

NATIONAL ASSEMBLY SECRETARIAT

**ANNUAL TENDER FOR PURCHASE / PREPARATION OF OFFICIAL UNIFORMS
DURING THE CURRENT FINANCIAL YEAR, 2023-24**

1. The National Assembly Secretariat invites proposals for purchase / preparation of official uniforms (as per sample as and when required during the current financial year, 2023-24).
2. Proposals are invited from reputed companies/Firms/proprietorships:
 - a. Having minimum 5 years' experience in preparation / supply of uniforms.
 - b. Registered with Income Tax and Sales Tax Departments or on active tax payers list of FBR.
 - c. Not blacklisted by any government entity.
 - d. Having own workforce.
 - e. Having annual turnover of 20 million in last two years.
3. Pre-bid meeting will be held on **5th October, 2023 at 1200 hours** at the National Assembly Islamabad. Only one authorized representative will attend the pre-proposal meeting as well as proposal opening event.
4. Procurement will be carried out by adopting the "Single Stage Two Envelopes" procedure. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion. The Proposal complete in all respects, in accordance with the instructions provided in the Tender document, in sealed envelopes should reach on or before **19th October, 2023 at 1100 hours** in National Assembly, Islamabad.
5. The technical proposals shall be opened on the same day at **1130 hours**, whereas the financial proposals of the technically qualified bidders shall be opened after finalization of technical evaluation. Other details are provided in the Tender Document.
6. Bidders are required to submit their proposals strictly in accordance to Instructions as per the Tender Document.
7. Proposals must be prepared in hard book binding form to deny the possibility of addition or removal of page(s).
8. Tender Security of **PKR: 500,000/-** in shape of bank draft/pay order (Refundable) in favor of National Assembly Secretariat, Islamabad must be attached with Technical Proposal tender separately, failing which tender will not be accepted.
9. All the applicable Federal, Provincial & Local taxes and duties etc must be considered while preparing the financial proposals. All these taxes are required to be built-in in the quoted rates and GST to be mentioned separately.
10. Bidders who provide unsubstantiated and/or incorrect information are liable to legal action and/ or disqualification as per PPRA rules and regulations.
11. The Procuring Agency reserves the right to reject all the proposals, increase/decrease quantity or cancel tender as per provision of PPRA Rules.
12. The rates mentioned in the Financial proposal shall remain valid up-to **30th June, 2024**.

13. Tender documents can be downloaded from the National Assembly Secretariat website (www.na.gov.pk) and PPRA's website (www.ppra.gov.pk) free of cost or the hard copy is available at the office of National Assembly Secretariat Islamabad during working hours and working days on written request of firm's letterhead.



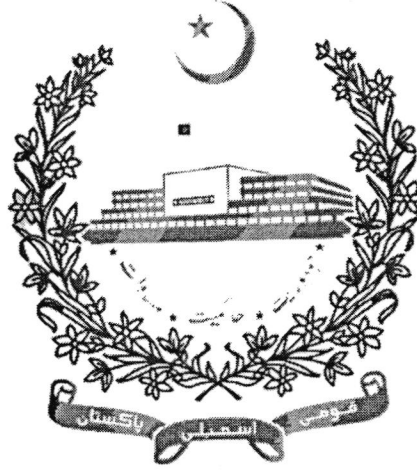
Section Officer (Admin)

National Assembly Secretariat,
Constitution Ave, Islamabad,

Phone: 051-9103214

Email: aggan.daheri@pna.gov.pk, Website: www.na.gov.pk

Document # _____



(TENDER DOCUMENT)

FOR

ANNUAL TENDER FOR PURCHASE / PREPARATION OF OFFICIAL
UNIFORMS FOR THE NATIONAL ASSEMBLY SECRETARIAT DURING THE
CURRENT FINANCIAL YEAR, 2023-24

National Assembly Secretariat,
Constitution Ave,
Islamabad, Islamabad Capital Territory
Phone: 051-9206239

