

REQUEST FOR PROPOSALS (RFP)
For
COMPREHENSIVE REFURBISHMENT, SEATING,
CARPETING, AND SOUNDPROOFING WORKS FOR CINEMA
HALL



(E-Submission through EPADS)

Tender No: IC/PD/2025/26/TD-23-RE

Issuance Date: January 23, 2026

Bid Submission Deadline: February 9, 11:00 Hours

Bid Opening (Technical): February 9, 11:30 Hours

Procurement Method: Open Competitive Bidding (National)

Bidding Procedure: Single-Stage Two-Envelope Procedure

Evaluation Method: Quality & Cost-Based Selection (QCBS)

SECTION 1: INVITATION FOR PROPOSALS (IFP)

1. Islamabad Club invites sealed proposals from reputable and experienced suppliers/manufacturers registered with the Federal Board of Revenue (FBR) for the **Procurement, Supply, Installation, and Dismantling of Cinema Chairs and Carpets on a FOR (Free on Rail/Road) Basis.**
2. A complete set of RFP documents is available free of charge on:
 - Islamabad Club Website: <https://islamabadclub.org.pk/>
 - Public Procurement Regulatory Authority (PPRA): <https://www.ppra.org.pk/>
 - Electronic Procurement and Advertisement System (EPADS): <https://eprocure.gov.pk/>
3. **Submission Details:**
 - **Method:** Electronic submission via EPADS only. A hard copy must also be submitted physically to the SCM Office, Islamabad Club.
 - **Format:** Two-envelope system (Technical & Financial Proposals).
 - **Deadline:** As specified above. Late submissions will be rejected.
4. **A non-refundable tender processing fee of PKR 5,000/- must be deposited in favor of Islamabad Club (Faysal Bank, A/C # PK81FAYS0001132031116145). The original deposit slip/receipt must be attached with the Technical Proposal. Offers without proof of payment will not be entertained.**
5. **A Bid Security (Earnest Money) amounting to Rs. 500,000** must be submitted in the form of a CDR, Pay Order, or Bank Draft in favor of "Islamabad Club" along with the Technical Proposal. Failure to submit will result in disqualification.
6. **Pre-Bid Meeting & Site Visit:** No pre-bid meeting shall be held for this tender. However, **interested bidders are strongly encouraged to visit the Cinema premises on any working day from Monday to Thursday between 11:30 Hrs to 14:00 Hrs** or anytime through prior appointment, before the bid submission deadline, to familiarize themselves with the site conditions, scope of work, dimensions, and technical requirements. Any clarification sought by the bidders shall be issued through a formal addendum, in accordance with PPRA Rules, and shall form part of the bidding documents.

**Procurement Department,
Islamabad Club, Murree Road, Islamabad.**

Phone: 051-9046000, Ext: 301/176

Email: asad.ijaz@islamabadclub.org.pk

SECTION 2: INSTRUCTIONS TO BIDDERS (ITB)

2.1 Eligibility Criteria (Pass/Fail):

- Valid NTN & GST Registration. Firm must be on the Active Taxpayer List (ATL).
- Minimum 5-7 years of documented experience in cinema/auditorium chair and carpet supply, installation, and dismantling.
- Submission of at least 2 satisfactory client references/completion certificates for similar cinema/auditorium projects.
- A valid "Non-Blacklisting Certificate" on judicial stamp paper.

2.2 Proposal Preparation Costs: Borne by the bidder.

2.3 Clarifications: Must be submitted via the EPADS message portal at least 3 days before the submission deadline.

2.4 Proposal Validity: Proposals must remain valid for **90 days** from the date of financial bid opening.

2.5 Pre-Bid Meeting: As specified in IFP Clause 6.

2.6 Amendment of RFP: The Club may issue addenda via EPADS, which will be binding.

2.7 LOT-WISE BIDDING AND AWARD

i. Bid Submission by Lots:

Bidders may submit proposals for **all lots** or **any individual lot(s)** as specified in Section 3.2. Each lot shall be bid separately with complete Technical and Financial Proposals specific to that lot.

ii. Award Flexibility:

Islamabad Club reserves the right to award:

