INSTRUCTIONS TO THE BIDDERS

1. **Scope of Work**
   a. Scope of work for tender entitled **"Supply of Uniform items & Black Shoes to Livery Staff"** is mentioned in the checklists **(Annex-A)** of this tender document.
   b. Bidders are required to follow the criteria mentioned in checklists **(Annex-A)**.
2. **Eligible of Bidders**
   a. Bidding is open to all firm/ company/ contractor who are NTN / GST registered and are on Active Tax Payer list of FBR.
3. **Price**
   a. Price/ bid offer should be quoted in Pak Rupees.
   b. The price/ bid offer quoted by the firm/ company/ contractor should be, final and clearly written/ typed without any ambiguity.
   c. The bid price should include all the government taxes as per prevailing taxation rates of provincial/ federal governments etc.
   d. The price / bid offered shall be entered for the whole financial year 2026-27.
   e. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer/ price if required.
4. **Bid Security / Earnest Money / CDR**
   a. Each bidder shall furnish 5% of the bid amount as bid security in the shape of **bank draft / pay order** of the quoted value in favor of the **Assistant Secretary (Accounts), President's Secretariat (Personal).**
   b. The bid securities / earnest money of the unsuccessful firm/ company/ contractor will be returned upon award of contract to the successful firm/ company/ contractor or on expiry of validity of bid security whichever is earlier. The bid securities of firm/ company/ contractor can be returned earlier if supported by a formal request on the bid letterhead with signature and stamp of the firm.
   c. The bid security of the successful firm/ company/ contractor will be returned only when the bidder furnishes the required 10% performance guarantee and upon supply of required items.
   d. The bid security / earnest money may be forfeited / confiscated: -
      (1) If the technical / financial proposals are overwritten, errors or mistakes.
      (2) In the case of a successful bidder, if he fails to furnish the required performance security for the President Secretariat's Islamabad as

per technical specification.

(3) If the bidder fails to meet the requirements in the scope of work and Annex-A of the tender document.

(4) If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

(5) If there is any falsification in the documents/ certificates/ any part of the bid submitted by the bidders.

5. **Validity of bids**. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the forfeiture of its bid security. Moreover, all bids will remain valid for the financial year 2026-27.

6. **Responsiveness of bids**

a. A bid shall be responsive if it is submitted for a complete list of items in either one or multiple form as specified in the Annex-A.

b. The valid bid security / earnest is submitted.

c. The bid is valid till the required period.

d. The bid prices are firm during its validity and inclusive of all taxes, duties etc.

e. Compliance to all important terms and conditions of this tender document on specified format.

f. The bidder is eligible for tendering and possesses the requisite experience.

g. The bid does not deviate from basic requirements.

h. The bidder submitted all mandatory / requisite documents as mentioned in tender document.

7. **Deadline for submission of bidding documents**. The bids shall be delivered in person or sent by registered mail / courier service, which should reach the office of AS (Admn), President's Secretariat (Personal), Islamabad, on or before 1200 hrs on the closing date of the tender as specified in the PPRA web site. Moreover, softcopy of the bids shall be uploaded on PPRA EPADS on or before 1200 hrs on the closing date.

8. **Opening of bids.** As per PPRA's rule 36 (b) "Procedures of open competitive bidding" states that for ***"Single Stage-Two Envelopes Procedure"***. The following shall be adopted: -

a. The bid shall comprise a single package containing two separate envelopes alongwith checklist documents. Each envelope shall contain separately the technical proposal and the financial proposal.

b. The envelopes shall be marked as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"** in bold and legible letters to avoid confusion.

c. Initially, only the envelope marked **"TECHNICAL PROPOSAL"** shall be opened at the time of opening of tender.

d. The envelope marked as **"FINANCIAL PROPOSAL"** shall be retained in the custody of procuring agency without being opened.

e. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.

f. During the technical evaluation no amendments in the technical proposal shall be permitted.

g. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of the bids found technically non responsive shall be returned un-opened to the respective firm/ company/ contractor.

h. The bid evaluated as most advantageous bid shall be accepted.

i. Opened, e-mailed or faxed bids will not be accepted.

j. Any bid received by the procuring agency after the date and time of tender opening will be returned as unopened to the firm/ company/ contractor.

k. **The purchase committee of the procuring agency will open all bids on the same day after 30 minutes of the closing time in the presence of owner of the firm/ company or their representatives.**

l. The purchase committee will resolve any issue raised by the firm/ company/ contractor on the spot. Any issue related to the proceedings after the same have concluded, shall not be entertained verbally or in writing.

m. The procuring agency reserves the right to reject any or all bids / proposals as per PPRA's rules.

