

Bidding Document
FOR
PROCUREMENT OF SERVICES
(CONTRACT FOR WASHING SERVICES)
Single Stage-One Envelope
(SSOE) Bidding Procedure
May 2025



PROVINCIAL ASSEMBLY OF THE PUNJAB

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صوبائی اسمبلی پنجاب ٹینڈر نوٹس

پنجاب اسمبلی سیکرٹریٹ میں دھلائی کے کام میں دلچسپی رکھنے والی معروف اور معیاری فرموں جو کہ (FBR&PRA) میں رجسٹرڈ ہوں سے پنجاب اسمبلی بلڈنگز اور ہاسٹلز میں استعمال ہونے والی اشیاء جن کی تفصیل درج ذیل ہے کی دھلائی کے لئے فریم ورک کنٹریکٹ کی بنیاد پر Punjab Procurement Rules 2014 کے قاعدہ (1) 38 کے تحت بذریعہ E-PADS پر بڈنگ کاغذات مطلوب ہیں۔ یہ کنٹریکٹ مجموعی طور پر تین سال کی مدت 01-07-2025 تا 30-06-2028 تک کرنا مقصود ہے۔

- 1- چادریں سنگل بیڈ ریٹ فی چادر
- 2- کمبل سنگل ریٹ فی کمبل
- 3- تکیہ غلاف ریٹ فی غلاف
- 4- تولیہ ہاتھ ساز ریٹ فی تولیہ
- 5- قومی پرچم (سائز 4x6) ریٹ فی پرچم
- 6- قومی پرچم (سائز 10x12) ریٹ فی پرچم
- 7- گاؤن ریٹ فی گاؤن
- 8- پردے ریٹ فی پینل

منظور شدہ نرخ پہلے سال کے لئے لاگو ہونگے اور کنٹریکٹر کے ایک سال مدت کی تسلی بخش کارکردگی کی بنیاد پر رٹس میں زیادہ سے زیادہ 10% فیصد تک اضافہ کے ساتھ اگلے دو سال کے لئے سال بہ سال قابل توسیع ہوگا۔ نرخوں میں اضافہ دونوں پارٹیوں کی رضامندی اور اضافی چارجز کی تسلی بخش توسیع سے ہوگا اس سلسلے میں ہر سال جناب کمپنرولرز کی طرف سے مذکورہ فرم کی گزشتہ سال کی کارکردگی تسلی بخش ہونے کی تصدیق کے بعد اٹھارٹی کی منظوری برائے Renewal of Contract بمطابق نرخوں میں اضافے کی منظوری کے بعد اگلے سال کے لئے معاہدہ لاگو ہو جائے گا لیکن یہ معاہدہ 30-06-2028 کے بعد قابل توسیع نہیں ہوگا۔

تمام بڈز کے ساتھ سیورٹی جو کہ اندازاً کل تخمینہ 1.6 بلین کا 3% فیصد ہوگی بذریعہ بینک آلات ماسوائے چیک جمع کروانا ہوگی تمام بڈز E-PADS پر مورخہ 04-06-2025 وقت دن 11:00 بجے تک Upload ہو جانی چاہئیں۔ تمام بڈز اسی دن 11:30 بجے تمام حاضر آمد نمائندگان بڈنگ فرم کی موجودگی میں Deputy Director (IT) کے کمرہ میں بذریعہ E-PADS کھولی جائیں گی۔


امان خالد
اسٹیٹ آفیسر

Section A - Instructions to Bidders

1. Scope of Bid

Provincial Assembly of the Punjab (hereafter called "Purchaser") intends to enter into Contract for Three Years with independent Laundries/Dry Cleaners having appropriate experience of working with reputable national and multinational companies.

2. Parties qualified to apply

- Must be a reputed Laundryman/Dry Cleaner.
- Having at least three years relevant work experience.
- No joint venture will be acceptable.
- Having sufficient experienced staff.
- The Bidder must submit an Affidavit after being qualified for Contract.
- Is not black listed by the Government of Punjab/Pakistan or any public organization of Government of Punjab/Pakistan.
- Is duly registered with tax authorities.
- Having PRA Registration Certificate
- Having FBR Registration Certificate
- No proceedings are pending or threatened for the liquidation or insolvency of the firm.

3. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of its bid and PAP in no case will be responsible or liable for those costs.

