



### Tender Notice

1. Islamabad Club invites electronic bids (E-bids) from reputable and experienced firms registered with both PPRA and EPADS for the following Goods Supply:  
a) Supply of Disposable Items.
2. All bids received will be opened and evaluated strictly in accordance with the procedures outlined in the bidding documents.
3. Firms possessing valid GST and NTN registrations are eligible to submit their price quotations as per the details provided in the tender documents.
4. The tender documents can be downloaded free of cost from the following platforms:
  - 4.1 Islamabad Club: [<https://islamabadclub.org.pk/>]
  - 4.2 PPRA: [<https://www.ppra.org.pk/>]
  - 4.3 EPADS: [<https://eprocure.gov.pk/>]
5. Bids must be uploaded via EPADS no later than **4:30 PM on May 22, 2025**. The bids will be opened electronically through EPADS on the same day, i.e., **May 22, 2025, at 5:00 PM**, in the presence of the bidders' or firms' authorized representatives who may wish to attend. All interested bidders must register themselves at EPADS by using link <https://eprocure.gov.pk/#/supplier/registration>.
6. Bidders are required to quote their prices using the format specified in the tender documents on EPADS. The contract will be awarded in entirety to the bidder offering the lowest evaluated price.
7. Bids should be submitted electronically ONLY through EPADS PPRA web portal. Manual submission of bid, without EPADS electronic bid, is not allowed. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidder may contact Room NO:109, 1st Floor, FBC Building Sector G-5/2, Islamabad or help line contact no. 051-111-137-237.

Note: The original Bid Security/Earnest Money instrument must be submitted separately or included with the technical proposal, and a copy of the pay order must also be submitted online via EPADS before the tender closing date and time.

**Purchase Department, Islamabad Club, Murree Road, Islamabad**  
**Ph: 051 – 9046173-6, 8447173-6**



## Supply of Disposable Items

### FORM FOR BID

Supplier Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
NTN No.: \_\_\_\_\_  
GST No.: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

### TERMS & CONDITIONS

**1. Tax Registration Requirement**

The supplier must be duly registered with the Federal Board of Revenue (FBR) and possess valid National Tax Number (NTN) and General Sales Tax (GST) registration. Certified copies of both registrations must be attached with the bid documents.

**2. Inclusive Pricing**

All quoted prices must be **inclusive of all applicable taxes and duties**. No additional tax claims will be entertained post submission. Quoted prices should be valid for 01 year.

**3. Completion of Bill of Quantities (BOQ)**

Bidders are required to **quote unit rates and total prices for each item** listed in the Bill of Quantities (BOQ). Partial or incomplete quotations shall not be accepted.

**4. Availability of Bidding Documents**

The complete set of bidding documents, including detailed terms and conditions, specifications, and BOQ, is available in electronic format. These can be downloaded from the following websites:

- Islamabad Club: [<https://islamabadclub.org.pk/>]
- PPRA: [<https://www.ppra.org.pk/>]
- EPADS: [<https://eprocure.gov.pk/>]

**5. Electronic Submission of Bids**

All bids must be submitted **electronically via the EPADS platform**. Submission of physical (manual) bids without an accompanying electronic submission through EPADS shall be considered **invalid and will not be entertained**.

**6. Bid Opening**

Bids will be opened in the presence of bidders or their authorized representatives who choose to attend at the time of the bid opening.

**7. Bid Security Deposit**

Bidders must submit a **Bid Security amounting to 100,000/-**, in the form of a **bank draft or pay order only** (in favor of Islamabad Club, NTN: 6470486-The Bid Security is refundable as per the Club's policies and procedures.

8. **Submission of Original Bid Security**

a. The original Bid Security instrument **must be submitted physically to the Purchase Department of Islamabad Club** prior to the deadline for online submission. Failure to comply will result in disqualification.

b. A copy of bid security must be uploaded with bids on EPADS.

9. **Rejection for Non-compliance with Bid Security**

Any bid not accompanied by a valid and acceptable Bid Security shall be declared **non-responsive** and will be rejected without any further evaluation.

10. **Validity of Bids**

All submitted bids must remain valid for a period of **120 days** from the date of tender opening. No revisions or withdrawals will be permitted during this period.

11. **Compliance with Specifications**

The supplier's representative is responsible for delivering goods in accordance with the specifications outlined in the BOQ. In the event of non-compliance or supply of substandard materials, the supplier shall be **obligated to replace the rejected items at no additional cost**.

12. **Delivery Documentation**

All deliveries must be accompanied by **proper invoices and delivery challans**, duly signed and acknowledged by authorized personnel.

13. **Mode of Payment**

Payments shall be made via **crossed cheque** after the deduction of applicable taxes, in accordance with prevailing tax laws and regulations.

14. **Scope of Quoted Price**

The quoted price must cover the **supply, unloading, and transportation** of goods/materials to Islamabad Club. No separate charges will be entertained.

15. **Blacklisting Declaration**

Bidder is required to provide a duly signed declaration confirming that they have not been blacklisted by any government, semi-government, or public sector organization.

