

**Extension in date up to 11<sup>th</sup> August, 2025**

**Pre-Qualification Document**



**Gun and Country Club, Islamabad**

**(Note: Those firms/vendors/suppliers/companies which have already applied for pre-qualification in response to previous advertisement dated 15.07.2025, shall not apply fresh.)**

Gun and Country Club  
Adjacent Pakistan Sports Complex, Islamabad  
Phone: 051- 8466532-33  
[www.gcclub.or.pk](http://www.gcclub.or.pk)  
July-August, 2025  
(with extended date up-to 11-08-2025)

## INTRODUCTION

The Gun and Country Club, Islamabad (GCC) intends to prequalify reputable firms/companies/suppliers/manufacturers/distributors, etc. for the following categories of goods/services/works, etc:

***(An interested bidder may apply in more than one category or in as many categories/ sub-categories as may be deemed appropriate, subject to the explicit condition that he has the requisite capabilities as specified in this document and is registered/deals in the relevant business of goods/services/supplies/works, etc. as required)***

| CAT-1: Food and Beverages Department |                                                                                                     |                                                                                                                                                                                            |
|--------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sub-Cat                              | Item                                                                                                | Eligible Firm/company/supplier                                                                                                                                                             |
| a.                                   | Fresh Meat (Chicken, Beef, Mutton, Fish & Fat)                                                      | i. Cash and Carry Stores<br>ii. General Stores<br>iii. Manufacturers/Suppliers/Distributors<br>iv. Any other firm/company/organization dealing in the relevant goods/supplies as required. |
| b.                                   | Fresh Fruit, Vegetables, Milk, Yogurt, etc.                                                         |                                                                                                                                                                                            |
| c.                                   | Grocery items for the Kitchen                                                                       |                                                                                                                                                                                            |
| d.                                   | Tin-packed food items                                                                               |                                                                                                                                                                                            |
| e.                                   | Equipment for Kitchen (Coffee Machine, Microwave Oven, Juicer, Blender, Mixers, Do Machine,         |                                                                                                                                                                                            |
| f.                                   | Crockery and Cutlery                                                                                |                                                                                                                                                                                            |
| g.                                   | Ice Cubes                                                                                           | Manufacturers/Suppliers/Distributors                                                                                                                                                       |
| h.                                   | Outdoor & Indoor Furniture for Restaurant, Gazebo, Umbrella                                         | Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.                                                                                 |
| i.                                   |                                                                                                     |                                                                                                                                                                                            |
| j.                                   | Catering services                                                                                   | Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.                                                                                 |
| k.                                   | Disposable Material (Glass, Cup, Plates, Spoons, etc)                                               | Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.                                                                                 |
| l.                                   | Mineral Water 1.5 Ltr, 500 ML, 20 Liter                                                             | Manufacturers/Suppliers/Distributors                                                                                                                                                       |
| m.                                   | Soft Drinks 1.5 Ltr, 500 ML, Juices                                                                 | Manufacturers/Suppliers/Distributors                                                                                                                                                       |
| n.                                   | Flour                                                                                               | Mills/Suppliers/Distributors                                                                                                                                                               |
| o.                                   | Rice                                                                                                | Mills/Suppliers/Distributors                                                                                                                                                               |
| p.                                   | Chorcoal                                                                                            | Mills/Suppliers/Distributors                                                                                                                                                               |
| CAT-2 Health Studio                  |                                                                                                     |                                                                                                                                                                                            |
| a.                                   | Swimming Pool( maintenance, chemicals, equipment and accessories)                                   | Firms/companies/dealers/distributors exclusively engaged/registered in the relevant business.                                                                                              |
| b.                                   | Gym (supply of equipment including exercise equipment/machines, parts, repair and maintenance, etc) |                                                                                                                                                                                            |
| c.                                   | Steam, Sauna, Jacuzzi (maintenance, parts, equipment, etc)                                          |                                                                                                                                                                                            |
| d.                                   | Sports Items (Lawn Tennis (Balls, Rackets, Net), Table Tennis (Racket &                             |                                                                                                                                                                                            |

