



**GUN AND COUNTRY CLUB  
ISLAMABAD**

**BIDDING DOCUMENT**  
**PROCUREMENT OF WORKS**

**Titled**  
**Extension of Main Kitchen of Gun and Country Club, Islamabad**

**Tender Notice: No GCC/0006/2024**

The Gun and Country Club, Islamabad invites sealed bids from eligible contractors/firms qualifying eligibility criteria for execution of the following work:

<b>Name of Project</b>	<b>Bid Security</b>
Extension of Main Kitchen of Gun and Country Club, Islamabad	PKR 500,000

1. The extension of the Kitchen shall be carried out strictly in accordance with the drawings/lay out plan and itemized details of the work (BoQs) given in the bidding documents.
2. The interested Bidders meeting eligibility criteria as laid down in the Bidding Document are encouraged to apply.
2. The bidders must enclose the bid security amounting to Rs. 500,000/- in the shape of (Pay Order /Demand Draft) in favor of Gun and Country Club along-with the Bid, failing which the bid shall be rejected. In addition, the interested bidders are also required to deposit Rs. 5000/- as bid processing fee which is non-refundable in shape of pay order/cross cheque in favor of Gun and Country Club, Islamabad.
3. Complete set of the Bidding documents containing scope of work, detailed terms and conditions, etc. may be obtained by the interested bidders from the main reception of Gun and Country Club, Islamabad (GCC) or GCC's website [https:// www.gcclub.org.pk](https://www.gcclub.org.pk) on or before 25<sup>th</sup> June, 2024.
4. Bids, in accordance with the instructions in the bidding document, must reach the tender box placed at the main reception of Gun and Country Club, Islamabad on 25<sup>th</sup> June, 2024. The bidders will be communicated the date and time for opening of bids. This advertisement is also available on GCC's website at [www.gcclub.org.pk](http://www.gcclub.org.pk).

**Secretary**

**Gun and Country Club**

Pakistan Sports Complex, P.O Box No. 3017, Islamabad

Phone No: 051-8466532

## **INSTRUCTIONS TO BIDDERS**

### **A. GENERAL**

#### **Scope of Bid**

The Gun and Country Club hereinafter called “the Club” invites bids for the civil work/construction work in connection with Extension of Main Kitchen of the Club as per lay out plan/drawings at **Annex-I** and details of the works to be carried out at **Annex-II** to this Bidding Document.

Bidders must quote for the complete scope of work. Any Bid covering partial scope of work will be rejected as non-responsive. The total amount quoted by the bidder must be inclusive of all applicable taxes etc as per policy of the Government.

#### **Eligible Bidders**

Following is the basic eligibility criteria for the bidders intending to compete:

- a. Duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category.
- b. Must be on the active taxpayer list of FBR or provincial revenue authorities.
- c. Must have financial stability to execute the above work.
- d. Must have previous experience of completing similar projects.
- e. Must conform to the other terms and conditions as laid down in the bidding document.

#### **Clarification of Bidding Documents and site visit**

- a. A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may contact the Club management before the last date of submission of bids i.e. 25-06-2024.
- b. A prospective bidder must visit the site physically, with prior permission/intimation of club management, for complete understanding of the work to be carried out and for any clarification with respect to the requirements of the work.

### **B. PREPARATION OF BIDS**

#### **Documents Comprising the Bid**

The bid prepared by the bidder shall comprise the following components:

- a) Covering Letter
- b) Financial Bid/Amount quoted as per **Annex-II**
- c) Bid Security and Bid Processing fee
- d) Documentary evidence to substantiate the eligibility criteria as mentioned in the bidding document.
- e) Time-line of the execution of the work.

### **Bid Prices, Currency of Bid and Payment**

The bidder shall fill up the **BoQs (Annex-II)** indicating the unit rates and prices of the Works to be performed.

Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the currency of the Contract and not subject to variation on any account.

The unit rates and prices shall be quoted by the bidder in PKR.

### **Documents Establishing Bidder's Eligibility and Qualifications**

The bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the work.