- The entire contract to a single bidder for all lots, or
- Separate contracts for individual lots to the most advantageous bidder for each lot,
- Or any combination thereof, as deemed in the best interest of the Club.

iii. Evaluation:

Evaluation will be carried out **lot-wise**. A bidder may be qualified for one lot and not for another based on technical and financial evaluation.

iv. Condition for Combined Award:

If award of multiple lots to a single bidder is considered, it shall be based on the **highest aggregate combined score** for the lots in question, provided the bidder is technically qualified for each of those lots.

v. Client's Discretion:

Islamabad Club reserves the right to accept or reject any or all lots without assigning any reason, in accordance with PPRA Rule 33.

2.8 Grievance Redressal Mechanism

Any complaint regarding the bidding process prior to contract award shall be addressed in accordance with Rule 48 of PPRA Rules 2004 through the Grievance Redressal Committee (GRC) of Islamabad Club.

2.9 Single Responsive Bid

In accordance with PPRA Rules 2004, Islamabad Club reserves the right to consider a single responsive bid, provided it meets all eligibility, technical, and financial compliance criteria.

2.10 Submission Packages

Bidders shall prepare and submit their proposals in **two separate packages** as follows:

Package	Contents	Envelope
TECHNICAL PROPOSAL	<ul style="list-style-type: none">• Form 1: Bid Submission Form• Form 3: Blacklisting Affidavit• Form 4: Integrity Pact (signed)• Form 7: Conflict of Interest Undertaking• Annex-A: Completed Compliance Sheet• Annex-C: Cinema Layout (Acknowledged)• All documents listed in Checklist 6.1, Items 1-12• Checklist 6.1 (duly signed)	Sealed Envelope/ Package 1 Marked: "TECHNICAL PROPOSAL – RFP No. IC/PD/2025/26/TD-23-RE"
FINANCIAL PROPOSAL	<ul style="list-style-type: none">• Annex-B: Financial Bid Form (duly filled)• Annex-D: Bill of Quantities (BOQ) (duly filled)	Sealed Envelope/ Package 2 Marked: "FINANCIAL PROPOSAL – RFP No. IC/PD/2025/26/TD-23-RE"

Note: The **Draft Contract Agreement (Form 6)** is provided for reference only and **should NOT be submitted** with the bid. It will be executed upon award.

SECTION 3: SCOPE OF WORK & TECHNICAL SPECIFICATIONS

3.1 General Scope:

The successful bidder will be responsible for a complete turnkey solution, including:

- Site survey and finalization of seating plan/layout.
- Dismantling, removal, and lawful disposal of existing 264 cinema chairs and old carpet.
- Supply, delivery, and professional installation of new items as per Lots below.
- Soundproofing works as specified.
- On-site cleaning and handing over of a fully operational cinema hall.

3.2 LOT-WISE TECHNICAL SPECIFICATIONS (Detailed in Annex-A):

Lot No.	Item Description	Qty / Scope
Lot 1	Refurbishing of Existing Cinema Chairs	264 Nos. Complete refurbishment including new high-resilience foam, fire-retardant upholstery (fabric/leatherette in dark shades), polishing of powder-coated steel frames, and replacement of cup holders/armrests as needed.
Lot 2	Supply & Installation of New Cinema Seats	Quantity to be finalized post-site visit (~264 seats). Ergonomic design, tip-up mechanism, high-resilience foam, fire-retardant upholstery, cup holder, row/seat numbering. Dimensions: Seat Depth ~26", Total Height ~41".
Lot 3	Supply & Installation of Soundproofing Door	1 No. Size: H = 8ft 2 Inches, W = 4ft 4 Inches. Constructed from mild steel hollow sections with high-durability, non-motorized gliding mechanism. To be fully soundproofed as per industry standards.
Lot 4	Supply & Installation of Cinema Carpet	Area as per site measurement. Commercial-grade nylon/polypropylene tile carpet with abstract/dark pattern, 10-year durability rating, synthetic felt backing, fire-retardant. Includes acoustic underlay and aluminum strips/neon lights on stairs.
Lot 5	Soundproofing of Cinema Hall	As per required areas identified during the site visit. Materials and workmanship must meet professional acoustic dampening standards.

