

NATIONAL ASSEMBLY SECRETARIAT

(Administration Branch)



TENDER DOCUMENT

for

“Purchase/preparation of Winter Uniforms for the Liveried Staff”
National Assembly Secretariat,
Islamabad.

M.A DAHERI
Deputy Secretary (Admin)
National Assembly Secretariat,
Parliament House,
Islamabad,
Phone: 051-9207770

NATIONAL ASSEMBLY SECRETARIAT

PURCHASE/PREPARATION OF WINTER UNIFORMS FOR THE LIVERIED STAFF OF THE NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.

Sealed bids under **Single Stage Two Envelope** procedures are invited from the local reputed firms/contractors having experience of 05 years for preparation of uniforms. The interested firms/contractors shall apply for the tender along with their profile, proof of financial stability along with the details of similar services executed during last five years. Conditional and incomplete tender shall not be accepted. Tender should reach by hand or through registered courier to Deputy Secretary (Admin), National Assembly Secretariat, Islamabad, on or before November, 2021 at 11.00 A.M. The tenders will be opened on the same day at 11:30A.M. In the presence of Contractors/Bidders, who may like to be present on the occasion No document will be issued on the date fixed for opening of the tenders.

MANDATORY REQUIREMENTS

- i). Full name of firm/contractors along with postal address, telephone, fax, e-mail, details of administrative setup office.
- ii). Firm/Contractor should have minimum experience of five (5) years of provision of such services to government/autonomous/private departments. (Attach document proof) and Bank Statement for the last one year.
- iii). Status of Firms/Contractor (ownership) with year of establishment, showing number of years in relevant field/business, supported by documentary evidence.
- iv). Bidder should have active tax payer from FBR. GST&NTN registration date must be before of tendering date.(attached evidence)
- v). A Call deposit of amounting Rs.50,000/-(Rupees thirty thousand) only (Refundable to the unsuccessful bidders on issuing of contract to successful bidder) in shape of pay order/Bank draft (Cheque will not be accepted) in favour of Deputy Secretary (Admin), National Assembly Secretariat, Islamabad, should be attached original with the financial proposal and duplicate copy pay order/Bank draft technical proposals, otherwise the tender will not be accepted.

GENERAL TERMS & CONDITIONS

- i). Tender Notice issued in the PPRA's/National Assembly Secretariat's Websites is part of this contract document.
- ii). Details of Sewing machines' staff members and other related machines may be provided.
- iii). After award of contract 08 Suits will be provided initially for approval after awards the remaining suits will be prepared after the approval by the authority.
- iv). Bid should be addressed to the Deputy Secretary (Admin), National Assembly Secretariat, Islamabad.
- v). Bid shall be submitted in a single package containing two separate envelopes clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
- vi). All supporting documents and duplicate copy of pay order/Bank draft must be attached with Technical Proposals.
- vii). Firm must own a tailoring/shop, necessary machinery and skilled workers for preparation of uniforms; otherwise the tender will not be accepted.
- viii). The firm will have to attach the sample of all items of uniforms(**excellent clothing and Shoes(Black without lasses)**) samples, failing which, the tender will not be accepted
- ix). All rates must be written inclusive of all government taxes including/GST.
- x). After the issuance of supply order, the firm will be bound to supply uniforms **within (4) four weeks** and in case of not supplying at a fixed time. The Bank Draft will be seized.

- xii). Vender should give a stamp paper of 50/- rupees warranty of uniforms stitching/cloth quality for one year. In one year warranty time, if bubbles or stitching problems occurred, or needed alteration, the relevant firm is bound to replace or repair the uniform.
- xiii). The successful firm should tag their uniform for identification.
- xiv). The scrutiny committee shall evaluate the technical proposal in a manner prescribed in advance (attached as annexure "A"), without reference to the price and reject any proposal which does not conform to the specified requirements.
- xv). The bidder should quote rates clearly in the Financial Proposal. (attached as annexure "B") Cutting & over writing will not be accepted and tender will be rejected.
- xvi). Bidder must score/achieve 20 as passing marks out of 25 marks in technical qualification to become eligible for participating in financial bid. The financial bids of technically disqualified bidders shall not be entertained as per PPRA's Rules.
- xvii). Those Bidders will be hired for supply of uniforms who technically qualify for the lowest financial bid.
- xviii). Both parties (National Assembly Secretariat & Bidder) can terminate the contract with the one notice without assigning any reason.
- xix). All pages of Technical and Financial Proposal be duly signed and stamped by the bidder.
- xx). If any clause of bidding document/contract agreement /SoP is not accepted by bidder, then his bid will be rejected without any reason.
- xxi). National Assembly Secretariat reserves the right to accept or reject any or all bids as per PPRA Rules.
- xxii). If the supplier failed to execute order as per laid down terms and conditions in the tender/supply order or the performance is not satisfactory or found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firms/ supplier/ contractor will be taken as per PPRA rule 19.
- xxiii). Complete profile including tailoring/shoes shop stitching/unit, Sewing Machines of Jocky, Kaz Machine, Over-lock Machine, Button Machine, and Fusing Plant and e.t.c
- xxiv). Number of Tailors,
- xxv). Only that firm can apply for the supply of Shoes (Black) who solemnly deals with the shoes business.
- xxvi). All uniforms items i.e. Shelwar/Kameez(Cloth + Stitching), Waist Coat (Cloth + Stitching) & Sherwani(Cloth + Stitching) make to measure i.e. from size to size.
- xxvii). Rates given in the bid will be strictly implemented by the contractor during the contract, without compromising the quality.
- xxviii). Rates of the uniforms items (Annexure-B) and detailed terms and conditions will be treated as part of this contract.
- xxviiii). Successful firm will be bound to supply uniforms as per cloth samples attached at the time of tender documents

TECHNICAL BID FORM

1. Name of the contactor/firm: _____
2. Date of Establishment: _____
3. Address of tailoring/shoes shop & stitching unit: _____

4. Owner / Proprietor / MD / CE Name: _____
5. Experience: _____
6. CNIC No.: _____
7. Mailing Address: _____

8. Contact No(s): _____
9. Cell No(s): _____
10. Email Address: _____
11. NTN No.: _____ Vendor No. _____
12. GST No.: _____
13. Bank Name & Account No: _____
(for which statement is enclosed)
14. Clients in Rawalpindi /Islamabad (Attached additional client list if any as well as evidences of all contracts)

Sr. No.	Client Name & Address

Sign/ Stamp
Owner/Bidder