



# **TENDER DOCUMENT**

FOR

**PROVISION OF “LAUNDRY SERVICE”  
TO AIWAN-E-SADR FOR THE FY 2026-27**

**PRESIDENT’S SECRETARIAT (PERSONAL)**

**AIWAN-E-SADR  
Constitution Avenue,  
ISLAMABAD  
Phone # 051-9206065, Fax: 051-9224836**

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## **CHAPTER 1**

### **GENERAL CONDITIONS FOR BIDDING**

1. **Clarification of Bidding Documents**

- a. A prospective bidder requiring any clarification(s) in respect of the Bidding Document may contact AS (Admn), Aiwan-e-Sadr Islamabad.
- b. AS (Admn) will respond to any query for clarification which he receives three (03) working days prior to the deadline for the submission of Bids.

2. **Amendment of Bidding Documents**

- 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.

3. **Eligible Bidders.** Bidding is open to all firms meeting the following criteria: -

- a. The bidder should be original Manufacturer/Authorized dealers/Suppliers of the specified items.
- b. The bidder should not be blacklisted by any relevant authority.
- c. The bidder should be on Active Taxpayer List (ATL) of FBR.
- d. The bidder should be registered with the Income Tax and Sales Tax Department having NTN, GST and Vendor number if available.

4. **Documents Comprising the Bid**

***A separate envelope is provided with this tender document the checklist provided in that envelope is to be filled and all the respective documents should be attached and sealed again in the same or separate envelope marked as "Documents for the Bid"***

The checklist shall comprise of the components mentioned in the checklist.

5. **Sufficiency of Bid**

Each bidder shall satisfy himself before the submission of Bidding as to the correctness of his Bid and of the prices entered for the proper completion of bid.

6. **Scope of Bid**

- a. A bidder can quote for complete tender.
- b. The bidder has to quote only one rate as per tender specifications. Two or more prices will be treated as non-responsive.

7. **Cost of Bidding.** The bidder shall bear all costs associated with the preparation and submission of its bid and the President's Secretariat (Personal) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. **Bid Security**

- a. Each bidder shall furnish **3%** of the bid amount as Earnest Money/ 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)**. No cheque will be entertained.
- b. Any bid not accompanied by an acceptable earnest money shall be rejected by the office of the President's Secretariat (Personal) as non-responsive.
- c. The earnest money of unsuccessful bidders will be returned along with covering letter upon award of contract to the successful bidder.
- d. The bid security of the successful bidder may be forfeited if he fails to sign the contract agreement, fails to complete work within specified time, withdraws his bid during the period of bid validity or does not accept the correction of his Bid Price.

9. **Conditional Bid.** Any bid found as conditional will be rejected.

10. **PROCESS TO BE CONFIDENTIAL**

- a. No bidder shall contact any officer of the **President's Secretariat (Personal)** on any matter relating to his Bid from the time of the Bid opening to the time the bid evaluation result is announced. The evaluation result shall be announced at least ten (10) days prior to award of Contract. The announcement will include read out prices, and recommendations against all the bids evaluated.
- b. Any effort by a bidder to influence any officer of the **President's Secretariat (Personal)** in the Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.
- c. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, mere fact of lodging complaint shall not warrant suspension of procurement process.

11. **The Items as per Specification.**

- a. The supplier will be solely responsible for payment of all Government taxes applicable on the specified items.
- b. If the supplier damages any linen item during washing and pressing, he will replace it within the new one.
- c. The Vendor should provide a complete detail of each & every Linen item for washing and pressing.

