

TENDER NOTICE

Supreme Court of Pakistan invites sealed tenders from the bidders having their own stitching units or Joint Venture with a stitching unit, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, for stitching of Winter & Summer Uniform as per details given in the **Tender Document No.01/2021**.

2. Pre-bid meetings will be held on **29.04.2021 at 11:00 a.m.** in the Conference Room, 3rd floor, Admin Block, Supreme Court of Pakistan, Islamabad, which is strongly advised to be attended by all the interested bidders.
3. Last date for submission of bids is **06.05.2021** which shall reach to the undersigned till 11:30 a.m. and same will be opened on the same day at 12:00 p.m. before the Purchase Committee in the presence of bidders or their authorized representatives.
4. The Bidder (s) are required to provide one stitched sample of each uniform item i.e. Pant Coat, Drill Pant Coat, Shirwani, Waistcoat and Shalwar Qamiz mentioned in Clause 2-A according to the Stitching Details in Clause 2-B of the Bid Document on the date fixed for opening of Technical Bid, which shall be placed before the Competent Authority for approval.
5. **Bidding Document No.01/2021**, containing detailed terms & conditions can be downloaded from websites of this Court i.e. (www.supremecourt.gov.pk) and PPRA (www.ppra.org.pk.)
6. The Competent Authority reserves all rights to cancel the Tender at any stage.

Muhammad Abbas Zaidi,
Assistant Registrar (General-I)
Supreme Court of Pakistan
Constitution Avenue,
Islamabad

Tender Document

Tender No. 01/2021

STITCHING OF WINTER & SUMMER UNIFORM



SUPREME COURT OF PAKISTAN

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1. Introduction of Purchaser

Supreme Court of Pakistan (hereinafter to be called "**Purchaser**") established under the Constitution of the Islamic Republic of Pakistan, 1973, is the highest Appellate Court of the country.

2. Invitation to Bids

- i. The Purchaser invites sealed Bids from the bidders having their own stitching unit or joint venture with a stitching unit for stitching of the following winter and summer staff uniform items (A), according to the stitching details (B), as detailed below :-

(A)

Sr.#	Item	No of Employees	No of stitched Suit
1.	Pant Coat (Navy Blue) for drivers from 3.5 Meters cloth per person with 1.5 meter width (Winter Season)	87	87
2.	Drill Pant Coat (White) for Drivers from 3.5 Meters cloth per person with 1.5 meter width (Summer Season)	87x2=174	174
3.	Shirwani (Green) for Qasid from 2.5 Meters cloth per person with 1.5 meter width (Winter Season)	39	39
4.	Shirwani (White) for Qasid from 2.5 Meters cloth per person with 1.5 meter width (Summer Season)	39x2=78	78
5.	Waist Coat (Navy Blue) for Naib Qasid and others from 1.5 Meters cloth per person with 1.5 meter width (Summer & Winter Season)	278x2=556	556
6.	Shalwar Qamiz (Blue Grey) for Naib Qasids and others from 4 Meters cloth per person with 1.5 meter width (Summer & Winter Season)	280x2=560	560
7.	Shalwar Qamiz (White) for Qasid from 4.0 Meters cloth per person with 1.5 meter width (Summer & Winter Season)	22x2=44	44

(B)

Stitching Details

1. Pant/Coat/ Shirwani

- i. 10-11 SPI
- ii. Button Hole length 15~20% of diameter of button
- iii. Bar tack at top of side vent (Not less than 35 stitch per bar tack)
- iv. Interlining GSM 165 fused at temperature 170 °C, pressure 2.5~3.5 Kg, 18~20 sec

2. Sewing details

a. Shalwar Qamiz

- i. 10-11 Stitches Per inch
- ii. Button Hole length 15~20% of diameter of button
- iii. Bar tack at top of side vent of Kameez (Not less then 35 stitch per bar tack)
- iv. Interlining GSM 50 fused at temperature 130~140 °C, pressure 2~3 Kg, 12~15 sec

3. Pant/Coat/Waist Coat/Shirwani

- i. 10-11 SPI
- ii. Button Hole length 15~20% of diameter of button
- iii. Bar tack at top of side vent (Not less than 35 stitch per bar tack)
- iv. Interlining GSM 165 fused at temperature 170 °C, pressure 2.5~3.5 Kg, 18~20 sec

- ii. The Bidding document carrying all details can be downloaded from the website of Supreme Court of Pakistan i.e. <http://www.supremecourt.gov.pk> and PPRA's website: <http://ppra.org.pk/doc/rules.pdf>.
- iii. For the purposes of this tender, Public Procurement Rules 2004 (PPRA Rules) shall be followed as amended from time to time.