Bidder must possess and provide evidence of its capability and the experience as stipulated in the Bidding Documents.

### **Bid Security**

Each bidder shall furnish, as part of his bid a Bid Security amounting to Rs. 500,000/- in shape of the Bank draft in favor of the Club valid for a period up to 30-days beyond the bid validity date.

Any bid not accompanied by an acceptable Bid Security shall be rejected by the Club as non-responsive.

The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed the Contract Agreement.

### **Validity of Bids, Format, Signing and Submission of Bid**

Bids shall remain valid for the period of 90-days after the date of bid opening.

The Bids must be complete in all respects.

No alteration is to be made in the **Annex-I and Annex-II** of the bidding documents. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.

The bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the bid.

The Bid shall be delivered in person or sent by registered mail at the address to Club.

### **Submission Of Bid**

#### **Deadline for Submission, Modification & Withdrawal of Bids**

Bids must be received by the Club at the address/provided in bidding document not later than the time and date stipulated therein i.e. 25-06-2024.

Bids submitted through e-mail shall not be considered.

Any bid received by the Club after the deadline for submission will be returned unopened to

such bidder.

Bid once submitted shall be final.

## **BID OPENING AND EVALUATION**

### **Bid Opening, Clarification and Evaluation**

The Club will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and location which will be communicated to the bidders.

The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Club at its discretion may consider appropriate, will be announced by the Club at the bid opening. The Club will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid.

To assist in the examination, evaluation and comparison of Bids the Club may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

Prior to the detailed evaluation, the Club will determine the substantial responsiveness of each bid according to the Bidding Documents. For clear understanding, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed in Bidding document.

Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Club, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

The Club will evaluate and compare only the bids determined to be substantially responsive. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid.

The club reserves the right to cancel the bidding process for any reason at any time before opening of bids.

The Club, for compelling reasons, reserves the right to extend the last date of submission of bids after due process. Any update in this regard, may be uploaded on the website of GCC. Prospective bidders to frequently visit GCC's website.

## **F. AWARD OF CONTRACT**

The Club, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in bidder's capacities, may require the bidder to provide information concerning their professional, technical, financial, legal or managerial competence. Provided that such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that bid evaluation report.

The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications as mentioned in the bidding document.

### **Award Criteria & Club's Right**

The Club will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price.

The Club reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Club's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

### **Notification of Award & Signing of Contract Agreement**

Prior to expiration of the period of bid validity prescribed by the Club, the Club will notify the successful bidder in writing ("Letter of Acceptance") that his Bid has been accepted.

Within seven (7) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Club will send the successful bidder the Form of Contract Agreement, incorporating all agreements between the parties.

The formal Agreement between the Club and the successful bidder shall be executed within seven (7) days of the receipt of Form of Contract Agreement by the successful bidder from the Employer.

### **Performance Security**

The successful bidder shall furnish to the Club a Performance Security @ 10% of the total bid amount in the form and the amount stipulated in the contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

## **Bidding Data Sheet**

**Name of Club:**

Gun and Country Club, Islamabad

The Club's Representative is:

Mr. Raja Muhamamd Nauman Afzaal, Manager Admn  
Gun and Country Club, Islamabad

**Time for completion**

As stipulated in  
the Contract

**Brief Description of Works:**

Extension of the Main Kitchen of Gun and Country Club

**Basic Eligibility (mandatory Requirements)**

The firms/ bidders fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached with bid):

- a. Valid Registration with PEC in appropriate category on the date of bid opening.
- b. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR or respective board are only eligible to provide services to the Club. **Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.**
- c. Tax shall be deducted/withheld as per applicable sales tax and income tax law. If selected service provider is not in ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL.
  - a) Bidder must submit affidavit/undertaking (on stamp paper of Rs.100) duly notarized, failing which the bid shall be rejected, to the effect that bidder has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
  - b) Submission of duly signed and initialed copy of Tender Document along with Appendices, Annexures & Attachments refereed therewith. Signing and stamping shall mean validation and compliance to all the details included in bidding Document.
  - c) Bidder to confirm that the Time of Completion of the Project shall be within the period as stipulated in the contract from the date of Award of Contract. Bidder shall provide an undertaking that Bidder(s) have proven available resources to implement and complete the project on fast track basis within Time of Completion.