9. **<u>Amendments</u>**

a. At any time prior to the deadline for submission of Bids, the office of the PRESIDENT'S SECRETARIAT (PERSONAL) may, for any reason, modify the Bidding Document by issuing addendum.

b. Any addendum thus issued shall be part of the Bidding Document and shall be made available online on the official website of PPRA. President's Secretariat (Personal) may at its discretion extend the deadline for submission of Bids.

10. **Filling of Checklist.** Provision of all the documents mentioned in the checklists are mandatory to be provided.

3. EVALUATION OF BIDS

1. **Evaluation of Technical Proposals**. The procurement committee of the procuring agency shall evaluate the technical proposals on the basis of their responsiveness to the min technical evaluation criteria of this tender document. A proposal shall be rejected at any stage if it fails to achieve the min qualifying technical unit/ standard.

2. **Evaluation of Financial Proposals**. A bid shall only be eligible for technical evaluation if all the mandatory requirements laid down in the tender document have been provided. In accordance with the PPRA's Rules to qualify for financial evaluation, the bidders must fulfill all the minimum criteria mentioned in Technical Proposal. The bids of vendors who qualify technical proposal will be opened and the financial proposals of one's who did not qualify the technical proposal will be returned back unopened.

3. **Award of Contract**

   a. The contract will be awarded to the most advantageous bidder in pursuance of clause 2 (h) (i) & (ii) of PPRA's Rules 2004 (as amended 2020) provided that; such bidders have been determined to be eligible as per the technical evaluation and have quoted lowest prices.

   b. The procuring agency reserves the right to accept or reject any submitted bid, as per PPRA Rules and to annul the tendering process reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to infirm the affected bidders of the grounds for the procuring agency's action.

4. TECHNICAL EVALUATION CRITERIA

All responsive and eligible bids / proposals submitted by bidders / firms fulfilling all the mandatory criteria laid down in the tender document shall be considered for technical evaluation. The technical evaluation of responsive and eligible bids / proposals shall be carried out by fulfilling the criteria mentioned in the checklists **(Annex-A)**.

5. PROCESS TO BE CONFIDENTIAL

1. No bidder shall contact any officer of the **President's Secretariat (Personal)** on any matter relating to his Bid from the time of Bid opening to the time till the bid evaluation result is announced. The verbal announcement will include read out prices, and recommendations against all the bids evaluated.

2. Any effort by a bidder to influence any officer/ offical of the **President's Secretariat (Personal)** in the Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.

3. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen days after the announcement of the bid evaluation result, however, mere fact of lodging complaint shall not warrant suspension of procurement process.

6. AWARD CRITERIA PROCURING AGENCY'S RIGHTS

The contract will be awarded to the most advantageous bidder in pursuance of clause 2 (h) (i) & (ii) of PPARA's Rules 2004 (as amended 2020) provided that; such bidders have been determined to be eligible as per the technical evaluation and provide lowest financial cost/ rates.

7. REQUIREMENT/ FORMAT OF BID

All bidders shall quote their rates along with Bid Security / Earnest Money of the total bid price for one year starting from the date of bid opening in the form of a pay order / demand draft as per this tender document requirement / obligations.

8. FIRM'S RESPONSIBILITIES

1. The successful bidder shall supply **"Uniform items & Black Shoes"** for the President's Secretariat (Personal) Islamabad as in accordance with work order floated to the firms / vendors.
2. The firm shall not subcontract the supply / work order.
3. The firm shall fulfill the scope of work specified in the tender documents within the specified time period.
4. The firm shall fulfill the requirements and comply with all instructions given in the tender document and its annexure.
5. The firm shall provide samples both of the stitched and unstitched cloth (for quality testing of fabric of each item) of all the items being quoted by the firm in their Technical and Financial Proposals.
6. The samples provided by the firm of all the items being considered as lowest (most advantageous) rates by the procuring agency shall be retained however the samples of unsuccessful bidders will be returned after due procedure.
7. The firm shall supply the items as per approved samples / specifications mentioned in the technical proposal being approved by the procuring agency's purchase committee throughout the financial year upto 30 June, 2027 irrespective of the price hike/ inflation.