3. Instructions to Bidders

- i. As per **Rule 36(b) of PPRA Rules, 2004**, Single Stage - Two Envelope Bidding Procedure, comprising single package containing two separate envelopes shall be followed. Each envelop shall contain separately the Financial Proposal and Technical Proposal.
- ii. The envelopes shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion.
- iii. **Technical Bids** will be opened publically in the Conference Room, 3rd Floor, Admin Block, Supreme Court of Pakistan by the Purchase Committee at **11:00 a.m.** on **06.05.2021** in presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date of bid submission falls on/within the official holidays, the last date for submission of bids shall be the next working day. In the first instance, the "Technical Proposal" shall be opened and the envelope mark as "Financial Proposal" shall be retained unopened in the custody of the Purchaser.
- iv. The Bidder (s) are required to **provide one stitched sample of each uniform item i.e. Pant Coat, Drill Pant Coat, Shirwani, Waistcoat and Shalwar Qamiz** mentioned in Clause 2-A according to the Stitching Details in Clause 2-B of the Bid

Document on the date fixed for opening of Technical Bid, which shall be placed before the Competent Authority for approval.

- v. Only Technically qualified bidders shall be informed telephonically for opening of the **Financial Proposal(s)**. The Financial Proposals will be opened in the Conference Room, 3rd Floor, Admin Block, Supreme Court of Pakistan in the presence of the Bidders or their authorized representatives.
- vi. The sealed proposals complete in all respect addressed to the Deputy Registrar (Admn) shall be dropped into Tender Box, placed at Reception/Information Desk of Supreme Court of Pakistan at Islamabad on dates mentioned in the Advertisement.
- vii. The bidder shall participate completely in stitching of all the above mentioned 07 uniform items and **partial bidding**, by dividing the same shall not be entertained.
- viii. After the award of Contract, the Contractor shall be responsible to take the measurements of all the employees at **Principal Seat at Islamabad** and respective Branch Registries of the Purchaser at **Lahore, Karachi, Peshawar** and **Quetta** for preparation of uniforms and ensure the fitness as per measurements at the earliest but not later than **20 days**.
- ix. After taking measurements, the entire lot of stitched uniform items shall be delivered within the next **120 days** as per delivery schedules (**Annex-E & F**).
- x. The Factory/Stitching Unit may be visited by the Purchaser to ensure availability of the machines and skilled staff.
- xi. The uniform Items shall be delivered at the Purchaser's Principal Seat at Islamabad.
- xii. Stitching rate for each item shall be quoted in Pak Rupees only.

- xiii. No Bidder or its representative shall be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during bid opening meeting.
- xiv. The Purchaser shall announce details of the bidders at the time of opening of Technical/Financial bids.
- xv. No bid shall be accepted unless complete in all respects. Further, conditional bids shall not be accepted/ considered.
- xvi. The bidder (s) shall submit the list of his Partners/Co-owners/ Directors/Suppliers/Joint Ventures along with the bid, if any.
- xvii. The bidder (s) shall bear all costs/expenses associated with the preparation and submission of the bids and the Purchaser shall in no case be responsible for these expenses.
- xviii. Bids received after due date/time shall not be considered.
- xix. A bid withdrawn after the deadline for submission of the bid and prior to the expiry of the bid validity period, shall result in forfeiture of the **2% Bid Security (under Clause 5 of the bid document)**.
- xx. In case, the successful bidder fails to execute the work as per terms and conditions laid down in the Bid document/ contract (other than delay) or work done is found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit **10% Performance Guarantee (under Clause 6 of the bid document)**.
- xxi. There shall be no part payment. The payment will only be made at the successful completion of the contract made by the contractor.
- xxii. Before submitting any offer, bidders may consult the Purchaser regarding any query.

- xxiii. The Purchaser reserves all rights to accept or reject any bid/proposal submitted in response to the Advertisement prior to acceptance, reasons will be communicated to the bidder on request.
- xxiv. The bidders are required to peruse the complete Bid Document carefully and comply with all the requirements in letter and spirit. They are also required to fill/provide documents as per Annex-G.

4. Bid Validity Period:

Bid validity period shall be effective for **120 days** from the date of opening of Financial Bids.

