

REQUEST FOR PROPOSALS

FOR

SUPPLY OF OUTDOOR AND INDOOR FURNITURE



ADJACENT PAKISTAN SPORTS COMPLEX ISLAMABAD

Last Submission date: 5th January, 2025, 11:00 AM

Bid Opening Date: 5th January, 2025, 11:30 AM

TENDER DOCUMENT

No: GCC/031/2025

(Single Stage-Two Envelop)

Gun and Country Club Islamabad, invites the **“Proposals” on “Single Stage – Two Envelope Procedure” (Technical Proposal & Financial Bid)** Original Manufacturer (OM)/their authorized dealers/Sole Importers/Supplier for Supply of outdoor and indoor furniture for Gun and Country Club Islamabad, as per details/specifications mentioned in the **Annex-I & Annex-II** to this bidding document.

GENERAL TERM & CONDITIONS

1. The firms must have previous experience of manufacturing the furniture for outdoor and indoor.
2. The firm must be registered with FBR and be on active tax payer list of FBR.
3. The firm must not be blacklisted by any Government department, autonomous body etc. An undertaking on judicial paper must be submitted with the bid.
4. **Only Original Manufacturer/their authorized dealers/Sole Importers/Distributors (based in Pakistan) are eligible to apply. For the purpose, the firm/bidder shall provide valid Certification/authorization letter etc. of Manufactural, with the bid, failing which the bid shall not be considered and rejected outrightly.**
5. Sealed tenders are required to reach the Club on or before **5th January, 2026 (11:00 AM)** along with a cross cheque/Pay Order of **Rs. 5000/-** in favor of “Gun & Country Club Islamabad” (Non-refundable) as bid processing fee. The bids shall be opened on the same day at **11:30 AM**.
6. Bid Security amounting to **Rs. 200,000/-** must be attached with Bid in shape of pay order. The bid security of successful bidder shall be retained till finalization of contract modalities while for the unsuccessful bidders, the same shall be returned immediately after the award letter is issued to the successful bidder.
7. All quotations should be submitted on proper letterhead.
8. The rates quoted shall be considered valid for the period of 2 months/60-days.
9. The rates quoted should be inclusive of all applicable taxes. If not mentioned separately, it shall be deemed that the quoted rates are inclusive of all taxes.
10. The validity of bid is Sixty (60) days from the date of opening of tender.
11. All quotations should be addressed to:
Gun & Country Club,
Adjacent Pakistan Sports
Complex, Islamabad.
12. Incomplete quotations, quotations not conforming to requirements/technical specifications or with vague contents will not be considered.
13. Payments of the bills and invoices will be subject to the deduction of government taxes.
14. The selected firm should complete the job/work as per Gun& Country Club Islamabad schedule.

17. The sealed envelope must have inscription as “**GCC/0031/2025-Indoor & Outdoor Furniture**”
18. Gun & Country Club reserves the right to extend the opening date of the bids, cancel the tender or accept /reject any or all bids, without assigning any reason.

SUBMISSION OF BIDS

- i. The bid must be accompanied by the documents as specified at **Sr. No. 1-7 under General Terms and Condition above.**

Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]
The provision of this checklist is essential prerequisite along with
submission of tenders (with technical proposal)

Sr. #	Detail	Responsive	Non-Responsive
1.	Bid Security of estimated cost of articles / items given by the department The Bid security must be submitted in the shape of CRD (cash payment will not be accepted)		
2.	Active Registration with Income Tax Authorities (National Tax Number NTN), Sales Tax Authorities (STRN)		
3.	Copy of active Registration (Professional Tax Certificate)		
4.	At least 2 of similar nature work have been performed / executed during last 02 years		
5.	General Information Form of Bidding documents on letterhead of the firm duly signed and stamped		
6.	Affidavit on non-judicial Stamp Paper of Minimum Rs 100/- (For Blacklisting)		

Stamp & Signature of Bidder

EVALUATION CRITERIA

S. No	Evaluation Criteria	Total Marks	Marks Achieved by Firm	Remarks
1	Registration of firm in Statutory bodies like SECP/Chamber of Commerce, FBR etc.	10		
2	Relevant Business	20		
3	Company Profile	20		
5	Annual Turnover of Business One Hundred Million (Rs. 100000000)	10		
6	Financial strength of the vendor/firm	20		
7	Affidavit to supply items in 30 days	20		
Total		100	Minimum qualification marks 60%	

Note: Please attach documentary evidence in support of your claims

Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head To be attached with Financial Bid]

Annexure I

Sr. No.	Detail of Items	Specifications	Qty.	Unit Price	Total Price
1.					
2.					
3.					
4.					
5.					
6.					

Annexure II

Sr. No.	Detail of Items	Specifications	Qty.	Unit Price	Total Price
1.					
2.					
3.					
4.					
5.					
6.					

1. Delivery at Gun and Country Club Islamabad, Adjacent Pakistan Sports complex Islamabad.
2. Total Bid value (against which a Bid shall be evaluated) in figureTotal Bid value (against which a Bid shall be evaluated) in words

Note:

In case of difference between unit price and total price, unit price shall prevail and total Price shall be “final”

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final

Stamp & Signature of Bidder

Annex-I

**A. DETAILS OF FURNITURE FOR THE NAUTICA GLASS SHED
(INDOOR)**

Sr. #	Description	Unit	Quantity	Rate	Total
1	Wooden Dining table in Maranti Wood 36"x36"x29"	No.	20		
2	Low Glow with batteries	No.	20		
3	Wooden Coffee Table 60"x30"x20" Maranti Wood	No.	4		
4	3 Seater Wooden Sofa in Maranti Wood and SS frame with braided ropes	No.	8		
5	Rope and Wood Dining Chair - Maranti Wood	No.	80		
6	Size 74" x 15 " Plants with pots 6 plants	No.	10		

B. DETAILS OF FURNITURE FOR OUTDOOR AREA

Sr. #	Description	Unit	Quantity	Rate	Total
1	Light, Table Lights, Low Glow with batterie	No	Pcs	20	
2	Table, Rattan and Aluminum Dining Table in rough beige and gap weaving	No	Pcs	20	
3	Chair, Rattan and Aluminum Dining Chair in rough beige and gap weaving	No	Pcs	80	
4	Planters in rough beige rattan with plants, Size 74" x 15 " Plants with pots 6 plants	No	Pcs	10	