



GUN AND COUNTRY CLUB ISLAMABAD

BIDDING DOCUMENT

Titled

Renovation of Main Lobby and Dinning Hall of Restaurant (Civil Works etc)

Tender Notice: No GCC/0014/2025

The Gun and Country Club hereinafter called “the Club” intends to invites bids for the work titled “**Renovation of Main Lobby and Dinning Hall of Restaurant (Civil works etc)**” as per BOQs at **Annex-I**. The Project shall be carried out strictly in accordance with the (BoQs) given in the bidding documents.

1. The bidders must enclose the bid security amounting to Rs. 50,000/- in the shape of Pay Order /Demand Draft in favor of Gun and Country Club along-with the Bid, failing which the bid shall be rejected. In addition, the interested bidders are also required to deposit Rs. 5,000/- as bid processing fee which is non-refundable in shape of pay order/cross Cheque in favor of Gun and Country Club, Islamabad.
2. Complete set of the Bidding documents containing scope of work/BOQs, detailed terms and conditions, etc. may be downloaded from GCC’s website [https:// www.gcclub.org.pk](https://www.gcclub.org.pk).
3. A pre-bid meeting with the interested bidders shall be held on **31-07-2025 at 11:00 AM in the Club** which is mandatory to be attended, failing which the bid shall be rejected. During pre-bid meeting, the interested bidders shall be briefed about the project including complete site visit to assess the requirements of the works. Queries regarding BOQs shall be addressed during pre-bid meeting.
4. Bids, in accordance with the instructions in the bidding document, must be received through registered post/courier by **08-08-2025** before **11:00 AM**. The Bids shall be opened on **08-08-2025 at 3:00 PM** in the Club,

Gun and Country Club

Adjacent Pakistan Sports Complex, Islamabad
Phone No: 051-8466532

INSTRUCTIONS TO BIDDERS

A. GENERAL

Scope of Work

The Gun and Country Club invites bids for the project titled “**Renovation of Main Lobby and Dining Hall of Restaurant (Civil works etc)**” as per BOQs at **Annex- I** to this bidding document.

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

Eligible Bidders

The following is the basic eligibility criteria for the bidders intending to compete:

- a. Registration with relevant Government Authority to carry out the business. (Attach certificate)
- b. Duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category. (Attach Certificate).
- c. Must be on the active taxpayer list of FBR or provincial revenue authorities. (Attach Proof).
- d. Must have financial stability to execute the above work. (Attach audited statement/ annual turn over etc).
- e. Must have previous experience of completing similar projects.
- f. Must conform to the other terms and conditions as laid down in the bidding document.

Pre-Bid Meeting and site visit

- a. A pre-bid meeting shall be held on **31-07-2025** at **11:00 AM** in the Club.
- b. It is mandatory for the prospective bidders to attend the pre-bid meeting. The bids received from the bidders who fail to attend the pre-bidding meeting, shall not be considered.
- c. During the pre-bid meeting, the bidders shall be briefed about the scope of work and other relevant details may be shared with them. Any queries with regards to the bidding document/Scope of Work/BoQs etc shall be addressed in the pre-bid meeting and amendments, if required, be incorporated in the bidding documents.
- d. A prospective bidder must attend the pre-bid meeting and visit the site physically, with prior permission/intimation of club management, for complete understanding of the work to be carried out and for any clarification with respect to the requirements of the work.

B. PREPARATION OF BIDS

Bid Prices, Currency of Bid and Payment

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

The Prices quoted by the bidder shall remain fixed during the currency of the Contract and not be subject to variation on any account.

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

Documents Establishing Bidder's Eligibility and Qualifications

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

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

Bid Security

Each bidder shall furnish, as part of his bid a Bid Security amounting to Rs. 50,000/- in shape of the Bank draft in favor of the Club valid for a period up to 30-days beyond the bid validity date.

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

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

The Bid Security of the successful bidder will be returned after the bidder furnishes the required Performance Security and signs the Contract Agreement.

