

SINDH PRISONS DEPARTMENT



BID DOCUMENT

of

COOKED FOOD

*for Inmates of Prisons in Sindh
for the year 2015-2016*

Single Stage Two Envelope Procedure

Name of Bidder _____

Name of Prison _____

Bid Document issued vide No.SB-1/ _____ R.T NO. _____ Dated ____/____/2015

GOVERNMENT OF SINDH

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INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS OF CONTRACT

PREPARATION OF BID

1. Language of Bid

The Bid along with any accompanying literature shall be prepared in English, Urdu & Sindhi languages only. The bidder shall affix the seal of his firm and his signature at each page of the bid document.

2. Submission of Bid

- The bidders are requested to submit their envelopes containing offers addressed to Inspector General of Prisons Sindh at Pir Illahi Bux Road Muslimabad Co-operative Housing Society near Dawood Engineering College Karachi on **29.07.2015 at 12:30 pm** and shall be opened on the same day at **01:30 pm**. In case of undesirable circumstances or submission / opening date & time or if Government declares Holiday the tender shall be submitted and opened on the next working day at the same time & venue in presence of proprietor of the firm or his authorized representative who may like to attend the above office. Bids will not be accepted after deadline. The bids shall not be accepted through Cable, Telegraph, Telex, Fax or email.
- The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Technical Proposal and the Financial Proposal separately.
- Each envelope shall be marked as **“TECHNICAL PROPOSAL and “FINANCIAL PROPOSAL” with Name of Prison and Bidder** in bold and legible letters properly closed, sealed & signed by the bidders to avoid any confusion and then **put both the envelopes in another envelope which should also be properly closed and duly sealed & signed by the bidders and addressed to the Inspector General of Prisons Sindh Karachi alongwith Name of Prison and Bidder in bold letters.**
- The bidder may submit one **Technical Proposal** for one prison, or for all prisons for which he has purchased bid document, however bidder must mention on his letter head name of prisons for which he has submitted technical proposal with requisite documents as mentioned here under, however financial proposal of each prison shall be separate. **Technical Proposal** shall contain original bid documents purchased by the bidder and each page should be signed and sealed by the bidder. Bid document purchase receipt, valid documentary proof of the bidders as mentioned in Bid Evaluation & Comparison Criteria i.e. Personal Capabilities, Relevant Experience, Financial Soundness, Bank Statement of Last 03 Years showing monthly turn over with seal and signature of Bank Manager on first and final page as well as seal and signature



of Bidder on each page and Details of yearly Income Tax Paid during Last Three Years etc. They will also attach an affidavit on stamp paper of Rs.100/- duly authenticated by the Notary Public / Oath Commissioner to the effect that the firm or contractor has neither been black listed by any Government, Semi-Government Department, Private Department, bank loan, Government dues defaulter and nor involved in any corrupt / criminal proceedings / activities / litigation (specimen attached). Bidder must offer specification and brand of dietary articles for preparation of cooked food against the required specification at Annexure "B".

- Bid Evaluation Committee (Technical) shall evaluate the TECHNICAL PROPOSAL in a manner prescribed in the bid document without reference to the price and reject any proposal which does not conform to the specified requirements and criteria.
- During the technical evaluation, no amendment in the Technical Proposal shall be permitted. During bid evaluation, Evaluation Committee at its discretion can ask for a bidder for a clarification of the bid. The request for clarification and the response shall be in writing and no change in the price and substance of the bid shall be sought.
- Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened and evaluated according to evaluation criteria. The technically qualified bidders will have to obtain 70 marks for qualifying for opening the financial proposal. Financial proposals of the bidders who could not secure 70 marks will be treated technically non-responsive and shall be returned unopened to the respective bidder(s).
- It has been observed that there are certain prisons which are housing high profile terrorists criminals who are being tried by A.T.C Courts.

The Prisons are named below:-

- i. Central Prison Karachi
- ii. Central Prison Hyderabad
- iii. District Prison Malir Karachi
- iv. Central Prison Sukkur
- v. Central Prison Khairpur
- vi. Central Prison Larkana.

The above prisons should be placed in Zone-A. The rest of the prisons are included in Zone-B. Due to present Law and order situation, constant security threats and attacks to the prisons as well as prison officials to ensure that the bidders or any of their employees should in no way be related linked with banned organizations or terrorists groups, it is essential that the bidders should have a clean, clear and transparent supply record in Prisons Department for supply of cooked food to Prisons inmates at Zone-B



prisons at least 03 years to offer bid for food supply to Prisons falling in Zone-A. The other bidders may however offer bids for Zone-B prisons with at least 3 years catering experience. The rates offered for food supply in Prisons falling in Zone-A should not be abnormally higher than those Prisons falling in Zone-B or vice versa. In view of the prevailing law & order situation, the Superintendent Prisons shall seek security clearance of the contractor concerned for supply of cooked food and his employees from Provincial as well as Federal intelligence agencies.