1. INVITATION TO THE BIDDERS

- 1.1. National Assembly Secretariat, hereafter referred to as "Procuring Agency", desires to seek bids from well-reputed, experienced firms/companies for purchase / preparation of official uniforms for the National Assembly Secretariat as and when required during the current financial year, 2023-24. The present requirement is specified in the Annexure-A.
- 1.2. Bidding shall be conducted under Rule 36 (b) of PPRA Rules 2004 "Single stage - two envelope procedure" The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion.
- 1.3. Important terms and conditions to be adhered by all bidders are attached as Annex-C.
- 1.4. An Agreement will be signed with the successful bidder. Specimen Contract Agreement attached at Annex-F.
- 1.5. Successful firm will be required to submit performance guarantee as mentioned in tender.
- 1.6. Queries related to the tender document shall be directed to the undersigned at least (05) working days ahead of the closing date.

Section Officer (Admin)
National Assembly Secretariat,
Constitution Ave, Islamabad,
Phone: 051-9103214
Email : aggan.daheri@pna.gov.pk , Website : www.na.gov.pk

2. INSTRUCTIONS TO THE BIDDERS

2.1. Scope of Work

- A. Bidders are required to follow the required specification as detailed in the Annex-A. The present requirement is mentioned in Annexure-A. The quantity over and above the present requirement of articles, as mentioned in Annexure-A will be purchased as and when required during the current financial year, 2023-24. The firm who quote rates for complete set of uniforms shall be eligible for consideration of their bids.

2.2. Eligible Bidders

The bidder, who has provided the following documents and meets the mandatory criteria, shall be declared eligible for technical evaluation, subject to fulfillment of the requirements as detailed in Annex-A of this Tender document.

The following documents, duly verified, shall be submitted along with the tender documents. The documents for the verification of mandatory criteria are;

1. Valid Company / Firm Registration Certificate Registrar of Firms etc.,
2. Copy of Income Tax and Sales Tax Registration.
3. Income Statement showing Sale volume of company of at least Rs. 20 million in the last 2 years.
4. Office details at Islamabad / Rawalpindi, and other cities (if applicable) with Phone Numbers / Addresses / Emails.
5. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above duly attested by Notary Public that the firm is not black listed by any Government / Semi Government department as per Specimen at Annex-D.
6. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above, duly attested by Notary Public that the firm would supply complete uniforms for the National Assembly Secretariat as per given sample and as per timeline given in the tender document. Non-compliance to the same may result in immediate termination of supply / work order leading to forfeiture of earnest money / performance security and blacklisting of firms as per Specimen at Annex-E.
7. Affidavit on Judicial / Stamp Paper of Rs.100 or above duly attested by Notary Public that the firm attached documents / certificates are genuine.

2.3. COST OF TENDERING

The bidder shall bear all costs / expenses associated with the preparation and submission of Tender documents and the Procuring Agency shall not be responsible or liable for those costs / expenses.

2.4. CLARIFICATIONS OF TENDERING DOCUMENTS

A prospective bidder requiring any clarification(s) may notify the Procuring Agency or an Officer authorized on its behalf in writing. The Procuring Agency or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximately 05 working days or more) to the deadline set for the submission of bids. Copies of response by the Procuring Agency to such clarification will be forwarded to prospective bidders (if not already clarified in the tender document or deemed necessary for the bidders).

2.5. AMENDMENT OF TENDER DOCUMENT

- a. At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing an addendum.
- b. Any addendum thus issued shall form an eternal part of the tender document. To afford bidder's a reasonable time frame in which to take an addendum into account in preparing their bids, the Procuring Agency may at its discretion extend the deadline for submission of bids.

2.6. LANGUAGE OF DOCUMENTS

- a. Bid Documents and related correspondence will always be in the English language.
- b. The bid should have a covering letter on printed letterhead of the firm. All pages of the bid shall be initiated/signed and shall bear the official seal of the person(s) authorized to sign/endorse.

