

ISLAMABAD CLUB

BIDDING DOCUMENTS
FOR
PROCUREMENT OF SERVICES FOR OPERATION OF
BEAUTY SALON ON RENTAL BASIS



Tender No: IC/PC/2025/26-58

Date of Issue: February 24, 2026

Last Date for Submission of Bids: March 13, 2026 at 11:00 Hrs

Bid Opening Date and Time: March 13, 2026 at 11:30 Hrs

Procuring Agency:

Islamabad Club, Murree Road, Islamabad

Phone: 051-9046000, Ext. 301/176

Email: info@islamabadclub.org.pk

Website: www.islamabadclub.org.pk

SECTION 1: INVITATION FOR BIDS (IFB)

ISLAMABAD CLUB

INVITATION FOR BIDS

(PROCUREMENT OF SERVICES - NON-CONSULTANCY)

Tender No. IC/PC/2025/26-58

Islamabad Club invites electronic bids through EPADS (Electronic Pakistan Acquisition and Disposal System) from eligible, reputed vendors/companies/firms operating beauty salons, for the operation of a Beauty Salon within the Club premises on a rental basis.

Description	Details
Procurement Title	Operation of Beauty Salon at Islamabad Club (on rental basis)
Procurement Method	Single Stage – Single Envelope Procedure (as per PPRA Rules) - 2
Bidding Type	Electronic Bidding through EPADS -4
Bid Document Price	Rs. 5,000/- (non-refundable) to be deposited in Islamabad Club Account: Account Number: 01132031116145 Account Title: Islamabad Club
Bid Submission Deadline	March 13, 2026 at 11:00 Hrs
Bid Opening Date & Time	March 13, 2026 at 11:30 Hrs
Bid Security (Earnest Money)	Rs. 100,000/-
Bid Validity Period	90 days from date of bid opening
Initial Contract Period	Three (3) years
Contract Extension	Extendable for another term subject to Club approval

- BRIEF SCOPE OF WORK:** The selected bidder will be responsible for operating a full-service beauty salon for Club members, including providing 3-4 qualified personnel, all furniture, fixtures, equipment, and staff uniforms. The Club will provide the premises on a rental basis, with utilities charged separately on actual consumption.
- ELIGIBILITY CRITERIA:** Bidders must:
 - Be registered with Federal Board of Revenue (FBR) as Active Taxpayers
 - Have minimum 10 years of relevant experience in beauty salon operations
 - Be presently running a salon in Five Star Hospitality Industry or reputed Clubs
 - Not be blacklisted or involved in litigation with any client
- BID DOCUMENTS:** The complete set of Bidding Documents containing detailed requirements, terms and conditions, and annexures is available:
 - For download:
 - Islamabad Club: <https://islamabadclub.org.pk/>

- Public Procurement Regulatory Authority (PPRA): <https://www.ppra.org.pk/>
- Electronic Procurement and Advertisement System (EPADS): <https://eprocure.gov.pk/>

4. **BID SUBMISSION PROCEDURE:**

- Bids must be submitted electronically through **EPADS (Electronic Pakistan Acquisition and Disposal System)** at www.eprocure.gov.pk
- Bidders must register themselves on EPADS prior to bid submission
- The bid shall be submitted in **Single Stage – Single Envelope Procedure** as per PPRA Rules.
- The single envelope shall contain both technical proposal and financial proposal
- Submit Rs 5,000/- as Tender fee in favor of IC (Faysal Bank, Tendering and Contracts, A/C # PK81FAYS0001132031116145). Attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.
- Original Bid Security (Bank Draft/Pay Order of Rs. 100,000/- in favor of "Islamabad Club") must be delivered physically to the Purchase Department, Islamabad Club, on or before the bid submission deadline

5. **BID OPENING:** The bids will be opened electronically on EPADS on the same day at 11:00 AM in the presence of bidders or their authorized representatives who choose to attend the opening session at the Islamabad Club. Bidders may also witness the bid opening through EPADS online streaming

6. **AWARD CRITERION:** Contract will be awarded to the bidder offering:

- **Highest monthly rental for the premises** (50% weightage)
- **Lowest service charges for Club members** (50% weightage)
- Combined evaluation of both parameters

7. **CONTACT:** For any queries or assistance regarding EPADS registration and bidding, contact:

- Purchase Department, Islamabad Club: 051-9046173 to 9046176
- EPADS Help Desk: www.eprocure.gov.pk

8. **RIGHT TO REJECT:** Islamabad Club reserves the right to reject any or all bids at any time without assigning any reason.

**Purchase Department
Islamabad Club, Murree Road, Islamabad**

SECTION 2: INSTRUCTIONS TO BIDDERS (ITB)

2.1 GENERAL PROVISIONS

2.1.1 Scope of Bid: Islamabad Club (hereinafter referred to as "the Club" or "Procuring Agency") invites electronic bids for the operation of a Beauty Salon as detailed in these Bidding Documents. The successful bidder will be expected to provide all services, personnel, equipment, and materials required for the proper operation of the salon.

2.1.2 Source of Funds: The contract will be financed through the monthly rental payments made by the successful bidder to the Club and service charges collected from Club members.

2.1.3 Eligible Bidders: Bidders must meet the eligibility criteria specified in Section 3 of these documents. Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, or coercive practices.

2.1.4 Conflict of Interest: Bidders shall not have a conflict of interest that may affect the procurement process. Multiple bidders that have common ownership or control shall not be permitted to participate simultaneously.

2.1.5 Right to Terminate Process: The Club reserves the right to terminate the bidding process or reject any or all bids at any time prior to contract award, without incurring any liability to the affected bidders.

2.2 BIDDING DOCUMENTS

2.2.1 Contents of Bidding Documents: The Bidding Documents comprise all sections listed in the Table of Contents. Bidders are expected to examine all instructions, forms, terms, and specifications contained therein.