4. Bidding Documents

For the purpose of this bidding process, the term "Bidding Documents" shall include:

- i) Invitation for Bids
- ii) Instructions to Bidders
- iii) General Conditions of Contract
- iv) Special Conditions of Contract
- v) Annexures
 - a) Technical Proposal (Annex 'I')
 - b) Form of Bid - (Annex 'II')
 - c) Schedules of Prices (Annex 'III')
 - d) Form of Contract Agreement (Annex 'IV')
 - e) Integrity Pact (Annex 'V')

The bidders are expected to examine all the above details prior to submission of their bids. The 'Instructions to Bidders' will not be part of Contract and will cease to have effect once the Contract is signed

5. Clarification on Bidding Documents

A prospective bidder requiring any clarification(s) in respect of the Bidding Documents shall notify PAP in writing. PAP will respond to any request for clarification which receives earlier than ten (10) days prior to the deadline for the submission of bids. Copies of the PAP's response will be forwarded to all prospective bidders, at least five (5) days prior to dead line for submission of bids.

6. Amendment to Bidding Document

At any time prior to the deadline for submission of bids, PAP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by issuing addendum(s). Any such addendum(s) shall be communicated in writing to all prospective bidders who have obtained the Bidding Document. These addendums shall be construed to be part of Bidding Documents by reference.

7. Extension in Submission Dates

At any time prior to the deadline for submission of bids, PAP may for any reason extend the deadline for submission of bids.

8. Submission of Bid

Interested bidders will have to submit their Bids through E-PADS. Bids submitted through fax or e-mail shall not be considered. Each offer should be clearly marked as "**Bid for Laundry Services**".

9. How to Apply

The offers should be submitted through "**Single Envelope**" on E-PADS i.e. the bid shall comprise a single package.

- i) **Documents Comprising the Bid:** The bidders will have to submit:
 - a) **Technical and Financial Proposal:** Comprising of information required as per Annex 'I'. In case the bidder wishes to include additional technical information, it can do so by editing it on E-PADS.
 - b) **Form of Bid:** Duly completed and signed by the bidder as per format provided in Annex 'II'. No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
 - c) **Bid Prices:** The commercial offer, should be submitted in line with the requirements highlighted in the Bidding Documents and as per Schedule of Prices in the format described in Annex 'III';
 - d) **Power of Attorney:** A power of attorney in the name of the Authorized Person (who must be an employee of the bidder) who has signed the offer on behalf of the bidder, evidencing that the person(s) signing the bid has (ve) the authority to sign the bid and thus that the bid is binding upon the bidder during the full period of its validity.
- ii) **Bid Validity:** The bids shall have to be valid for a period of **90 days** after opening of Proposals.
- iii) **Format and Signing of Bid:** The bidder shall prepare one set of the bid typed or written in indelible ink and duly signed by the Authorized Representative of the bidder (who should be an employee of the bidder). All
- iv) Pages of the bid, except for un-amended printed literature, shall be initialed by Authorized Representative. The bid shall contain no alterations, omissions or additions, unless such corrections are initialed by the person or persons signing the bid.
- v) **Sealing and Marking:** The Bid/Envelope containing the offer shall be sealed and should bear the reference number along with the name and address of the sender and clearly marked as "**Bid for Laundry Services**".
- vi) **Deadline for Submission of Bids:** Bids must be received through E-PADS before 11:00 a.m. on May 27, 2025.