3.3 Installation Requirements: Professional installation using trained staff, ensuring perfect alignment, secure fittings, and invisible carpet joints. Full cleanup post-installation.

3.4 Deliverables: Final approved layout plan, material samples (chair upholstery, carpet) before production, operation & maintenance manuals, and completion certificate.

SECTION 4: EVALUATION CRITERIA & PROCEDURE

4.1 Evaluation Stages: Preliminary Examination (Pass/Fail) > Technical Evaluation (Scoring) > Financial Evaluation (Only for technically qualified bidders scoring ≥ 70).

4.2 Technical Proposal Evaluation (Total: 100 Marks):

Criterion	Sub-Criterion & Measurement Guidelines	Max Marks	Documents Required to be Submitted/Evaluation Method
A. Company Profile & Experience (25)	A1. Years in Business: <ul style="list-style-type: none"> • 7+ years = 10 • 5-7 years = 6 • <5 years = 0 (Fail) 	10	Provide CBR/Certificate of Incorporation.
	A2. Similar Projects (Cinema/Auditorium): <ul style="list-style-type: none"> • 3 or more projects with Completion Certificates = 15 • 2 projects = 10 • 1 project = 5 • 0 projects = 0 (Fail) 	15	Submit copies of Work Orders supported by Completion Certificates/Delivery Challans.
B. Technical Compliance & Methodology (40)	B1. Compliance with Specifications (Annex-A): <ul style="list-style-type: none"> • Full compliance for all Lots = 20 • Minor deviations with justification = 10-15 • Major deviations = 0-5 	20	Annex-A compliance sheet.
	B2. Installation Methodology & Plan: <ul style="list-style-type: none"> • Detailed Gantt chart, sequence, QC plan = 20 • Basic plan with timeline = 10-15 • Vague or no plan = 0-5 	20	Assess clarity, logic, and feasibility within 20 days.
C. Quality of Samples & Catalogs (20)	C1. Sample Quality (Upholstery, Foam, Carpet): <ul style="list-style-type: none"> • Samples meet/exceed specs, with test reports = 20 • Samples meet specs = 15 	20	Physical inspection and comparison to specs.

	<ul style="list-style-type: none"> • Samples submitted but sub-par = 5-10 • No samples = 0 		
D. After-Sales Support & Warranty (15)	D1. Warranty Period: <ul style="list-style-type: none"> • >2 yrs chairs, >5 yrs carpet = 8 • Meets minimum (2 & 5 yrs) = 5 • Less than minimum = 0 	8	As per bidder's undertaking.
	D2. Service Commitment: <ul style="list-style-type: none"> • 24-hr response, Islamabad-based team = 7 • 48-hr response = 4 • Vague or >48 hrs = 0-2 	7	Assess clarity of service level agreement.
TOTAL		100	Minimum Qualifying Score: 70

4.3 Financial Evaluation & Award Criteria

- **Opening of Financial Bids:** The financial bids (Annex-B & Annex-D) will be opened only for bidders who score **70 or above** in the technical evaluation.
 - **Financial Score Calculation:** The financial score for each technically qualified bidder shall be computed using the following formula:
Financial Score (FS) = (Lowest Financial Bid Received / Financial Bid of the Bidder Under Evaluation) × 30
 - *Note: The "Lowest Financial Bid" is the lowest total price (including GST) among all technically qualified bids.*
 - **Combined Score Calculation:** The Combined Score (CS) for determining the **Most Advantageous Bid** shall be:
Combined Score (CS) = (Technical Score × 0.70) + (Financial Score × 0.30)
 - **Award:** The bidder obtaining the **highest Combined Score (CS)** shall be recommended for award as the **Most Advantageous Bid**.
 - **Tie-Breaker:** In case of tied Combined Scores, the bidder with the higher **Technical Score** shall be preferred.
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SECTION 5: CONTRACT CONDITIONS & COMMERCIAL TERMS

5.1 Delivery Period: Maximum **20 days** from the date of the work order issuance.

5.2 Payment Terms:

- 90% of the contract value shall be paid within 30 days of submission of valid invoice and satisfactory completion, installation, and final acceptance.
- 10% shall be retained as retention money and paid after the successful completion of the warranty period, subject to no outstanding defects.