**CHAPTER 2**  
**SUBMISSION OF BID**

## **Instructions to Bidders**

1. The Bidder is expected to follow all instructions and specifications in the bidding document. Failure to furnish all information required in the bidding document or to submit a bid not substantially responsive to the bidding document will be at the Bidder's risk and may result in the rejection of bid.
2. Bid shall remain valid for the period stipulated in the "Bidding Data Form".
3. No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions are not fully complied with, the bid may be rejected.
4. The Bid shall be typed or handwritten and shall be signed by a person or persons duly authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the bid.
5. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
6. The Bid shall be delivered in person or received by registered mail at the address given in Bidding Data Form not later than the time and date stipulated therein.
7. The inner and outer envelopes should be addressed to DMS(P), President's Secretariat (Personal). The name, address and contact numbers of the Bidder should also be mentioned on the envelopes to enable the bid to be returned unopened in case it is declared "Late".
8. Bid submitted through fax or e-mail shall not be considered.
9. Any bid received after the deadline will be returned unopened to such bidder.
10. The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the President's Secretariat (Personal) prior to the deadline prescribed for submission of bids.
11. The bidder's modification or withdrawal notice shall be properly sealed, marked and dispatched.
12. No bid may be modified after the deadline for submission of bids.
13. 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.
14. Bid shall be submitted **inclusive & exclusive** of all relevant taxes.
15. For any further clarification, AS (Admn) may be contacted.



## **CHAPTER 3**

### **OPENING, EVALUATION & REJECTION OF BIDS**

**(One (1) separate envelope is provided with this tender document marked as “Financial Bid” it is to be filled and should be signed and sealed again in the same envelope.**

1. As per **PEPRA “Procedure of open competitive bidding”** states that for **“Single stage-one envelope procedure”**. The following shall be adopted:-

- a. *The bid shall comprise a one (1) page sealed in an envelope.*
- b. *The envelope is already marked as “**FINANCIAL PROPOSAL**”.*
- c. *Only the envelope marked “**FINANCIAL PROPOSAL**” will be opened.*
- d. *The procuring agency shall evaluate the financial proposal in a manner prescribed in **PPRA**.*
- e. *Overwriting in bids is no acceptable and will be returned to the contractor.*
- f. *The bid found to be lowest evaluated bid shall be accepted.*

2. **Methodology**

a. The bids will be opened in the presence of bidders or their representatives who choose to attend, at the time, date and location stipulated in the Bidding Data Form.

b. The bidder’s name, bid prices, the presence or absence of Earnest Money/Bid Security, and such other details at the discretion of President’s Secretariat (Personal) may consider appropriate, will be announced at the time of bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

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

d. To assist in the examination, evaluation and comparison of Bids the **President’s Secretariat (Personal)** may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

e. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding document without material deviations.

f. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid Security be forfeited.

g. A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

h. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive.

i. The Bids will be evaluated as per specifications laid down for each item proposed for purchase. The bids which do not conform to prescribed specifications and terms and conditions of tender, will not be accepted.

j. In case of same rate offered by two or more bidders, the deciding factor will be longer period of guarantee.

3. **Disqualification**. Offer may be rejected if: -

- a. Tender is submitted without the required Earnest Money/Bid Security.
- b. Bid/Tender is received after specified date and time of receipt.
- c. Specifications and other requirements are not properly adhered to.
- d. GST/NTN certificate is not attached.
- e. Manufacturing / Workshop / Maintenance facility is not in Islamabad / Rawalpindi.
- f. Eligibility criteria is not met.
- g. Any other major discrepancy found in the proposal.
- h. On inspection of items, specifications different from those given in tender are observed.
- i. Any sample without a detailed specification shall be rejected.
- j. Bidder / Contractor has not brought a sample of the items quoted.

## **CHAPTER 4**

### **ACCEPTANCE OF BID AND AWARD OF PROCUREMENT CONTRACT**

1. **AWARD OF CONTRACT**

a. **Award Criteria & Right of President's Secretariat (Personal).**

(1) **The President's Secretariat (Personal)** shall award the Contract to the bidder whose bid has been determined to be **substantially responsive** to the Bidding Document and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactorily perform the contract.

(2) **The President's Secretariat (Personal)** reserves the right to increase or decrease the quantity, change the specification of the items, accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract subject to PPRA Rules, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for **President's Secretariat Personal'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.

(3) **The President's Secretariat (Personal)** observes the highest standard of ethics during the procurement and will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2. **Supply of Linen Items: -**

The supplier will be bound to wash and press the linen items to be provided by VVIP guests and liveried staff of President's Secretariat (Personal) as per the rates mentioned in the financial proposal or mutually agreed at the time of award of contract.