- vii) **Late Bids:** Any bid received through E-PADS after the bid submission deadline, for any reason whatsoever, shall be rejected.
- viii) **Opening of Bids:** PAP will open the bids, submitted on E-PADS in the presence of bidders' representatives who choose to attend, on May 27, 2025 at 11:30 a.m. in the Office of Deputy Director (IT), Punjab Assembly Building Shahrah-e-Quaid-e-Azam, Lahore. Representatives of the bidders who choose to attend shall sign an attendance sheet.
- ix) **Bid Read Out:** Following details of each bid shall be read out in front of all the participants present during the bid opening:
 - i. Bid submission deadline, time and Date
 - ii. Bid opening date, time (Actual)
 - iii. Bidder names
 - iv. Bid validity period
 - v. Currency of Bid
 - vi. Bid prices
- x) **Examination of Bids:**
 - a. PAP will examine the Bids to determine whether they are complete and are generally in order. PAP may, at its discretion, 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. PAP may waive any minor informality, nonconformity or irregularity in a bid that does not constitute a material deviation, and that does not prejudice or affect the relative ranking of any bidder.
 - c. Prior to the detailed evaluation, PAP will determine whether each bid is of acceptable quality, is complete, is substantially responsive to the Bidding Documents. "For purposes of this determination, a substantially responsive bid is one that conforms to all the terms and conditions of the Bidding Documents without material deviations, objections, conditionality's or reservations. A material deviation, objection, conditionality or reservation is one:
 - i. that affects in any substantial way the scope, quality or performance of the assignment;
 - ii. that limits in any substantial way, inconsistent with the Bidding Documents, PAP's rights or the successful bidder's obligations under the contract; or
 - iii. Whose rectification would unfairly affect the competitive position of other bidders who are presenting substantially responsive bids"
- xi) **Eligibility of the Bidders:** In addition to the above, PAP will ascertain to its satisfaction whether bidders, whose bids meet the requirements of Bidding Documents, are qualified to satisfactorily perform the contract. The determination will take into account:
 - a. Bidding Laundry/Dry Cleaner should have experience of working with at least 4 reputed organizations for not less than one year over the last 10 years.
 - b. Bidder's financial, technical capabilities and past performance.
 - c. Documentary evidence of the bidder's qualifications submitted by the bidder.
 - d. Other information as PAP deems necessary and appropriate.

10. Deliberations with Bidders

PAP may conduct discussions, meetings, correspondence with each or any bidder to clarify any aspects of its bid that require explanation before entering into contract and may physically inspect the site of the Laundry/Dry Cleaning.

11. Correction in Bids

In case any arithmetic error is found in the bid, it shall be rectified as follows:

- i) If there is a discrepancy between the unit price and total price or between subtotals and total price that is obtained by multiplying the unit price and quantity, the unit or subtotal price shall prevail and the total price shall be corrected.
- ii) If there is a discrepancy between the words and figures, the amount in words shall prevail.

12. Letter of Acceptance, Award of Contract and Performance Guarantee

The bid determined to be "**Lowest Evaluated Bid**" by PAP shall be selected and the corresponding bidder shall be issued a "**Letter of Acceptance**". PAP shall issue this letter within the period of Bid Validity.

The successful bidder will be required to submit a bank instrument of 3% of the financial volume of the quoted work as a performance guarantee. The said performance guarantee shall remain in the custody of the PAP during the course of contract period.

PAP shall formally award the contract to the successful bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated cost, provided that such bidder has been determined to be qualified to satisfactorily perform the Contract.

13. PAP's Right

PAP reserves the right to accept or reject all bids, prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for PAP's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

14. Signing of Contract Agreement

Within three (3) days from the Award of Contract, the successful bidder would be required to send a duly signed copy of the Form of Contract Agreement 'Annex-IV'. The formal Agreement between PAP and the successful bidder shall be executed within thirty (30) days of the receipt of duly completed Form of Contract Agreement by PAP.

The terms and conditions highlighted under "**Section B - General Condition of Contract**" and "**Section C - Special Condition of Contract**" (of this Tender Document) shall form the basis of the Agreement to be executed between the two parties.

15. Transparency of the Process

Any effort by a bidder to influence PAP in the bid evaluation, bid comparison or Contract Award decisions may result in the rejection of his bid.

16. Integrity Pact

The bidder shall sign and stamp the Form of Integrity Pact provided at 'Annex-V'. Failure to comply with this requirement shall result in automatic rejection of the bid.

Section B - General Conditions of Contract

2. Governing Law

Punjab Procurement Rules 2014 will strictly be followed during the bidding process.

3. Disputes

Any dispute between the parties shall be resolved by the arbitrator -Honorable Speaker of the Provincial Assembly of the Punjab whose decision would be final and will be binding on both the parties.

4. Payment Terms

- a. **Currency of Payment:** throughout the term of contract, all the payments between the two parties shall be in Pakistan Rupee.
- b. **Invoice:** during the course of contract period, the successful bidder to whom the contract will be awarded shall send the invoices upon satisfactory completion of washing service.
- c. **Payment:** PAP shall pay the invoice amount within thirty working days.