Club's address:

**Gun and Country Club**  
Pakistan Sports Complex, P.O Box No. 3017, Islamabad  
Phone No: 051-8466532

Bid shall be quoted entirely in Pak Rupees. The payment shall be made in Pak.Rupees.

**Amount of Bid Security**

Bid security an amount of PKR= 500,000/- in the form of pay order/ demand draft issued by scheduled bank of Pakistan in favor of Gun and Country Club, Islamabad

**Period of Bid Validity**

Bid shall remain valid for 90 days.

**Number of Copies of the Bid to be submitted**

One (01) original only.

**Deadline for Submission of Bids**

As per Tender Notice i.e. 25-06-2024

**Venue, Time, and Date of Bid Opening**

Gun and Country Club Islamabad

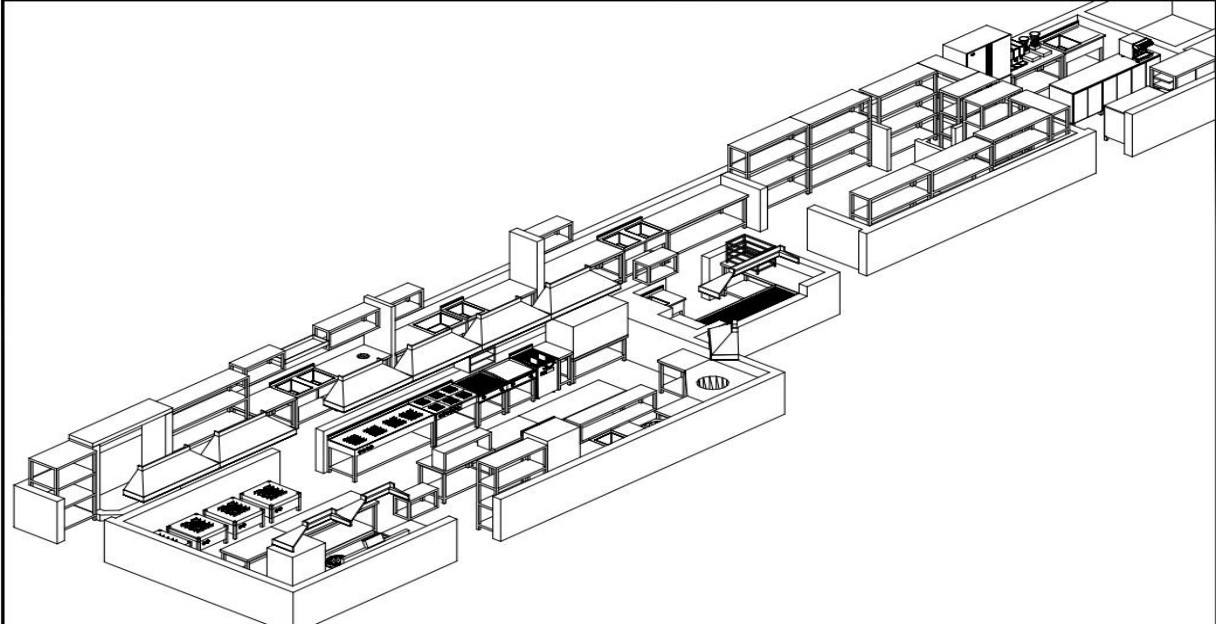
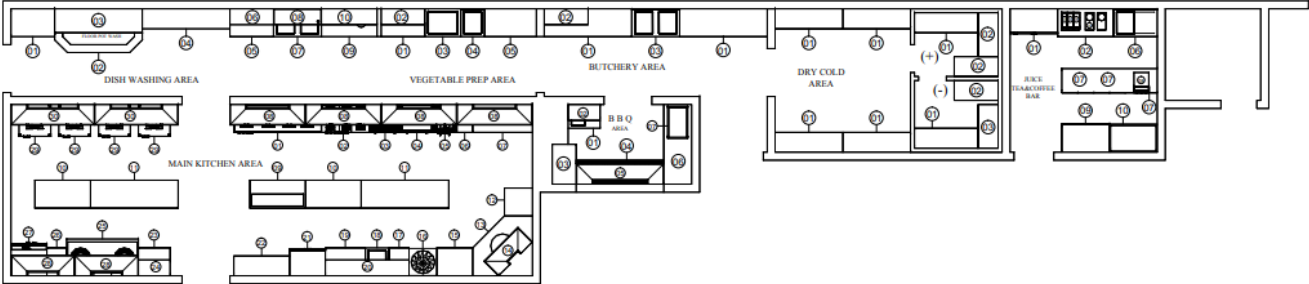
Date and time for bid opening shall be communicated to the bidders after last date of bid submission.