## **TIME FOR COMPLETION OF CONTRACT AND GUARANTEE**

### **1. GUARANTEE**

a. Comprehensive guarantee period of each item must be mentioned clearly in the bidding documents. Preference will be given to those who offer maximum guarantee period. However, the guarantee shall not be less than one year.

b. The guarantee period shall start from the date of final checking of the specified item.

c. If any defect occurs in the specified item during the guarantee period, it will be replaced by the supplier at his own risk and cost.

d. Vendor shall provide the after-sales maintenance services within 48 hours, after filing of the complaint.

### **2. Notification of Award.**

Prior to expiry of the period of bid validity, the **President's Secretariat (Personal)** will notify the successful bidder in writing that his bid has been accepted.

### **3. Performance Guarantee.**

The successful bidder shall be bound to furnish a performance guarantee of **(5%) five percent** of the contract amount in the form of bank guarantee which shall be retained till the expiry of guarantee period.

### **4. Payment and Currency.**

Payment shall be made after successful supply/delivery of the items in Pak. Rupees through President's Secretariat (Personal).

### **5. All taxes will be deducted at source as per Government Rules.**

**LIST OF MACHINERY & EQUIPMENT**

| <b><u>Ser</u></b>                 | <b><u>Description</u></b>    | <b><u>Qty</u></b> |
|-----------------------------------|------------------------------|-------------------|
| <b>Dhobi Ghaat (Washing Area)</b> |                              |                   |
| 1.                                | Washing Machine (Domestic)   | 02                |
| 2.                                | Washing Machine (Commercial) | 02                |
| 3.                                | Dryer (Heavy Duty)           | 02                |
| 4.                                | Steam Press (with hanger)    | 02                |
| 5.                                | Steam Iron                   | 03                |
| 6.                                | Automatic Washing Machine    | 01                |
| 7.                                | Spinner (Commercial)         | 02                |

## **Checklist to be filled Completely**

|                       | S.No | Type                                                                                                                                                                                               | Flag |
|-----------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Cover</b>          | 1.   | Cover letter of interest <b>or</b> a Brief one page about your company. <i>(Any format of bidder / contractor choice)</i>                                                                          | A    |
| <b>Admin Docs</b>     | 2.   | Bidders Information Form <b>(Annex A)</b>                                                                                                                                                          | B    |
|                       | 3.   | <b>(List down)</b> Name, Address & Contact numbers of departments / organizations already working with or have previously worked with                                                              | C    |
|                       | 4.   | <b>(Attach)</b> Relevant experience and past performance certificates or testimonials                                                                                                              | D    |
|                       | 5.   | <b>(List down)</b> List of machineries, plants & equipment                                                                                                                                         | E    |
|                       | 6.   | <b>(List down)</b> Number of employees hired by the owner for manufacturing items                                                                                                                  | F    |
|                       | 7.   | <b>(List down)</b> Name of factory & sale outlets owned by the bidder / contractor                                                                                                                 | G    |
|                       | 8.   | In case of company or firm, certificate of incorporation / registration respectively, in case of authorized distributor or supplier, the legal authorization document to this effect respectively. | H    |
| <b>Financial Docs</b> | 9.   | <b>3%</b> of the bid price as bid security in the form of bank draft in the name of AS (Accounts), <i>President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad</i>                              | I    |
|                       | 10.  | Certificate of financial soundness from Bank.                                                                                                                                                      | J    |
|                       | 11.  | Copy of NTN & GST                                                                                                                                                                                  | K    |
|                       | 12.  | Copy of Vendor Number (AGPR) <i>(if available)</i>                                                                                                                                                 | L    |
| <b>Legal Docs</b>     | 13.  | Declaration by the supplier that the firm / company is not blacklisted on an affidavit                                                                                                             | M    |
|                       | 14.  | Power of attorney authorizing the signatory of the bidder. <i>(If required)</i>                                                                                                                    | N    |

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



**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 No: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Date of Registration:

|  |  |   |  |  |   |  |  |  |  |
|--|--|---|--|--|---|--|--|--|--|
|  |  | - |  |  | - |  |  |  |  |
|--|--|---|--|--|---|--|--|--|--|