5.3 Warranty:

- Minimum 2 years comprehensive warranty on chairs/doors and 5 years on carpets against manufacturing defects.
- **Vendor representative must be available in Islamabad for any repair and damage of chairs & carpet.**

5.4 Taxes: All quoted prices shall be inclusive of applicable taxes (GST) as per law.

5.5 Performance Security:

The Bid Security submitted by the successful bidder shall be retained by Islamabad Club as Performance Security. This security shall be released after successful completion of all works, issuance of the Defect Liability Certificate (where applicable), and satisfactory completion of the warranty period, subject to no outstanding defects or liabilities.

5.6 Arbitration: Any dispute shall be settled under the Arbitration Act of Pakistan, with the venue in Islamabad.

5.7 Force Majeure, Subletting, Redress of Grievance: As per standard PPRA clauses incorporated herein.

SECTION 6: CHECKLIST FOR BIDDERS & ANNEXURES

6.1 MANDATORY DOCUMENTS CHECKLIST (To be attached with Technical Proposal):

Bidders must submit this checklist, duly signed, confirming the inclusion of all documents.

Sr.	Document Description	Attached (Y/N)	Page/Ref
1.	Bid Submission Form (On Letterhead, per Form 1)		
2.	Tender Fee Receipt (Original, PKR 5,000)		
3.	Bid Security (Rs. 500,000 as CDR/Pay Order/Bank Draft)		
4.	Company Profile with details of similar projects		
5.	NTN & GST Registration Certificates (FBR ATL proof)		
6.	Blacklisting Affidavit (on Judicial Stamp Paper, per Form 2)		
7.	Detailed Technical Compliance Statement (Against Annex-A)		
8.	Proposed Installation Methodology & Timeline		
9.	Warranty & After-Sales Support Undertaking		
10.	Samples/Detailed Catalogs of proposed materials		
11.	Integrity Pact (duly signed, per Form 3)		
12.	Conflict of Interest & Anti-Collusion Undertaking (per Form 5)		
13.	Annex-B: Financial Bid Form (in SEPARATE sealed envelope)		
14.	Annex-C: Cinema Hall Dimensions & Layout		
15.	Annex-D: Bill of Quantities (duly filled)		

Authorized Signature: _____

Name: _____

Designation: _____

Company Seal:

6.2 List of Annexures and Forms

The RFP document consists of the following Annexures and Forms:

1. **Annex-A:** Detailed Technical Specifications & Compliance Sheet
 2. **Annex-B:** Financial Bid Submission Form
 3. **Annex-C:** Cinema Hall Dimensions & Layout
 4. **Annex-D:** Bill of Quantities (BOQ)
 5. **Form 1:** Bid Submission Form
 6. **Form 2:** Blacklisting Affidavit (Non-Blacklisting Certificate)
 7. **Form 3:** Integrity Pact
 8. **Form 4:** Draft Contract Agreement (For reference upon award)
 9. **Form 5:** Conflict of Interest & Anti-Collusion Undertaking
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ANNEX-A: DETAILED TECHNICAL SPECIFICATIONS & COMPLIANCE SHEET**RFP No.: IC/PD/2025/26/TD-23-RE**

Bidders must fill the "Bidder's Response" column, stating "COMPLIES" or detailing any deviation.

