

Prime Minister's Office (Public)
Islamabad

Tender Notice

Prime Minister's Office (Public), Islamabad invites sealed tenders from well reputed firms/vendors registered with sales tax department, having National Tax Number (NTN) and AGPR vendor number based in Islamabad / Rawalpindi for "SUPPLY OF UNIFORM & LIVERY ITEMS FOR WINTER-2019".

The tender documents including instructions/ terms and conditions can be obtained from Dak window of Prime Minister's Office on working days during office hours and the same can be downloaded from PPRA's website: www.ppra.org.pk. The samples can, however, be seen at the venue stated above.

The sealed bids must reach the undersigned **before 1100 Hrs on October 28, 2019 which will be opened the same day at 1130 Hrs.**



Deputy Secretary (Administration)
Prime Minister's Office (Public)
Islamabad
Tel: 9008334

Manager, MIS, IT Deptt.

Terms and Conditions for Bids and Bidders

1. Tender Identification Number: TENDER # 02 / 2019
2. Bids are invited for "SUPPLY OF UNIFORM & LIVERY ITEMS FOR WINTER - 2019" through SINGLE STAGE ONE ENVELOPE METHOD.
3. The Procurement Agency is:

Prime Minister's Office (Public), Islamabad

4. Prime Minister's Office will follow single stage one envelop bidding process. Bids Validity period should be 120 days from the date of opening of tender. The amount of the bids and bids security / earnest money shall be in Pak Rupees. Bids should be accompanied with bid security / earnest money (refundable) for an amount of Rs. 10,000 (Ten thousand) in shape of either pay order or demand draft in favour of DDO, Prime Minister's Office (Public), Islamabad. Bids not accompanied by bid security / earnest money will not be entertained.
5. Bid security / earnest money of successful bidders will alone be retained as security deposit (till expiry of contract period) and that of the rest will be returned.
6. In case of unsatisfactory supplies in any manner including quality & quantity and time line, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to black listing of firm.
7. Incomplete and Conditional quotations will be rejected outright.
8. No cutting / overwriting in the offered prices will be accepted.
9. The successful bidder(s) shall be bound to supply the goods at the quoted / approved rates.
10. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
11. Interested firms should have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than one year.
12. An affidavit that the company has never been black listed by any Ministry / Division / Department / Organization of the Government of Pakistan must be presented with the bids.
13. List of Clients (foreign/local), office location, methodology, previous experiences with the firm(s) should be provided.
14. Bidders do not have the option of submitting their bids electronically. Unsealed bids will not be entertained / received.
15. Place of destination is: Prime Minister's Office (Public), Islamabad.

16. The envelopes shall bear the following additional identification marks:

Bid for: "SUPPLY OF UNIFORM & LIVERY ITEMS FOR WINTER-2019"

Firm Name: XYZ Firm
Attention: Deputy Secretary (Admn),
Prime Minister's Office (Public)
Islamabad

17. The deadline for the submission of bids is: October 28, 2019 Time: 1100 Hrs.

18. The bid opening shall take place at the following address. The bidders or their representatives who choose to be present on the occasion may give timely intimation for entry facilitation in Prime Minister's Office Premises.

(Room No. 343 -A),
Prime Minister's Office (Public)
Islamabad
October 28, 2019
Time: 1130 Hrs

19. Bids received after the due date and time will not be entertained.

20. Order of Supply of uniform & livery items may vary.

21. Uniform & Livery items shall be supplied strictly in accordance with approved sample, quality, quantity, colour, design, individual fitting and stitching etc.

22. The firms should have their own tailor shop.

23. Strong thread will be used in stitching of uniform/shoes and it will be of required standard. In case thread comes off within two years, re-stitching will have to be done without any additional charges. If re-stitching of any uniform is arranged from another tailor of our own choice, the cost of re-stitching will have to be paid by the firm.

24. In case shrinkage take place or color faded within two years, the uniform will have to be replaced with new one without any additional charges.

25. Under no circumstances, uniform or part of it will be delivered to any individual directly unless given in writing in exceptional case.

26. In case of late delivery, the contractor will pay fine Rs.100/- (Rupees one hundred only) per Suit / Waist Coat / pair & item per day.

27. If any additional demand besides the present is given, the same will have to be executed on the rates, terms and conditions set out in this contract.

28. Samples of the uniform and livery items should be accompanied with the bids.

29. Successful bidder(s) shall sign an agreement for supply of selected items.

30. Maximum supply time of ordered items for Uniform & Livery items will be fifteen (25) days from the date of issue of Purchase Order.

31. Payments (subject to deduction of all leviable taxes as per rules) will be processed after receipt of complete supplies as per Purchase Order.

32. In case the supplier fails to supply any ordered item(s) within the stipulated delivery time, such item(s) will be purchased from second source/open market and difference of cost will be charged to the said supplier and deducted from the payables.

33. The right to accept or reject any or all offers / bids without assigning any reason is reserved by the Prime Minister's Office (Public) in line with PPRA Rules. The decision of the Prime Minister's Office (Public) would be final and binding on all matters relating to this tender.

34. The Prime Minister's Office (Public) will accept lowest evaluated bid as per Rule 38 of PPRA Rules, 2004. However, Prime Minister's Office (Public) reserves the right of accepting full or part supplies offered and bidders will be bound to supply the same at the rates finalized between the contractor and the Prime Minister's Office (Public).

35. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.

Note:

a. **Attachment Details are as under:**

- i. **List of Uniform & Livery: Annex "A"**
- ii. **Bid Declaration Form: Annex "B"**

b. Detail of taxes included in unit price w.r.t to percentage and breakup must be given.

- **If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.**
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PRIME MINISTER'S OFFICE (PUBLIC)
ISLAMABAD

TENDER FOR WINTER UNIFORM ITEMS-2019

UNIFORM ITEMS

Sr.No.	Description of Uniform Item	Type of Material	Quantity Required	Rate in Rs.per suit / item without GST	Rate in Rs.per suit / item with GST
1.	Shalwar Kamees (White)	Superior quality	(170) Pairs	Rs.	Rs.
2.	Waist Coast (Black)	Superior quality	(170) Nos.	Rs.	Rs.
3.	Over Coat	Superior quality	(29) Nos.	Rs.	Rs.

Bid Declaration Form

1. Name of Interested Firm : _____

2. CNIC# : _____

(Please attach Copy of CNIC)

3. NTN# : _____

(Please attach Copy of NTN Certificate)

4. GST# _____

(Please attach Copy of GST Certificate)

5. Offered Unit Price Total : Rs. _____, Rs. _____,

Annex "A"

(Inwords) _____

6. Value of Earnest Money Rs. _____

(Inwords) _____

7. Contact Number : _____

8. Postal Address : _____

9. Email Address : _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare the all the terms and conditions of the bidding document are accepted.
