**”, procedure latest by or before due date mentioned in the advertisement.
2. **Conditions Governing Contracts.** The contract made as result of this tender document will be in accordance with the draft contract published on ISLAMABAD CLUB website and other special conditions (Mentioned in this document) that may be added to given contract for the Fabrication of Uniform.
3. **Participating of Tender.** The offer is to be submitted as under: -
 - a. The bid should contain Annexure-A A1, B duly filled in (supported with relevant details).
4. **Validity of Offer.** The validity period of quotations must be indicated and should be **90 days** from the date of opening of financial offer.
5. **Withdrawal of offer** If the firm withdraws its offer within validity period the competent authority may place such firm under embargo for a period, which may be extended up to one year. Moreover, the bid security of the firm will be confiscated.
6. **Documents.** Following information / copy of documents must be provided / attached with offer: -
 - a. A copy of letter showing firm's financial capability.
 - b. NTN/GST number be mentioned on the offer and copy of registration certificate issued by sales tax department, attached.
 - c. Annexes A, A1, B must be signed and stamped. Attach only relevant documents.
 - d. Complete all Annexes as per given format. Do not use your format or letter head.

Offer may be rejected if given format is not followed.
 - e. Must be registered on Active Tax Payer List of FBR
7. **Disqualification.** Offers are liable to be rejected if:-
 - a. Validity of offer is not quoted as required in tender documents.
 - b. Any deviation from the general/ special instruction.
 - c. Offers are found conditional or incomplete in any respect.
 - d. Offer is received after fixed date and time on EPADS.
 - e. Offers (financial/technical) containing non-signed & stamped unauthenticated amendments/ corrections/overwriting.

- f. If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.
- g. Samples not provided at the time of opening.
8. **Bid Security** Financial offer must be accompanied with a bid security (CDR/Pay order/Bank draft) in agreement of faithful compliance of the conditions of Contract. This amount will be equivalent to **3%** of the total quoted value. The bid security amount submitted by the successful bidder will however be refunded on effective termination of Contract. The bid security will be forfeited in case of default by the bidder from his commitments made through his offer. Submission of bid security is mandatory; otherwise your offer will be rejected. Bid security will be used as performance guarantee.
9. **Return of Bid Security**
- a. Bid security to the unsuccessful bidders will be returned on finalization of the most advantageous bidder.
- b. Bid security of the successful bidder/bidders will be returned as mentioned in clause 8 above.

10. **Terms of Payment**

In FOR cases

- a. Payment shall be made after satisfactory delivery & acceptance of supply.
- b. No Advance payment shall be made.
- c. Deductions may apply for non-conforming items or short deliveries.
11. **Taxes/ Duties/ Custom clearance** All taxes /duties fee as applicable under government laws in Pakistan as well as country of supplier shall be on seller.
12. **Freight charges /Misc charges:** All charges such as packing, forwarding, local freight, loading and unloading, installation and commissioning, custom clearance, orientations, on job training or any other will be part of quoted price. Delivery till ISLAMABAD CLUB will be seller's responsibility and all associated costs will be part of quotation as well.
13. **Delivery Period.** Contracted Items will be delivered along with all the installation commissioning removal (Show Ready) within **30 days** after contract signing date. Deliveries must be accompanied authorized personnel.
14. **Scope of Delivery:**
- Supply, delivery, installation, and dismantling of cinema chairs.
 - Supply and installation of high-density, acoustic-friendly cinema carpet tiles.
 - Sound Proofing of cinema hall
 - Removal and proper disposal of old chairs
 - Removal and proper disposal of old carpet.