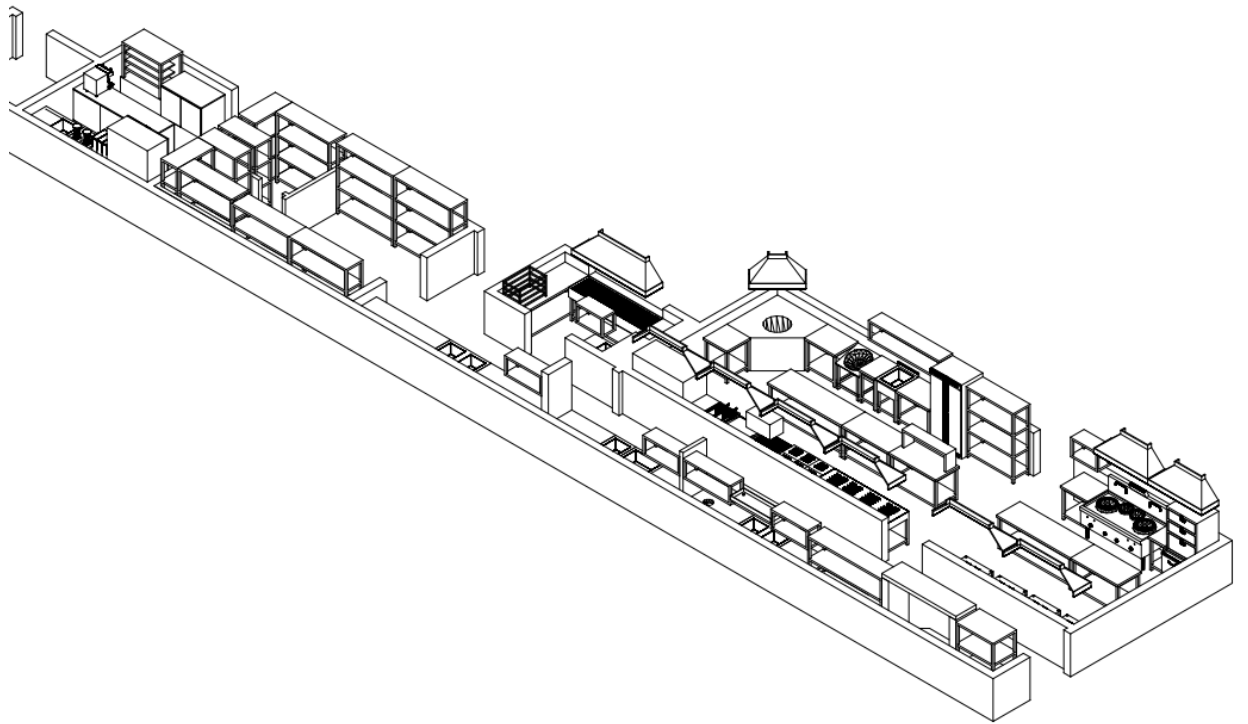
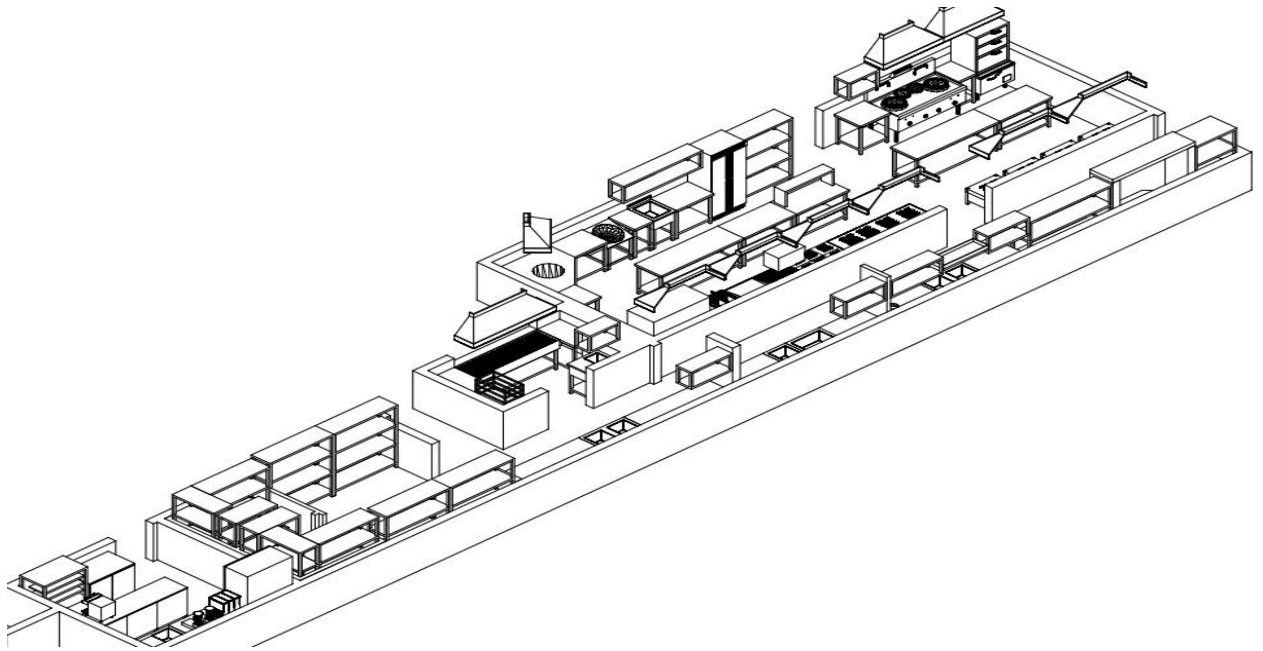
**Responsiveness of Bids**