2.2.2 Clarification of Bidding Documents: A prospective bidder requiring clarification may notify the Club in writing at the Purchase Department address or through EPADS messaging system. The Club will respond to any request for clarification received no later than 7 days prior to the bid submission deadline.

2.2.3 Amendment of Bidding Documents: The Club may amend the Bidding Documents by issuing an addendum through EPADS. Any such addendum shall be part of the Bidding Documents and must be acknowledged by bidders.

2.3 PREPARATION OF BIDS

2.3.1 Language: The bid, as well as all correspondence and documents relating to the bid, shall be written in English. Supporting documents and printed literature may be in another language provided they are accompanied by an accurate English translation.

2.3.2 Documents Comprising the Bid: The bid submitted electronically through EPADS shall comprise the following:

- Bid Submission Form (Form A), duly signed and scanned
- Price Schedule (Form B), duly filled and scanned
- Bid Security (as specified in ITB 2.3.4) – scanned copy uploaded on EPADS
- Documentary evidence establishing bidder's eligibility and qualifications (as per Section 3)
- All other required forms and annexures

2.3.3 Bid Submission Form: The Bid Submission Form shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. The authorization shall be evidenced by a written power of attorney accompanying the bid.

2.3.4 Bid Security (Earnest Money):

1. The bidder shall furnish, as part of its bid, a Bid Security of **Rs. 100,000/- (Rupees One Hundred Thousand only)**.
2. The Bid Security shall be in the form of a Bank Draft or Pay Order drawn in favor of "**Islamabad Club**" from a scheduled bank operating in Pakistan.
3. The **scanned copy** of the Bid Security shall be uploaded on EPADS along with the bid documents.
4. The **original physical Bid Security** (Bank Draft/Pay Order) must be delivered to the Purchase Department, Islamabad Club, Murree Road, Islamabad, on or before the bid submission deadline. Bids without the original Bid Security physically received by the deadline shall be considered non-responsive.
5. Bid Security of unsuccessful bidders shall be returned within 30 days of the contract award.
6. The Bid Security of the successful bidder shall be returned upon submission of the Performance Security.
7. The Bid Security may be forfeited if the bidder withdraws its bid during the period of bid validity or fails to sign the contract or furnish the required Performance Security.

2.3.5 Bid Validity: Bids shall remain valid for **90 days** from the date of bid opening. A bid valid for a shorter period shall be rejected as non-responsive.

2.3.6 Format and Signing of Bid: The bidder shall prepare the bid documents electronically and upload them on EPADS. All required documents must be scanned and uploaded in PDF format.

2.4 SUBMISSION OF BIDS

2.4.1 Electronic Submission: Bids must be submitted electronically through **EPADS (Electronic Pakistan Acquisition and Disposal System)** at www.eprocure.gov.pk -4. Bidders must register themselves on EPADS prior to bid submission. The Club will not accept bids submitted through email, courier, or hand delivery except for the original physical Bid Security.

2.4.2 Single Stage – Single Envelope Procedure:

The procurement shall follow **Single Stage – Single Envelope Procedure** as per PPRA Rules:

1. The bidder shall submit a **single electronic envelope** through EPADS containing both the Technical Proposal and Financial Proposal together.
2. The single envelope shall be marked with the Tender Number and bidder's name.
3. The envelope shall contain all documents required under ITB 2.3.2.
4. All bids will be opened publicly at the specified date and time in the presence of bidders' representatives who choose to attend.
5. Bids will be evaluated based on both technical compliance and financial offer simultaneously.

2.4.3 Deadline for Submission of Bids:

1. Bids must be submitted electronically through EPADS by **03:30 PM (PST) on** _____.
2. The original physical Bid Security must be received at the Purchase Department, Islamabad Club, by the same deadline.
3. The Club may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Club and bidders previously subject to the original deadline will thereafter be subject to the extended deadline.

2.4.4 Late Bids:

1. EPADS will automatically reject and not accept any electronic bid submitted after the specified deadline.
2. Physical Bid Security received after the deadline will be returned unopened.
3. The Club will not collect bids on behalf of any bidder.

2.4.5 Withdrawal, Substitution, and Modification of Bids:

1. A bidder may withdraw, substitute, or modify its bid through EPADS before the deadline for submission of bids.
2. No bid may be withdrawn, substituted, or modified after the deadline for submission of bids.

2.5 BID OPENING AND EVALUATION

2.5.1 Bid Opening:

1. The Club will open all electronic bids received through EPADS at **11:30 Hrs on March 13, 2026**.
2. The bid opening shall be conducted publicly in the presence of bidders' authorized representatives who choose to attend at the Islamabad Club.
3. Bidders may also witness the bid opening through EPADS online streaming.
4. The bidders' representatives present shall sign a bid opening register/attendance sheet.
5. The Club will announce the bidder names, bid security amounts, and any other details as considered appropriate.

2.5.2 Confidentiality: Information relating to the examination, evaluation, comparison of bids, and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until the contract award is announced.

2.5.3 Clarification of Bids: To assist in the examination, evaluation, and comparison of bids, the Club may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing. No change in the price or substance of the bid shall be sought, offered, or permitted.

2.5.4 Preliminary Examination: The Club will examine the bids to determine whether:

1. The bid is accompanied by the required Bid Security (both electronic upload and physical delivery)
2. The bid is properly signed
3. The bid is substantially responsive to the Bidding Documents
A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation.

