



TENDER DOCUMENTS

Procurement & Installation Polo Ground Clock
IC/SCM/ FY 25/26 TD-25

ISLAMABAD CLUB, MAIN MUREE ROAD, ISLAMABAD



TENDER NOTICE

Procurement & Installation Polo Ground Clock
IC/SCM/ FY 25/26 TD-25

1. Electronic bids are invited from Government / FBR Registered firms (active taxpayers) for the **Procurement & Installation of Polo Ground Clock** on FOR Basis.
2. Bidding documents containing detailed terms & condition for submission of bids, method of procurement (Single Stage Two Envelopes) & eligibility. are available for registered bidders on EPADS.
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 favour of" Islamabad Club-----".
4. Detail of bids and submission of tender is provided below: -

Sr.	Description	Bank Account Details	Tender Fee	<u>Tender Submission</u>	<u>Tender Opening</u>
a.	<u>IC/SCM/POLO</u> <u>FY 25/26 TD-</u> <u>25</u>	Faysal Bank, Tendering and Contracts, A/C # PK81FAYS0001132031116145	5,000	1100 Hrs Date 19/11/2025	1130 Hrs 19/11/2025
<u>Note: -</u> - Tender fee in shape of deposit slip 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](mailto:faisal.khan@Islamabadclub.org.pk)

Phone: 051-9046000, Ext: 174

ISLAMABAD CLUB**SUPPLY CHAIN MANAGEMENT****INVITATION TO TENDER**

IC desires to procure the list of item(s) / Store(s) on F O R b a s i s. as per Annexure-A. Interested bidders are requested to send their bids through Electronic bids are invited from Government / FBR Registered firms (active taxpayers) for the **Procurement & Installation Polo Ground Clock on FOR Basis "Single Stage – Two Envelopes"**, marked clearly as **"Technical Offer"** and **"Commercial Offer"** respectively to the undersigned, latest by or before above mentioned due date.

1 **Conditions Governing Contracts.** The contract made as result of this IT will be in accordance with the draft contract published on IC website and other special conditions (Mentioned in this document) that may be added to given contract for the supply equipment.

2 **Delivery of Tender.** The offer is to be submitted as under: -

a **Technical Offer.** Technical Offer should contain only Annexure-A, Annexure-A-1 & Annexure B duly filled in (supported with relevant technical literature / details / catalogues etc) and receipt of tender processing fee. Copy of bid bond WITHOUT MENTIONING PRICE should be attached with technical offer. Only relevant technical details i.e literature/brochures) without mentioning the financial aspect of the offer should be enclosed. Re-conditioned and re-furbished equipment shall not be acceptable. Following information will be clearly marked.:

- (1) Technical Offer
- (2) Tender number
- (3) Date/ time of opening

b. **Commercial Offer.** Commercial Offer will contain Annexure-C and bid bond (Dully mentioned and submitted separately. The offer indicating the quoted price Local Currency (in Local Currency for FOR cases in figures as well as in words would be enclosed. Following information will be clearly marked on the envelope;

- (1) Commercial Offer
- (2) Tender number

c. The tender will be addressed to the following: -

Procurement Consultant (Supply Chain Management
Purchase Office) Islamabad Club (IC) Main Murree
Road, ISLAMABAD
Tel: 0092-51-9046000, Ext: 174

3. **Tender opening.** The offers shall be opened **30 minutes** after submission time. Commercial offers will be opened at later stage if Technical Offer is found acceptable on examination by technical authorities. Date and time for opening of commercial offer shall intimated later. Only legitimate / registered representatives of firm will be allowed to attend tender opening.
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. **With drawl 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 Earnest Money of the firm will be confiscated.
6. **Documents & Eligibility:** Following information / copy of documents must be provided / attached with offer:-
 - a. **NTN/GST number be mentioned on the offer and copy of registration Certificate issued by Sales Tax Department, attached. (Eligibility) Firm must be on Active Tax List.**
 - b. Annexes A, A-1, B and C and special conditions must be signed and stamped. ATTACH ONLY RELEVANT DOCUMENTS.
 - c. Complete all Annexes as per given format. Do not use your format or letter head.
7. **Disqualification.** Offers are liable to be rejected if: -
 - a. Validity of offer is not quoted as required in IT documents.
 - b. Any deviation from the General/ Special / Technical Instructions.
 - c. Offers are found conditional or incomplete in any respect.
 - d. Copy of EM/Bid Bond & Tender processing fee (with tech offer) and original EM/Bid Bond at the time of Tender Opening are NOT received.
 - e. Offer received later than appointed / fixed date and time.
 - f. If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.

