



GUN AND COUNTRY CLUB ISLAMABAD

Request for Proposal

**Gun and Country Club, Adjacent to Pakistan Sports Complex, Islamabad
Ph: 051-8466532**

Tender No 0013/2026
Gun and Country Club Islamabad



INSTRUCTIONS TO BIDDERS

REQUEST FOR PROPOSAL

**SUPPLY OF FURNITURE AND OTHER
ACCESSORIES INCLUDING BOOK SHELVES &
ELECTRICAL WORKS, ETC. FOR LIBRARY
CUM CAFE**

SINGLE STAGE TWO ENVELOP

Closing Date and Time: 14-05-2026 (11:00 AM)
Opening Date and Time: 14-05-2026 (11:30 AM)

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Section I: Invitation to Bids

Gun & Country Club Islamabad

REQUEST FOR PROPOSALS

Gun and Country Club Islamabad, invites the “Proposals” under “Single Stage – Two Envelopes Procedure” from reputable firms/companies having previous experience of executing similar work, who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/ Income tax department having GST/ NTN Numbers for the **SUPPLY OF FURNITURE AND OTHER ACCESSORIES INCLUDING BOOK SHELVES & ELECTRICAL WORKS, ETC. FOR LIBRARY CUM CAFE** as per specifications/BoQs mentioned in the bid documents. Tender bids would be collected and opened as per the following schedule:

Date of Advertisement	29-04-2026
Pre-Bid Meeting / Site Visit	-
Last date for submission of bids	14-05-2026
Date, Time & Place of publicly opening of Tender Bids.	14-05-2026

The interested eligible bidders may obtain bidding documents, specifications of required work, and detailed terms and conditions from the websites of Gun and Country Club, Islamabad (i.e., www.gcclub.org.pk).

Single stage-two envelopes procedure as contained in Rule 36(a) of PPRA, 2004 shall apply. Earnest money/Bid Security amounting to Rs. 200,000/- in the shape of Pay Order / Demand Draft/Call Deposit in favour of Gun and Country Club Islamabad must be accompanied with the Technical Proposal, failing which the bid shall be rejected.

This Tender Notice is also available on the website of Gun and Country Club, Islamabad. The Gun and Country Club Islamabad reserve the right to accept or reject any or all bids/proposals in accordance with the rules/regulations.

**Gun and Country Club,
Adjacent to Pakistan Sports Complex, Islamabad
Ph: 051-8466532**

Section-II: Instructions to Bidders (ITB)

1. INTRODUCTION	
1.1 Scope of Bid	Gun and Country Club Islamabad (GCC) invites the “Proposals” under “Single Stage – Two Envelope Procedure” from eligible, reputable and experienced firms/companies for SUPPLY OF FURNITURE AND OTHER ACCESSORIES INCLUDING BOOK SHELVES & ELECTRICAL WORKS, ETC. FOR LIBRARY CUM CAFE
1.2 Source of Funds	From GCC own funds.
1.3 Eligible Bidders	<ul style="list-style-type: none"> i. The Invitation to Bids is open to companies/firms registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax etc). <u>JVs are not allowed.</u> ii. The Bidders must have valid registration of PEC in relevant/appropriate category. iii. Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective / relevant competent forum/authority. iv. Bidders shall not be under a declaration of blacklisting by any Government department/ GCC or by Public Procurement Regulatory Authority (PPRA). During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/autonomous body etc or by Public Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded Contract value and in case the bidder regrets to do so then the Gun and Country Club Islamabad may proceed with second lowest evaluated bidder. v. A Bidder may be ineligible if – <ul style="list-style-type: none"> a. The Bidder is declared bankrupt or, in the case of company or firm, insolvent; b. Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; c. Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; d. The Bidder is convicted, by a final judgment, of any offence involving professional conduct;

