

SENATE SECRETARIAT

TENDER NOTICE

The Senate Secretariat invites sealed bids under the Single Stage – Two Envelops procedure for dry cleaning services of different items. Interested firms/companies/vendors/sole proprietors based in Islamabad/Rawalpindi can participate in the bid on the following terms and conditions:

TERMS & CONDITIONS

- i. The Bidders must attach their profile alongwith proof of Registration, NTN Certificate, Income Tax/ GST Certificate and FBR's Active Tax Payer Status (ATL) with the Technical Proposals.
 - ii. Incomplete bids or bids received after the scheduled date and time will not be considered and will be rejected.
 - iii. The successful bidder shall be required to enter into a formal Contract Agreement.
 - iv. The contract shall be valid for one year, however, further extendable on a yearly basis maximum of 2 years in light with PPRA rule 2004.
2. Other terms and conditions and scope of the work are included in the tender documents which can be obtained free of cost from the office of the undersigned during office hours.
3. The tender documents complete in all respects should reach the office of the undersigned by **13th September, 2024**. The technical proposals of the tender will be opened on the same day at 11 am.
4. Senate Secretariat reserves the right to accept/reject wholly or partially any proposal or cancel the tender process altogether at any time before the acceptance of the bids as per the PPRA Rules.



(ADNAN IBNE ASAD)

Section Officer (Admn-I)

Telephone # 051-9213446



House of the Federation

SENATE SECRETARIAT

F.4(2)/2024-25-Admn-I

TENDER DOCUMENTS

For

**TENDER DOCUMENT
FOR
DRY CLEANING / LAUNDRY SERVICES
TO SENATE SECRETARIAT**

**Parliament House,
Islamabad**

Phone No. 051-9213446, 051-9204159

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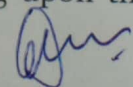
INSTRUCTION TO THE BIDDERS

Invitation for Bid

The Senate Secretariat invites sealed bids under the Single Stage – Two Envelops procedure for dry cleaning services of uniforms and different items. Interested firms/companies/vendors/sole proprietors based in Islamabad / Rawalpindi can participate in the bid on the following terms and conditions:

GENERAL TERMS & CONDITIONS

- i. The Bidders must attach their profile alongwith proof of Registration, NTN Certificate, Income Tax/ GST Certificate and FBR's Active Tax Payer Status (ATL) with the Technical Proposals.
- ii. Incomplete bids or bids received after the scheduled date and time will not be considered and will be rejected.
- iii. The successful bidder shall be required to enter into a formal Contract Agreement as per Annexure-II.
- iv. The contract shall be valid for one year, however, further extendable on a yearly basis maximum of 2 years in light with PPRA rule 2004 subject to satisfactory performance and mutual consent on the same terms and conditions and rates, as signed under the formal agreement (Annex-II).
- v. The bids should be addressed to the Section Officer (Admn-I), Senate Secretariat, Parliament House, Islamabad and must be submitted by 13th September. 2024 up till 10:30 a.m. The tenders will be opened on the same day at 11.00 a.m. in the presence of the representatives of the bidders who wish to be present.
- vi. While tendering your bids, the present trend/ inflation, taxes and the rate of services and goods in the market should be kept in mind. No request for an increase in price due to market fluctuation change in tax / Levi or anything else shall be entertained after submission of the bid documents or afterwards.
- vii. Bid security shall be returned to unsuccessful bidders after the award of the contract and its acceptance by the successful bidder.
- viii. Bidders or their representatives may attend the tender opening by intimating to the Superintendent (Admn-II) on Telephone 051-9201611.
- ix. Payment shall be made through A.G.P.R. The successful bidder will have to provide an Invoice alongwith all the relevant documents properly for early processing of the bill.
- x. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to the Head of Administration wing, Senate Secretariat or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.