8. **Earnest Money / Bid Bond.** Commercial Offer must be accompanied with a Bid Bond (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 Bond amount submitted by the successful bidder will however be refunded on effective termination of Contract. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). Submission of Bid Bond is mandatory; otherwise your offer will be rejected. Bid Bond will be used as performance guarantee till the delivery of stores and completion of warranty guarantee.

9. **Return of Earnest Money/Bid Bond.**

- a. Bid Bond to the unsuccessful bidders will be returned on finalization of the Most Advantageous Bidder.
- b. Bid Bond of the successful bidder/bidders will be returned on submission of Bank Guarantee/Bid bond against warranty period OR Bid bond retained for the warranty period as the case may be.

10. **Terms of Payment/ LC Charges**

In FOR cases

- a. 100% payment will be made to the Seller after receipt and confirming the correctness of ordered specifications, installation, commissioning.

11. **Warranty/ Bank Guarantee (BG).** 1 Year for against 3% Bank Guarantee/CDR/Pay Order/Bank Draft of the store value will be required from the successful bidders from the date of commissioning as performance bond. BG submitted shall remain valid for up to 60 days beyond completion of warranty period.

12. **Taxes/ Duties/ Custom clearance** All taxes /duties /import Licenses Fee as applicable under government laws in Pakistan as well as country of supplier shall be on Seller **(in FOR Case)**.

13. **Insurance: -** Insurance will be Vendors responsibility.

14. **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 IC will be seller's responsibility and all associated costs will be part of quotation as well.

15. **Delivery Schedule.** Store will be delivered within **20 days** for from contract signing date.

16. **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.

17. **Subletting** Suppliers are not allowed to sublet wholly or part of the contract to any other firm /company without prior permission by IC. Firm found in breach of the clause will be dealt with as per purchaser's right and discretion.

18. **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 Administrator IC and two Arbitration 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 Administrator IC may determine. In case of any difference, the clauses of Arbitration Act 1940, Rules and Regulation made thereof for time being enforce shall prevail. The award shall be final and binding on both parties.

- a. Provided that written record of any such arbitration and its award shall be arranged properly. An award of such arbitration may be confirmed in a court of competent jurisdiction at Islamabad.
- b. Provided further that incase of any other question /dispute not covered under this clause, the decision of Administrator IC shall be final."

19. **Redress Of Grievance.** In case of dispute, case shall be reviewed by 'IC Redress of grievance committee and decision of IC shall be final and binding on both parties.

20. **Export License/Permit /End User Cert.** It shall be the responsibility of the Supplier to obtain from the Government concerned all permits and export licenses, etc required to enable each consignment to be shipped immediately as per the delivery schedule. In case the supplier fails to arrange export license within 30 days of signing the contract the purchaser reserves the right to cancel the contract on the risk and expense of the supplier without prior notice. The purchaser will provide End User Certificate for acquisition of export license to the supplier (format to be provided by the supplier for respective country within 10 day of signing of the contract).

21. **Inspection /Testing of Store Delivery:** Inspection testing will be carried out at IC.

22. **Change In Specification / Mfr / Model.** No alternation marked/brand and quality of store will be entertained after the tender have been opened.

23. **Checking of Store at Consignee/User End.** All stores will be 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 immediately on shipment of store. 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. In all other cases the consignee will inform the supplier about arrival of consignment immediately on receipt of store through registered email/letter and telephone. If no response from the supplier is received within 15 days from initiation letter the consignee will have the right to proceed with the checking without supplier's representative. User/Consignee's report on checking of the stores will be binding on the seller in such cases.

24. **Packing /Marking.** The supplier shall be responsible for proper packing of the Store in standard export packing worthy of transportation by sea /air /road rail so as to ensure their content being free from lose or damages due to faulty packing on arrival at the ultimate destination. Packing of stores will be done at the expenses of the supplier. All packing cases, containers and other packing material shall become the property of the IC on receipt. Any loss occurred /demurrage paid due to wrong marking will be made good by the supplier.