16. **Safety Compliance & Damages**

The contractor/supplier must ensure **strict adherence to safety protocols** throughout the execution of the work. Any **damage to Islamabad Club property** resulting from the contractor's negligence or misconduct shall be repaired or compensated **at the contractor's expense**.

\_\_\_\_\_  
Signature/stamp of supplier

Date: \_\_\_\_\_

## A. Introduction

1. **Name of Procuring Agency:** Islamabad Club  
**Procurement Title:** Supply of Disposable Items

**Tender Duration:** 01 Year

**Commencement Date:** The tender is to commence immediately upon issuance of the purchase order.

2. **Financial Year:** 2024–2025  
**Tender:** Supply of Disposable Items.
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## B. Bidding Documents

3. **Mode of Submission:**  
All bids must be submitted electronically through the Electronic Procurement and Documentation System (EPADS).
4. **Clarifications and Pre-Bid Meeting:**
  - 4.1. All requests for clarification must be made via EPADS.
  - 4.2. No pre-bid meeting will be conducted.
5. **Language Requirement:**  
All communications and documents related to the bidding process must be prepared and submitted in English.
6. **Sample Submission:**  
Submission of samples along with the bid is **required**.
7. **Mandatory Documents to Accompany Bid:**  
The following documents must be attached with the bid:
  - Certificate of Incorporation
  - National Tax Number (NTN) Certificate and Sales Tax Registration Number (STRN) Certificate
  - Declaration affirming that the bidder is not blacklisted
8. **Currency of Bid:**  
The bid must be quoted in Pakistani Rupees (PKR), inclusive of all applicable taxes, duties, and associated charges.
9. **Bid Validity:**  
Bids must remain valid for a period of **120 days** from the date of submission.
10. **Bid Security:**  
A Bid Security amounting to **PKR 100,000** must be submitted.
  - Bid securing declarations are **not permissible**.
  - Acceptable forms of Bid Security: Call Deposit Receipt (CDR), Pay Order, or Demand Draft made payable to *Islamabad Club* (NTN No: 6470486-8).

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## C. Submission of Bids

### 12. Submission Method:

Bids must be submitted electronically through the EPADS portal ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

Any bids submitted manual other than EPADS shall be rejected immediately without the right to appeal.

### 13. Deadline for Bid Submission:

- **Day:** Thursday
- **Date:** May 22, 2025
- **Time:** 4:30 PM (Pakistan Standard Time)

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## D. Opening and Evaluation of Bids

### 14. Bid Opening Details:

- **Platform:** EPADS
- **Location:** Islamabad Club, Murree Road, Islamabad
- **Day:** Thursday
- **Date:** May 22, 2025
- **Time:** 5:00 PM (Pakistan Standard Time)

### 15. Evaluation Methodology:

The evaluation shall be based on the **Least Cost Selection** method.

Bidders meeting all eligibility, qualification criteria, and demonstrating substantial responsiveness with adherence to mandatory specifications and required quality standards will be evaluated. The contract shall be awarded to the bidder offering the lowest evaluated financial proposal.

### 16. Eligibility Condition:

The bidder must have a physical office or operational setup within the Rawalpindi/Islamabad region.

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## E. Award of Contract

### 17. Variation in Quantity:

The procuring agency reserves the right to increase or decrease the quantity by up to **15%** of the total contract scope.

**18. Performance Security:**

The successful bidder must furnish a **Performance Security** equivalent to **10% of the contract price**.

**19. Form of Performance Guarantee:**

The Performance Security must be provided as a **Bank Guarantee** in favor of Islamabad Club.

Insurance company guarantees shall **not be accepted**.

**20. Dispute Resolution:**

In case of any disputes, the **Administrator of Islamabad Club** shall act as the Arbitrator.

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## **F. Review of Procurement Decisions**

**21. Contact Information of Procuring Agency:**

Islamabad Club

Murree Road, Islamabad



### BOQ DISPOSIBLE ITEMS (Rates for 01 Year)

S.R	ITEMS	QUALITY	QUANTITY REQUIRED	UNIT RATE	GST	UNIT RATE WITH GST	TOTAL AMOUNT
1	COFFEE CUP WITH LID 8 OZ	A+ GRADE	66,000				
2	PAPER GLASS 180ml	A+ GRADE	537,000				
3	SAUCE CUP DISPOSIBLE 85 ML	A+ GRADE	8,000				
4	PLASTIC CONTAINER 10 OZ	A+ GRADE	64,000				
5	PLASTIC CONTAINER 16 OZ	A+ GRADE	26,000				
6	PLASTIC CONTAINER MP 500	A+ GRADE	54,000				
7	PLASTIC CONTAINER MP1000	A+ GRADE	104,000				
8	THERMOPOLE THREE CAVITY BOX	A+ GRADE	7,000				
9	TRANSPARET GLASS WITH LID 12 OZ	A+ GRADE	30,000				
10	DISPOSIBLE FORK	A+ GRADE	7,600				
11	DISPOSIBLE TEA SPOON	A+ GRADE	9,000				
12	DISPOSIBLE PLATE LARGE	A+ GRADE	1,000				
13	DISPOSIBLE PLATE SMALL	A+ GRADE	31,000				

Note: \* Required quantity may vary.