5. Bid Security:

Financial Bid shall be accompanied by **2% Bid Security** of the total bid price in the shape of Bank Draft/Call Deposit/Banker cheque in favour of Registrar, Supreme Court of Pakistan, which is refundable on request, to the unsuccessful bidder (s) within **two weeks** of the finalization of tender process. Bid security of successful bidders will be returned on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee.

6. Performance Guarantee.

- i. The successful bidder shall deposit **10% of bid amount as "Performance Guarantee"** in shape of Bank Draft/Call Deposit/Banker Cheque in favour of Registrar, Supreme Court of Pakistan, before signing of the contract and taking back 2% Bid Security. Performance guarantee shall be retained by the Purchaser till completion of warranty period.
- ii. The purchaser shall have right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the Bid document/contract, except delay in provision of the uniform items for which liquidated damages under clause 7 of the Bid document will be imposed.

7. Liquidated Damages

If the Contractor fails in timely completion of assigned work as per delivery schedule/period, the Purchaser without prejudice to any other right of action/remedy, shall deduct a sum of money @ 01% of the total Contract Price as liquidated damages for every day of delay from the scheduled delivery date (s) to the actual delivery date (s), provided that the amount so deducted shall not exceed in the aggregate 10% of the Contract Price.

8. Warranty.

The successful bidder shall submit "**One Year Warranty Certificate**" regarding the durability and quality of the stitched uniforms. The warranty period shall start from the date of delivery of stitched uniforms.

9. Evaluation Criteria:

There will be two types of evaluation **(A)** Technical Proposal Evaluation **(B)** Financial Proposal Evaluation.

A. Technical Proposal Evaluation

- i. The bidder (s) shall provide copies of NTN and STRN Certificates issued from FBR with their bids, as Proof of Active Tax Payer.
- ii. The bidder (s) are required to furnish an Affidavit **as per Annex-A** along with their Technical Proposal, to the effect that the bidder (s) has not been blacklisted by any Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan and they have not been involved in any litigation with any client during the last three years.
- iii. The bidder (s) are required to furnish Technical Proposal Submission Form **as per Annex-B** along with their Technical Proposals.

- iv. The bidder (s) shall provide documentary proof that they have their operational office within Pakistan.
- v. The bidder (s) shall provide their complete profile in form of a booklet giving all necessary details with certificate showing minimum **3 years** relevant experience.
- vi. The bidder (s) or his partner shall provide documentary proof, that it has its own stitching unit with installation of all necessary machinery. In case bidder is supplier, the details of joint venture with a stitching unit shall be provided.
- vii. The Bidder (s) are required to **provide one stitched sample of each uniform item i.e. Pant Coat, Drill Pant Coat, Shirwani, Waistcoat and Shalwar Qamiz** mentioned in Clause 2-A according to the Stitching Details in Clause 2-B of the Bid Document on the date fixed for opening of Technical Bid, which shall be placed before the Competent Authority for approval.

B. Financial Proposal Evaluation

- i. The bidder (s) are required to furnish Financial Proposal Submission Form (Part of Financial Bid Envelop) **as per Annex-C** alongwith their Financial Proposals. The Financial Proposal shall be accompanied by **2% Bid Security** of the total bid price as mentioned in Clause 5 of the Bid Document.
- ii. The bidder (s) are required to furnish Price Schedule/ Financial Cost Sheet **as per Annex-D** along with their Financial Proposals.
- iii. The quoted price shall include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favour of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- iv. In case of discrepancy between the cost/price quoted in words and in figures, the lower of the two shall be considered.

- v. In evaluation of the price of services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price shall be determined and considered inclusive of such duties and taxes.
- vi. The Purchaser shall not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the contractor.

10. Award of Contract

Subject to approval of the Competent Authority, the Contract will be awarded to the successful bidder.

11. Arbitration

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole Arbitrator i.e. Additional Registrar (Judicial), Supreme Court of Pakistan.

12. Cancellation of Tender

The Competent Authority reserves all rights to cancel the Tender at any stage.