2.5.5 Non-Responsive Bids:

Bids found non-responsive for the following reasons shall be rejected:

1. Missing or insufficient Bid Security
2. Failure to meet any of the eligibility criteria specified in Section 3
3. Material deviations from the terms and conditions

2.5.6 Evaluation of Bids:

The Club will evaluate responsive bids based on the following dual criteria:

Evaluation Parameter	Weightage
Monthly Rental Amount Offered	50%
Service Charges for Club Members	50%
Total	100%

A. Monthly Rental Evaluation (50%):

- The bidder offering the highest monthly rental shall receive the maximum score of 50.
- Other bidders shall receive scores calculated proportionally as follows:

$$\text{Rental Score} = (\text{Rental Offered by Bidder} / \text{Highest Rental Offered}) \times 50$$

B. Service Charges Evaluation (50%):

- The weighted average of all service charges quoted in the Price Schedule (Form B) shall be calculated.
- The bidder offering the lowest weighted average service charges shall receive the maximum score of 50.
- Other bidders shall receive scores calculated proportionally as follows:

$$\text{Service Charge Score} = (\text{Lowest Weighted Average} / \text{Bidder's Weighted Average}) \times 50$$

C. Total Score:

$$\text{Total Score} = \text{Rental Score} + \text{Service Charge Score}$$

The contract shall be awarded to the bidder achieving the highest total score.

2.5.7 Contacting the Club: Any effort by a bidder to influence the Club in the evaluation of bids or contract award decisions may result in rejection of the bid.

2.6 AWARD OF CONTRACT

2.6.1 Award Criteria: The Club shall award the contract to the responsive bidder that achieves the highest total score based on the evaluation criteria specified in ITB 2.5.6.

2.6.2 Right to Vary Quantities: The Club reserves the right to increase or decrease the scope of services at the time of contract award, without any change in unit prices or other terms and conditions.

2.6.3 Notification of Award:

1. Prior to the expiry of the bid validity period, the Club will notify the successful bidder in writing through EPADS that its bid has been accepted.
2. The notification of award shall constitute the formation of the contract, subject to furnishing of Performance Security.
3. Upon furnishing of Performance Security by the successful bidder, the Club will promptly notify other unsuccessful bidders.

2.6.4 Performance Security:

1. Within **15 days** of receipt of the notification of award, the successful bidder shall furnish a Performance Security to the Club.
2. The Performance Security shall be in the amount of **10% of the total annual rental amount** (Monthly Rent \times 12 \times 10%).
3. The Performance Security shall be in the form of an irrevocable Bank Guarantee from a scheduled bank operating in Pakistan, in the format provided in Form D.
4. The Performance Security shall remain valid for the entire contract period (including any extensions) plus 60 days beyond.
5. Failure of the successful bidder to furnish the Performance Security within the specified period shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security.

2.6.5 Signing of Contract:

1. At the same time as the successful bidder furnishes the Performance Security, it shall sign the Contract Agreement with the Club.
2. The Contract Agreement shall be in the form provided in Form E or amended with mutual consent after award of contract.

2.6.6 Corrupt, Fraudulent, Collusive, or Coercive Practices: The Club requires that bidders observe the highest standard of ethics during the procurement process. If the Club determines that a bidder has engaged in corrupt, fraudulent, collusive, or coercive practices, the bid shall be rejected and the bidder may be declared ineligible.

SECTION 3: ELIGIBILITY AND QUALIFICATION CRITERIA

Bidders must meet the following minimum criteria. **Bidders who do not meet any of these criteria will be disqualified from the bidding process.**

S. No.	Criterion	Supporting Documents Required
3.1	FBR Registration: Bidder must be registered with the Federal Board of Revenue (FBR) for Income Tax and Sales Tax and should be listed as an Active Taxpayer.	<ul style="list-style-type: none">• Copy of NTN Certificate• Active Taxpayer List (ATL) Certificate• GST Registration Certificate (if applicable)
3.2	Experience: Bidder must have a minimum of 10 years of relevant experience in operating beauty salons.	<ul style="list-style-type: none">• List of assignments with dates• Completion/experience certificates from clients• Copies of contracts/agreements
3.3	Current Operations: Bidder must be presently running a salon in the Five Star Hospitality Industry (Hotels) or reputed Clubs.	<ul style="list-style-type: none">• Proof of current operation (agreement, license, or certificate from the hotel/club)
3.4	Local Presence: Preference will be given to bidders who have one or more established setup(s) within Islamabad.	<ul style="list-style-type: none">• Proof of establishment in Islamabad (rental agreement, ownership documents, utility bills)
3.5	Legal Standing: The bidder must not be blacklisted by any government/semi-government organization or involved in litigation with any client.	<ul style="list-style-type: none">• Undertaking on stamp paper (as per Annexure)
3.6	Financial Capacity: Bidder must have sound financial standing to operate the salon for at least 6 months without revenue.	<ul style="list-style-type: none">• Audited financial statements for last 3 years; or• Bank solvency certificate
3.7	Staff Availability: Bidder must have or be able to deploy 3-4 qualified personnel to deliver the required services.	<ul style="list-style-type: none">• List of proposed staff with qualifications and experience• Copies of relevant certificates

SECTION 4: TERMS OF REFERENCE (TORs) / SCOPE OF WORK

4.1 BACKGROUND

Islamabad Club intends to engage a professional, qualified, and experienced beauty salon expert to operate its beauty salon for Club members. The Club seeks to provide high-quality salon services to its members in a professional and hygienic environment.

4.2 OBJECTIVE

The objective is to select a reputable salon operator who will establish and operate a full-service beauty salon within the Club premises, offering a comprehensive range of services at competitive rates to Club members.

4.3 SCOPE OF WORK

4.3.1 Premises:

1. Islamabad Club will provide the designated premises to the bidder on a **rental basis**.
2. The monthly rental amount shall be the amount quoted by the successful bidder in the bid.
3. The premises shall be used exclusively for salon operations.