2.7. PRICE

The quoted prices shall be:

- a. Prices shall be quoted in Pak Rupees on Delivered Duty Paid (DDP) site basis.
- b. best and final, and clearly written/typed without any ambiguity.
- c. inclusive of all the applicable government taxes, duties, freight etc.
- d. inclusive of all the government taxes, as per prevailing taxation rates.
- e. valid for the whole financial year 2023-24 i.e., upto 30th June, 2024.

- f. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer/price if required.

2.8. BID SECURITY / EARNEST MONEY

- a. The bidder shall furnish a bid security/ earnest money with the Technical Proposal equivalent to **PKR 500,000/-** in the form of a Bank/Demand Draft, Pay Order in favor of National Assembly Secretariat, Islamabad.
- b. Bid documents submitted without bid security shall stand rejected.
- e. The Bid securities/earnest money of Bidders shall be returned as and when the Bidder is eliminated, at any stage, from the tendering process.
- d. The term validity of the bid security shall be the same as the term for the bid Price.
- e. The bid security of the successful bidder will be returned on provision of 10% Performance guarantee of the total amount and after supply/installation which will be refunded on expiry of the contract only.
- f. The bid security/earnest money may be forfeited/confiscated:
 - i) If a bidder withdraws his bid during the period of bid validity.
 - ii) If the bid has overwriting, errors or mistakes in the bid price.
 - iii) In the case of a successful bidder, if he fails to furnish the required security deposit.
 - iv) If the bidder fails to meet the requirements in the scope of work and Annex-A of the Tender document
 - v) If the bidder fails to fulfill the mandatory requirements upon which he has given certificates/affidavits etc.

2.9. VALIDITY OF BIDS

All bids shall remain valid for the whole financial year 2023-24 i.e., upto 30th June, 2024.

2.10. CLARIFICATIONS / CORRECTIONS OF BID

- a. To assist in the examination, evaluation and comparison of the bids; the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- b. Arithmetical errors will be rectified on the following basis:
 - i) If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy

between the words and figures the amount in words shall prevail. If there is a mistake in addition/totaling that can be corrected.

- ii) If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

2.11. RESPONSIVENESS OF BIDS

- a. The valid bid security / earnest is submitted.
- b. The bid is valid till the required period.
- c. The bid prices of firm during its validity and inclusive of all taxes, duties etc.
- d. Compliance to all important terms and conditions of this tender document on specified formats.
- e. The bidder is eligible for tendering and possesses the requisite experience.
- f. The bid does not deviate from the technical requirements.
- g. The bidder submitted all mandatory/requisite documents as mentioned in the tender document.
- h. The bid is generally in order etc.

2.12. DEADLINE FOR SUBMISSION OF BID DOCUMENTS

- a. The bids shall be delivered in person or sent by Registered mail / Courier service, which should reach the office of the Section Officer (Admin), National Assembly Secretariat, Islamabad, on or before 11:00 am on the 19th October, 2023 or as specified in the advertisement / web sites of PPRA / Procuring Agency.
- b. Bidding shall be conducted under Rule 36 (b) of PPRA Rules 2004 "Single stage - two envelope procedure" The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion.
- c. Bids should be submitted in sealed.
- d. Opened, e-mailed or faxed bids will not be accepted.
- e. Any bid received by the Procuring Agency after the date and time of tender opening will be returned as unopened to the sender / bidder.

2.13. OPENING OF BID

- a. The Procuring Agency's relevant committee will open technical proposals at 11.30 hrs, on the 19th October, 2023 in the presence of bidder's representatives who choose to be present at the National Assembly Secretariat.

- b. The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- c. The Procuring Agency reserves the right to reject any one or all bids/proposals as per PPRA rules.