	<ul style="list-style-type: none"> e. The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices. f. The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure. g. The firm, supplier and contractor is blacklisted/ debarred by any international organization <ul style="list-style-type: none"> vi. Bidders shall provide to the Gun and Country Club Islamabad evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively vii. Bidders shall provide such evidence of their continued eligibility satisfactory to the Gun and Country Club Islamabad, as the Gun and Country Club Islamabad shall reasonably request.
1.4 Eligible Goods and Services	<ul style="list-style-type: none"> i. All goods and related services to be supplied under the Contract shall have their origin in eligible source, defined in the Bid Data Sheet (BDS/Technical Specification), ii. For purposes of this clause, “origin” means the place where the goods are mined ,grown ,or produced, or the place from which the related services are supplied Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.
1.5 Cost of Bidding	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the GCC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
1.6 One person one bid	A Bidder shall submit only one Bid in the same bidding process individually as a Bidder
2. THE BIDDING DOCUMENTS	
2.1 Content of Bidding Documents	<ul style="list-style-type: none"> i. The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents The Bidding documents, inter alia, include <ul style="list-style-type: none"> a) Invitation to Bids b) Instructions to Bidders (ITB) c) Technical Specifications d) Bid Data Sheet e) General Conditions of Contract (GCC) h) Bid Form i) Bidder Profile Form j) General Information Form k) Affidavit l) Contract Form n) BoQs o) Check List ii. The Bidder is required to examine all instructions, forms,

	<p>terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.</p> <p>iii. The Gun and Country Club Islamabad is not responsible for the completeness of the Bidding Documents and the addenda, if they were not obtained directly from the Gun and Country Club Islamabad's website. Re-confirming from the Gun and Country Club, Islamabad, that all pages/contents have been properly and clearly received is the prime responsibility of the Bidder</p>
2.2 Clarification of Bidding Documents	<p>i. A prospective Bidder requiring any clarification of the Bidding documents may notify the Gun and Country Club Islamabad in writing or by email. The Gun and Country Club Islamabad will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids.</p> <p>ii. A prospective Bidder requiring any clarification of the Bidding Documents may notify the Gun and Country Club Islamabad in writing to provide record of the content of communication at the Gun and Country Club Islamabad's address.</p> <p>iii. The Gun and Country Club Islamabad will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification.</p> <p>iv. Should the Gun and Country Club Islamabad deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under this document.</p>
3. PREPARATION OF BIDS	
3.1 Language of Bid	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Gun and Country Club Islamabad shall be in English.
3.2 Bid Form	The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding documents, Indicating the goods/services to be supplied ,a brief description of the goods/services, their quantity, and prices.
3.3 Bid Prices	<p>i. The Bidder shall indicate the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract</p> <p>ii. Prices indicated on the Price Schedule shall be item wise</p> <p>iii. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected</p>

3.4 Bid Currencies	Prices shall be quoted in Pak Rupees.
3.5 Documents Establishing Bidder's Eligibility and Qualification	<ul style="list-style-type: none"> i. The documentary evidence of the Bidder's eligibility to Bid shall establish to the Gun and Country Club Islamabad's satisfaction that the Bidder, at the time of submission of its Bid, is eligible. ii. The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Gun and Country Club Islamabad's satisfaction: <ul style="list-style-type: none"> a. that, in the case of a Bidder offering to supply goods/services under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the same in Pakistan; If applicable b. that the Bidder has the financial, technical, capability necessary to perform the contract; c. that the Bidder meets the qualification criteria listed in the Bid Data Sheet
3.6 Bid Security	<ul style="list-style-type: none"> i. Bid Security amounting to Rs. 200,000/-in the shape of Call deposit/Pay Order/Demand Draft in the name of Gun and Country Club, Islamabad. ii. The bid security shall be in Pakistan Rupee
3.7 Period of Validity of Bids	<ul style="list-style-type: none"> i. Validity period of the bids shall be 120 days. ii. In exceptional circumstances, the Gun and Country Club Islamabad may extend the period of bid validity with mutual consent of both parties i.e. bidder and Gun and Country Club Islamabad.
4. SUBMISSION OF BIDS	
4.1 Deadline for Submission of Bids	<ul style="list-style-type: none"> i. Bids must be received by the Gun and Country Club Islamabad at the specified address no later than the time and date specified in the bidding document. ii. The Gun and Country Club Islamabad may, at its discretion, extend this deadline for the submission of Bids by amending the Bidding documents. In which case, all rights and obligations of the Gun and Country Club Islamabad and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended iii. Bids shall be received by the Gun and Country Club Islamabad at the address specified in this document no later than the date and time specified in the bid document. iv. Any Bid received by the Gun and Country Club Islamabad, after the deadline for submission of Bids prescribed by the Gun and Country Club Islamabad, will be rejected and returned unopened to the Bidder. v. No Bid may be modified after the deadline for submission of Bids vi. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the