- (i) the Bid is valid till required period,
- (ii) the Bid prices are firm during currency of contract.
- (iii) the Bidder is eligible to Bid and possesses the requisite experience, capability and qualification.
- (iv) the Bid does not deviate from basic technical requirements and the Bids are generally in order, etc.
- (v) Technically responsive and lowest evaluated Bid



**Annexure I (BOQ):**





**Annexure II (BOQ):**

<b>GUN CLUB BOQ</b>					
<b>S.No</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
<b>1-</b>	<b>Dismantling Brick Wall 9" thick</b>				
	Dismantling brick wall 9" thick, making surface good & removal of debris from site premises. Complete in all respect or as directed by Engineer In charge.	1.00	Job		-
<b>1a-</b>	<b>Dismantling Floor Tiles</b>				
	Dismantling Floor Tile, making surface good & removal of debris from site premises. Complete in all respect or as directed by Engineer In charge.	1,298.00	Sft.		-
<b>1b-</b>	<b>Dismantling Steel Roof</b>				
	Dismantling M.S Roof & removal of debris from site premises. Complete in all respect or as directed by Engineer In charge.	1,250.00	Sft.		-
<b>2-</b>	<b>Excavation 3'-00" depth</b>				
	Excavation in all kind of soil at any elevation, shoring & strutting where required, dewatering, protecting the bed conditions as dry, and disposal of excavated materials to locations within the radius of 10 Km and/ or as designated by the Engineer.	1,107.00	Cft.		-
<b>3-</b>	<b>PLAIN CONCRETE</b>				
	Plain Cement Concrete, minimum compressive cylinder strength of 1500 PSI at 28 days (approved design mix) using coarse sand washed crushed stone at any height/floor, including water tight form work and its removal, complete in all respects as per drawings, specifications, with the approval of The Engineer.	142.07	Cft.		-
<b>4-</b>	<b>STEEL REINFORCEMENT</b>				
	Fabrication and fixing of steel reinforcement for cement concrete, including cutting, bending, laying in position, making joints and fastenings, including cost of binding wire and labour charges for binding of steel reinforcement (also includes removal of rust from bars).	3,780.00	Kg		-
<b>5-</b>	<b>Reinforced Cement Concrete</b>				

GUN CLUB BOQ					
S.No	Description	Quantity	Unit	Rate	Amount
	Providing and laying of Reinforced Cement Concrete Work including admixture Providing and placing of reinforced cement concrete having minimum concrete compressive cylinder strength 3000 PSI at 28 days for all structural elements (Foundation, Column, Plinth Beams, Beams, Slab, Stairs, Parapet Walls, U.G.W.T, Septic Tank etc.) by using maximum aggregate graded as defined in the drawing, otherwise approved by the Engineer & Consultant and including fixing Fair face water tight form work and its removal, Shear Connectors, pipe plates of different size joint and other accessories, and further compacting, leveling and curing etc. but excluding the cost of reinforcement. All works to be complete in all respects as per drawing and specifications, as directed by the Consultant.	1,080.00	Cft.		-