3. EVALUATION OF BIDS

- a. A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by any correction of the non-conformity.
- b. The Procurement Committee of the Procuring Agency will evaluate the submitted bids.
- c. The Submitted bids will be examined in detail whether the bidder complies with the specifications as provided in this tender document and meets the mandatory requirements. For this purpose, the bidder's data will be compared with the tender document eligibility and technical requirements along with visits to bidder facilities/offices for physical inspection (if required).
- d. It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation/stipulation shall be taken by the bidder.
- e. Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other bidder.

f. Evaluation of Technical Proposals:

The Procurement committee of the Procuring Agency shall evaluate the Technical Proposals on the basis of their responsiveness to the mandatory requirements and required equipment specifications mentioned in the tender document. A Proposal shall be rejected if it does not fulfill mandatory requirements or fails to comply with required equipment specifications.

g. Evaluation of Financial Proposals:

(i) In accordance with PPRA Rules to qualify for financial evaluation, the bidders must provide all mandatory requirements along with requested equipment requirements and other conditions of the tender.

(ii) A bidder who's bid is technically qualified and who offers the most advantageous bid will be qualified for award of the contract.

(iii) The bid quoted prices will be compared with the prevalent market prices. The abnormally low or abnormally high rates, if provided, will be compared with the specifications of items to ensure quality of the bid items.

h. Award of Contract:

- a. The contract will be awarded to the bidder that has been determined to be eligible as per the mandatory requirement, provides required materials, as per specifications.
- b. The selected bidders will have to furnish a performance guarantee @ 10% of total bid price valid for the period mentioned in tender.
- c. The Procuring Agency reserves the right to accept or reject any submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action.

4. MANDATORY REQUIREMENTS AND TECHNICAL EVALUATION CRITERIA

a. MANDATORY REQUIREMENTS

All responsive Bids/Proposals submitted by bidders/firms fulfilling the following mandatory criteria will be eligible for Technical Evaluation. Those bidders/firms who fail to meet either of the following mandatory criteria shall be disqualified at this stage and their submitted proposals shall not be considered for technical evaluation.

S. No	Description	Criteria
1	Bidder's company/firm may produce certificate of registration showing that company/firm is in the business for at least last five (05) years	Mandatory
2	Bidder's company/firm may produce FBR's Certificate of Income Tax and Sales Tax Registration or Active Tax Payer status	Mandatory
3	Bidder should provide an undertaking on legal paper stating that "the bidder's company / firm is not blacklisted by any Government entity in Pakistan for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices and also not involved in any kind of lawsuits either current or pending."	Mandatory
4	Bidder should have its own dedicated workforce (List of persons with their complete names, designations and numbers)	Mandatory
5	Bidder must have an annual turnover of 20 million in the last 2 year audit report.	Mandatory
6	Bidder must attach Tender Security in the shape of Bank Draft / Pay Order.	Mandatory

b. TECHNICAL EVALUATION CRITERIA

All responsive and eligible Bids/Proposals submitted by bidders/firms fulfilling all the mandatory criteria laid down in the tender document shall be considered for Technical Evaluation. Proposals submitted will be evaluated against the requirements mentioned in Annex-A.

5. AWARD CRITERIA & PROCURING AGENCY'S RIGHT

- a. The contract will be awarded to the bidder that is determined to be eligible as per the mandatory requirement, provides required materials as per specifications.
- b. The Procuring Agency reserves the right to accept or reject any submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected

bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action.

6. PROCESS TO BE CONFIDENTIAL

- a. No bidder shall contact the Procuring Agency on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- b. Any effort by a bidder to influence the Procuring Agency in the evaluation, comparison or selection decision may result in the rejection of its bid.

7. BID SECURITY/EARNEST MONEY

All bidders shall quote their rates along with **PKR 500,000/-** Bid Security / Earnest Money in the form of a Pay Order / Demand Draft as per this Tender Document requirement / obligations.

8. FIRM'S RESPONSIBILITIES

- a. The successful bidder shall supply the uniforms for the National Assembly Secretariat in accordance with the supply / work order at the National Assembly Secretariat Islamabad.
- b. The firm shall not subcontract the supply / work order.
- c. The firm shall fulfill the scope of work specified in the tender document
- d. The firm shall fulfill the requirements and comply with all instructions given in the tender document and its annexures.