PROCEDURE

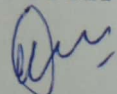
- i. The bid will be Single Stage-Two Envelope basis. First, the technical bids shall be opened. The Technical Committee being formed by the Purchase Committee will evaluate the technical proposals and also undertake a visit to the office of the bidder.
- ii. After the submission of the Technical evaluation by the Technical Committee, the Purchase Committee will give its recommendations and sealed financial proposals of technically qualified bidders shall be opened in the presence of their representatives. The time and date for opening of financial proposals will be communicated to the bidders.
- iii. The Financial bids of technically non-repressive bidders will be returned unopened to the bidders.

BID EVALUATION CRITERIA FOR TECHNICAL PROPOSALS

- i. The Bidders must attach their profile alongwith proof of Registration, NTN Certificate, Income Tax/ GST Certificate and FBR's Active Tax Payer Status (ATL) with the Technical Proposals.
- ii. The bidders shall provide an undertaking on stamp paper of Rs. 100 that the bidder has not been blacklisted by any Federal Government Department / Autonomous Body / Multinational corporation during the last five years
- iii. The bidder should have a well-equipped setup good latest dry-cleaning/washing machines and trained staff.

BID EVALUATION CRITERIA FOR FINANCIAL PROPOSAL

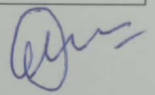
- iv. The bidders shall have to submit bid security/earnest money equivalent to 5% of the total quoted price. The bid security/earnest money shall be in the form of a bank draft in the name of the Section Officer (Admn-I), Senate Secretariat, Islamabad. The financial bids without bid security/earnest money shall be rejected.
- v. Bidders must have to quote all items as per Annexure-I. Incomplete quoting shall be declared non-responsive. They are required to submit their bids inclusive of all taxes/duties etc applied to the provision of services.
- vi. No offer will be considered for tender competition if the tender documents are incomplete and the offer is ambiguous, submitted with a different pattern/method of bidding, not properly covered and sealed and the records contain any unsigned/ambiguous erasing, cutting/overwriting etc.
- vii. The Purchase Committee will open financial proposals of only technically qualified bidders and as per PPRA rules the most advantageous bid shall be considered for award of the contract.
- viii. The purchase committee can cancel bids altogether at any stage as per PPRA rules.



FINANCIAL BID FORM

For Supply of dry-cleaning/washing service

Sr.	Detail of items/sets required to be dry cleaned	Per item/set rate	No of items/sets	Total amount
1.	Dry cleaning of Security uniform (Pent, Coat & Shirt)		80	
2.	Dry cleaning of Gown		10	
3.	Dry cleaning of Hand Towel 20x39 inches		20	
4.	Dry cleaning of Bath Towel 27x55 inches		20	
	TOTAL AMOUNT			



Note:-

1. Quotations shall be inclusive of all services.
2. Quoted rates shall be inclusive of all statutory payments and applicable taxes.
3. The bidder shall be held responsible for any discrepancy in quoting unit price

Signature & Seal

Date: _____

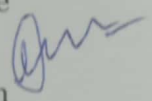
FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ day of2024 between "SENATE SECRETARIAT" (hereinafter referred to as the Client) of one part, and "M/s....." having an office at..... (hereinafter referred to as the Contractor) of the other part.

WHEREAS the Client is desirous of availing the Supply of dry cleaning services from the Contractor (Name.....) as per rates/ terms & conditions contained in the letter of acceptance/ tender documents and the contractor has accepted to provide the said services as per Scope of Service, Rates and Terms & Conditions contained in the letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSES as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - i. Contract Agreement
 - ii. Letter of Acceptance
 - iii. Tender documents
 - iv. General Condition
 - v. Scope of Service
 - vi. Signed bids as per Annexure-I
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Client to provide services in conformity in all respects with the provision of the Contract.
5. The Client hereby covenants to pay the Contractor in consideration of the services the amount due by the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.
7. Any damage to items during dry cleaning will be compensated by the contractor.



Sign & Seal on behalf of Contractor

Sign & Seal on behalf of Client

Name : _____

Name : _____

Designation. _____

Designation. _____

Date. _____

Date. _____