	<p>period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available).</p>
<p>5. OPENING AND EVALUATION OF BIDS</p>	
<p>5.1 Opening of Bids by the Gun and Country Club Islamabad</p>	<ul style="list-style-type: none"> i. The Gun and Country Club Islamabad will open all Bids, in public, in the presence of Bidders' or their representatives, in the Bid proceedings at the place, on the date and at the time specified in this bidding document. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance ii. The envelopes of Proposals shall be opened at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, and (c) Any other details, such as the Gun and Country Club in Islamabad, may be considered appropriate iii. No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder as well as the bids not submitted in accordance with Single stage-Two envelop procedure. iv. Minutes of the Bid Opening shall be recorded and outcome of bidding shall be shared with the participating bidders. v. Information relating to the examination, clarification, evaluation and 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 time of the announcement of the respective evaluation report in accordance with the rules.
<p>5.2 Clarification of Bids</p>	<ul style="list-style-type: none"> i. In order to assist in the examination, evaluation and comparison of Bids and post-qualification of the bidders, the Gun and Country Club Islamabad may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Gun and Country Club Islamabad shall not be considered ii. The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the Bid shall be sought, offered, or permitted
<p>5.3 Examination of Terms and Conditions: Technical Evaluation</p>	<ul style="list-style-type: none"> i. The Gun and Country Club Islamabad shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation ii. The Gun and Country Club Islamabad shall evaluate the technical aspects of the Bid submitted to confirm that all

	<p>requirements specified in this document been met without material deviation or reservation</p> <p>iii. If after the examination of the terms and conditions and the technical evaluation, the Gun and Country Club Islamabad determines that the Bid is not responsive as per requirements laid down in the bidding documents, it shall reject the Bid</p>
5.4 Post-Qualification & Evaluation of Bids	<p>i. The Gun and Country Club Islamabad will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in this document</p> <p>ii. The determination will take in to account the Bidder's financial, technical, and supplying/execution capabilities as well as the previous experience of similar work. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.</p> <p>iii. The Gun and Country Club Islamabad will technically evaluate and compare the Bids which have been determined to be responsive, as per Technical Specifications required</p> <p>iv. The financial evaluation of a Bid will be on the basis of the form of Price Schedules, and it will be decided by the Gun and Country Club Islamabad, which must include clear cut Instructions regarding item-wise or package-wise evaluation inclusive of prevailing taxes, duties, fees etc.</p>
6. AWARD OF CONTRACT	
6.1 Notification of Award	<p>i. Minutes of the Bid Opening shall be recorded and final outcome of the bidding process shall be shared with the participating bidders.</p> <p>ii. The notification of award will constitute the formation of the Contract</p>
6.2 Performance Guarantee	<p>i. Within Fifteen (15) days of the receipt of notification of award from the Gun and Country Club Islamabad, the successful Bidder shall furnish the Performance Guarantee in accordance with the Conditions of Contract.</p> <p>ii. Failure of the successful Bidder to comply with the requirement above shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available with GCC under the law.</p>
6.3 Signing of Contract/ Issuance of Purchase Order	<p>i. At the same time as the Gun and Country Club Islamabad notifies the successful Bidder that its Bid has been accepted, the Gun and Country Club will send the Bidder the contract form /purchase order, incorporating all agreements between the parties</p> <p>ii. The Gun and Country Club requires formal signing of contract, with the successful Bidder</p>
6.4 Award Criteria	The Gun and Country Club will award the contract to the successful Bidder whose Bid has been determined to be