9. PERFORMANCE GUARANTEE

- a. The selected bidder will have to furnish a performance guarantee @ 10% of total bid price valid for 01 to 03 years uniforms (depending upon the decision of Procuring Agency) after the issuance of work order/award.
- b. If the successful bidder fails to submit the performance guarantee within the stipulated time, 01 week of additional time will be given to vendor (after providing valid reasons for delay & with approval of Procuring Agency).
- c. If the successful bidder still fails to provide Performance Guarantee, its Work Order/Award will be cancelled & its Bid Security will be confiscated.

10. WARRANTY

- (i) The successful bidder shall be required to provide minimum 01-year warranty for the uniform articles.
- (ii) All issues/ replacement without incurring any additional cost.

11. DEFAULT BY THE FIRM/SUCCESSFUL BIDDER

- a. If the firm fails to supply the uniforms or fails to comply with a valid instruction of the Procuring Agency, the Procuring Agency may give notice and stating the DEFAULT.
- b. If the firm has not taken all practicable steps to remedy the default within 07 working days (gazetted holidays or circumstances under this tender documents are excluded) after receipt of Procuring Agency notice, Procuring Agency may cancel the order within next 07 x days (gazetted holidays or circumstances under this tender documents are excluded).
- c. If the firm, even thereafter, does not comply with the valid instructions of the Procuring Agency, the performance security / earnest money will be confiscated, leading further towards Blacklisting of the Firm.

12. CONTINUITY OF SERVICE

- a. The successful bidder shall ensure the continuity of services to all the specified users by the Procuring Agency throughout the duration of contract.
- b. The successful bidder will provide effective guidance with respect to the washing of uniforms for the National Assembly Secretariat.
- c. The successful bidder firm will provide any support services necessary to ensure the Procuring Agency's continued use of the IT Equipment for the National Assembly Secretariat.

13. TIME FOR COMPLETION

- a. The successful bidder shall deliver uniforms complete in all respect within (60) sixty days after supply of work order.

SCOPE OF WORK**A) REQUIRED SPECIFICATIONS OF UNIFORMS
(Procurement requirements)****Uniforms for Security Staff
(WINTER) (Fabric & Stitching)**

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>
<u>1</u>	Navy blue suiting fabric with front four pocket and shoulder flaps suit with matching pent. (full sleeves)	258
<u>2</u>	Beret cap also in navy blue color.	258
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.	258
<u>4</u>	Emblem of Parliament Building on the metal buttons as given you detail in description.	258
<u>5</u>	Name plate with brown back ground.	129
<u>6</u>	Shoes Brown leather moccasin.	258
<u>7</u>	Socks Brown cotton wool.	516
<u>8</u>	Cotton polyester pajama suit navy blue under the uniform.	129

**Uniforms for Protocol Staff.
(WINTER) (Fabric & Stitching)**

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>
<u>1</u>	Charcoal grey imported suiting fabric stitched in high quality standard with matching pent.	128
<u>2</u>	White cotton button down dress shirt under the suit.	256
<u>3</u>	Silk tie for best presentation of protocol staff.	64
<u>4</u>	Name plate in with brown back ground.	64
<u>5</u>	Shoe Brown leather moccasin.	128

Uniforms Chamber Attendant (N.A. Hall)
(Winter) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>
<u>1</u>	Green shirwani in suiting fabric styled in angrakha cut pattern as we shown you in presentation.	16
<u>2</u>	Shalwar qameez suit off white wash n wear thick material stitched.	16
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.	16
<u>4</u>	A brown Jinnah cap given you detail in description.	08
<u>5</u>	Emblem of Parliament building on the metal buttons as given you detail in description.	08
<u>6</u>	Name plate with brown back ground.	08
<u>7</u>	Shoes Brown leather moccasin.	16