Lot	Parameter	Islamabad Club's Requirement	Bidder's Response & Proposed Make/Brand
LOT 1	Item	Refurbishment of 264 Existing Cinema Chairs	
	Scope	Complete overhaul: Replace foam & upholstery, repair mechanisms, polish frames.	
	Upholstery	Fire-retardant fabric or premium leatherette. Dark shades (Maroon/Blue/Black/Charcoal).	
	Foam	High-density, high-resilience foam for seat and backrest.	
	Final Output	Chairs must look and function as new, with smooth tip-up action.	
Sample of chair and carpet to approved by the Club before final production			
LOT 2	Item	New Fixed Cinema Seats with Tip-up Mechanism	
	Qty	~264 (Final after site visit)	
	Frame	Powder-coated heavy-gauge steel.	
	Dimensions	Seat Depth: ~26 inches. Total Height: ~41 inches.	
	Seat & Backrest	High-resilience molded foam. Fire-retardant upholstery. Integrated headrest and lumbar support.	
	Armrest	Fixed, with cup holder.	
	Accessories	Row and seat number plates.	
Sample of chair and carpet to approved by the Club before final production			
LOT 3	Item	Soundproofed Single Door	
	Qty	1 No.	
	Size	Height: 8 ft 2 in, Width: 4 ft 4 in.	
	Construction	Mild Steel hollow sections (19mmx19mm to 19mmx38mm).	
	Mechanism	Non-motorized, heavy-duty gliding system.	
	Soundproofing	Filled with acoustic material (e.g., rockwool), sealed with magnetic gaskets.	

LOT 4	Item	Commercial Cinema Carpet Tiles with Underlay	
	Area	As per site measurement (approx. Sq. Ft _____)	
	Material	Nylon or Polypropylene pile.	
	Backing	Synthetic felt or action bac.	
	Durability	Minimum 10-year commercial wear rating.	
	Fire Rating	Class 1 Fire Retardant (Proof of certification required).	
	Acoustic Underlay	Minimum 8mm thick foam underlay for noise reduction.	
	Color/Design	Dark, non-patterned or subtle abstract pattern (Burgundy, Navy, Charcoal).	
	Stair Edging	Aluminum strips with integrated neon lights for step visibility.	
LOT 5	Item	Soundproofing of Cinema Hall Walls/Ceiling (as needed)	
	Scope	Based on site assessment. To include acoustic panels/foam on side walls and ceiling as necessary to achieve satisfactory sound dampening.	

Bidder's Name: _____

Signature & Seal: _____

ANNEX-B: FINANCIAL BID SUBMISSION FORM

(To be placed in SEPARATE SEALED ENVELOPE - 2)

To:

The Chairman, Procurement Committee,
Islamabad Club, Murree Road, Islamabad.

RFP No.: IC/PD/2025/26/TD-23-RE

Date: _____

Sir,

We, M/s. [Your Company Name], having examined the RFP documents, hereby quote our all-inclusive, lump-sum prices for the complete Scope of Work, as detailed below. All prices are in Pakistani Rupees (PKR) and exclusive of GST.

Lot No.	Description of Item/Work	Quantity	Unit	Rate (PKR) (Excl. GST)	Total Amount (PKR) (Excl. GST)
Lot 1	Complete Refurbishment of Existing Chairs	264	Nos.		
Lot 2	Supply & Installation of New Cinema Seats	[Final Qty]	Nos.		
Lot 3	Supply & Installation of Soundproof Door	1	Nos.		
Lot 4	Supply & Installation of Carpet with Underlay & Edging	[Area]	Sq. Ft.		
Lot 5	Soundproofing Works (Walls/Ceiling as per site)	L.S.	L.S.		
	GRAND TOTAL (PKR) (Excl. GST)				
	GST (@ Applicable %)				
	TOTAL CONTRACT PRICE (PKR) (Incl. GST)				

We confirm that our offer is valid for 90 days.