4.3.2 Utilities:

1. All utilities (electricity, water, gas, etc.) consumed by the salon shall be charged to the bidder on **actual basis**.
2. Separate sub-meters shall be installed to record consumption.
3. Utility bills shall be issued monthly and payable within 7 days.

4.3.3 Fit-out, Furniture, and Equipment:

1. All furniture, fixtures, salon equipment, and decor shall be the **sole responsibility of the bidder** at the bidder's own cost.
2. The bidder shall ensure that all equipment is modern, well-maintained, and complies with safety standards.
3. The bidder shall obtain prior approval from the Club for any structural changes or alterations to the premises.
4. Upon termination of the contract, the bidder may remove all fixtures, furniture, and equipment installed by it, provided the premises are restored to their original condition.

4.3.4 Staffing:

1. The bidder shall provide **3 to 4 qualified and trained personnel** (beauticians, hair stylists, etc.) to deliver the required services.
2. All staff shall be professionally qualified, experienced, and presentable.
3. Staff uniforms shall be provided by the bidder and shall be clean, professional, and bearing the bidder's logo (if any).
4. The bidder shall ensure that all staff are medically fit and possess health certificates.
5. Staff shall be employees of the bidder, and the bidder shall be responsible for all statutory obligations including social security, EOBI, and income tax.

4.3.5 Operating Hours:

1. The salon shall operate from **10:00 a.m. to 9:00 p.m.** daily.
2. The Club may revise the operating hours from time to time as deemed necessary.
3. The salon may remain closed on certain public holidays with prior approval of the Club.

4.3.6 Services to be Provided:

The bidder must provide the following services (indicative list, not exhaustive):

Category	Services
Manicure/Pedicure	Regular manicure, Regular pedicure, Paraffin manicure, Paraffin pedicure
Bleach	Hands bleach, Foot bleach
Makeup	Nail paint makeup, Party makeup, Bridal Mehndi makeup, Bridal Barat

	makeup, Bridal Walima makeup
Hair Services	Hair wash, Haircut, Hair dye, Highlights, Lowlights, Ombre, Balayage, Roots touch
Hair Styling	Wash and blow-dry, Wash and blow-dry with party styling, Party hair styles
Hair Treatments	Scalp treatment, Dry hair treatment, Hair straightening treatment, Hair keratin, Hair perm
Face & Skin	Facials, Face bleach, Deep cleansing, Herbal facial, Whitening facial
Waxing/Threading	Eyebrows, Upper lips, Full face, Half arms, Full arms, Half legs, Full legs, Full body wax

4.3.7 Staff Conduct:

1. All staff provided by the bidder shall adhere to the Club's code of conduct and discipline.
2. The Club reserves the right to request replacement of any staff member found guilty of misconduct, unsatisfactory performance, or violation of Club rules.
3. The bidder shall maintain a register of staff attendance and make it available for inspection by the Club.

4.3.8 Hygiene and Safety:

1. The bidder shall maintain the highest standards of hygiene and cleanliness in the salon.
2. All equipment, tools, and linens shall be properly sterilized and sanitized.
3. Disposable items shall be used where appropriate and discarded after single use.
4. The bidder shall comply with all applicable health, safety, and environmental regulations.

4.3.9 Pricing:

1. The rates for services quoted by the bidder shall remain **fixed** for the initial contract period.
2. Any price adjustment may only be made with the **written consent and approval** of the Club.
3. All quoted prices must include applicable taxes.
4. If any items are tax-exempt, this must be clearly indicated in the bid.

4.3.10 Reporting:

1. The bidder shall submit monthly reports to the Club, including:
 - o Number of services provided (category-wise)
 - o Revenue generated
 - o Any complaints received and resolved
 - o Staff attendance record
2. The bidder shall maintain proper books of accounts and records relating to salon operations.

4.3.11 Insurance:

The bidder shall maintain, at its own cost, comprehensive insurance coverage including:

1. Public liability insurance

2. Professional indemnity insurance
3. Insurance for all equipment and fixtures
4. Worker's compensation insurance for staff

4.3.12 Club's Rights:

1. The Club or its authorized representatives may inspect the salon premises at any time during operating hours.
2. The Club may monitor the quality of services and member satisfaction.
3. The Club may impose reasonable conditions to protect the interests of its members.

SECTION 5: GENERAL CONDITIONS OF CONTRACT (GCC)

5.1 DEFINITIONS

In this Contract, the following terms shall have the meanings assigned to them:

"Club" or "Procuring Agency" means Islamabad Club, Murree Road, Islamabad.

"Contract" means the Contract Agreement entered into between the Club and the Contractor, including all attachments and appendices.

"Contractor" means the successful bidder who signs the Contract with the Club.

"Premises" means the salon space located within Islamabad Club to be used by the Contractor.

"Services" means the beauty salon services to be provided by the Contractor as described in the Terms of Reference.

"Contract Price" means the monthly rental to be paid by the Contractor to the Club and the service charges to be paid by Club members to the Contractor.

5.2 INTERPRETATION

1. In this Contract, words importing the singular include the plural and vice versa where the context requires.
2. Section headings are for convenience only and shall not affect the interpretation of the Contract.

5.3 GOVERNING LANGUAGE

The Contract shall be written in English. All correspondence and other documents pertaining to the Contract exchanged between the parties shall also be in English.

5.4 LAW GOVERNING CONTRACT

The Contract shall be governed by and interpreted in accordance with the laws of the Islamic Republic of Pakistan.

5.5 ENTIRE AGREEMENT

The Contract constitutes the entire agreement between the Club and the Contractor and supersedes all communications, negotiations, and agreements (whether written or oral) of the parties with respect thereto.

5.6 AMENDMENTS

No amendment or variation of the Contract shall be binding unless in writing and signed by both parties.

5.7 EXTENT OF CONTRACT

The Contractor shall perform the Services with due diligence, efficiency, and economy, in accordance with the Contract.