Uniforms Supply

Staff Car Driver (Winter)_(Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>
<u>1</u>	Waist Coat Navy blue suiting in traditional cut.	264
<u>2</u>	Shalwar qameez Sky-blue thick material wash n wear material stitched.	264
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.	264
<u>4</u>	Emblem of parliament building on the metal buttons as given you detail in description.	132
<u>5</u>	Name plate with brown back ground.	132
<u>6</u>	Shoes Brown leather moccasin.	264
<u>7</u>	Navy blue cotton and net fabric sun cap.	132

Uniforms for Qasid and Naib Qasib
(WINTER) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>
<u>1</u>	Waist Coat Green suiting stitched in angrakha cut patter.	212
<u>2</u>	Shalwar qameez suit Beige wash n wear thick tropical fabric stitched.	212
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.	-
<u>4</u>	Emblem of parliament building on the metal buttons as given you detail in description.	-
<u>5</u>	Name plate in with brown back ground.	106
<u>6</u>	Shoes Brown leather moccasin.	212

Uniforms for Waiters
(WINTER) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>
<u>1</u>	Green raw silk suiting wt.coat stitched in traditional cut with box pocket and double press style.	40
<u>2</u>	Shalwar gameez suit Off white wash n wear thick tropical fabric stitched.	40
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.	40
<u>4</u>	Emblem of parliament building on the metal buttons as given you detail in description.	40
<u>5</u>	Name plate with brown back ground.	40
<u>6</u>	Shoes Brown leather moccasin.	80

Uniforms Chamber Attendant Speaker / Deputy Speaker
(Winter) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>
<u>1</u>	Waist Coat Green embroided stitched in angrakha cut patter.	40
<u>2</u>	Shalwar gameez suit off white wash n wear tropical fabric stitched.	40
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.	40
<u>5</u>	Emblem of Parliament Building on the metal buttons as given you detail in description.	40
<u>6</u>	Name plate with brown back ground.	40
<u>7</u>	Shoes Brown leather moccasin.	80

ANNEX-B

FORM OF FINANCIAL BID

According to the Clause 30, sub-clause (2) of PPRA Rules, 2004, the following shall be observed while submitting the financial bids:

Uniforms for Security Staff
(WINTER) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount without tax</u>	<u>Admissible amount with tax</u>	<u>Total amount with tax</u>
<u>1</u>	Navy blue suiting fabric with front four pocket and shoulder flaps suit with matching pent. (full sleeves)					
<u>2</u>	Beret cap also in navy blue color.					
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.					
<u>4</u>	Emblem of Parliament Building on the metal buttons as given you detail in description.					
<u>5</u>	Name plate with brown back ground.					
<u>6</u>	Shoes Brown leather moccasin.					
<u>7</u>	Socks Brown cotton wool.					
<u>8</u>	Cotton polyester pajama suit navy blue under the uniform.					

Uniforms for Protocol Staff.
(WINTER) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount without tax</u>	<u>Admissible amount with tax</u>	<u>Total amount with tax</u>
<u>1</u>	Charcoal grey imported suiting fabric stitched in high quality standard with matching pent.					
<u>2</u>	White cotton button down dress shirt under the suit.					
<u>3</u>	Silk tie for best presentation of protocol staff.					
<u>4</u>	Name plate in with brown back ground.					
<u>5</u>	Shoe Brown leather moccasin.					

Uniforms Chamber Attendant (N.A. Hall)
(Winter) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount without tax</u>	<u>Admissible amount with tax</u>	<u>Total amount with tax</u>
<u>1</u>	Green shirwani in suiting fabric styled in anrakha cut pattern as we shown you in presentation.					
<u>2</u>	Shalwar qameez suit off white wash n wear thick material stitched.					
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.					
<u>4</u>	A brown Jinnah cap given you detail in description.					
<u>5</u>	Emblem of Parliament building on the metal buttons as given you detail in description.					
<u>6</u>	Name plate with brown back ground.					
<u>7</u>	Shoes Brown leather moccasin.					