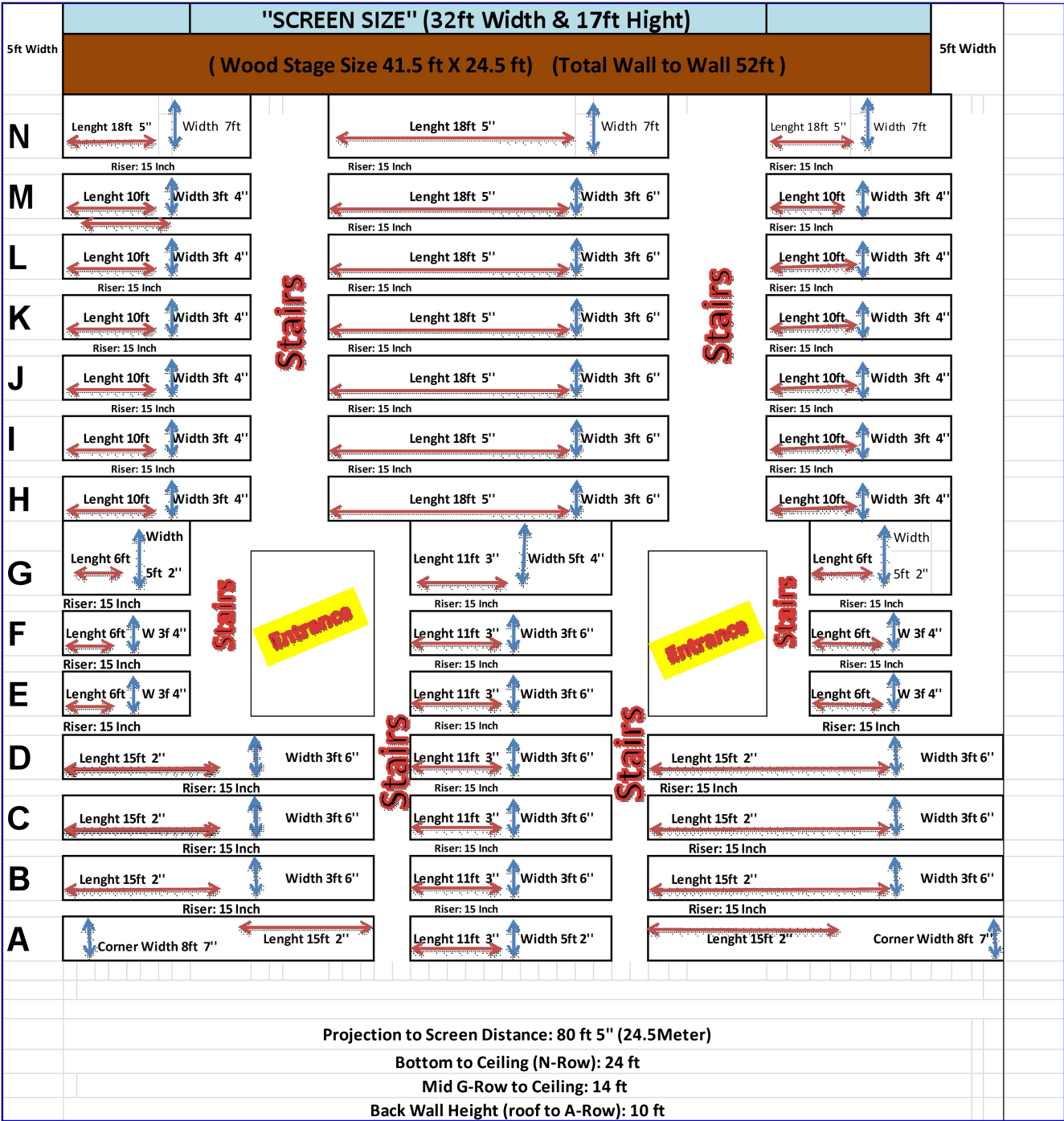
Authorized Signature: _____

Name: _____

Designation: _____

Company Seal & Stamp

ANNEX-C: CINEMA HALL KEY DIMENSIONS & LAYOUT SUMMARY



ANNEX-D: BILL OF QUANTITIES (BOQ)**(To be placed in SEPARATE SEALED ENVELOPE - 2)****RFP No.: IC/PD/2025/26/TD-23-RE**

Sr. No.	Description of Works	Unit	Quantity	Rate (PKR)	Amount (PKR)
1.1	Dismantling & removal of existing chairs	No.	264		
1.2	Supply of fire-retardant upholstery material	Sq. Yd.	[]		
1.3	High-resilience foam replacement	No.	264		
1.4	Polishing of steel frames	No.	264		
1.5	Reassembly & installation	No.	264		
	Sub-Total Lot 1				
2.1	Supply of new cinema seats (as per specs)	No.	264		
2.2	Installation & fixing	No.	264		
	Sub-Total Lot 2				
3.1	Supply & installation of soundproof door	No.	1		
	Sub-Total Lot 3				
4.1	Supply of carpet tiles (Nylon/Polypropylene)	Sq. Ft.	[Area]		
4.2	Acoustic underlay (8mm)	Sq. Ft.	[Area]		
4.3	Aluminum stair edging with neon lights	Rft	[Length]		
4.4	Installation & finishing	L.S.	1		
	Sub-Total Lot 4				
5.1	Acoustic panels on walls/ceiling	Sq. Ft.	[Area]		
5.2	Labor & installation	L.S.	1		
	Sub-Total Lot 5				
	GRAND TOTAL (PKR)				
	Add GST @ 18%				
	TOTAL CONTRACT PRICE (PKR)				