CONTRACT

This CONTRACT is made on _____ **[Date]**, between **Supreme Court of Pakistan** (the "Purchaser"), on the one part, and **Contractor [full legal name of Contractor]**, on the other part individually /severally liable to the Purchaser for all of the Contractor's obligations under this Contract.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide services for stitching of uniform items mentioned in Clause 2-A according to the stitching details in Clause 2-B of the Bid Document;

and

(b) The Contractor, having represented to the Purchaser that it has the required professional skills, personnel and technical resources, has agreed to provide services for the stitching of uniforms, on the terms and conditions set forth in this Contract and Bid document.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to provide the prescribed uniform items at the time and in the manner, in conformity with the Terms & Conditions of the Contract and Bid document.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract price which may become payable, at the time and in the manner, in conformity with the provisions of the Contract and Bid document, in consideration of services of the stitching of uniforms to the complete satisfaction of the Purchaser.
3. After the award of Contract, the Contractor shall be responsible to take the measurements of all the employees at **Principal Seat at Islamabad** and respective Branch Registries of the Purchaser at **Lahore, Karachi, Peshawar** and **Quetta** for preparation of uniforms

and ensure the fitness as per measurements at the earliest but not later than **20 days**.

4. After taking measurements, the entire lot of stitched uniform items shall be delivered within the next **120 days** as per delivery schedules **(Annex-E & F)**.
5. The uniform items shall be delivered at the Purchaser's Principal Seat at Islamabad.
6. The contractor shall solely be responsible for any discrepancy or damage to the supplied stitched uniform items.
7. The contractor shall submit "One Year Warranty Certificate" regarding the durability and quality of the stitching. The warranty period shall start from the date of delivery of stitched uniform item (s).
8. Bid security of 2% of the total Bid price by contractor in the shape of Bank Draft/Call Deposit/Banker Cheque in favour of the Registrar, Supreme Court of Pakistan will be returned to him on his request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee in shape of Bank Draft/Call Deposit/Banker Cheque. The "Performance Guarantee" shall be returned after the completion of "Warranty Period".
9. The purchaser shall have a right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the bid document/contract, except delay in provision of stitched uniform items for which liquidated damages under clause 7 of the Bid document shall be imposed.
10. If the Contractor fails in timely supply of the stitched uniform items as per delivery schedule, the Purchaser without prejudice to any other right of action/remedy, shall deduct a sum of money @ 01% of the total Contract Price as liquidated damages for every day of delay from the scheduled delivery date (s) to the actual delivery date (s), provided that the amount so deducted shall not exceed in

the aggregate 10% of the Contract Price.

11. There shall be no part payment. The payment shall only be made after the successful completion of the commitment made by the contractor in the Bid document and after satisfactory supply of entire lot of the stitched uniform items.
12. All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole arbitrator i.e. Additional Registrar (Judicial), Supreme Court of Pakistan.
13. The terms and conditions mentioned in the Bid document shall be considered part and parcel of this contract agreement.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year indicated above.

For [**Supreme Court of Pakistan**]
(the Purchaser)

For []

WITNESSES:

Name _____

Name _____

Signature _____

Signature _____

CNIC # _____

CNIC # _____

ANNEXURE-A

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of bid document.
4. We understand that the Purchaser shall have the right, at it's exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor (s).
5. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To

Additional Registrar (Admn),
Chairman, Purchase Committee,
Supreme Court of Pakistan,
Islamabad

Dear Sir,

We, the undersigned, offer to provide the stitching services of staff uniforms in accordance with your requirement/Tender Document No.01 of 2021. We are hereby submitting our Proposals, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake to provide stitched uniform items, in case our Proposal regarding stitching of the uniform items is accepted.

We understand you are not bound to accept any Proposal you receive.

We have studied the Tender document and will fully abide by its terms & conditions.

Yours Sincerely,

Name and Designation of Signatory with official seal

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

To Additional Registrar (Admn),
Chairman, Purchase Committee,
Supreme Court of Pakistan,
Islamabad.

Dear Sir,

We, the undersigned, offer to provide the stitching services in accordance with the stitching details as mentioned in Bid Document. Our attached Financial Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us till expiry of the validity period as per contract attached.

We understand you are not bound to accept any Proposal you receive.
We have studied the Tender document and will fully abide by its terms & conditions.

Yours sincerely,

Name and Designation of Signatory with official seal

Name of Firm

Address

ANNEXURE-D

PRICE SCHEDULE/ FINANCIAL COST SHEET

Sr. No.	Item Description	Total Qty	Rate per person stitching	Total Cost (Incl. all Taxes) Rs
1.	Stitching of Pant Coat (Navy Blue) for drivers	87 persons		
2.	Stitching of Drill Pant Coat (White) for Drivers	174 persons		
3.	Stitching of Shirwani (Green) for Qasid	39 persons		
4.	Stitching of Shirwani (White) for Qasid	78 persons		
5.	Stitching of Waist Coat (Navy Blue) for Naib Qasid and others	556 persons		
6.	Stitching of Shalwar Qamiz (Blue Gray) for Naib Qasid and others	560 persons		
7.	Stitching of Shalwar Qamiz (White) for Qasids	44 persons		
Total Bid Price				

Signature of authorized person

Name:

(Company Seal)

In the capacity of

Duly authorized by

Note: No cutting or overwriting is allowed.