Validity of Bids, Format, Signing and Submission of Bid

Bids shall remain valid for the period of 60-days after the date of bid opening. The

Bids must be complete in all respects.

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

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

The Bid shall be sent by registered mail/courier at the address to Club or dropped by hand at the main reception.

The title of the tender must be clearly written on the envelop.

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

such bidder.

Bid once submitted shall be final.

Any bidder who submits the bid in response to this bidding document, must ensure that he has thoroughly gone through the bidding document and the bidder agrees to the terms and conditions of this bidding document including Payment schedule. At subsequent stage, no alteration to the terms and conditions of this bidding document including payment schedule shall be acceptable.

BID OPENING AND EVALUATION

Bid Opening, Clarification and Evaluation

The Club will open the bids, in the presence of the bidders' representatives who choose to attend, on **08-08-2025 at 3:00 PM in the Club.**

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

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

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

The Club will evaluate and compare only the bids determined to be substantially responsive. Bids and total bid price will be evaluated for complete scope of works.

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

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

F. AWARD OF CONTRACT

The Club, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in bidder's capacities, may require the bidder to provide information concerning their professional, technical, financial, legal or managerial competence. Provided that such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that bid evaluation report. The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications as mentioned in the bidding document.

Award Criteria & Club's Right

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

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

Notification of Award & Signing of Contract Agreement

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

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

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

Performance Security

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

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

Payment Schedule:

It is categorically mentioned that maximum up-to 50% of the payment shall be made till completion of the project in phases as per milestones/completion stages set forth in the contract agreement. The remaining 50% payment shall be made after satisfactory completion of the project.

Bidding Data Sheet

Name of Club:

Gun and Country Club, Islamabad

Time for completion

As stipulated in the Contract

Brief Description of Works:

"Renovation of Main Lobby and Dinning Hall of Restaurant (Civil works etc)" as per BOQs at **Annex-I** to this bidding document. The BoQs are estimated and final payment shall be made based on the actual work done/actual measurements.

Basic Eligibility (mandatory Requirements)

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

- a. Valid Registration with PEC and SECP in appropriate category on the date of bid opening.

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

Period of Bid Validity

Bid shall remain valid for 60 days.

Number of Copies of the Bid to be submitted

One (01) original only.

BoQs-Renovation of Lobby & Dinning Hall -- GCC Islamabad

S.#		Description	Unit	Rate	Qty.	Amount
		Civil Works				
1		Carefully,Taking down Tiles/ marble/ granite work of any type laid in floor/ walls etc, and disposal of malba to suitable place outside the club premises.	sft		2,425.00	
2		Providing and laying deluxe quality Granite ,Black,Cobra,Sea Green, Rao silk, Chaghi Pink, Paradizo Tiles of any size, 6/8 inch thick, including setting,jointing, pointing,bonding & chemical polishing complete in all respect . Sample to be approved by Engineer Incharge.	sft		200.00	
3		Providing and laying Premium quality, Calacatta Oro Porcelain Tiles 2'x4' size,with soft gold-grey veining paired, with a custom round motif of 6 feet dia at centre including setting, jointing and bonding complete. Sample to be approved by Engineer Incharge	sft		2,225.00	
4		Two coats of Painting on new or old work such as roof ,walls including all detached attachments, with best quality plastic emulsion paint.	sft		4,000.00	
5		Fabricating and fixing double leaf, French Doors with 1.75"Mahogany solid wood frame, horizontal members 8" wide and verticle members 4" wide, including,6mm glass panel, decorative Iron grill 0.75" width and 1.5/8 inch thickness, brass handles, cost of all types of hardware, heavy duty hinges(atleast four for each leaf), final polish and paint complete in all respect- Refer Perspective attached.	sft		195.00	
6		Prime cost item of shendaliers, fixed prime cost added to contract, contractor not to quote.	Nos		2.00	
7		Shendelier cost for only transportation and Installation by contractor	Nos		2.00	
		Grand Total Rs.				