Uniforms Supply
Staff Car Driver (Winter) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount without tax</u>	<u>Admissible amount with tax</u>	<u>Total amount with tax</u>
<u>1</u>	Waist Coat Navy blue suiting in traditional cut.					
<u>2</u>	Shalwar qameez Sky-blue thick material wash n wear material stitched.					
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.					
<u>4</u>	Emblem of parliament building on the metal buttons as given you detail in description.					
<u>5</u>	Name plate with brown back ground.					
<u>6</u>	Shoes Brown leather moccasin.					
<u>7</u>	Navy blue cotton and net fabric sun cap.					

Uniforms for Qasid and Naib Qasib
(WINTER) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount without tax</u>	<u>Admissible amount with tax</u>	<u>Total amount with tax</u>
<u>1</u>	Waist Coat Green suiting stitched in angrakha cut patter.					
<u>2</u>	Shalwar qameez suit Beige wash n wear thick tropical fabric stitched.					
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.					
<u>4</u>	Emblem of parliament building on the metal buttons as given you detail in description.					
<u>5</u>	Name plate in with brown back ground.					
<u>6</u>	Shoes Brown leather moccasin.					

Uniforms for Waiters
(WINTER) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount without tax</u>	<u>Admissible amount with tax</u>	<u>Total amount with tax</u>
<u>1</u>	Green raw silk suiting wt.coat stitched in traditional cut with box pocket and double press style.					
<u>2</u>	Shalwar qameez suit Off white wash n wear thick tropical fabric stitched.					
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.					
<u>4</u>	Emblem of parliament building on the metal buttons as given you detail in description.					
<u>5</u>	Name plate with brown back ground.					
<u>6</u>	Shoes Brown leather moccasin.					

Uniforms for Chamber Attendant Speaker / Deputy Speaker
(Winter) (Fabric & Stitching)

<u>S.NO</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount without tax</u>	<u>Admissible amount with tax</u>	<u>Total amount with tax</u>
<u>1</u>	Waist Coat Green embroided stitched in anrakha cut patter.					
<u>2</u>	Shalwar qameez suit off white wash n wear tropical fabric stitched.					
<u>3</u>	Emblem of the building of parliament embroidered in silk thread and zari tillah on matching color fabric of uniform.					
<u>5</u>	Emblem of Parliament Building on the metal buttons as given you detail in description.					
<u>6</u>	Name plate with brown back ground.					
<u>7</u>	Socks Brown cotton wool.					

ANNEX-B

Must be filled by the Bidder and every page shall be signed by authorized person along with the company/firm seal / stamp:

Name of Authorized Person: _____

Designation: _____

CNIC # _____

Contact Numbers: (Landline: _____ , Mobile : _____)

Address: _____

—
THE BIDDERS AGREE THAT ANY INFORMATION SUBMITTED BY THE BIDDERS SHALL BE FINAL AND THAT THE BIDDERS SHALL BE RESPONSIBLE FOR ANY ERRORS AND OMISSIONS ANYWHERE IN THE PROPOSAL AND SHALL HAVE NO RIGHT FOR SUBSEQUENT CORRECTION/JUSTIFICATION.

SIGNATURES _____ STAMP / SEAL _____

ANNEX-C

(Must be Printed on Rs. 100/- or Above Stamp Paper)

NON-BLACKLISTING DECLARATION

CERTIFIED THAT M/s HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR ORGANIZATION IN PAKISTAN.

