

NATIONAL ASSEMBLY SECRETARIAT
(Administration Branch)



TENDER DOCUMENT
for

**“Purchase/preparation of Winter Uniforms for Staff Car Drivers, Dispatch Riders, Chamber Attendants & Qasids/Naib Qasids Good quality with A-Grade Stitching Suits
“Shalwar/Kameez(White), Waist Coat(Black/Mehroon), Sherwani & Shoes(Black)”**

**National Assembly Secretariat,
Islamabad.**

M. Israr

MUHAMMAD ISRAR
Section Officer (Admin)
National Assembly Secretariat,
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NATIONAL ASSEMBLY SECRETARIAT

PURCHASE/PREPARATION OF WINTER UNIFORMS FOR THE LIVERIED STAFF OF THE NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD.

Scaled bids under **single stage two envelope procedures** are invited from the reputed firms/contractors having relevant experience of 05 years for supply/preparation of uniforms. Conditional and incomplete tender shall not be accepted. Tender must be reached by hand or through registered courier to Section Officer (Admn), National Assembly Secretariat, Islamabad, on or **before 22nd January, 2021 at 11.00 A.M.** The tenders will be opened on the same day at 11:30A.M. in the presence of Contractors/Bidders, who may like to be present on the occasion.

MANDATORY REQUIREMENTS

- i). Full name of firm/contractor along with postal address, telephone, fax, e-mail, details of operational and administrative setup.
- ii). Firm/Contractor must have minimum 5 years relevant experience for provision of such services to government/autonomous/private departments. (Attach documentary proof)
- iii). Status of Firms/Contractor (ownership) with year of establishment, showing number of years in relevant field / business, supported by documentary evidence.
- iv). Bidder must be an active tax payer from FBR and having Business NTN & GST.(attach)
- v). A Call deposit of **Rs.30,000/- (Rupees of thirty thousand) only** (Refundable to the unsuccessful bidders on issuing of contract to successful bidder) in shape of pay order/Bank draft (**Cheque will not be accepted**) in favour of Section Officer (Admn), National Assembly Secretariat, Islamabad, **should be attached with the technical proposal**, otherwise the tender will not be accepted.

GENERAL TERMS & CONDITIONS

- i). Bid shall be submitted in a single package containing two separate envelopes clearly marked as **"FINANCIAL PROPOSAL"**, **"TECHNICAL PROPOSAL"** and allied document with proper page numbering.
- ii). All supporting documents and call deposit must be attached with **"Technical Proposal"**.
- iii). Firm must own a tailoring setup, necessary machinery and skilled workers for preparation of Shalwar/Kameez, Waist Coat & Sherwani, or a proper Shoe Shop for providing Shoes, otherwise the bid will not be accepted.
- iv). The firm shall attach the sample of all required items, failing to which, the tender will not be accepted.
- v). Bid must be addressed to the Section Officer (Admn), National Assembly Secretariat, Islamabad on the letter head duly signed & Stamp each page by the authorized firm representative.
- vi). All rates must be mentioned inclusive of all government taxes including/GST.
- vii). After the issuance of supply order, **the firm shall bound to supply all items within (4) four weeks and in case of failure**, the bid security will be seized.
- viii). The firm will provide one year warranty. If any defect in cloth or stitching found, or required any type of alteration, the relevant firm will be bound to replace or alter the Suits Shalwar/Kameez, Waist Coat, Sherwani & Shoes and no Bill/Payment Claim will be entertained against defected supply by the National Assembly Secretariat.
- ix). The successful firm will affix company's tags on uniform.
- x). The scrutiny committee shall evaluate the technical proposal in a manner prescribed (attached as **annexure "A"**), without reference to the price and reject any proposal which does not conform to the specified requirements.
- xi). The bidder must quote rates clearly in the Financial Proposal.(attached as **annexure "B"**) Tempering shall not be accepted.