|                                                                                                |                                                                                                                                                                                |                                                                                                                                                       |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                | Balls), Snooker, (Cue & Sticks, Cloth, Pocket Repair) etc                                                                                                                      |                                                                                                                                                       |
| e.                                                                                             | Swimming Pool Lights, Testing Kits, Supply of Steam, Sauna, Swimming Pool Heaters, Pool Circulation Motors,                                                                    |                                                                                                                                                       |
| f.                                                                                             | Gym (Sports items, weight rods, dumbles, Mats, Exercise Machine, Benches etc                                                                                                   |                                                                                                                                                       |
| g.                                                                                             | Swimming Pool (Sports Items, costumes, gaggles, Caps, accessories etc.)                                                                                                        |                                                                                                                                                       |
| CAT-3: Sports Shooting                                                                         |                                                                                                                                                                                |                                                                                                                                                       |
| a.                                                                                             | Printing of Target Papers                                                                                                                                                      | Firms/companies/authorized dealers/distributors etc, exclusively engaged/ registered in the relevant business.                                        |
| b.                                                                                             | Sports Shooting Weapons (supply, service, parts, equipment) Air Pistol, Air Rifle, Shot Guns etc.                                                                              |                                                                                                                                                       |
| c.                                                                                             | Sports Shooting Ammunition (12 Bore Skeet NO.7, 9, 9mm, 022, Air pellets, clays etc etc)                                                                                       |                                                                                                                                                       |
| d.                                                                                             | Archery (bows (recurve, compound), arrows, a bow string, a bow stringer, a finger tab or glove, an arm guard, a chest guard, a quiver, a bow stand, a bow sight, and a target) |                                                                                                                                                       |
| e.                                                                                             | Sports Shooting Accessories                                                                                                                                                    |                                                                                                                                                       |
| CAT-4: General (Administration + IT repair/ Maintenance of Equipment, Electrical, Civil, etc.) |                                                                                                                                                                                |                                                                                                                                                       |
| a.                                                                                             | Stationery items for office and all types of printing (Pena flex Printing, Printer/Machines, Toners, Papers, Files etc)                                                        | i. Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.<br>ii. General Order Suppliers          |
| b.                                                                                             | Computer Hardware and IT Equipment                                                                                                                                             | Firms/companies/manufacturers/distributors/ authorized dealers engaged/registered in relevant business with requisite expertise/technical capability. |
| c.                                                                                             | IT Software                                                                                                                                                                    | Firms/companies/distributors/ authorized dealers engaged/registered in relevant business with requisite expertise/technical capability.               |
| d.                                                                                             | Repair/Supply of Furniture and Fixtures                                                                                                                                        | Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.                                            |
| e.                                                                                             | Vehicle Maintenance (Repair, parts, lubricants, accessories, etc)                                                                                                              | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                                                |
| f.                                                                                             | Publication and Advertisement Agencies                                                                                                                                         | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                                                |
| g.                                                                                             | Newspaper agencies                                                                                                                                                             | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                                                |
| h.                                                                                             | Janitorial Services (supply of equipment, tools and accessories)                                                                                                               | i. Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.                                         |

|                                                    |                                                                                             |                                                                                                                             |
|----------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|                                                    |                                                                                             | ii. General Order Suppliers.                                                                                                |
| i.                                                 | Laundry Services                                                                            | Firms/companies engaged/registered in the relevant business with requisite expertise/technical capability.                  |
| j.                                                 | Gardening/Nursery (Seeds, Plants, Soil, equipment, Planters, Plastic Pipe, Accessories etc) | Firms/companies/Nurseries etc engaged/registered in the relevant business with requisite expertise/technical capability.    |
| k.                                                 | Gardening Equipment Bush Cutters, Lawnmowers, Tractor Blades and Accessories                | Firms/companies/Nurseries etc engaged/registered in the relevant business with requisite expertise/technical capability.    |
| l.                                                 | Other General Use Items                                                                     | General Order Suppliers                                                                                                     |
| m.                                                 | CCTV Camera (DVR, Cables, Power Supplies, HDMI Cables, Connectors etc)                      | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| n.                                                 | Wood Work Repair/Supply                                                                     | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| o.                                                 | Supply of Towels, Linen, Napkins, Tissue Box, Toothpicks                                    | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| <b>General (Repair and Maintenance/Electrical)</b> |                                                                                             |                                                                                                                             |
| p.                                                 | Electrical and Electronics (Parts, services, equipment, accessories etc)                    | Firms/companies/dealers/distributors engaged/registered in relevant business with requisite expertise/technical capability. |
| q.                                                 | Plumbing (service, parts, equipment, accessories etc)                                       | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| r.                                                 | AC and Cold Chain (Repair services, new items, parts, equipment, accessories etc)           | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| s.                                                 | Hardware (Paints, accessories, lockers etc)                                                 | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| t.                                                 | Civil Work Building (sand, cement, bricks etc etc)                                          | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| u.                                                 | UPS (New/Repair, Service, Equipment etc)                                                    | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| v.                                                 | Steel Work (Welding, Parts, Manufacturing)                                                  | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| w.                                                 | Fumigation                                                                                  | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| x.                                                 | Waste Management                                                                            | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |
| y.                                                 | Generator Repair (Lubricant, Air Filters, Oil Filter and Accessories etc)                   | Firms/companies engaged/registered in relevant business with requisite expertise/technical capability.                      |