<b>6-</b>	<b>DAMP PROOF COURSE</b>				
	Damp Proof Course of Cement Concrete with minimum compressive cylinder strength of 1500 PSI at 28 days, including Polythene (of approved material and quality) & 2 Coats Bitumen (2" thick) or approved Water proofing Quality	112.50	Sft.		-
<b>7-</b>	<b>Brickwork (1:4)</b>				
	Providing and laying first class solid burnt brick masonry (1:4) of approved quality, shape, design and thickness up to any height laid in cement sand mortar using clean local sand in curved or straight walls as shown on the drawings i/c all required scaffolding, fasteners / bonding ties (where required), filling the joints of interior surfaces with cement sand mortar, raking out and cleaning of joints, curing and finishing, complete as per drawings specifications and instruction of the Consultant / Engineer In charge.	1,871.11	Cft.		-
<b>8-</b>	<b>Plaster Work (1:4)</b>				
GUN CLUB BOQ					
S.No	Description	Quantity	Unit	Rate	Amount

	Providing and applying 1/2" - 3/4" thick cement plaster (1:4) using 1- part of grey cement and 4- parts of clean local sand to all Brick works and Rcc work at any height, i/c chipping, curing, groves, corners, lifting, hoisting, finishing, making edges & scaffolding etc., i/c preparation of surface before plastering by rubbing with wire brush and washing with clean water, complete as per drawings specifications and instruction of the Consultant / Engineer In charge.	7,122.39	Sft.		-
<b>9-</b>	<b>Tile Work</b>				
	Providing and laying approved size, colored & textured porcelain tile Local Made (Italian brand) with base plaster (1:4) and laying with tile bond and imported grouting with white cement mixed with matching colour pigment complete in all respect. Base Price Rs. 3,000/Sqm				
	Floor Tile 24" x 24"	4,669.00	Sft.		-
<b>10-</b>	<b>Wall Tile 12" x 24"</b>				
	Providing & laying approved size, colour & textured porcelain Wall Tiles Local Made (Italian brand) prime quality over base plaster (1:4) i/c maintaining the level and laying with tile bond and imported grouting with white cement mixed with matching imported colour pigment etc. complete in all respects. Base Price Rs. 1,800/Sqm	3,910.00	Sft.		-
<b>11-</b>	<b>Elevation Brick Gutka</b>				
	Providing and Fixing at any location 2"x2"x9" on Elevation installed with 1:3 C.S Ratio Mortar	218.00	Sft.		-
<b>12-</b>	<b>Aluminum Door</b>				
	Providing and fixing 6 mm thick glass Door fixing with 4" high 2mm thick black aluminum H section and U- channel along with the wall at top and bottom, true to plumb with cover on the hollow end of the aluminum H sec. with floor mounted imported door closer of GCC, and top pivot, including gasket, best quality stainless steel door handles, lock 1'- long straight polish of exposed edges and as directed by the Engineer.	217.00	Sft.		-
<b>GUN CLUB BOQ</b>					
S.No	Description	Quantity	Unit	Rate	Amount
<b>13-</b>	<b>Aluminum windows</b>				