25. **General Instructions (Contract Part):** Following must be noted:-

- a. The firm should provide point to point acceptance of each clause of IT and special instructions attached with IT.
- 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 IC Islamabad.
- d. The stipulated delivery period should be strictly adhered to. Any anticipated delay that is beyond the control of Seller will be informed (in writing) well in advance of the expiry of the due date of the activity along with reasons thereof, requesting for the grant of extension in delivery period. If the Seller fails to do so, or the Buyer is not convinced with the rationale provided by the Seller, Liquidated Damages up to/at 1% per month or part thereof, will be imposed. However, the maximum

limit of the Liquidated Damages will not exceed 10% of the delayed store value.

- e. If even after applicability of 10% LD, the Seller fails to deliver the required stores, the Buyer will be at liberty to Cancel the contract, and /or procure the 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 IC. The purchaser's decision under this clause shall NOT be subjected to arbitration.
- f. IC reserves the right to cancel the Contract without assigning any reason whatsoever during its 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 IC's decision in this regard will be final / binding on the Seller.
- g. An appropriate amount may be paid for mobilization against Bank Guarantee/CDR/Demand Draft/Pay Order.
- h. Firms with previous pending/outstanding projects/business and unsatisfactory performance with IC may not be considered for award of any further business.
- i. Literature & Brochures must be attached for Technical Evaluation of Items required.

Procurement Consultant
Supply Chain Management Office
(Purchase Office)

Annex-A

Technical Specifications
Procurement & Installation Polo Ground Clock
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Ser	Items	Description	A/U	Qty	Bidder Compliance	
					Yes	No
1.	Stop Watch	SMD SCREEN (ASIA) HIGH BRIGHTNESS, LOW [POWER SEMI OUTDOOR LED MODULE WITH 10 MM PIXEL PITCH.1/4 SCAN DRIVE AND QP65 WATER PROOF RATING. OPERATES ON DC 5V MAX POWER 20W. BRIGHTNESS FROM 2500-9000 MCD.DURABLE, HIGH CONTRAST, LONGLIFE DISPLAY FOR SIGNAGE AND DIGITAL BOARDS.	NO	01		
2	Weather proofing	Clock Shall be properly water proof to be able to operate rainy weathers	JOB	01		
3	Cable, Breaker, Enclosure, etc.	BREAKER (SCHNIDER/TERASAKI) FOR POWER CONTROL WITH COTROL FUSE & PROTECTION CABLE NEWAGE/FAST/GM 16 MM 4 CORE-CU/PVC/PVC POWER CABLE WITH SUITABLE CONTROL CABLE	JOB	01		

Complete Technical literature & diagrams along with other details of equipment shall be provided.

Firm Name: _____

Signature: _____

Name: _____

Designation: _____

Special Instructions

Ser	Description		Bidder		Tech Scrutiny to be done by User		
			Yes	No	Accepted	Rejected	Reasons of Rejection
1.	Installation/ Commissioning	a. Commissioning of the equipment (Software & Hardware) will be carried out contractor at his own cost and risk at designated place at IC. b. Any Special requirement must be specified in the offer by the supplier.					
2.	Standard & Compliance	Bidder must submit specification compliance in their bids, non-compliance (if any) against the product specification and general terms & conditions of the tender will lead to the disqualification of the bidder.					
3.	Support Services	a. 24x7x365 Support Services including public holidays. b. Suppliers to have in-country spares/Technical support and ensure spares and technical support/Assistance for next 5 years ,					
4.	Warranty Period	1 Years and SLA for next 2 Years					
5.	Evaluation of Technical Specifications Will be carried out in the presence of Procurement Head & IA	a. Accessories/ Components as per contractual Specifications b. Technical manuals (Operation manual, user guide). c. Brand name and country origin.					
6.	Liability of Supplier	a. In Case the equipment supplied is not compatible with specifications, the supplier will be obliged to call his representatives at his own cost for consultation and corrective action					

7.	Special Notes	a. Additional requirements for the maintenance of equipment (if any) must be intimated by the supplier. b. In case of premature failure of the equipment, contractor has to replace / rectify the item free of cost. Required transportation charges would be borne by the supplier.					
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Firm Name_____