	responsive/technically qualified and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily
6.5 Gun and Country Club's Right to Vary Quantities at Time of Award	The Gun and Country Club reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
6.6 Gun and Country Club's Right to Accept or Reject All Bids	<ul style="list-style-type: none"> i. The Gun and Country Club reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders ii. The Gun and Country Club shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals ,but shall not be required to justify those grounds.
6.7 Corrupt or Fraudulent Practices	<ul style="list-style-type: none"> i. The Gun and Country Club expects Bidders to observe the highest standard of ethics during the procurement and execution of contracts ii. Blacklisting & Debarment: Blacklisted bidders and those found involved in Corrupt Practices” are not allowed to participate in bidding, Requirements & Procedure for Blacklisting & Debarment will be dealt as per law.

**Section-III Technical
Specifications**
**(For Reference, The Pictures are
also attached to conceive the idea)**

1. Library Zone

Item	Unit	Qty
Modular bookshelves (laminated MDF)	Rft	120
Reading tables (Solid Wood Premium Quality) (4 seater)	No	6
Reading Chairs (Solid Wood Premium Quality)	No	24
Lounge seating (sofa + bean bags)	L.S	2

2. Tech Space Furniture

Item	Unit	Qty
Computer workstations (For 2 Persons)	No	6
Tech ergonomic chairs (Premium Quality)	No	15
Charging station counters	Rft	20

3. Café Furniture

Item	Unit	Qty
Café tables	No	4
Café chairs	No	16
Service counter (with storage)	Rft	12

B. Electrical & Lighting BOQ (Decor-Oriented Only)

Item	Unit	Qty
LED panel / surface lights	No	20
Decorative pendant lights	No	12
Track lights (highlighting shelves/art)	Rft	60
Wiring (surface-mounted, pergola friendly)	L.S	1
Power sockets (USB + universal)	No	40

C. Smart Tech & IT BOQ

Item	Unit	Qty
Desktop computers (mid-range)	No	15

Item	Unit	Qty
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Café Equipment BOQ

Item	Unit	Qty
Coffee machine (semi-commercial)	No	1
Coffee grinder	No	1
Refrigerator	No	1
Microwave & small appliances	L.S	1
Sink + plumbing (minimal connection only)	L.S	1

Interior Decor & Branding BOQ

Item	Unit	Qty
Indoor plants & designer planters	L.S	1
Wall branding/signage panels	L.S	1