5. Taxes

The payments will be made after deductions of applicable taxes. All other taxes, duties, levies and imposed by the Government.

6. Integrity Pact

The Agreement shall contain a covenant and confirmation by the bidder that it has not obtained and/or induced the procurement of agreement for the Laundry/washing services through any corrupt business practices. The wordings of this clause are given in Annex 'V'.

7. Notices

All the notices during the agreement term to be exchanged between PAP and the contractor shall be in writing and sent by courier, fax or email.

Section C – Special Conditions of Contract

The details of tentative volume of work and the PAP's requirements are given below. For the purpose of Agreement, they will serve as binding special conditions of the agreement.

Following are the expected specifications for washing items mentioned below –

Sr. No.	Description	Tentative quantity of one year	Total Estimated Cost
1.	Bed Sheets	10,000	
2.	Pillow Covers	10,000	
3.	Towels	9,000	
4.	Curtain (Penals)	1,400	
5.	Blankets	200	
6.	Gown	30	
7.	National Flags 4*6	432	
8.	National Flags 10*12	30	
GRAND TOTAL			Rs.16,00,000/-

b) Delivery of Washed Articles:

Washed articles are required to be returned within 3 days of receipt of those articles.

c) Compensation in Case of Loss to the Property of PAP and Bad Performance:

In case of loss/damage to the articles handed over to the contractor for washing or his bad performance the contractor will be bound to compensate the loss/damage as per value of the articles. PAP reserves the right to deduct such amounts from the running bills of the contractor. However, if it establishes that such loss/damage or the bad performance has been done advertently, the competent authority, after serving a show cause notice and/or a personal hearing, may terminate the contract after serving a final notice and confiscate the performance guarantee of the contractor or to blacklist the contractor.

Annex - I

Technical Proposal

Technical proposal should be submitted on the following format.

a. Title Page

Should indicate name of the project, proponent's name, address, telephone number, email, web site address, etc.

b. Letter of Introduction

Introduction to the organization signed by the organization's Partner/Proprietors

c. Organization Profile

An overview of the Organization, its standing, objectives and experience

d. General

- Type of business entity i.e. sole proprietorship or partnership firm.
- Place and Year of Registration
- Principal place of business
- Location of branch offices and/or affiliates
- PRA Registration/ PNTN number
- Name of all the key personnel in the organization including their positions
- Main business activities and relevant specializations

e. Relevant Experience

The Bidder shall provide details of experience of laundry and dry cleaning services which must include the following:

- Client Name
- Location of the Project
- Description of work
- Year of Assignment
- Assignment duration
- Details of manpower deployed
- Assignment outcome

h. Organization and Capability

Proprietary tools, methodologies and personnel level by indicating category of the specialization relevant to this assignment.

i. Financial Credibility

The bidder is required to prove his financial credibility to conduct the business. In order to prove the same, following documents have to be submitted along with the proposal:

- Bank Reference Letter
- Financial Statements for the last three years

PAP will evaluate financial credibility of the firm on the basis of above-mentioned documents.

J. Infrastructure Details.

The bidder is required to provide the following details of the washing infrastructure.

(I) Washing Machines

Sr. No.	Brand/Model/Make	Year of Purchase	Quantity
1			
2.			

(II) Spinning Machines

Sr. No.	Brand/Model/Make	Year of Purchase	Quantity
1			
2.			

(III) Tumblers

Sr. No.	Brand/Model/Make	Year of Purchase	Quantity
1			
2.			

(IV) Iron/Ironing methodology

Sr. No.	Brand/Model/Make	Year of Purchase	Quantity
1			
2.			

k. Additional Information

Proposal should be comprehensive and complete in all respect and cover all the information requested in this document. Bidder should provide any additional information that the Bidder may deem useful for the Assignment. All additional information should be placed as annexure.

Annex - II

Form of Bid

Date: _____

Ref: [Title of Tender]

To: [Name and address of PAP]

Dear Sir,

Having examined the Bidding Documents, and your requirements we, the undersigned, offer our services for laundry under the above-named bid are in full conformity with the said Bidding Documents against the Final Bid Price and Security Deposit as elaborated in the Schedule of Prices 'Annex - III'.

We undertake, if our bid is accepted, to provide valuation report as per the dates mentioned in our bid.