Note: All rates shall be inclusive of materials, labor, transportation, and installation.**Bidder's Signature & Seal:** _____**Date:** _____

FORM 1: BID SUBMISSION FORM

(To be placed in Envelope 1 – Technical Proposal)

To:

The Chairman, Procurement Committee

Islamabad Club

Murree Road, Islamabad

RFP No.: IC/PD/2025/26/TD-23-RE

Date: _____

Subject: Submission of Technical and Financial Proposals

We, the undersigned, hereby submit our Technical and Financial Proposals for “**Comprehensive Refurbishment, Seating, Carpeting, and Soundproofing Works for Cinema Hall**” in accordance with your RFP dated January 14, 2026.

We declare that:

1. We have examined the RFP documents, including all annexures, addenda, and clarifications, and fully understand their contents.
2. Our bid shall remain valid for **90 (ninety) days** from the date of financial bid opening.
3. We agree to abide by all terms, conditions, specifications, and instructions contained in the bidding documents.
4. We have submitted a Bid Security of **Pakistani Rupees** _____ in the required form.
5. We are not blacklisted, debarred, or cross-debarred by any public procuring agency in Pakistan or abroad.
6. We understand that Islamabad Club is not bound to accept the lowest or any bid and reserves the right to reject any or all bids without assigning reasons, in accordance with PPRA Rule 33.
7. Our Financial Proposal is enclosed in a separate sealed envelope as per instructions.

We hereby designate the following person(s) as our authorized representative(s) for all communications related to this bid:

Name: _____

Designation: _____

Contact No.: _____

Email: _____

Authorized Signature: _____

Name (in block letters): _____

Designation: _____

Company Seal & Stamp

FORM 2: BLACKLISTING AFFIDAVIT (NON-BLACKLISTING CERTIFICATE)
ON NON-JUDICIAL STAMP PAPER OF RS. 100/-

AFFIDAVIT

I, **Mr./Ms.** _____, son/daughter of _____, residing at _____, presently serving as _____ in **M/s.** _____, do hereby solemnly affirm and declare on oath as under:

1. That I am duly authorized to execute this affidavit on behalf of **M/s.** _____ (NTN: _____).
2. That our firm/company is **NOT** blacklisted, debarred, suspended, or declared ineligible by:
 - Public Procurement Regulatory Authority (PPRA);
 - Any Federal, Provincial, or Local Government procuring agency;
 - Any foreign government, international organization, or financial institution.
3. That our firm/company has **NOT** been found involved in any corrupt, fraudulent, collusive, coercive, or obstructive practices as defined in PPRA Rules 2004.
4. That we are **NOT** cross-debarred as per Rule 2(fa) of PPRA Rules.
5. That no criminal proceedings are pending against the firm/company or its principals in any court of law for offenses related to fraud, corruption, or moral turpitude.
6. That all information provided in this affidavit and the bid is true and correct to the best of my knowledge. I understand that any false statement may result in disqualification, blacklisting, and legal action under the Pakistan Penal Code.

DEPONENT

Solemnly affirmed and signed before me on this _____ day of _____ 2026.