Signature_____

Name_____

Designation_____

TECHNICAL OFFER

Procurement & Installation Polo Ground Clock
IC/SCM/ FY 25/26 TD-25

Fill in following essential parameters:-

1. Validity of Offer: _____ Days (Should not be less than **90 days**)
2. Delivery period: 20 Days (After placement of order)
3. Warranty Period: _____

General

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

Payment Terms (In continuation of IT Document clause 12)

In FOR Cases
Bank Details of Firm :
100% payment after delivery, installation / commissioning /user satisfaction certificate

Details of Foreign Principal Information with account details)

1. Name / Title: _____
2. Address: _____

Annex C**FINANCIAL OFFER****Procurement & Installation Polo Ground Clock**
IC/SCM/ FY 25/26 TD-25

Ser	Item Name/Size	Specification	A/U	Qty Req	Unit Price PKR (Including Tax)	Total Price PKR (Including Tax)
1.	Stop Watch Clock 6x8 sq.ft	SMD SCREEN (ASIA) HIGH BRIGHTNESS, LOW [POWER SEMI OUTDOOR LED MODULE WITH 10 MM PIXEL PITCH.1/4 SCAN DRIVE AND QP65 WATER PROOF RATING. OPERATES ON DC 5V MAX POWER 20W. BRIGHTNESS FROM 2500-9000 MCD.DURABLE, HIGH CONTRAST, LONGLIFE DISPLAY FOR SIGNAGE AND DIGITAL BOARDS.	NO	1		
2.	Weather proofing	Clock Shall be properly water proof to be able to operate rainy weathers	JOB	1		
3.	Cable, Breaker, Enclosure, etc.	BREAKER (SCHNIDER/TERASAKI) FOR POWER CONTROL WITH COTROL FUSE & PROTECTION CABLE NEWAGE/FAST/GM 16 MM 4 CORE-CU/PVC/PVC POWER CABLE WITH SUITABLE CONTROL CABLE	JOB	1		
<u>Total</u>						

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

Tender No _____
Name of the Firm _____
Firm Address _____
Date _____
Telephone No _____
E-Mail _____

To,
Procurement
Consultant SCM
Office IC, Main
Murree Road,
Islamabad.

Dear Sir

1. I / We hereby offer to supply to the IC 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 IC 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/ OEM rep/ Authorized partner firm rep.

"SELLER'S WARRANTY CERTIFICATE"

Contract No: _____

Dated: _____

Validity _____ years from the date of final acceptance of the Stores.

We hereby guarantee that we are the genuine and original Source of provisioning the Stores to our Buyer. We also undertake that nothing in the manufacturing of these Stores has been obtained through unauthorized means.

1. We hereby warrant and undertake that the Stores and all the associated spares/ accessories supplied under the terms and conditions of the above Contract, are:

- a. brand new, complete in all respects, possessing good quality and standard workmanship; and
- b. liable for replacement/rectification free of charge, if during the Warranty period the same are found defective before or under normal use or these do not remain within the limits and tolerances stated under the specifications or in any way not in accordance with the terms of this Contract. All expenses incurred in removal, re- provisioning and reinstallation of such defective Stores or their parts shall also be borne by us.

2. The Warranty shall remain valid for a period of _____ years from the date of final acceptance of the Stores.

Signature & Stamp _____

Name & CNIC _____

Designation: _____

Date: _____

****Sellers warranty must be provided by the Seller (firm) on Rs 100 stamp paper along with bank guarantee/CDR/Pay Order without changing a word. BG with additional clauses will be rejected.**

CHECK LIST

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

Tender No_____

Date_____

1	Tender Processing Fee	a. Tender processing fee ref no_____	
		b. Bank_____	
		c. Amount_____	
2	EM/ Bid Bond	a. EM/ Bid Bond ref no_____	
		b. Bank_____	
3	Form Annex A, A-1, B and C signed by Authorized Signatory	Yes	No
4	Offering specification of items as per IT	Yes	No
5	Quoted Currency as per IT	Yes	No
6	Accounting unit/Qty as per IT	Yes	No
7	Delivery Schedule as per IT	Yes	No
8	Certified that there is no Deviation from IT conditions/ there is deviation from IT condition as per fol details	Yes	No
9	Blacklisting certificate.	Yes	No
10	Warranty Period as per IT	Yes	No

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

Signature of Firm Auth Signatory