Section-IV: Bid Data Sheet

S #	A. Particulars
1	<p>Name: Gun and Country Club, Adjacent Pakistan Sports Complex, Islamabad.</p> <p>The Subject of Procurement: SUPPLY OF FURNITURE AND OTHER ACCESSORIES INCLUDING BOOK SHELVES & ELECTRICAL WORKS, ETC. FOR LIBRARY CUM CAFE</p> <ul style="list-style-type: none"> • Period for Completion of Work: 30 days • Commencement date Work: After Issuance of Letter of Acceptance • (Award Letter / Work Order / Purchase Order)
2	<ul style="list-style-type: none"> • Name of financing institution: Gun and Country Club, Islamabad.
B. BIDDING DOCUMENT	
3	<ul style="list-style-type: none"> • The address for clarification of Bidding Documents: Gun and Country Club, Adjacent Pakistan Sports Complex Islamabad. Website: www.gcclub.org.pk. Focal Person: 0333-7022696 (Mr. Shah Hussain Alvi, Assistant Secretary, GCC).
C. BID PRICE, CURRENCY, AND LANGUAGE	
4	<ul style="list-style-type: none"> • Language: English
5	<ul style="list-style-type: none"> • The Price quoted shall be inclusive of all applicable taxes
6	<ul style="list-style-type: none"> • The Price shall be fixed
D. PREPARATION AND SUBMISSION OF BIDS	
7	<p>Qualification Criteria/ Knockdown Criteria</p> <ul style="list-style-type: none"> • Registration with the relevant tax authority i.e. FBR etc. as active tax payer (Sales Tax and Income Tax) • Registration with SECP or relevant Government Authorities. • Minimum 3 years of relevant experience of executing similar works. • At least three relevant work orders have been received in the past • Audit Report of the last three years. • Affidavit to the effect that: - ✓ Bidder is neither currently blacklisted from any government department nor is any litigation pending in this regard ✓ The documents/photocopies provided with Bid are authentic in case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules ✓ The provided information is correct.
8	<p>Bid shall be submitted to:</p> <ul style="list-style-type: none"> • Gun and Country Club, Islamabad, Adjacent to Pakistan Sports Complex, Islamabad
9	<p>The deadline for bid submission is 14-05-2026 (11:00 AM)</p>
10	<p>Date / Month / Year / Time and place for bid opening</p> <p>a. Committee Room Gun and Country Club, Islamabad, Adjacent to Pakistan Sports Complex, Islamabad</p> <p>b. Date: 14-05-2026 Time: 11:30 AM</p>
11	<p>a. Amount of Performance Guarantee is 5% (in shape of Bank Guarantee, Bank call-deposit Receipt (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque.</p> <p>b. It will remain withheld till 3 months after completion of work.</p>

12	Amount of Bid security is Rs. 200,000/- . The bidder will submit Bid Security drawn in the name of “Gun and Country Islamabad”														
13	Bid validity period after opening of the bid is 120 days														
14	Number of copies of the bid to be provided are: Only one														
E. OPENING AND EVALUATION OF BIDS															
15	<p>The Bid opening shall take place at:</p> <p>a. Committee Room Gun and Country Club, Islamabad, Adjacent Pakistan Sports Complex, Islamabad</p> <p>b. Date: 14-05-2026 Time: 11:30 AM</p>														
16	The Currency that shall be used for Bid evaluation and comparison is PRK														
F. BID EVALUATION CRITERIA															
17	<ul style="list-style-type: none"> The proposals shall be evaluated by the Purchase Committee of the GCC on the following evaluation criteria in the light of GCC Procurement Regulations, 2023. The Bidders who have duly complied with the mandatory and Eligibility Criteria will be eligible for further processing as mentioned below: - <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Descriptions</th> <th style="text-align: center;">Requirement</th> </tr> </thead> <tbody> <tr> <td>Income Tax Registration</td> <td style="text-align: center;">Mandatory</td> </tr> <tr> <td>Sales Tax Registration</td> <td style="text-align: center;">Mandatory</td> </tr> <tr> <td>SECP, Registrations</td> <td style="text-align: center;">Mandatory</td> </tr> <tr> <td>At least three work orders/completion certificates for similar work</td> <td style="text-align: center;">Mandatory</td> </tr> <tr> <td>Affidavit of Non-Black Listing</td> <td style="text-align: center;">Mandatory</td> </tr> <tr> <td>Affidavit for completion of work in 30 days</td> <td style="text-align: center;">Mandatory</td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> Verifiable documentary proofs for all the above requirements are mandatory Vendor/ Supplier will be responsible for the inspection & Demonstration of the supplied descriptions in the client environment as per the client's requirements The Bids which do not conform to the Technical Specifications or Bid conditions, or Bids from the Bidders without adequate capabilities for supply of descriptions in light of the Rules. <p>The Eligible/Technically Qualified Bidders will be considered for further evaluation</p>	Descriptions	Requirement	Income Tax Registration	Mandatory	Sales Tax Registration	Mandatory	SECP, Registrations	Mandatory	At least three work orders/completion certificates for similar work	Mandatory	Affidavit of Non-Black Listing	Mandatory	Affidavit for completion of work in 30 days	Mandatory
Descriptions	Requirement														
Income Tax Registration	Mandatory														
Sales Tax Registration	Mandatory														
SECP, Registrations	Mandatory														
At least three work orders/completion certificates for similar work	Mandatory														
Affidavit of Non-Black Listing	Mandatory														
Affidavit for completion of work in 30 days	Mandatory														