General Requirements

- Vendor must have **minimum 5 years of experience** in cinema chair and carpet supply, installation, and dismantling. (MANDATORY PASS/FAIL)
 - Must have **documented experience** with cinema or auditorium projects. (MANDATORY PASS/FAIL)
 - Rates must be **competitive** and include all applicable taxes, transportation, labor, and installation costs.
 - Vendor must provide **at least 2 references** from previous cinema/auditorium projects. (MANDATORY PASS/FAIL)
 - Installation must be completed **within 30 days** of work order issuance.
 - Vendor representative shall be available for any repair and damage of chairs & carpet within 2 days of email intimation.
15. **Force Majeure.** If non-compliance with the period of delivery or services can be proved to be due to Force Majeure, such as but not limited to mobilization, war, riot, strike, lockout, pandemics/epidemics or the occurrence of unforeseen events, the period shall be reasonably extended.
16. **Subletting** Suppliers are not allowed to sublet wholly or part of the contract to any other firm /company. Firm found in breach of the clause will be dealt with as per purchaser's right and discretion.
17. **Arbitration.** Will be as under: -
"All Claims, disputes, controversies, differences arising out of or in connection with this contract, including any question regarding its existence, validity, interpretation performance, breach or termination, shall be referred to and shall finally be solved by binding arbitration. An arbitration committee shall be constituted comprising Secretary Islamabad Club and two arbitrations to be nominated on mutual agreement by each party. The venue of the Arbitration shall be the place of issuance of this contract or as Secretary Islamabad Club may determine. In case of any difference, decision of the Administrator Islamabad Club shall be final and binding on both parties.
Provided that written record of any such arbitration and its award shall be arranged properly.
18. **Redress of Grievance.** In case of dispute, case shall be reviewed by Islamabad Club Redress of grievance committee and its decision shall be final and binding on both parties.
19. **Requirement of Samples.** Required Samples must be provided for evaluation by technical authorities with technical offer duly marked & packed.
- 20 **Inspection /Testing of Delivery** Inspection & testing will be carried out at Islamabad Club by the concerned inspection team as detailed by the respective department in accordance with the laid down Acceptance criteria as provided in this document, Annexures & quantities given in purchase order.

21. **Checking of deliveries at Consignee/User End.** All deliveries will be inspected/checked at Consignee's end in the presence of the supplier's representative. If for some reason, the supplier decides not to nominate his representative for such checking, an advance written notice to this effect will be given by the supplier to the consignee prior to shipment of items. In such an event the supplier will clearly undertake that decision of consignee with regard to quantities and description of consignment will be taken as final and discrepancy found will be accordingly made up by supplier.

22. **Damage to Property/ Safety Rules.** The contractor/supplier must ensure strict adherence to safety protocols throughout the execution of the work. Any damage to Islamabad Club property resulting from contractor's negligence or misconduct shall be repaired or compensated at the contractor's expense.

23. **General Instructions:** Following must be noted: -

- a. The firm should provide point to point acceptance of each clause of tender documents and special instructions attached with tender documents.
- b. Firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any government / semi government organization directly or indirectly. (On Judicial Paper)
- c. Rates should be quoted on free delivery basis at Islamabad Club, Islamabad.
- d. The stipulated delivery period should be strictly adhered to. If the seller fails to deliver the required stores, the buyer will be at liberty to cancel the contract, and /or procure the of stores from an alternate source, on the seller's "Risk & Cost/Expense". In that case, the seller will be bound to make payment to the new source through Islamabad Club. The purchaser's decision under this clause shall currency/execution/after placement if the firm is found to be involved in any dubious activity, litigation, lacking to meet contractual obligations with the purchaser or is blacklisted with any other public procurement agency. No claims / loss /damage of whatsoever nature shall be entertained and Islamabad Club's NOT be subjected to arbitration.
- e. Islamabad Club reserves the right to cancel the contract without assigning any reason whatsoever during its decision in this regard will be final / binding on the seller.
- f. An appropriate amount may be paid for mobilization against CDR/DD/Pay Order.
- g. Firms with previous pending/outstanding projects/business and unsatisfactory performance with Islamabad Club may not be considered for award of any further business.
- h. Most Advantageous Bidder must send their authorized representatives (with authorization letter) for signing of the contract within three days of sharing of the draft contract.

- i. For technical opening firm will send a representative who has knowledge about the quoted items otherwise representative will not be allowed to sit in tender opening.
- j. Samples shall be duly marked and packed will be Evaluated by the Technical Evaluation Committee.
- k. **TURNKEY PROJECT.**