5.8 CONTRACTOR'S RESPONSIBILITIES

The Contractor shall be responsible for the professional and technical accuracy of the Services and for the quality of all services provided.

5.9 PERFORMANCE SECURITY

1. The Contractor shall, within 15 days of receipt of the notification of award, furnish a Performance Security in the amount of **10% of the total annual rental amount**.
2. The Performance Security shall be in the form of an irrevocable Bank Guarantee from a scheduled bank operating in Pakistan.
3. The Performance Security shall remain valid for the entire Contract period plus 60 days.
4. The Performance Security may be forfeited in case of breach of Contract by the Contractor.
5. Upon satisfactory completion of the Contract, the Performance Security shall be returned to the Contractor.

5.10 INDEMNIFICATION

The Contractor shall indemnify and hold harmless the Club against any and all claims, damages, losses, and expenses (including legal fees) arising out of or resulting from the performance of the Services, provided that any such claim, damage, loss, or expense is caused by the negligence or willful misconduct of the Contractor.

5.11 INSURANCE

The Contractor shall maintain, at its own cost, the following insurance coverage:

1. Public liability insurance of at least Rs. 1,000,000 per occurrence
2. Professional indemnity insurance of at least Rs. 1,000,000
3. Insurance for all equipment and fixtures
4. Worker's compensation insurance as required by law

5.12 ASSIGNMENT

The Contractor shall not assign, transfer, or subcontract the Contract or any part thereof without the prior written consent of the Club.

5.13 FORCE MAJEURE

1. Neither party shall be liable for any failure or delay in performance of its obligations under the Contract if such failure or delay is caused by force majeure, which means war, revolution, fire, flood, earthquake, or other similar events beyond the reasonable control of the parties.
2. If a force majeure situation arises, the affected party shall promptly notify the other party in writing of the nature and duration thereof.

5.14 TERMINATION FOR DEFAULT

The Club may, without prejudice to any other remedy for breach of Contract, terminate the Contract in whole or in part by giving 30 days' written notice to the Contractor if the Contractor fails to perform any obligation under the Contract.

5.15 TERMINATION FOR INSOLVENCY

The Club may terminate the Contract immediately by giving written notice to the Contractor if the Contractor becomes bankrupt or insolvent.

5.16 TERMINATION FOR CONVENIENCE

The Club reserves the right to terminate the Contract, in whole or in part, at any time for its convenience by giving 30 days' written notice to the Contractor.

5.17 DISPUTE RESOLUTION

1. Any dispute arising out of or in connection with this Contract shall first be attempted to be resolved through friendly negotiations.
2. If the dispute cannot be resolved within 30 days, it shall be referred to arbitration in accordance with the Arbitration Act, 1940.
3. The arbitration shall be conducted in Islamabad by a sole arbitrator mutually agreed upon by the parties.
4. The decision of the arbitrator shall be final and binding on both parties.

5.18 NOTICES

Any notice required to be given under the Contract shall be in writing and shall be deemed to have been duly given if delivered personally or sent by registered mail or courier to the addresses specified in the Contract Agreement.

SECTION 6: SPECIAL CONDITIONS OF CONTRACT (SCC)

6.1 CONTRACT PERIOD

1. The initial Contract shall be for a period of **THREE (3) YEARS** from the date of commencement of operations.
2. The date of commencement shall be specified in the Contract Agreement.

6.2 CONTRACT EXTENSION

1. The Contract shall be **extendable for another term** (additional period) subject to the approval of Islamabad Club.
2. Extension shall be granted upon such terms and conditions as the Club may decide.
3. The Contractor must apply for extension at least 90 days before expiry of the initial Contract.
4. The Club's decision regarding extension shall be final and binding.

6.3 MONTHLY RENTAL

1. The Contractor shall pay the monthly rental as quoted in the bid and specified in the Contract Agreement.
2. Rental shall be paid **in advance** by the 5th of each month.
3. Rental payments shall be made to "Islamabad Club" through cross-cheque or direct bank transfer.
4. Late payment shall attract a surcharge of 2% per month on the outstanding amount.

6.4 UTILITY CHARGES

1. Utilities (electricity, water, gas, etc.) shall be charged on **actual consumption** based on sub-meter readings.
2. Utility bills shall be prepared monthly and provided to the Contractor.
3. Payment shall be made within 7 days of receipt of bill.

6.5 SERVICE CHARGES FOR MEMBERS

1. The Contractor shall charge Club members the rates quoted in the Price Schedule (Form B).
2. No additional charges shall be levied without prior written approval of the Club.
3. The Contractor may offer special discounts to members with prior intimation to the Club.

6.6 MAINTENANCE OF PREMISES

1. The Contractor shall keep the premises in a clean, hygienic, and safe condition at all times.
2. Regular maintenance and repairs of the premises shall be the Contractor's responsibility.
3. Any damage to the Club property caused by the Contractor or its staff shall be repaired at the Contractor's cost.

6.7 CODE OF CONDUCT

1. The Contractor and its staff shall maintain professional conduct and decorum befitting the status of Islamabad Club.
2. Any member complaints regarding staff behavior or service quality shall be promptly addressed.
3. The Club may request replacement of any staff member found unsuitable.

6.8 MONITORING AND EVALUATION

1. The Club shall monitor the Contractor's performance periodically.
2. Performance shall be evaluated based on:
 - Quality of services
 - Member satisfaction
 - Compliance with operating hours
 - Cleanliness and hygiene
 - Staff conduct
3. Unsatisfactory performance may result in non-renewal or termination of Contract.

6.9 INTELLECTUAL PROPERTY

1. The Contractor shall not use the name, logo, or other intellectual property of Islamabad Club for any purpose without prior written consent.
2. Any promotional material displayed in the salon shall be subject to Club approval.