G. Award of Contract	
18	The Performance Guarantee shall be: 05% of the total cost
19	The Performance Security (or guarantee) shall be in the form of: Bank Guarantee, CDR or Pay Order

Section-V: General Conditions of Contract / Procurement

1. Definitions	<p>In this Contract, the following terms shall be interpreted and indicated:</p> <ul style="list-style-type: none"> a. "The Contract" means the agreement entered into between Gun and Country Club Islamabad and the bidder, as recorded in the Contract Form / purchase order / work order signed by the parties b. "The Contract Price" means the price payable to the bidder under the Contract for the full and proper performance of its contractual obligations c. "The Goods/services" means all of the services or other materials which the Supplier is required to supply to the Gun and Country Club under the Contract d. "GCC" means the General Conditions of Contract contained in this section e. "The Gun and Country Club" means Gun and Country Club Islamabad The Gun and Country Club's Country is Pakistan f. "The Supplier/Contractor "means the Bidder or firm supplying the Goods and Services under this Contract
2. Country of Origin	All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules.
3. Standards	The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.
4. Use of Contract Documents and Information; Inspection and Audit by the Gun and Country Club	<ul style="list-style-type: none"> i. The Supplier shall not, without the Gun and Country Club's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Gun and Country Club in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance ii. The Supplier shall not, without the Gun and Country Club's prior written consent, make use of any document or information enumerated in GCC, except for purposes of executing the Contract iii. Any document, other than the Contract itself, shall remain the property of the Gun and Country Club and shall be returned (all copies) to the Gun and Country Club on

	Completion of the Supplier's performance under the Contract if so required.
5. Performance Guarantee	<p>i. Within fifteen (15) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Gun and Country Club the Performance Guarantee equivalent to the 5% of the total Value in Pak Rupee of the contract /purchase order</p> <p>ii. The performance guarantee shall be denominated in the currency of the Contract acceptable to the Gun and Country Club and shall be in one of the following forms:</p> <ul style="list-style-type: none"> □ a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Gun and Country Club's country/city, in the form provided in the Bidding documents or another form acceptable to the Gun and Country Club; or □ Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) □ The performance guarantee will be discharged by the Gun and Country Club and returned to the Supplier not later than Ninety (90) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty/ obligations
6. Inspections and Tests	<p>i. The Gun and Country Club or its representative shall have the right to inspect and/or to test the Goods/services to confirm their conformity to the Contract specifications at no extra cost to the Gun and Country Club and the Technical Specifications shall specify what inspections and tests the Gun and Country Club requires and where they are to be conducted. The Gun and Country Club shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes.</p> <p>ii. The inspections and tests may be conducted on the premises of the Supplier at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Gun and Country Club</p> <p>iii. If any inspected or tested Goods fail to conform to the Specifications, the Gun and Country Club may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Gun and Country Club</p>
7. Packing	<p>i. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation and rough</p>