Technical Specifications

IC / SCM / Procurement of Cinema Chairs and Carpets

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SR	Item	Specification	Quantity	Bidder Compliance	
				YES	NO
1	OPTION -1: Refurbishing of existing 264 cinema chairs	Refurbishing of existing 264 cinema chairs Design Ergonomic, fixed cinema chair with cup holder armrest and popcorn holder Material High-quality molded foam, fire-retardant upholstery Frame Powder-coated steel frame Seat Type Tip-up with counterweight mechanism Upholstery Fabric or leatherette, dark shade (maroon/blue/black)	264		
	OPTION – 2: Fresh cushioned cinema seats	Armrest PP or PU armrest with integrated cup holder Width As per standard (2 inch Gap per seat during installation) Padding High-resilience foam Backrest High back with lumbar support Accessories Row and seat numbering plate on seat front, cup holder			
	OPTION -3: Chairs (10% recliners, 20% sofas, 70% normal) Cinema Seats quantity will be finalized after vendor visit to cinema	Sample Pictures Attached Specs as above	Proposal Required Pre Bid Meeting Date 10/11/25 1000 hrs. To 1600 hrs.		

2	Sound Proofing of Cinema	Area can be measured during visit	Job		
3	Removal of Existing carpet	Area can be measured during visit	Job		
4	Installation of new Carpet	Material Nylon or Polypropylene Design Commercial grade with abstract/dark pattern Durability Minimum 10-year commercial use rating Backing Synthetic felt or action backing Carpet Type Tile Carpet Sample / Catalogues required Fire Rating Fire retardant, compliant with safety standards Acoustic Layer Optional acoustic padding underneath Color Scheme Dark tones (e.g., burgundy, navy, charcoal grey) Sample / Catalogues required Stair step Neon lights on stair step with row tagging & Aluminum strip on stairs	Area can be measured during visit (Official Request Shall be Made through Email for visit)		
Dimension of cinema is attached (Annex C) for reference for working of chairs as per our requirement)					

Deliverables

- Final layout and seating plan for approval before installation.
- Sample of chair and carpet before final production.
- Cinema Hall dimensions are attached as Annex “C”

Installation Requirements

- **Dismantling** and safe removal of existing cinema chairs and carpet.
- **Professional installation** using specialized tools and trained staff.
- **Clean-up** of area post-installation.
- Proper **alignment** and spacing of chairs as per cinema seating plan.
- Carpet joints must be **invisible and secure**

Necessary to Fill Completely**Fill in following essential Parameters: -**

1.	Validity of Offer	Days (Should not be less than)	90 days
2.	Delivery period	Days (After placement of order)	30 Days

General: -

1.	GST Number	Enclose Copy
2.	NTN / CNIC	if exempted, provide valid exemption certificate

Payment Terms (In continuation of Tender Document clause 12): -

In FOR Cases
a. Payment shall be made after satisfactory delivery & acceptance of supply. b. No Advance payment shall be made. c. Deductions may apply for non-conforming items or short deliveries.
Samples must be properly packed and marked as per category Name and number of Focal Person Bank Details for confirmation of Earnest Money (Mandatory)

FINANCIAL OFFER

IC / SCM / Procurement of Cinema Chairs and Carpets

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Vendors are required to submit:

- Company profile with relevant project experience.
- Technical datasheets and product images.
- Client references.
- Quotation including all costs (itemized).
- Timeline for delivery and installation.

Firm Name:	_____
Signature:	_____
Name:	_____
Designation:	_____

Tender No _____

Name of the Firm _____

Firm Address _____

Date _____

Telephone No _____

E-Mail _____

To,

Procurement Consultant

SCM Office

ISLAMABAD

Dear Sir

1. I / We hereby offer to supply to the ISLAMABAD CLUB the stores detailed in schedule to the tender inquiry or such portion thereof as you may specify in the acceptance of tender at the price offered against the said schedule and further agree that this offer will remain valid up to 90 days after opening of Financial offer and will not be withdrawn or altered in terms of rates quoted and the conditions already stated therein or on before this date. I / we shall be bound by a communication of acceptance to be dispatched within the prescribed time.
2. I / we have understood the instructions to Tenders and General Conditions Governing Contract available at ISLAMABAD CLUB website and have thoroughly examined the specifications / drawing and / or patterns quoted in the schedule here to and am/are fully aware of the nature of the stores required and my/ our offer is to supply stores strictly in accordance with the requirements. Yours Faithfully.

(Signature of Tenderer) Designation

Date:

Individual signing tender and / or other documents connected with a contract must be signed by principal authorized rep.