## INSTRUCTIONS TO APPLICANTS

### Submission of Applications

- i. Applications for pre-qualification (prescribed format given in this document) must be received in sealed envelopes to be delivered by hand or through registered mail to Gun and Country Club, Adjacent Pakistan Sports Complex, Islamabad **by 11<sup>th</sup> August, 2025 (extended date)** and be clearly marked “Application for Pre-qualification”.
- ii. **Note: Those firms/vendors/suppliers/companies which have already applied for pre-qualification in response to previous advertisement dated 15.07.2025, shall not apply fresh.)**
- iii. An interested bidder may apply in more than one categories or in as many above mentioned categories/ sub-categories as he wishes, subject to the explicit condition that the bidder has the requisite capabilities as specified in this documents and is registered/deals in the relevant business of goods/services/supplies etc as required. The eligibility of the bidder shall be determined for each of the category/sub-category applied for, based on the criteria as mentioned above.
- iv. In case a bidder applies for pre-qualification in more than one category or sub-category as elaborated above, it must be specified in the application (format given in this document) so that the evaluation may be done accordingly.
- v. The name and mailing address of the Applicant shall be marked on the left side on the envelope.
- vi. The applications on the prescribed format (formats given in this document) shall be prepared in the English language.
- vii. The Applicants must provide complete information and documents where indicated in this pre-qualification document, including the formats given in the document. Any lapses in providing essential information may result in dis- qualification of the Applicant.

### Qualification Criteria

#### MANDATORY REQUIREMENTS

- i. **Income Tax and General Sales Tax registration** with ACTIVE status on Active Taxpayers’ List (ATL) of Federal Board of Revenue (FBR) or provincial revenue authorities. **(Valid documentary evidence must be attached)**
- ii. **Manufacturer’s/distribution Authorization documents** **(Valid documentary evidence must be attached)**
- iii. Undertaking on Paper that the firm fulfills eligibility requirements and is not blacklisted by any provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan **(Format given in this**

**document)**

- iv. The application must be accompanied by a pay order/bank draft/Cross Cheque in favor of Gun and Country Club, Islamabad amounting to Rs. 3,000/- as non-refundable bid processing fee.
- v. The applicants must ensure that they are eligible to apply for the above mentioned category(ies) based on their exclusivity in the business/goods/supplies as required. In case the information/documents provided by the bidder do not establish that the applicant is engaged in business related to the category/sub-category /goods/services/supplies as mentioned above, the bid shall be rejected.

### Application Format

[Letter head paper of the Applicant including full postal address, telephone no. ,fax no., telex no., cable and e-mail address]

Date: \_\_\_\_\_

To:

The Gun and Country Club,  
Adjacent Pakistan Sports Complex  
Islamabad

Sirs,

1. Being duly authorized to represent and act on behalf of ..... (Hereinafter “the Applicant”), and having reviewed and fully Understood all the prequalification information and requirements provided, the undersigned hereby applies to be prequalified as a bidder for the following:

| CAT-1: Food and Beverages Department |                                                                                             |                                           |    |
|--------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------|----|
| Sub-Cat                              | Item                                                                                        | Applied for (Encircle/Tick) “YES “or” NO” |    |
|                                      |                                                                                             | Yes                                       | No |
| a.                                   | Fresh Meat (Chicken, Beef, Mutton, Fish & Fat)                                              |                                           |    |
| b.                                   | Fresh Fruit, Vegetables, Milk, Yogurt etc.                                                  |                                           |    |
| c.                                   | Grocery items for the Kitchen                                                               |                                           |    |
| d.                                   | Tin-packed food items                                                                       |                                           |    |
| e.                                   | Equipment for Kitchen (Coffee Machine, Microwave Oven, Juicer, Blender, Mixers, Do Machine, |                                           |    |
| f.                                   | Crockery and Cutlery                                                                        |                                           |    |
| g.                                   | Ice Cubes                                                                                   |                                           |    |
| h.                                   | Outdoor & Indoor Furniture for Restaurant, Gazebo, Umbrella                                 |                                           |    |
| i.                                   |                                                                                             |                                           |    |
| j.                                   | Catering services                                                                           |                                           |    |
| k.                                   | Disposable Material (Glass, Cup, Plates, Spoons etc.)                                       |                                           |    |
| l.                                   | Mineral Water 1.5 Ltr, 500 ML, 20 Liter                                                     |                                           |    |
| m.                                   | Soft Drinks 1.5 Ltr, 500 ML, Juices                                                         |                                           |    |
| n.                                   | Flour                                                                                       |                                           |    |
| o.                                   | Rice                                                                                        |                                           |    |
| p.                                   | Chorcoal                                                                                    |                                           |    |

| CAT-2 Health Studio    |                                                                                                                                  |  |  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------|--|--|
| a.                     | Swimming Pool( maintenance, chemicals, equipment and accessories)                                                                |  |  |
| b.                     | Gym (supply of equipment including exercise equipment/machines, parts, repair and maintenance etc)                               |  |  |
| c.                     | Steam, Sauna, Jacuzzi (maintenance, parts, equipment etc)                                                                        |  |  |
| d.                     | Sports Items (Lawn Tennis (Balls, Rackets, Net), Table Tennis (Racket & Balls), Snooker (Cue & Sticks, Cloth, Pocket Repair) etc |  |  |
| e.                     | Swimming Pool Lights, Testing Kits, Supply of Steam, Sauna, Swimming Pool Heaters, Pool Circulation Motors,                      |  |  |
| f.                     | Gym (Sports items, weight rods, dumbbells, Mats, Exercise Machine, Benches etc                                                   |  |  |
| g.                     | Swimming Pool (Sports Items, costumes, gaggles, Caps, accessories etc.)                                                          |  |  |
| CAT-3: Sports Shooting |                                                                                                                                  |  |  |
| a.                     | Printing of Target Papers                                                                                                        |  |  |
| b.                     | Sports Shooting Weapons (supply, service, parts, equipment) Air Pistol, Air Rifle, Shot Guns etc.                                |  |  |
| c.                     | Sports Shooting Ammunition (12 Bore Skeet NO.7, 9, 9mm, 022, Air pellets, clays etc etc)                                         |  |  |
| d.                     | Archery (bows (recurve, compound), arrows, a bow string, a bow stringer, a finger tab or glove, an arm guard, a chest guard, a   |  |  |