Name & Signature of Deponent: _____

CNIC No.: _____

Company Seal

FORM 3: INTEGRITY PACT

INTEGRITY PACT

Between

Islamabad Club, Murree Road, Islamabad (hereinafter called "the Procuring Agency")

And

M/s. _____ (hereinafter called "the Bidder/Contractor")

PREAMBLE:

Whereas the Procuring Agency intends to procure "Comprehensive Refurbishment, Seating, Carpeting, and Soundproofing Works for Cinema Hall" (RFP No. IC/PD/2025/26/TD-23-RE);
And whereas the parties wish to ensure that the procurement process is conducted with integrity, transparency, and fairness;

NOW THEREFORE, both parties hereby agree as follows:

1. **No Bribery:** Neither party shall offer, promise, give, accept, or demand any bribe, gift, kickback, or other undue advantage.
2. **No Collusion:** The Bidder shall not engage in any collusive, coercive, or obstructive practice as defined in PPRA Rules.
3. **Disclosure:** The Bidder shall disclose all commissions, fees, or payments made to intermediaries in connection with this contract.
4. **Compliance with Laws:** Both parties shall comply with all applicable anti-corruption laws and regulations.
5. **Audit & Access:** The Bidder shall maintain accurate records and allow the Procuring Agency or its auditors access for inspection.
6. **Sanctions:** Violation of this Pact may result in:
 - Termination of contract;
 - Forfeiture of bid/performance security;
 - Blacklisting/debarment under PPRA Rules;
 - Civil/criminal liability.
7. **Governing Law:** This Pact shall be governed by the laws of Pakistan.

FOR ISLAMABAD CLUB

Signature: _____

Name: _____

Designation: _____

Date: _____

FOR BIDDER/CONTRACTOR

Signature: _____

Name: _____

Designation: _____

Date: _____

FORM 4: DRAFT CONTRACT AGREEMENT

THIS AGREEMENT made on _____ day of _____ **2026** between:

ISLAMABAD CLUB, a society registered under the Societies Registration Act, having its office at Murree Road, Islamabad (hereinafter called "the Procuring Agency"),

AND

M/s. _____, a company/firm having its registered office at _____ (hereinafter called "the Contractor").

WHEREAS the Procuring Agency desires to procure certain works and the Contractor has offered to provide the same;

NOW IT IS AGREED AS FOLLOWS:

1. **Scope of Work:** As detailed in Annex-A (Technical Specifications) and Bill of Quantities.
2. **Contract Price:** The total contract price is **Pakistani Rupees** _____ (**Rs.** _____) inclusive of all taxes, duties, and charges.
3. **Time for Completion:** The Works shall be completed within **20 days** from the date of issuance of the Work Order.
4. **Performance Security:**
The Bid Security submitted by the Contractor shall be retained by the Procuring Agency as Performance Security. This security shall be released after successful completion of all works, issuance of the Completion Certificate, and satisfactory completion of the warranty period, subject to no outstanding defects or liabilities.
5. **Payment Terms:**
 - 90% upon completion and acceptance of works.
 - 10% as retention money, payable after successful completion of warranty period.
6. **Warranty:**
 - 2 years for chairs and soundproof door.
 - 5 years for carpets.
 - Defects shall be rectified within 48 hours of notification.
7. **Termination:** The Procuring Agency may terminate the contract if the Contractor fails to perform or breaches any term.
8. **Dispute Resolution:** Any dispute shall be referred to arbitration under the Arbitration Act of Pakistan, with venue in Islamabad.
9. **Governing Law:** This Agreement shall be governed by the laws of Pakistan.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

FOR ISLAMABAD CLUB

Signature: _____

Name: _____

Designation: _____

FOR CONTRACTOR

Signature: _____

Name: _____

Designation: _____

WITNESSES:

1. _____
2. _____

FORM 5: CONFLICT OF INTEREST & ANTI-COLLUSION UNDERTAKING

To: The Chairman, Procurement Committee, Islamabad Club

RFP No.: IC/PD/2025/26/TD-23-RE

Date: _____

We, **M/s.** _____, hereby undertake and declare that:

1. We have no conflict of interest that may affect our participation in this tender.
2. We have not engaged and will not engage in any collusive, coercive, corrupt, fraudulent, or obstructive practices as defined in PPRA Rules 2004.
3. We have not made and will not make any arrangement with any other bidder to fix prices, manipulate the bidding process, or limit competition.
4. Our bid is prepared independently without consultation, communication, or agreement with any competitor.
5. We understand that any violation of this undertaking may result in disqualification, blacklisting, and legal action.

Authorized Signature: _____

Name: _____

Designation: _____

Company Seal & Stamp