M/s _____ ,

Contact Person: _____

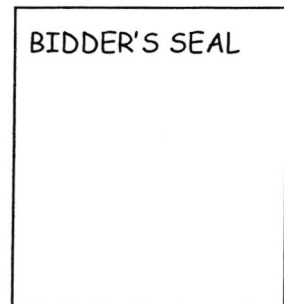
Address: _____

Tel #: _____ Mobile #: _____

Fax #: _____ Email : _____

Signature : _____ Dated : _____

BIDDER'S SEAL



ATTESTED BY NOTARY PUBLIC

ANNEX-D

(Must be Printed on Rs. 100/- or Above Stamp Paper)

UNDERTAKING / CERTIFICATE

WE HEREBY UNDERTAKE THAT THE FIRM WILL SUPPLY / UNIFORMS FOR THE NATIONAL ASSEMBLY SECRETARIAT. IF THE PROCUREMENT FOR THE NATIONAL ASSEMBLY SECRETARIAT DO NOT FULFILL THE REQUIREMENTS LAID DOWN IN THE TENDER DOCUMENT AT ANY STAGE AFTER THE AWARD, THE SUPPLY / WORK ORDER OF THE FIRM WILL BE IMMEDIATELY TERMINATED WITHOUT ASSIGNING ANY REASON AND WILL NOT MAKE ANY REFUND / PAYMENT. FURTHER, THE PERFORMANCE / BID SECURITY GIVEN BY THE FIRM WILL ALSO BE CONFISCATED AND THE FIRM WILL BE DECLARED BLACK LISTED.

M/s _____

Authorized Person: _____

Address: _____

Tel #: _____ Mobile #: _____

Fax #: _____ Email : _____

Signature: _____ Dated : _____

BIDDER'S SEAL

ATTESTED BY NOTARY PUBLIC

ANNEX-E

FORM OF CONTRACT FOR SUPPLY / PREPARATION OF UNIFORMS FOR
NATIONAL ASSEMBLY SECRETARIAT

1. This Contract Agreement is made at Islamabad on the day of of the year Two Thousand and Twenty Three (2023), a company registered under the Companies Ordinance 1984, with its Head Office....., hereinafter referred to as the " _____ " (the first party) which term shall mean and include its Heirs, Agents, Executors, Successors and Assigns

AND

THE NATIONAL ASSEMBLY SECRETARIAT located at, Islamabad through its Representative, hereinafter referred to as the Procuring Agency (the second party).

2. And whereas during the contract period M/s.....will provide services to the Procuring Agency; by providing technical support to the Procuring Agency at their own expenditure / risk.

3. NOW IT IS HEREBY AGREED AS FOLLOWS

- a. That uniforms provided by M/s.....to the Procuring Agency according to this contract agreement, must be rendered at the said premises, as per clauses mutually agreed by both the parties **Annex-A**.
- b. This agreement shall take effect on and from and shall remain in force for a period of i.e.,2023.
- c. M/S..... shall be responsible for responding to the queries on the request of the Procuring Agency during the duration of the contract and carry out customization as may be required.
- d. M/S..... shall be responsible for any delay in provision of the official uniforms *FOR THE NATIONAL ASSEMBLY SECRETARIAT* and as such be liable for penalties laid down in the contract document and reproduced as follows: "If the successful bidder fails to supply uniforms within the time for completion, the successful bidder's liability to the Procuring Agency for such failure shall be to pay @ 0.5% per week subject to a maximum of 10% of the total bid value for which he fails to complete the works. ".
- e. Both the parties agreed to do each and everything that is necessary to ensure that the terms of this agreement stands implemented.

f. Other terms & conditions as per scope of work mentioned in Annex-A.

4. In witness whereof the parties have here as under put their hands and signature under their seal in token of their having accepted the terms and conditions of this contract and executed the same in presence of the following witnesses.

Signed By

<p>(.....)</p> <p>Deputy Secretary (Admin) National Assembly Secretariat, Islamabad</p>	<p>(.....)</p> <p>M/s..... CNIC #</p>
<p>WITNESSES</p>	
<p>1. (.....) CNIC #</p> <p>National Assembly Secretariat, Islamabad</p>	<p>1. (.....) CNIC#..... M/s.....</p>
<p>2. (.....) CNIC #</p> <p>National Assembly Secretariat, Islamabad</p>	<p>2. (.....) CNIC#..... M/s.....</p>