8. The firm shall supply / deliver the items as per work order at the Dak Window, PS (Personal) as per time specified in the work order.

9. TIME FOR COMPLETION

If the successful bidder fails to supply the requisite items within the delivery time specified in the work order, the successful bidder's liability to the procuring agency for such failure shall have to pay @ 10 % per day subject to a maximum of 30% of the total amount of the work order for which he fails to supply the items.

10. TERMS OF PAYMENT

1. Relevant payment of the supply / work order shall only be payable to the firm upon successful delivery as per supply / work order duly supported by the final acceptance certificate (s) from procuring agency.
2. All the payments shall be made through a crossed cheque in the Pak Rupees.
3. Taxes will be deducted as per government rules at the time of payment.

11. CHECKLISTS

The checklist (appended below) shall comprise of the components mentioned in the checklist and is mandatory for the firm/ company/ contractor to submit all the documents mentioned in the checklist.

Annex-A

Category	S.No	Type
Admin Docs	1.	Covering letter of interest ***or*** a Brief one page about your Company / Firm.
	2.	Bidders Information Form (**Appendix-A)**
	3.	Attach the copies of past performance certificates of Public / Private Departments / Organizations. **(Appendix-B)**
	4.	Attach the copy of work orders of Public / Private Departments / Organizations with which your firm is already working. **(Appendix-C)**
Financial Docs	5.	**5%** of the total bid price as earnest money in the form of Pay Order / Bank Draft in the name of ***Assistant Secretary (Accounts), PS Personal, Aiwan-e-Sadr, Islamabad.*** **(Appendix-D)**
	6.	Account maintaining certificate by the bank. **(Appendix-E)**
	7.	Copy of firm's registration, NTN, GST, Active Tax Payer List (ATL) & Vendor Number Certificates (**Appendix-F)**
Legal Docs	8.	Power of attorney authorizing the signatory of the bidder. *(If required)* **(Appendix-G)**
	9.	Provide following undertaking on judicial stamp paper: - i. The firm had not been black listed by the Public Sector / Semi Govt/ Autonomous Body. ii. The firm will provide items as per samples approved by the purchase committee and make delivery as per give timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad **(Appendix-H)**

Note: Incomplete checklists will be rejected; use of separators / flagging is mandatory between each point.

TECHNICAL EVALUATION CRITERIA – LIVERY TENDER

Ser	Type	Marks	Passing Marks	Marks Obtained
1.	**Standing of Firm (Total Marks - 5)**			
a.	Valid FBR Certificate of Registration of company showing active tax payer status. (1st July, 2024 to 30 June, 2025)	**3**		
b.	Provide following undertaking on judicial stamp paper:- i. The firm had not been black listed by the Public Sector / Semi Govt / Autonomous Body. ii. The firm will provide items as per samples approved by the purchase committee and make delivery as per given timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad.	**2**		
	Total	**5**		
2.	**Mandatory Requirements (Total Marks - 20)**			
a.	Proper filling of Annexure- A of checklists.	**05**		
b.	The firm must have proper office & factory for stitching of clothes in commercial area having valid landline no.	**10**		
c.	The firm must have 5 x staff members (minimum) for running of office including the delivery of items also attach portfolio of all the enrolled staff.	**05**		
	Total	**20**		
3.	**Works Experience (Total Marks - 20)**			
a.	5 x copies of work orders placed by the Public Sector / Semi Govt / Autonomous Body with which your firm has already been worked during the last 3 x years.	**5**		
b.	3 x copies of Satisfactory performance certificates issued by the Public Sector / Semi Govt / Autonomous Body whom workorders are attached.	**5**		
c.	Previous work experience with this Secretariat (if any) and timely delivery of items as per the given timelines of the purchase order. In case of fresh experience full marks will be given to that firm.	**10**		
	Total	**20**		
4.	**Technical Proposal (Total Marks - 55)**			
a.	Evaluation of cloth samples **OR** Evaluation of Shoes & Joggers	**40**		
b.	None of the column of Technical Proposal left blank.	**03**		
c.	Provision of samples of all quoted items (Stitched)	**05**		
d.	Provision of samples of all quoted items (Unstitched)	**05**		
e.	**5%** of the total bid price as CDR in the form of Pay Order / Bank Draft (Please attach copy)	**02**		
	Total	**55**		
	Grand Total (1, 2, 3 & 4)	**100**		