Owner's CNIC #:

|  |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |
|--|--|--|--|--|---|--|--|--|--|--|--|--|--|---|--|
|  |  |  |  |  | - |  |  |  |  |  |  |  |  | - |  |
|--|--|--|--|--|---|--|--|--|--|--|--|--|--|---|--|

Landline #: \_\_\_\_\_ Cellphone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email ID: \_\_\_\_\_

**Authorized Person's Details**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Authorized Person's Signature: \_\_\_\_\_

## FINANICAL PROPOSAL

### PROVISION OF LAUNDRY SERVICE FOR THE FY 2026-27 AT AIWAN-E-SADR

| <u>Ser</u>                     | <u>Detail of Linen items</u>                | <u>Total Qty</u> | <u>Including Taxes</u> |                    | <u>Excluding Taxes</u> |                    |
|--------------------------------|---------------------------------------------|------------------|------------------------|--------------------|------------------------|--------------------|
|                                |                                             |                  | <u>Per unit Price</u>  | <u>Total Price</u> | <u>Per unit Price</u>  | <u>Total Price</u> |
| a.                             | Bed Sheet (Double)                          | 48               |                        |                    |                        |                    |
| b.                             | Bed Sheet (Single)                          | 48               |                        |                    |                        |                    |
| c.                             | Pillow Covers                               | 96               |                        |                    |                        |                    |
| d.                             | Face Towels                                 | 96               |                        |                    |                        |                    |
| e.                             | Bath Towel                                  | 48               |                        |                    |                        |                    |
| f.                             | Hand Towels                                 | 120              |                        |                    |                        |                    |
| g.                             | Table Cloth (Large)                         | 120              |                        |                    |                        |                    |
| h.                             | Markin Cloth for cleaning Crockery/ Cutlery | 48               |                        |                    |                        |                    |
| i.                             | Table Cloth Round/ Square                   | 180              |                        |                    |                        |                    |
| j.                             | Cotton Gloves                               | 516              |                        |                    |                        |                    |
| k.                             | Dinner Napkins                              | 6000             |                        |                    |                        |                    |
| l.                             | Tray Cloth (Round & Oval)                   | 244              |                        |                    |                        |                    |
| m.                             | Round Table Cloth                           | 120              |                        |                    |                        |                    |
| n.                             | Service Towels                              | 588              |                        |                    |                        |                    |
| o.                             | Red/ White Mates                            | 400              |                        |                    |                        |                    |
| p.                             | Frill for Round Tables                      | 48               |                        |                    |                        |                    |
| q.                             | Frill for Square Tables                     | 24               |                        |                    |                        |                    |
| r.                             | Clothes of the President, Family & Guests   | As required      |                        |                    |                        |                    |
| s.                             | State Uniforms (2 Suits per head per week)  | 659              |                        |                    |                        |                    |
| t.                             | Main Table Cloth Round                      | 5                |                        |                    |                        |                    |
| u.                             | Main Table Cloth Square                     | 20               |                        |                    |                        |                    |
| v.                             | Skirting                                    | 60               |                        |                    |                        |                    |
| <b><u>Total Amount Rs.</u></b> |                                             |                  |                        |                    |                        |                    |

- |       |                                            |   |                                                              |
|-------|--------------------------------------------|---|--------------------------------------------------------------|
| i.    | Brief Description of Work                  | : | Provision of Laundry Service                                 |
| ii.   | Bid Currency                               | : | The payment shall be made in Pak Rupees.                     |
| iii.  | Deadline for submission of Bids            | : | _____ (as mentioned on PPRA's website & News Papers).        |
| iv.   | Address for submission and opening of Bids | : | President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad. |
| v.    | Time of Financial Bid Opening              | : | 12:30 PM.                                                    |
| vi.   | Date of Bid opening                        | : | Same as deadline for submission of bids.                     |
| vii.  | Total amount of 5% of Earnest Money        | : | Rs. _____                                                    |
| viii. | Timeframe for completion                   | : | Within 4 Wks after issuance of work order.                   |
- \* Period of the bid validity dated is 90 days