ANNEXURE-E**SCHEDULE OF DELIVERY****DELIVERY SCHEDULE FOR WINTER UNIFORM AFTER THE PROVISION OF CLOTH**

S#	Required for	Uniform Item	Total Qty.	Schedule of delivery
1.	Driver (73+14)*	(01) Stitched Pant Coat (Navy Blue)	87	1 st 30 days = 44 pcs 2 nd 30 days = 43 pcs
2.	Qasid (40)	(02) Stitched Shalwar Qamiz (White)	22x2=44	1 st 30 days = 22 pcs 2 nd 30 days = 22 pcs
3.	Qasid (39)	(01) Stitched Shirwani (Green)	39	1 st 30 days = 39 pcs
4.	Dispatch Rider (11) N/Qasid (160+38)* DMO (01) Record Sorter (04) Daftry (27) Chowkidar (13) Cleaner (01) Sweeper (18) Mali (01) Cook (05) Aiyah (01)	(02) Stitched Shalwar Qamiz (Blue Gray)	280x2=560	1 st 30 days = 140 pcs 2 nd 30 days = 140 pcs 3 rd 30 days = 140 pcs 4 th 30 days = 140 pcs
5.	Dispatch Rider (11) N/Qasid (159+38) * DMO (01) Record Sorter (04) Daftry (27) Chowkidar (13) Cleaner (01) Sweeper (18) Mali (01) Cook (05)	(02) Stitched Waist Coat (Navy Blue)	278x2=556	1 st 30 days = 140 pcs 2 nd 30 days = 140 pcs 3 rd 30 days = 140 pcs 4 th 30 days = 136 pcs



Note: 1. Stitching of Pant Coat (Navy Blue) for 14 Drivers will be subject to the finalization of undergoing recruitment process.

2. Stitching of Shalwar Qamiz (Blue Grey) and Waist Coat (Navy Blue) for 38 Naib Qasids will be subject to the finalization of undergoing recruitment process.

ANNEXURE-F

SCHEDULE OF DELIVERY

DELIVERY SCHEDULE FOR SUMMER UNIFORM AFTER THE PROVISION OF CLOTH

S#	Required for	Uniform Item	Total Qty.	Schedule of delivery
1.	Driver (73+14) *	(02) Stitched Drill Pant Coat (White)	87x2=174	1st 30 days = 60 pcs 2nd 30 days = 60 pcs 3rd 30 days = 54pcs
2.	Qasid (39)	(02) Stitched Shirwani (White)	39x2=78	1st 30 days = 39 pcs 2nd 30 days = 39 pcs

* **Note: 1. Stitching of Drill Pant Coat (White) for 14 Drivers will be subject to the finalization of undergoing recruitment process.**

ANNEXURE-G**CHECK LIST**

Sr.#	DESCRIPTION	DETAILS
1.	Firm/Company complete profile in form of a booklet giving all necessary details i.e. Legal Name of the firm, Year of establishment, Name and designation of the owner/Head of the firm, Proof regarding operational office with complete address, certificate showing minimum 3 years relevant experience, Phone/Fax/E-mail/Website Address, Name & Designation of “Contact Focal Person” with his Contact Numbers and List of Partners/Co-owners/Directors/Joint Ventures/Suppliers, if any.	
2.	Two separate envelopes marked as Financial Proposal and Technical Proposal in bold and legible letters to avoid confusion.	
3.	NTN/STRN Certificate issued from FBR with Technical Proposal.	
4.	Affidavit along with technical proposals of being not black listed (According to Annex-A)	
5.	Technical Proposal Submission Form (According to Annex-B)	
6.	Stitched Samples of each uniform item i.e. Pant Coat, Drill Pant Coat, Shirwani, Waistcoat and Shalwar Qamiz with stamped firm & Brand Name with technical proposals	
7.	Financial Proposal Submission Form (According to Annex-C)	
8.	Price Schedule/Cost Sheet as per Annex-D with Financial Proposal.	
9.	2% Bid Security of the total bid price According to Clause 5 of the Bid Document.	