	Providing and fixing fully glazed sliding or fixed Aluminum windows deluxe model 100mm x 1.6mm thick powder coated / anodized of approved colour of Chawla / Pak Alco make as approved, including imported gear opening lever system, best quality local glass 6mm and aluminum fittings including aluminum fly proof net, lugs cutting holes and making good damages to wall, rubber gasket, filling around frame with silicon, with 3M Electro cut 314 Brand frosted film etc. complete in all respects, as per drawings & design, as required in any floor or as directed by Engineer In charge.	186.00	Sft.		-
<b>14-</b>	<b>Internal Wall Paint</b>				
	Providing and applying at any floor at any height, 3 coats of plastic emulsion paint of ICI / Nippon to Internal Walls approved color, over one primer coat of ICI / Nippon after making smooth any unevenness by approved base filling as per specifications, to surface of walls, complete in all respects as per drawing & design and as directed by the consultant Engineer.	7,122.39	Sft.		-
<b>15-</b>	<b>Plumbing Work and Electrical Works (MEP) Complete</b>				
	1- Pprc 32mm, 25mm,with Fittings, Ball Valve 1/2" dia, and Upvc Main Drain 9" Piping ,Sink Mixer 8no's, Man Hole 18"x18" 6no's and drainage complete in all respects. 2- Gas valve , nozzle, Piping 25mm & 32mm complete in all respects. 3- Complete internal wiring and providing & installation of switch plates china make and approved brand electric lights, Fans, D.B Board 18"x24" Complete, Exhaust Fans 18" 6no's, Light Plug, Power Plug, Ceiling fan 56", 10 fan, LED Light 4' Patti, as per drawings or requirement approved by Engineer. (Excluding the cost of Main Cable and its conduit).	2,034.00	Sft.		-

GUN CLUB BOQ					
S.No	Description	Quantity	Unit	Rate	Amount
<b>16-</b>	<b>Greatin</b>				
	Providing and Fixing all material, labor and equipment etc. for fixing of Non Magnetic stainless steel glass horizontal Grating 8" width x 35' Long, complete as per drawing and approved by the Consultant with SS welding, 1/2" square 18 swg pipe including all fittings with strong and sturdy fixing system to handle the movement of the users. Complete in all respect as per drawing & design or as directed by consultant.	3.00	Sft.		-
<b>17-</b>	<b>False Ceiling</b>				
	Supply and fix Gypsum sheet 600 mm x 600 mm x 7.5 mm thick, including Aluminium Tee and Aluminium angle, 25 mm x 25 mm x 1 mm, including hanger clips, jointing clips and 14 SWG, GI wire etc., Complete in all respect as per drawing & design or as directed by consultant.	2200	Sft.		-
<b>18-</b>	<b>Top Roof Finishing</b>				
	Providing and laying, 13 mm thick terrazzo floor, using marble chips (1:2) with ordinary Cement including cutting, rubbing, polishing and 12mm thick marble dividing strips over 50mm thick PCC 1:2:4 as under layer of terrazzo using crushed or Brocken stone. Complete in all respect as per drawing & design or as directed by consultant.	2500	Sft.		-