	<p>handling during transit. Packing case size and weights shall take into consideration, where appropriate.</p> <p>ii. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in and in any subsequent instructions ordered by the Gun and Country Club</p>
8. Delivery and Documents	<p>i. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier</p> <p>ii. Upon delivery, the Gun and Country Club shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection which will enable the supplier to put up the bill</p>
9. Transportation	The Supplier is required under the Contract to transport the Goods to a specified place of destination within the limits of Islamabad.
10. Warranty	<p>i. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or models selected by the Gun and Country Club. He further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials.</p> <p>ii. The Gun and Country Club shall promptly notify the Supplier in writing of any claims arising under this warranty on receipt of such notice, the Supplier shall, repair or replace the defective Goods, without costs to the Gun and Country Club</p> <p>iii. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified, within a reasonable period, the Gun and Country Club may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Gun and Country Club may have against the Supplier under the Contract/relevant provision of rules/regulations.</p>
11. Payment	<p>i. The Supplier's request(s) for payment shall be made to the Gun and Country Club in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract</p> <p>ii. Payments shall be made promptly by the Gun and Country Club, after submission of an invoice or claim by the Supplier, provided the work is satisfactory.</p> <p>iii. The currency of payment is PKR which shall be paid in shape of cheque including all applicable taxes</p>

	iv. Payments shall be made in accordance with the contractual milestones.
12. Prices	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid.
13. Change Orders	<p>i. The Gun and Country Club may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:</p> <ul style="list-style-type: none"> □ Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Gun and Country Club; □ the method of shipment or packing; □ the place of delivery; and/or the Services to be provided by the Supplier
14. Liquidated Damages	When the supplier fails to deliver the goods or perform the services within the time period specified in the contract, the GCC may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.1% of the price of the delayed goods per day of delay, maximum upto 10% of the price of total value of the contract
15. Termination for Default	<p>i. The Gun and Country Club, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> □ if the Supplier fails to deliver any or all of the Goods/services within the period(s) specified in the Contract, or within any extension thereof granted by the Gun and Country Club □ if the Supplier fails to perform any other obligation(s) under the Contract; or □ if the Supplier, in the judgment of the Gun and Country Club has engaged in corrupt practices in competing for or in executing the Contract <p>ii. In the event the Gun and Country Club terminates the Contract in whole or in part, the Gun and Country Club may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Gun and Country Club for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated</p>
16. Force Majeure	i. Notwithstanding the provisions laid down in this bidding document the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in

	<p>performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure</p> <p>ii. For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Gun and Country Club in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Gun and Country Club and the Supplier, may agree to exclude certain widespread conditions eg: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”</p> <p>iii. If a Force Majeure situation arises, the Supplier shall promptly notify the Gun and Country Club in writing of such condition and the causes thereof. Unless otherwise directed by the Gun and Country Club in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning “Force Majeure” may be decided through means given herein below.</p>
<p>17. Termination for Insolvency</p>	<p>Gun and Country Club may at any time terminate the Contract by giving written notice to Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Gun and Country Club.</p>
<p>18. Termination for Convenience</p>	<p>i. The Gun and Country Club, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Gun and Country Club’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.</p> <p>ii. The Goods that are complete and ready for shipment (if applicable) within thirty (60) days after the Supplier’s receipt of notice of termination shall be accepted by the Gun and Country Club on the Contract terms and prices for the remaining Goods, the Gun and Country Club may choose:</p> <ul style="list-style-type: none"> □ to have any portion completed and delivered at the Contract terms and prices; and/or □ to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

19. Resolution of Disputes	<ul style="list-style-type: none"> i. After signing the contract or issuance of purchase order, The Gun and Country Club and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract ii. If, after thirty (30) days from the commencement of such informal negotiations, the Gun and Country Club and the Supplier have been unable to resolve a Contract dispute amicably, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as accordance with the Arbitration Act 1940.
20. Applicable Law	<p>The Contract shall be interpreted in accordance with the laws of Pakistan unless otherwise specified in this document</p>
21. Notices	<ul style="list-style-type: none"> i. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing and acceptable in the ordinary course of business to the other party's address specified in this document ii. A notice shall be effective when delivered or on the notice's effective date, whichever is later
22. Taxes and Duties	<p>Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Gun and Country Club</p>