CHECK LIST

(This checked list must be attached with your technical offer, duly filled and Signed by authorized signatory)

Tender No _____

Date _____

1	Tender Fee	a. Tender fee ref no b. Bank c. Amount		
2	Bid Security	a. Bid Security Ref no b. Bank		
3	Form Annex A, B signed by Authorized Signatory		Yes	No
4	Offering specification of items as per tender documents		Yes	No
5	Quoted Currency as per tender documents		Yes	No
6	Accounting unit/Qty as per tender documents		Yes	No
7	Delivery Schedule as per tender documents		Yes	No
8	Certified that there is no Deviation from tender documents conditions/ there is deviation from tender documents condition as per following details.		Yes	No
9	Blacklisting certificate.		Yes	No

Note: Fill and/or mark Yes/No where required.

Signature of Firm Auth Signatory _____

UNDERTAKING

It is hereby stated and affirmed on oath that M/s_____ (the bidder) is not a member or Administrator of any other company which is participating in the present tender for

_____ opened on DD-MM-YYYY, or otherwise no Administrator or employee of the company participating in the bidding process is directly or indirectly in any manner whatsoever involved, associated in any other company / individual business which is bidding in the present bidding process.

It is understood that the above information is correct and at any stage in future if it is found / revealed that the information herein above is not correct, IC shall cancel the bid / contract and the Earnest Money / Security Deposit shall be forfeited by IC. Furthermore, the bidder will be blacklisted for participation against any other tenders.

Tenderer's Signature_____

Name in full _____
Designation _____
Address _____

Phone / Fax # _____
CNIC _____
Seal _____
Date _____

Islamabad Club

Format

Bank Account Details

SR. NO	BUSINESS NAME	ACCOUNT TITLE	ACCOUNT NUMBER	IBAN NUMBER	BANK NAME	WHATSAPP CONTACT NUMBER	OWNER NAME

SAMPLE PICTURES



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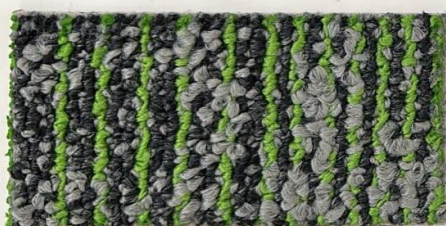




莫吉托Mojito-2A/2B



莫吉托Mojito-3A/3B



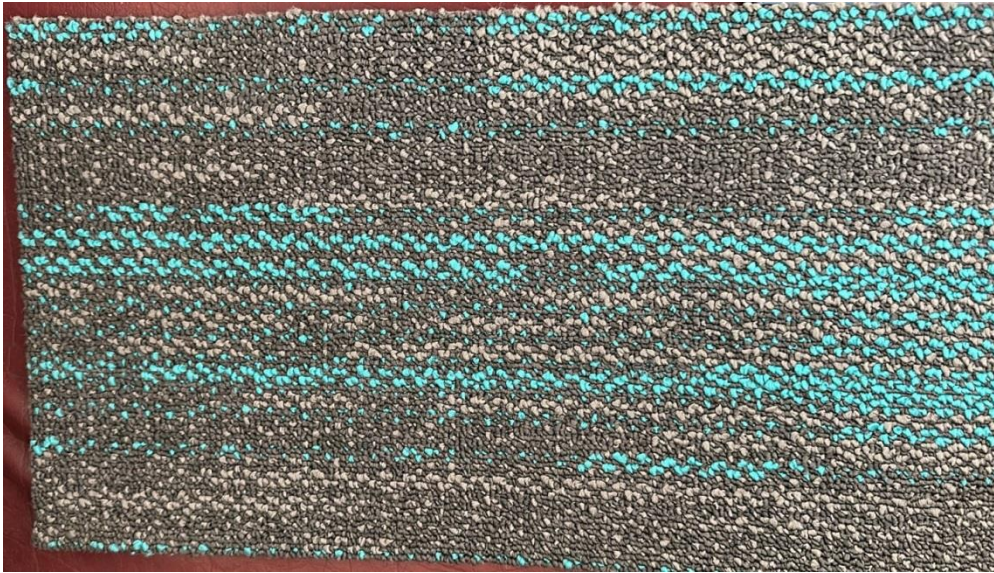
莫吉托Mojito-6A/6B



莫吉托Mojito-5A/5B



莫吉托Mojito-7A/7B



ANNEX-C