FINANCIAL EVALUATION CRITERIA – LIVERY TENDER

Ser	Type	Marks	Passing Marks	Marks Obtained
a.	Financial soundness certificate in which financial health of the firm must be 10% higher than the quoted bid by the bank.	**5**		
b.	Account maintaining certificate by the bank.	**5**		
c.	Financial proposals filled properly and no column left blank	**5**		
d.	Rates quoted by the firm inclusive taxes	**85**		
	Total	**100**		

EVALUATION CRITERIA

- **Technical Evaluation Marks = 100 (70%)**
- **Financial Evaluation Marks = 100 (30%)**

FINAL SCORING = 70% + 30% = 100%

Appendix-A

BIDDERS INFORMATION FORM

Please fill-in-the following details (Use Capital Letters and with Blue Pen)

M/s : ______________________________

Company Owner's Name : ______________________________

Company's Business Address : ______________________________

National Tax Number (NTN) : ______________________________

Sales Tax Registration Number : ______________________________

Vendor Number : ______________________________

Date of Registration

		-			-				

Owner's CNIC No.

					-								-	

Owner's Signature ______________________________

Landline No : ______________ Mobile No : ______________

Fax No : ______________ Email ID : ______________

Authorized Person Details:-

Name : ______________________________

Designation : ______________________________

CNIC : ______________________________

Signature : ______________________________

SATISFACTORY PERFORMANCE CERTIFICATES

Satisfactory Performance Certificates of Public / Private Departments / Ministries / Divisions / Organizations in support of the firm during the last 5 years. (Minimum 3 certificates of different departments)

WORK ORDERS

Attach copies of work orders of Public/ Private Departments/ Ministries/ Divisions / Organizations with which your firm is already working. (Minimum 3 work orders of different departments)

EARNEST MONEY / BID SECURITY

5% of the bid amount as earnest money in the form of Pay Order / Bank Draft in the name of **Assistant Secretary (Accounts), President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad**.

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ACCOUNT MAINTAINING CERTIFICATE

1. Account maintaining certificate (in original) by the bank in favor of firm showing financial soundness of the firm.
2. ***Bank Statement (Bank's Round Stamp) / E-Bank statement will not be accepted.***

FIRM REGISTRATION, NTN, GST, ACTIVE TAX PAYER LIST & VENDOR NUMBER CERTIFICATES

Please attach copies of following: -

a. Firm registration certificate

b. NTN registration certificate

c. GST Certificate (for last financial year)

d. Active Tax Payer List (ATL) - FBR

e. Vendor number certificate (AGPR)

POWER OF ATTORNEY

Power of attorney, authorizing the signatory of the bidder by the owner of firm on letter head alongwith copy of CNIC of the authorized person and specimen signature of the authorized person. ***(If required)***

(Must be printed on Rs. 50/- or above stamp paper)

UNDERTAKING BY THE FIRM

I, ______________________________________ the undersigned being owner of the firm do hereby declare and affirm as under: -

a. That, my firm has never been blacklisted by any public or private sector organization in Pakistan.
b. That, if my firm being awarded the whole tender / selected items of the tender entitled **"Supply of Uniform items & Black Shoes"** to President's Secretariat (Personal) during the **FY 2026-27**, I will provide all the items as per the requirements mentioned in the tender document (i.e. rates, standards quoted against each item in my Technical & Financial Proposals & time framework mention in Purchase Order) for the FY 2026-27.
c. That, I will provide items as per samples approved by the purchase committee of President's Secretariat (Personal) and if I do not adhere the principals set by the procuring agency not only the letter of award of my firm be immediately withdrawn also payment against the bills (if any) in process may also be withdrawn.
d. That, I will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad under intimation to President's Secretariat (Personal) in case of non-provision of items as per purchase order / work order on due dates. I will not challenge the same in any court of law.
e. That, the performance / bid security submitted by my firm may also be confiscated and I have no objection on declaration of my firm black listed by FBR, SECP & PPRA.

M/s : ______________________________

Owner Name : ______________________________

Firms Address : ______________________________

Telephone No. : ______________________________

Mobile : ______________________________

Signature : ______________________________

Date : ______________________________

BIDDER'S SEAL

ATTESTED BY NOTARY PUBLIC