

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**Tender for Uniform and Protective Clothing**

Company Seal:

Company Rep's Signature.....  
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## PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

### TENDER NOTICE FOR UNIFORM AND PROTECTIVE CLOTHING

Pakistan Institute for Parliamentary Services (PIPS) invites the sealed tenders from the authorized/reputed vendors for supply of Uniform and Protective Clothing to be uploaded on E-PADS before **23<sup>rd</sup> January, 2025 at 11:00 a.m.** The tenders shall be opened on same day at 11:30 a.m. before the Procurement Committee at Pakistan Institute for Parliamentary Services, Ataturk Avenue, Near Kashmir House, Ataturk Avenue, F-5/2, Islamabad.

#### CONDITIONS FOR TENDERS:

1. Tender documents may be downloaded from E-PADS and [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pips.gov.pk](http://www.pips.gov.pk) websites.
2. Security deposit amounting to **Rs. 50,000/-** in the form of Bank Draft/Pay Order for supply of Uniform for PIPS staff in favour of the Pakistan Institute for Parliamentary Services must be provided before closing date which in case of unsuccessful tenders will be returned.
3. The firms should be reputed having Income Tax and GST registration with proper shop, own production and telephone facility.
4. No subletting/sub-contracting shall be permissible.
5. Single stage-single envelope procedure will be adopted.
6. The successful bidder must provide 01 year after sale warranty of all items.
7. **Bidders must see the samples of Uniforms/Cloth before submission of bids.**
8. Firm will be bound to supply/deliver the uniforms to PIPS office located at Islamabad using their own transport.

(Habib Khan)  
*Assistant Director (Admn)*  
Phone: 051-9091360/111

Company Seal:

Company Rep's Signature.....

**Pakistan Institute for Parliamentary Services**  
[Admn Wing]

**Part A:**

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for supply of Uniforms in accordance with the description of items at Appendix "A".

**1. Prospective Bidders Should Particularly Note That:**

- a. Authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with bid.
- b. The Purchaser reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof.
- c. Bidders are requested to quote rates for all Uniforms and Protective Clothing items as tender of one firm may be accepted on the basis of overall lowest evaluated bidder.
- d. Bidders must bring samples of all the required items at the time of bid opening.
- e. Successful bidder must provide the samples of ordered items if required by the purchase committee before actual delivery. The acceptance of the stores will be subject to the inspection by the PIPS authorities.
- f. Bids against this tender are invited on **Single Stage -Single Envelope Procedure,**

**Assistant Director (Admn)**  
**PIPS, Islamabad**

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## **Part B:**

### **Instruction To Bidders (ITB):**

1. **Delivery of Bids:** The Proposal is to be submitted as under:-

- a. The Proposal indicating the quoted price in figures as well as in words along with essential literature / brochure, if any, must be uploaded on E-PADS.

2. **Date and Time for Receipt of Bids:**

The bid document must be uploaded on E-PADS until **23<sup>rd</sup> January, 2025 at 11:00 a.m.**

3. **Tender Opening:**

Tender will be opened on **23<sup>rd</sup> January, 2025 at 11:30 am.** Only legitimate / authorized representatives of suppliers will be allowed to attend. These representatives should be fully aware of the details of their supplier's bids and deviation if any. They must be fully authorized to take decision on the spot on behalf of their company.

4. **Validity of Proposal.**

The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.

5. **Prices:**

- a. The prices should be quoted FOR Islamabad basis. Price will be mentioned separately both in words and figures.
- b. The price validity period must be 01 year from the date of opening of Financial Proposal.

6. **Taxes:**

All prevalent Govt. Taxes will be applicable.

7. **Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

8. **One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

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**9. Time Limits:**

Supplier must provide the time limits about delivery which should in no case be more than **15 days** from the date of issuance of Purchase Order.

**11. Terms of Payment:**

100% payment will be made within 30 days after the delivery of the supplies and submission of valid invoice/bill to this Institute.

**12. Withdrawal of Proposal:**

If the supplier withdraws its Proposal within validity period the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

**14. Disqualification:**

Proposals are liable to be rejected if:-

- a. Earnest money is not submitted before closing.
- b. Proposals are found conditional or incomplete in any respect.
- c. There is any deviation from the General Instructions.
- d. Multiple rates are quoted against one item.
- e. If validity of Proposal is not quoted as required.
- f. If the Proposal is found to be based on cartel action in connivance with other bidders.

**15. Earnest Money / Bid Security:**

Security deposit amounting to Rs. 50,000/- in the form of Bank Draft/pay order for supply of Uniform in favor of PIPS, Islamabad must be submitted before closing.

**16. Return of Earnest Money:**

Earnest money to the unsuccessful bidders will be returned on acceptance of lowest acceptable bid.

**17. Rights Reserved:**

PIPS reserves full rights to accept or reject any or all bids including the lowest, as per PPRA Rules.

**18. Extension in Contract:**

The contract period may be extended subject to the mutual consent of both the parties.

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

FINANCIAL BID

SUPPLY OF UNIFORM AND PRITECTIVE CLOTHING

<b>S #</b>	<b>Item's Description</b>	<b>Qty.</b>	<b>Rate Per unit (Rs.)</b>	<b>Total Amount (Rs.)</b>
1	Safari Suit tropical with all necessary accessories, Barrets Cap, Belts, Shoulder Badges, Name Plates for <b>12 Guards</b> , two suits for each, Superior Quality	24		
2	One Sweater <b>for each Guard</b> , Superior Quality	12		
3	One pair of Shoes <b>for each Guard</b> , Superior Quality	12		
4	One Pair of Socks, Superior Quality ( <b>45 Staff Members</b> )	90		
5	Safari Suit tropical with all necessary accessories, Belt & Badges for Maintenance Staff, two Suits <b>for Each Maintenance Staff</b> , Superior Quality	14		
6	One pair of <b>Safety Shoes for Each Maintenance Staff</b> , Superior Quality	7		
7	Shalwar Kameez Dark Brown, Superior Quality <b>for Gardeners</b> , Two Suit for Each, Superior Quality	8		
8	One pair of Shoes <b>for each Gardener</b> , Superior Quality	4		
9	White Shalwar Kameez for Drivers and DR, Two Suit <b>for Each Driver</b> , Superior Quality	22		
10	Two No. of Black Waist Coat <b>for each Driver and DR</b> , Superior Quality	22		
11	One Pair of Shoes <b>for 10 Drivers and 01 DR</b> , Superior Quality	11		
12	White Shalwar Kameez <b>for Office Attendants</b> , two Suits for Each, Superior Quality	28		
13	Black Waist Coat <b>for Office Attendants</b> , Two for each, Superior Quality	28		
14	One Pair of Shoes <b>for 14 Attendants</b> , Superior Quality	14		
<b>Grand Total (Rs.)</b>				

- Note:** i. The rates must include all taxes.
- ii. The bidders **must** visit the Institute to see the samples/specs of the uniform before submitting their bid (s).
- iii. All the cloth used for stitching must be pre-shrunk.
- iv. Bidders should quote rates for all the above items.
- v. PIPS reserves the right to increase or decrease the quantity of above uniform.
- vi. The bidders must be capable of delivering the desired items **within 07 days** of issuance of work/purchase order.