6.10 CONFIDENTIALITY

1. The Contractor and its staff shall maintain strict confidentiality regarding Club members' personal information.
2. Any breach of confidentiality shall be treated as a serious misconduct.

6.11 TAXES AND LEVIES

1. The Contractor shall be responsible for payment of all applicable taxes, including Income Tax and Sales Tax (if applicable).
2. The Club shall issue tax deduction certificates for rental payments made.
3. All quoted service charges must include applicable taxes unless specifically exempted.

6.12 RIGHT OF ACCESS

1. Club officials shall have the right to enter and inspect the salon premises at any time during operating hours.
 2. The Contractor shall provide all necessary cooperation during inspections.
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SECTION 7: SCHEDULE OF REQUIREMENTS / PRICE SCHEDULE (BOQ)

PART A: MONTHLY RENTAL OFFER

S. No.	Description	Unit	Quoted Amount (Rs.)
A.1	Monthly Rental for Salon Premises	Per Month	

Note: The monthly rental amount shall be paid by the Contractor to Islamabad Club in advance by the 5th of each month.

DRAFT

PART B: SERVICE CHARGES FOR CLUB MEMBERS

S. No.	Description of Service	Unit	Quoted Price (Rs.)
B.1	MANICURE / PEDICURE		
1.	Regular Manicure	Per Service	
2.	Regular Pedicure	Per Service	
3.	Paraffin Manicure	Per Service	
4.	Paraffin Pedicure	Per Service	
B.2	BLEACH		
5.	Hands Bleach	Per Service	
6.	Foot Bleach	Per Service	
B.3	MAKEUP		
7.	Nail Paint Makeup	Per Service	
8.	Party Makeup	Per Service	
9.	Bridal Mehndi Makeup	Per Service	
10.	Bridal Barat Makeup	Per Service	
11.	Bridal Walima Makeup	Per Service	
B.4	HAIR SERVICES		
12.	Hair Wash	Per Service	
13.	Haircut	Per Service	
14.	Hair Dye	Per Service	
15.	Highlights	Per Service	
16.	Lowlights	Per Service	
17.	Ombre	Per Service	
18.	Balayage	Per Service	
19.	Roots Touch	Per Service	
B.5	HAIR STYLING		
20.	Wash and Blow-dry	Per Service	
21.	Wash and Blow-dry with Party Styling	Per Service	
22.	Party Hair Styles	Per Service	
B.6	HAIR TREATMENTS		
23.	Scalp Treatment	Per Service	
24.	Dry Hair Treatment	Per Service	
25.	Hair Straightening Treatment	Per Service	
26.	Hair Keratin	Per Service	
27.	Hair Perm	Per Service	
B.7	FACE & SKIN		
28.	Facials	Per Service	
29.	Face Bleach	Per Service	
30.	Deep Cleansing	Per Service	
31.	Herbal Facial	Per Service	
32.	Whitening Facial	Per Service	
B.8	WAXING / THREADING		
33.	Eyebrows	Per Service	
34.	Upper Lips	Per Service	

35.	Full Face	Per Service	
36.	Half Arms	Per Service	
37.	Full Arms	Per Service	
38.	Half Legs	Per Service	
39.	Full Legs	Per Service	
40.	Full Body Wax	Per Service	

DECLARATION

I/We hereby confirm that:

1. All quoted prices include applicable taxes.
2. If any items are tax-exempt, it has been clearly indicated above.
3. The rates quoted shall remain fixed for the entire contract period and may only be adjusted with the written consent and approval of the Club.

Name of Bidder: _____

Signature: _____

Date: _____

Company Stamp:

DRAFT

SECTION 8: BID FORMS AND ANNEXURES

FORM A: BID SUBMISSION FORM

(To be printed on bidder's letterhead)

Date: _____

Tender No. **IC/PC/2025/26-58**

To,

The Purchase Department,

Islamabad Club,

Murree Road, Islamabad.

Subject: BID FOR OPERATION OF BEAUTY SALON – TENDER NO. IC/PC/2025/26-58

Dear Sir/Madam,

Having examined the Bidding Documents, including all instructions, terms of reference, conditions of contract, and specifications, we, the undersigned, offer to operate the Beauty Salon at Islamabad Club in accordance with the said Bidding Documents.

1. **Bid Details:**

○ Monthly Rental Offered: Rs. _____ (in words: _____)

○ Service Charges: As per attached Price Schedule (Form B)

2. **Bid Validity:** Our bid is valid for a period of **90 days** from the date of bid opening.

3. **Bid Security:** We are enclosing:

○ Scanned copy of Bid Security (Bank Draft/Pay Order No. _____ dated _____ for Rs. 100,000/- in favor of "Islamabad Club") uploaded on EPADS

○ Original Bid Security delivered physically to Purchase Department, Islamabad Club

4. **Compliance:** We confirm that we have read and understood all the terms and conditions of the Bidding Documents and agree to abide by them. We meet all eligibility and qualification criteria specified in Section 3 [citation:Signature Line].

5. **Authorized Representative:** The following person(s) is/are authorized to represent us in all matters relating to this bid:

○ Name: _____ Designation: _____

○ CNIC No.: _____ Contact: _____

○ Email: _____

6. **Conflict of Interest:** We confirm that we have no conflict of interest in participating in this bidding process.

7. **Certification:** We certify that the information provided in this bid is true and correct. We understand that any misrepresentation may result in disqualification.

Bidder's Details:

Particulars	Information
Supplier Name	
Address	
NTN No.	
GST No.	
Contact No.	