We agree to abide by this bid, for a period of 90 days from the date fixed for submission of the Bids, and it shall remain binding on us and may be accepted by you at any time before the expiration of that period.

Until a formal contract is prepared and executed between us, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____, 20____

Signature of Authorized Person

Name: _____

Position: _____

Official Seal

Schedules of Prices

Sr. No.	Description	Tentative quantity of one year	Quoted unit price Rs.	Total Price
9.	Bed Sheets	10,000		
10.	Pillow Covers	10,000		
11.	Towels	9,000		
12.	Curtain (Penals)	1,400		
13.	Blankets	200		
14.	Gown	30		
15.	National Flags 4*6	432		
16.	National Flags 10*12	30		
GRAND TOTAL				

1. General

The Schedules of Prices shall be read in conjunction with the conditions of tender together with the Technical Specifications.

2. Currency of Prices

Unless specifically provided all prices to be quoted in Pakistan Rupee.

3. Rates and Prices

- Bid Security (Refundable)** only in the shape of Pay Order must be attached with Bid issued from a scheduled bank in favour of Senior Secretary, Provincial Assembly of the Punjab, before closing date of bids. Bid security of unsuccessful bidders will be returned after finalization of bids.
- The cost of Tender Document will be Rs. 500 (Non-Refundable)
- Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be initialed by the bidder.
- Unless otherwise stipulated, the rates and prices entered by the bidder shall not be subject to adjustment during the performance of the Contract.
- The whole cost of complying with the provisions of the Contract shall be included in the items provided in the Schedules of Prices, and where no items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related items and no separate payment will be made for those items.
- The rates, prices and amounts shall be entered against each item in the Schedules of Prices. Any item against which no rate or price is entered by the bidder will not be paid for by the PAP when executed and shall be deemed covered by the rates and prices for other items in the Schedules of Prices.
- The bidder shall be deemed to have obtained all information as to and all requirements related thereto which may affect the bid price.

Signature of the bidder

(Seal)

Annex - IV

Form of Framework Contract

This Contract Agreement (hereinafter called the "Agreement") made on the ____ day of _____ (month) 20____ between Provincial Assembly of the Punjab (hereinafter called "PAP") of the one part and M/S _____ (hereinafter called the "Contractor") of the other part.

WHEREAS PAP is desirous to hire Laundry services for the Assembly Building, the MPAs Hostel and Pipals House for the financial one year on 1-07-2025 to 30-06-2026 and has accepted a bid by M/S _____. Said agreement may be renewed after every year completed satisfactory upto 10% increase in rates.

NOW this Agreement witnessed as follows:

Details of Framework Contract

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders shall be deemed to form and be read and construed as part of this Agreement, viz:

- a) The Contract Agreement
- b) The Letter of Acceptance
- c) The completed Form of Bid
- d) The Special Conditions of the Contract
- e) The General Conditions of Contract
- f) The completed Schedules of Prices
- g) The Technical Proposal
- h) Integrity Pact
- i) Enclosure

3. In consideration of the payments to be made by PAP to the contractor as hereinafter mentioned regarding washing items in accordance with the provisions of the Contract.

4. PAP hereby covenants to pay the contractor, in consideration of the execution and completion of the Contract such sums as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.

In witness whereof the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Owner of Laundry/Dry Clean

(Seal)

Witness:

(Name, Title and Address)

Signature of PAP

(Seal)

Witness:

(Name, Title and Address)

Annex - V

Integrity Pact

M/S_____ hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from PAP or any administrative subdivision or agency thereof or any other entity owned or controlled by PAP through any corrupt business practice. Without limiting the generality of the foregoing, M/S_____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from PAP, except that which has been expressly declared pursuant hereto.

M/S_____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PAP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S_____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PAP under any law, contract or other instrument, be voidable at the option of PAP.

Notwithstanding any rights and remedies exercised by PAP in this regard, M/S_____ agrees to indemnify PAP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PAP an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/S_____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PAP.

Signature of the Owner of Laundry/dry Clean

(Name, Title and Address)

(Official Seal)

Enclosures

- Registration certificate of Laundry/Dry Cleaner
- NTN and Sales Tax Registrations Certificates
- Bank Reference Letter
- Financial Statements for the last three years
- Integrity Pact
- Affidavit
- Bid Security
- Receipt for the cost of Bidding Document



(AMAN KHALID WAIN)
Estate Officer