|                                                                                                       |                                                                                                                         |  |  |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                                       | quiver, a bow stand, a bow sight, and a target)                                                                         |  |  |
| e.                                                                                                    | Sports Shooting Accessories                                                                                             |  |  |
| <b>CAT-4: General (Administration + IT repair/ Maintenance of Equipment, Electrical, Civil, etc.)</b> |                                                                                                                         |  |  |
| a.                                                                                                    | Stationery items for office and all types of printing (Pena flex Printing, Printer/Machines, Toners, Papers, Files etc) |  |  |
| b.                                                                                                    | Computer Hardware and IT Equipment                                                                                      |  |  |
| c.                                                                                                    | IT Software                                                                                                             |  |  |
| d.                                                                                                    | Repair/Supply of Furniture and Fixtures                                                                                 |  |  |
| e.                                                                                                    | Vehicle Maintenance (Repair, parts, lubricants, accessories, etc)                                                       |  |  |
| f.                                                                                                    | Publication and Advertisement Agencies                                                                                  |  |  |
| g.                                                                                                    | Newspaper agencies                                                                                                      |  |  |
| h.                                                                                                    | Janitorial Services (supply of equipment, tools and accessories)                                                        |  |  |
| i.                                                                                                    | Laundry Services                                                                                                        |  |  |
| j.                                                                                                    | Gardening/Nursery (Seeds, Plants, Soil, equipment, Planters, Plastic Pipe, Accessories etc)                             |  |  |
| k.                                                                                                    | Gardening Equipment Bush Cutters, Lawnmowers, Tractor Blades and Accessories                                            |  |  |
| l.                                                                                                    | Other General Use Items                                                                                                 |  |  |
| m.                                                                                                    | CCTV Camera (DVR, Cables, Power Supplies, HDMI Cables, Connectors etc)                                                  |  |  |
| n.                                                                                                    | Wood Work Repair/Supply                                                                                                 |  |  |
| o.                                                                                                    | Supply of Towels, Linen, Napkins, Tissue Box, Toothpicks                                                                |  |  |
| <b>General (Repair and Maintenance/Electrical)</b>                                                    |                                                                                                                         |  |  |
| p.                                                                                                    | Electrical and Electronics (Parts, services,                                                                            |  |  |

|    |                                                                                    |  |  |
|----|------------------------------------------------------------------------------------|--|--|
|    | equipment, accessories etc)                                                        |  |  |
| q. | Plumbing (service, parts, equipment, accessories etc)                              |  |  |
| r. | AC and Cold Chain (Repair services, new items, parts, equipment, accessories, etc) |  |  |
| s. | Hardware (Paints, accessories, lockers etc)                                        |  |  |
| t. | Civil Work Building (sand, cement, bricks, etc etc)                                |  |  |
| u. | UPS (New/Repair, Service, Equipment etc)                                           |  |  |
| v. | Steel Work (Welding, Parts, Manufacturing)                                         |  |  |
| w. | Fumigation                                                                         |  |  |
| x. | Waste Management                                                                   |  |  |
| y. | Generator Repair (Lubricant, Air Filters, Oil Filter, and Accessories etc)         |  |  |

2. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

|                                         |  |             |  |
|-----------------------------------------|--|-------------|--|
| <b>General and Managerial Inquiries</b> |  |             |  |
| Contact 1                               |  | Telephone 1 |  |
| Contact 2                               |  | Telephone 2 |  |
| <b>Personnel Inquiries</b>              |  |             |  |
| Contact 1                               |  | Telephone 1 |  |
| Contact 2                               |  | Telephone 2 |  |
| <b>Technical Inquiries</b>              |  |             |  |
| Contact 1                               |  | Telephone 1 |  |
| Contact 2                               |  | Telephone 2 |  |

| <b>Financial Inquiries</b> |  |             |  |
|----------------------------|--|-------------|--|
| Contact 1                  |  | Telephone 1 |  |
| Contact 2                  |  | Telephone 2 |  |

4. This application is made with the full understanding that:
  - a. bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - b. your Agency reserves the right to reject or accept any application as per evaluation criteria, cancel the prequalification process, and reject applications; and
  - c. Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions.
  - d. Your Agency shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 4(b) here above.
5. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

|                                          |  |
|------------------------------------------|--|
| Signed:                                  |  |
| Name:                                    |  |
| For and on behalf of (name of Applicant) |  |

**(Note: Those firms/vendors/suppliers/companies which have already applied for pre-qualification in response to previous advertisement dated 15.07.2025, shall not apply fresh.)**

**Undertaking for Correctness of Information and Non-Blacklisting  
(on plain paper)**

1. I, the undersigned, do hereby certify that all the statements made in this application / bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if deems it necessary.
2. That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.
3. That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of the Procuring Agency.
4. That the undersigned / Applicant is not insolvent and not blacklisted by any of Provincial or Federal Government Department, Agency, Organization, NGO, INGO, IGO, or any other autonomous or corporate body anywhere in Pakistan.

Signed by an authorized representative

Name of the Bidder: \_\_\_\_\_

Date: \_\_\_\_\_