Email	
Website	

SIGNATURE: _____
NAME: _____
DESIGNATION: _____
COMPANY STAMP: _____
DATE: _____

DRAFT

FORM B: PRICE SCHEDULE FORM*(To be filled, signed, and scanned for upload on EPADS)***Tender No. IC/PC/2025/26-58****Bidder Name:** _____**PART 1: MONTHLY RENTAL OFFER**

S. No.	Description	Unit	Quoted Amount (Rs.)
1.	Monthly Rental for Salon Premises	Per Month	

Amount in Words: Rupees _____ only.**PART 2: SERVICE CHARGES FOR CLUB MEMBERS**

S. No.	Description of Service	Unit	Quoted Price (Rs.)
1.	Regular Manicure	Per Service	
2.	Regular Pedicure	Per Service	
3.	Paraffin Manicure	Per Service	
4.	Paraffin Pedicure	Per Service	
5.	Hands Bleach	Per Service	
6.	Foot Bleach	Per Service	
7.	Nail Paint Makeup	Per Service	
8.	Party Makeup	Per Service	
9.	Bridal Mehndi Makeup	Per Service	
10.	Bridal Barat Makeup	Per Service	
11.	Bridal Walima Makeup	Per Service	
12.	Hair Wash	Per Service	
13.	Haircut	Per Service	
14.	Hair Dye	Per Service	
15.	Highlights	Per Service	
16.	Lowlights	Per Service	
17.	Ombre	Per Service	
18.	Balayage	Per Service	
19.	Roots Touch	Per Service	
20.	Wash and Blow-dry	Per Service	
21.	Wash and Blow-dry with Party Styling	Per Service	
22.	Party Hair Styles	Per Service	
23.	Scalp Treatment	Per Service	
24.	Dry Hair Treatment	Per Service	
25.	Hair Straightening Treatment	Per Service	
26.	Hair Keratin	Per Service	
27.	Hair Perm	Per Service	
28.	Facials	Per Service	
29.	Face Bleach	Per Service	
30.	Deep Cleansing	Per Service	

31.	Herbal Facial	Per Service	
32.	Whitening Facial	Per Service	
33.	Eyebrows	Per Service	
34.	Upper Lips	Per Service	
35.	Full Face	Per Service	
36.	Half Arms	Per Service	
37.	Full Arms	Per Service	
38.	Half Legs	Per Service	
39.	Full Legs	Per Service	
40.	Full Body Wax	Per Service	

DECLARATION

I/We hereby declare that:

1. All quoted prices include applicable taxes.
2. The following items are tax-exempt (if applicable):

-
3. The rates quoted shall remain fixed for the entire contract period and may only be adjusted with the written consent and approval of the Club.

SIGNATURE: _____

NAME: _____

COMPANY STAMP:

DATE: _____

FORM C: BID SECURITY FORM

(Bank Draft / Pay Order Format)

BANK DRAFT / PAY ORDER

Particulars	Details
Amount	Rs. 100,000/- (Rupees One Hundred Thousand only)
Drawn in Favor of	"Islamabad Club"
Payable at	Islamabad
Draft/PO No.	
Date	
Drawn on Bank	(Name of Scheduled Bank)
Tender No.	IC/PC/2025/26-58 – Operation of Beauty Salon

Bank's Authorization:

(Authorized Signatory with Bank Stamp)

Instructions for Bid Security:

1. The Bid Security must be in the form of a Bank Draft or Pay Order drawn on a scheduled bank operating in Pakistan.
 2. The Bid Security must be in favor of "Islamabad Club" and payable at Islamabad.
 3. The amount must be exactly Rs. 100,000/- (no variation).
 4. The scanned copy must be uploaded on EPADS with the bid documents.
 5. The original physical Bid Security must be delivered to the Purchase Department, Islamabad Club, by the bid submission deadline.
 6. Bids without Bid Security (both scanned upload and physical delivery) will be considered non-responsive.
-

FORM D: PERFORMANCE SECURITY FORMAT

(Bank Guarantee)

IRREVOCABLE BANK GUARANTEE

Date: _____

Guarantee No.: _____

Beneficiary: Islamabad Club, Murree Road, Islamabad

Guarantor: _____ (Name of Bank), _____ (Branch Address)

Contract: Operation of Beauty Salon at Islamabad Club – Tender No. **IC/PC/2025/26-58**

Contractor: _____ (Name of Contractor)

Guarantee Amount: Rs. _____ (Rupees only)

We, _____ (Bank Name), having our registered office at _____, hereby irrevocably and unconditionally guarantee to pay to Islamabad Club (the "Beneficiary") upon its first written demand, without demur, any sum or sums up to a total amount of Rs. _____ (Rupees _____ only).

This guarantee is issued in respect of the Performance Security required under the Contract for Operation of Beauty Salon at Islamabad Club entered into between the Beneficiary and the Contractor.

We undertake to pay the Beneficiary any money so demanded notwithstanding any dispute or disputes between the Beneficiary and the Contractor or any other person.

This guarantee shall remain valid and in full force until _____ (date being 60 days after expiry of Contract). Any demand in respect of this guarantee must be received by us at our above-named office on or before that date.

This guarantee shall be governed by and construed in accordance with the laws of the Islamic Republic of Pakistan.

For and on behalf of the Bank:

(Authorized Signatory)

Name: _____

Designation: _____

Bank Stamp:

FORM E: CONTRACT AGREEMENT FORM
CONTRACT AGREEMENT

Contract No.: IC/BS/2025/01/CA

Date: _____

THIS CONTRACT AGREEMENT is made and entered into on this _____ day of _____, **20**, by and between:

ISLAMABAD CLUB, having its registered office at Murree Road, Islamabad (hereinafter referred to as the "Club" or "Procuring Agency" which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the **FIRST PART**;

AND

_____ (Name of Contractor), having its registered office at _____ (address) (hereinafter referred to as the "Contractor" which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the **SECOND PART**.

