

**FOREIGN SERVICE ACADEMY
SECTOR G-5, DIPLOMATIC ENCLAVE
ISLAMABAD**

TENDER NOTICE

Sealed Tenders are invited from 3 & 4 Star Hotels of Islamabad [having Health Club, Gym & bath, Sauna, steam bath, indoor pool and Spa facility] registered with the Income Tax and Sales Tax Department and who are on the Active Taxpayers List of the Federal Board of Revenue, for boarding and lodging for Foreign Diplomats for two diplomatic courses; first course from 11-29 November 2024 and second course 31 March to 11 April 2025 (20-35 persons approximately).

2. The rates may be quoted on single room occupancy basis with full board, inclusive of taxes.
3. Bidding documents, containing detailed terms and conditions, can be downloaded from <https://eprocure.gov.pk> free of cost. Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is not allowed. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact Mr. Rizwan Mahmood, Director MIS PPRA Room No.109, 1st Floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237
4. The bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS by 4th October, 2024, 11:00 AM. Bids will be opened on the same day at 11:30 AM.

Note: 1. All interested bidders must register themselves at EPADS at: <https://eprocure.gov.pk/#/supplier/registration>. No physical bid shall be entertained.

5. The bids must accompany a demand Draft/ pay order of Rs. 100,000/- as bid security (Refundable) in favor of Foreign Service Academy, Islamabad. No quotation will be accepted without bid security.
6. The procedure of procuring services is subject to observance of PPRA Rules, 2004 as amended from time to time. FSA may verify the submitted information/documents through any source and in case of any discrepancy/fake submission, reserves the right to reject respective tender as per PPRA rule 33.
7. The bid validity is for 180 days from the date of opening the tender document.

**(Muhammad Usama Sadiq)
Assistant Director (Admin)
Foreign Service Academy,
G-5, Diplomatic Enclave, Islamabad
Ph: 051-9205876**

TENDER DOCUMENT
TERMS & CONDITIONS

1. Bids must be accompanied by 3/4 Star hotels certificate issued by Government of Pakistan Department of Tourist Services.
2. Incomplete bids and bids without certificate will be rejected.
3. All govt. taxes will be applicable as per rule. Bidder should quote taxes separately or qualify their rates with the words “inclusive of all taxes” in their bids.
4. The payment will be made on the basis of actual occupancy and actual period of stay by the guests.
5. All necessary security measures made before the arrival of the guests as well as during the period of stay.
6. The luggage of the participants may be locked in a room during their orientation tour to other cities which they will collect on return from the tour. The hotel will provide a complementary luggage room during the orientation tours.
7. The hotel will not charge any amount for room rent and meals for the dates on which the guest will be on orientation tours.
8. Airport transport to/from hotel during arrival & departure as per the schedule provided.
9. The hotel should have proper Health Club in which swimming pool, Gym, Sauna, Steam and Jacuzzi facility are available.
10. Buffet breakfast, Buffet lunch & Dinner should be included in the package.
11. Standard room should have the following facilities:
 - a) Colored TV with cable facility.
 - b) Air Conditioner/Heater.
 - c) Room Service 24/7.
 - d) Rooms should be clean & recently refurbished.
 - e) Laundry & Dry Cleaning facility.
 - f) Coffee shop in the hotel 24/7.
 - g) Provision of coffee/tea facility on complimentary basis in the room.
 - h) Provision of 02 large size water bottles per day.
 - i) Provision of fruit basket on daily basis.
 - j) Provision of Free Wifi & internet services with MAS (Media Control Address) facility.
 - k) Provision of 24hrs uninterrupted power supply.
 - l) Provision of Doctor on call.
 - m) Provision of Shoe Shiner.
 - n) Swimming pool facility.
 - o) Health Club.
 - p) Gym & bath facility.
 - q) Sauna
 - r) Spa
 - s) Steam bath
 - t) Foolproof security.
12. Competent Authority reserves the right to reject or accept the bids in accordance with PPRA rules (33).