Bidder Profile Form

[To be signed and stamped by the Bidder and reproduced on the letterhead To be attached with Technical Bid]

Sr. No.	PARTICULAR
1.	Name of the Company
2.	Registered Office Address: National Tax Number: (attached copy) Sales Tax Registration Number: (attached copy) Professional Tax Number: (attached copy) Office Telephone Number: Mobile No.: Fax Number: Email Address: Website Address:
3.	Contact Person Name: Designation: Personal Telephone No. Email Address: Local Office if any: Address: Office Telephone No. Fax No. Mobile No.

a) Financial Statement Attachment / Income Tax Return (Last year) Yes / No

b) Detail of Experience (Last 03 Years):

1	Similar Project (Agency / Department)	Item Name	Amount Rs.
2	Value of Total projects / Tenders / POs (Total Amount Rs.)		

Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner To be attached with technical proposal)

Name: _____ *(Applicant)*

I, the undersigned, do hereby certify that all the statements made in the Bidding documentation the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary

The undersigned hereby authorizes and requests the bank, person, company or corporation to furnish any additional information requested by the *[name of Gun and Country Club]* deemed necessary to verify this statement regarding my (our) competence and general reputation

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Gun and Country Club]*. The undersigned further affirms on behalf of the firm that:

- i. The firm is neither currently blacklisted by any Department nor any litigation is pending in any other court of law competence in this regard against any such blacklisting order
- ii. The documents/photocopies provided with Bid are authentic In case, any fake/bogus document are found at any stage, the firm shall be blacklisted as per Law/ Rules
- iii. Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

[Name of the Contractor/ Bidder/ Supplier] undertakes to treat all information provided as confidential

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

Contract Form

THIS AGREEMENT made on the day of 20 between *[name of Gun and Country Club]* of *[country of Gun and Country Club]* (hereinafter called “the Gun and Country Club”) on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) on the otherpart:

WHEREAS the Gun and Country Club invited Bids for certain goods and ancillary services, viz, *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Gun and Country Club’s Notification of Award
 - (f) Contract agreement
 - (g) Complete Bidding document

In consideration of the payments to be made by the Gun and Country Club to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Gun and Country Club to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract

The Gun and Country Club hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification of defects the rein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above

Signed, sealed, delivered by _____ the _____
(for the Gun and Country Club Islamabad

Signed, sealed, delivered by _____ the _____
(for the Supplier)

Financial Bid Form/Price Schedule

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

[Prices to be quoted on an itemized basis as per the technical specification]

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

Note:

In case of a difference between unit price and total price, unit price shall prevail, and total Price shall be "final."

In case of a difference between the amount in "words" and the amount in "figures", amount in "words" shall be considered final

In case of gross discrepancy/miscalculations, the bid shall be rejected.

Stamp & Signature of Bidder

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.	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.	Audit Report of the last three years		
4.	Technical capability		
5.	Copy of active Registration (Professional Tax Certificate)		
6.	Documentary proof of at least 3 similar works having a similar cost or above performed / executed in public organizations over the last 03 years		
7.	General Information Form of Bidding documents on letterhead of the firm duly signed and stamped		
8.	Affidavit on non-judicial Stamp Paper of minimum Rs100/- as mentioned in the bidding documents.		

Stamp & Signature of Bidder

EVALUATION CRITERIA

S. No	Evaluation Criteria	Total Marks	Marks Achieved by Firm	Remarks
1	Registration of firm with Statutory bodies like SECP, Chamber of Commerce, FBR, etc.	15		
2	Relevant Business and experience of similar works	30		
3	Previous Work Orders / Completion Certificate	20		
4	Audited Report last three years/ Financial stability	15		
5	Technical Capability	10		
6	Offices / Setups / Stocks / in Islamabad / Rawalpindi	10		
Total		100	Minimum qualification marks 60%	