WHEREAS:

A. The Club invited bids for the Operation of Beauty Salon at Islamabad Club through Tender No. **IC/PC/2025/26-58**.

B. The Contractor submitted its bid dated _____ for the said services.

C. The Club has accepted the Contractor's bid by issuing Notification of Award No. _____ dated _____.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Documents: The following documents shall be deemed to form and be read and construed as part of this Contract Agreement:

- (a) This Contract Agreement
- (b) Notification of Award
- (c) Bid Submission Form (Form A) submitted by the Contractor
- (d) Price Schedule (Form B) submitted by the Contractor
- (e) Performance Security (Form D)
- (f) General Conditions of Contract (Section 5)
- (g) Special Conditions of Contract (Section 6)
- (h) Terms of Reference (Section 4)
- (i) Any addenda issued prior to contract award

2. Contract Period: The Contract shall be for an initial period of **THREE (3) YEARS** commencing from _____ (date). The Contract shall be extendable for another term subject to the approval of Islamabad Club and upon such terms and conditions as the Club may decide [citation:Special Instruction].

3. Monthly Rental: The Contractor shall pay to the Club a monthly rental of **Rs. _____ (Rupees _____ only)**, payable in advance by the 5th of each month.

4. Service Charges: The Contractor shall charge Club members for services at the rates quoted in the Price Schedule (Form B). These rates shall remain fixed for the initial contract period.

5. Performance Security: The Contractor has furnished the Performance Security in the amount of **Rs. _____ (Rupees _____ only)** as required under the Contract.

6. Premises: The Club shall provide the designated premises to the Contractor for salon operations. Utilities shall be charged on actual consumption.

7. Governing Law: This Contract shall be governed by the laws of the Islamic Republic of Pakistan.

8. Dispute Resolution: Any dispute arising out of this Contract shall be resolved through mutual negotiation or arbitration as per the Conditions of Contract.

IN WITNESS WHEREOF, the parties have executed this Contract Agreement on the day and year first above written.

SIGNED by and on behalf of ISLAMABAD CLUB:

(Signature)

Name: _____

Designation: _____

Date: _____

(Club Stamp)

SIGNED by and on behalf of the CONTRACTOR:

(Signature)

Name: _____

Designation: _____

Date: _____

(Company Stamp)

WITNESSES:

1. _____

Name: _____

CNIC: _____

Address: _____

2. _____

Name: _____

CNIC: _____

Address: _____

FORM F: MANUFACTURER'S AUTHORIZATION FORM
(If applicable – for branded products to be used in salon services)

MANUFACTURER'S AUTHORIZATION

Date: _____
To,
The Purchase Department,
Islamabad Club,
Murree Road, Islamabad.

Subject: Authorization to Bid for Operation of Beauty Salon – Tender No. IC/PC/2025/26-58

We, _____ (Name of Manufacturer), having our registered office at _____, do hereby authorize _____ (Name and Address of Bidder) to submit a bid and, if awarded the contract, to supply the following products manufactured by us for use in the Beauty Salon at Islamabad Club:

S. No.	Product Name	Brand	Specifications
1.			
2.			
3.			

We hereby extend our full guarantee and warranty for the products listed above.
For and on behalf of the Manufacturer:

(Signature)
Name: _____
Designation: _____
(Company Stamp)

SECTION 9: LIST OF SUPPORTING DOCUMENTS (CHECKLIST)

Bidders must attach the following documents with their bid. The scanned copies of all documents must be uploaded on EPADS along with the bid.

S. No.	Document Required	Attached (✓)	Remarks
1.	Bid Submission Form (Form A) – Duly signed and stamped		
2.	Price Schedule (Form B) – Duly filled, signed, and stamped		
3.	Bid Security – Scanned copy uploaded on EPADS		Original to be delivered physically
4.	NTN Certificate		
5.	Active Taxpayer List (ATL) Certificate		
6.	GST Registration Certificate (if applicable)		
7.	Company Profile – Including ownership details, year of establishment, etc.		
8.	Proof of 10 Years Experience – Experience certificates, contracts, etc.		
9.	Proof of Current Operations in Five Star Hotel/Reputed Club – Agreement, license, or certificate		
10.	Proof of Establishment in Islamabad (if applicable) – Rental agreement, ownership documents, utility bills		
11.	List of Proposed Staff – With qualifications and experience		
12.	CVs of Key Personnel		
13.	Audited Financial Statements – Last 3 years		
14.	Bank Solvency Certificate		
15.	Undertaking on Stamp Paper – Declaring that the firm is not blacklisted or involved in litigation with any client		
16.	Power of Attorney – Authorizing the signatory to submit the bid (if applicable)		
17.	Registration with PPC/Chamber of Commerce (if applicable)		
18.	Any Other Relevant Documents		

UNDERTAKING ON STAMP PAPER

(To be submitted on judicial stamp paper of Rs. 100/-)

UNDERTAKING

I, _____ (Name), son/daughter of _____, resident of _____, Proprietor/Partner/Director of M/s _____ (Name of Firm), having NTN No. _____, do hereby solemnly affirm and undertake as follows:

1. That our firm M/s _____ has submitted a bid for Tender No. **IC/PC/2025/26-58** for Operation of Beauty Salon at Islamabad Club.
2. That our firm is **not blacklisted** by any government, semi-government, or private organization.
3. That our firm is **not involved in any litigation** with any client that would affect our ability to perform the contract.
4. That all information provided in the bid is true and correct to the best of our knowledge.
5. That we understand that any misrepresentation or false statement may result in disqualification and forfeiture of Bid Security.

DEPONENT:

(Signature)

Name: _____

Designation: _____

CNIC No.: _____

Date: _____

VERIFICATION

Verified at _____ on this _____ day of _____, **20**, that the contents of the above undertaking are true and correct to the best of my knowledge and belief, and nothing material has been concealed.

(Deponent's Signature)