

PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

No. 5(14)-CHO/2024-25

25 November, 2024.

To,

The Director (Advertisement)
Press Information Department
Islamabad.

✓ The Deputy Director-III, PPRA (for uploading of E-bid Notice of PPRA's website)
Cabinet Division FBC Building G-5/2
Islamabad.

Subject: **PUBLICATION OF E-BID NOTICE IN THE PRESS**

E-bid Notice for "Laundry / Dry Cleaning services Contract (FY-2024-25)" is enclosed herewith for publication in the National Press in accordance with Government Advertisement Policy along with following specification:-

1.	No. of Insertion	One English & One Urdu (Rawalpindi / Islamabad)
2.	Date of Publication	28 November, 2024

2. Bill relating to this advertisement duly verified may please be sent to this office for payment.



Major
General Staff Officer-II
(Muhammad Tehseen Shahpal)

Copy to:-

i. Assistant Sectary (Accounts)


PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

INVITATION TO E-BID THROUGH EPADS

Electronic Bids are invited from well reputed firms of Islamabad / Rawalpindi, registered with Income Tax / Sales Tax and who are on Active Tax Payer's List (ATL). Details are mentioned below:-

Name of Contract	Closing date / time for submission of E-Bids	Opening date / time for submission of E-Bids
Laundry / Dry cleaning services contract for FY-24-25	13 December, 2024 till 1030 hours	13 December, 2024 on 1100 hours

- E-bidding documents, containing detailed terms & Conditions, specifications and requirements etc, are available on EPADS at (www.eprocure.gov.pk).
- The electronic bids, must be submitted by using EPADS on above mentioned date and time. Manual bids shall not be accepted.
- Bids must be placed inclusive of all applicable taxes and should be valid till 30th June, 2025.
- Security Deposit upto 2% of the quoted bid (refundable) in the shape of bank draft in favour of DDO, Prime Minister's Office (Internal), Islamabad should be attached with the bid.
- This office reserves the right to reject all bids or proposals as per PPRA Rules-2004 at any time prior to the acceptance of a bid/proposal.
- Further information can be obtained during office hours Ph 051-9008344.


Major
General Staff Officer-2
(Muhammad Tehseen Shahpal)
051-9008344

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**TENDER FORM FOR AWARD OF LAUNDRY/DRY-CLEANING CONTRACT
FOR THE FINANCIAL YEAR 2024 – 2025**

Sr.	Particular of Items	Approximate number of items to be washed/dry-cleaned/pressed (Monthly)	Unit Price per piece / pair (Including all taxes)	Lumpsum Total amount per month (Including all taxes)
a.	➤ LINEN ITEMS Washing / dry cleaning and pressing of : <ul style="list-style-type: none"> • Curtains • Table & Bed sheets • Other related household items as required. 	Total 2800 items (Approx)	<u>Per Item</u>	
b.	➤ UNIFORM OF LIVERIED STAFF Washing / dry cleaning and pressing of : <ul style="list-style-type: none"> • Shalwar Kameez Two (02) uniforms 2 x pairs per head / per week (Including liveried staff excluding Garden staff.) • Waistcoats 	Total 212 pairs Shalwar Kameez (washing/pressing)	<u>Per pair</u>	
			(Clarification Remarks) <ul style="list-style-type: none"> • Per week 212x2=424 • Per month 424x4=1696 pairs (per month Approx) 	
		Total 163 Nos.	<u>Each</u>	
			(Clarification Remarks) <ul style="list-style-type: none"> • 163 x 2 = 326 Nos. (per month Approx) 	
Grand Total Rs.				

Note : Each Column will be filled in by the firm/contractor in ink or typewritten. Erasing/ over-writing will not be accepted.

TERMS OF REFERENCE

- The service provider shall provide Laundry/ Dry-cleaning services round the clock, for the contract period as per the requirement set out in the service specifications and relevant to the delivery of desired Laundry services.
- The contractor shall be provided free amenities i.e Electricity, Gas & Water and rent free workplace.
- “Single Stage Single Envelop” bidding process will be followed. The Contract will be awarded to the lowest evaluated bidder, who meets all terms & Conditions to contrary on this bidding document on lot basis.
- The firm must provide uniform-kits, shoes, identification cards; personal protective equipment etc. to its entire staff deployed and ensure proper maintenance of it. Further the staff would be required to be in clean uniform at all times.

Cont....P/2

- e. Ensure 100% staff attendance, the contractor shall provide all necessary details of his staff workers for Security clearance. Any change in staff workers will only be made with prior permission of this Office.
- f. The service provider shall be liable to pay compensation for any loss of Uniform Item/cloths and damage caused to the Govt. property or its staff by the service provider or its workers.
- g. The service provider shall be entirely responsible for the conduct of its staff and in case of any complaint against any staff member, service provider will be under obligation to take necessary action to replace any staff (under the clause of persona non grata) when instructed in writing by this Office.
- h. In circumstances, when the service provider is unable to provide the required services, this Office reserves the right to procure the services of any other service provider and expenditure incurred shall be deducted from the monthly bill of the contractor.
- i. Disbursement of salaries to the workforce by the service provider shall not be linked to any other payment which service provider is entitled to receive from this office.
- j. The Service provider shall be responsible for washing/Dry-cleaning all items and performing all related process such as processing, ironing, packing etc.
- k. Washing/Dry-cleaning space will be provided to contractor. Washing material/machinery will be arranged by the contractor. All items will be washed in the laundry at PM House. No item will be taken outside for washing/pressing purpose.
- l. Pay order of Rs.50,000/- in favour of DDO, Prime Minister's Office (Internal) as bid Security (refundable) will be submitted by the bidder.
- m. 2% of total amount of quoted bid shall have to be deposited by the successful bidder in favour of DDO as performance guarantee (returnable / till the completion of contract).

TERMS & CONDITIONS

1. Termination of contract:-

During the period of contract, if the firm fails to provide satisfactory services as per agreed terms & conditions the contract, or indiscipline behavior on the part of contractor or his employees, this Office has the right to terminate the contract and performance guarantee shall be forfeited.

2. General Terms :-

- a) The contractor will be responsible for confidentiality of the work. No information of any kind must be shared with anyone without approval of this Office during or after the contract and will be liable in case of breach.
- b) Affidavit of non-blacklisting and non-involvement in any litigation will be submitted with the quotation.
- c) Any concealment of facts or sharing false information will be considered "Fraudulent Act". Which is liable to Immediate Termination of Contract, forfeiting of performance guarantee, Blacklisting and Criminal Proceedings.

Cont....P/3

- d) The contractor will be responsible to share all the information i.e. Profile, addresses/contact numbers and detail of workforce.
- e) In case of any dispute, contractor may file written application to the Grievances Redressal Committee in first instance. The decision of the Committee will be final.
- f) Conditional / contrary bids will not be considered.
- g) Initially the contract will be made for the one year. Which however can be extended as per PPRA Rules-2004.
- h) Quantity of the items may differ from the approximate afore mentioned demand.
- i) The tender form, received after due date/time will not be considered.
- j) The quoted rates will be applicable / valid for the whole contract period.
- k) The competent authority / Committee reserve, the right to accept or reject all or any tender / quotation and amend any terms / condition / TORs without justifying any reason.
- l) Contractor will be responsible to pay all the applicable taxes during & after the contract period.

Any information regarding Tender can be obtained during office hours at 051-9008344.

Signature with Stamp _____

Name & Address _____

NTN No. _____

GST No. _____

Account No. _____

Tele No. _____