- **FINANCIAL PROPOSAL** shall comprise of rates for three times per prisoner per day (cooked food) including all Government taxes / charges according to daily diet menu, scale and specification including diet during the month of Ramzan and on the special occasions viz. 14th August, 23rd March, Eid-ul-Fitr & Eid-ul-Azha and Eid Milad-un-Nabi (at Annexure "C") as well as Daily extra diet of Nursing & Pregnant Women Prisoners (at Annexure "D"), Daily Special Diet for Children upto the ages of 6 years (at Annexure "E") with Daily average population of prisoners (at Annexure "F" & "G"), Bid Form on the letter head of the firm (specimen provided in Bid Document) and Bid Security in original of 3% of the total value of the bid for the respective prison.
 - The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of Head of Procurement Committee unopened till evaluation of Technical Bids.
 - After the evaluation and approval of the Technical Proposal, the Procurement Committee shall at a time within the bid validity period, publicly open the Financial Proposals of the technically qualified bids only. The time, date and venue shall be communicated to the bidders in advance. The Financial Bids if submitted without requisite bid security (earnest money) shall also be returned unannounced to the bidders though they qualify the evaluation of technical proposals.
 - Bid found to be the lowest evaluated shall be accepted.
 - The authorized person signing the Bid document must state his full name, CNIC No. and authorized position / designation beneath his signature.
 - The erasing or alterations, over writing and cutting, if any, in the Bid shall be authenticated by the authorized person with his / her full signature.
 - Ambiguous and incorrect answers incorrect filling of Bid Documents will render the Bid liable to rejection.
 - The Bidders shall not rely on any interpretations or corrections given by any person except the written addendum and / or corrigendum to documents issued by the competent authority.
3. **Bid Security and Bid Performance Security**
- The Bidder shall enclose requisite Bid Security with his / her Financial Proposal in shape of Pay Order, Call Deposit or Demand Draft as mentioned above, issued by a scheduled / commercial bank doing business in Pakistan, for an amount of 3% of the total bid amount for respective prison as per rate offered by him / her. The Bid Security



shall be in favor of **Inspector General of Prisons Sindh**. The security so furnished shall remain **valid for a period of 28 days beyond the period of validity of the Bid** or till it is revalidated / extended for a period mutually agreed upon by the Bidder and the Purchaser.

- As soon as an award is made, the provisions **hereunder, shall operate**.
- Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.
- The **Successful Bidder** shall have to give a **Contract Performance Security** of **5% of the total value** of the contract in shape of Pay Order/ Demand Draft for a period from 16.08.2015 to 30.06.2016.
- The Performance Security shall be retained by the Inspector General of Prisons till successful completion of the contract period as per Conditions of Contract.
- In case the Bidder after acceptance of Bid fails / refuses, to make agreement for supply of cooked food, the Earnest Money / Bid Security will stand forfeited to Government and debarred from participation in prison contracts for three years.
- The formula of calculation bid price and bid security is as under:

Cooked food Rate (3 times) per prisoner per day	X	Daily average Population of Prison	X	319 Days	=	Total Bid Price	X	3%	=	Bid Security
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4. Acceptance of the Terms

- Submission of the Bid against this Bid inquiry by the Bidder means that the Bidder has read and **accepted the terms and conditions** relating to all the Bid documents, and that he / she has thoroughly examined the Bid Evaluation Criteria, Diet Menu & Scale, Specifications and particulars in the Bid document. Further the Bidder shall be deemed to be fully aware of the nature of the supply of Cooked Food and the purpose for which they are required and shall be bound to accept the Contract if placed with him / her.

5. Rights of the Procurement Committee

- The Procurement Committee of Sindh Prisons Department reserves the right to reject any or all Bids subject to provision of SPPR Rule 2010 (amended 2013).
- The procuring agency shall disqualify a supplier, consultant or contractor, whether already pre-qualified or not, if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal or managerial competence as supplier, consultant or contractor, was false and materially inaccurate or incomplete; or

6. Bid Evaluation & Assessment Criteria for the bidders supply of dietary articles (cooked food) to the inmates of Sindh Prisons for the year 2015-2016.

- Evaluation based on following mandatory requirements among the least cost (lowest among the eligible bidders).



- The bidders are requested to provide the following information with supporting documents original, in case of photocopies should be duly attested in order to assess their capability and rank.

Sr. No.	Description	Points / Marks	Marks Obtained																																													
1	PERSONAL CAPABILITIES																																															
	A) Nature of Company	Max 7																																														
	1) Private Limited	07																																														
	2) Partnership / AOP	06																																														
	3) Sole Proprietor	04																																														
	B) Details of Staff	Max 18																																														
	<table border="1"> <thead> <tr> <th>S#</th> <th>Minimum staff required</th> <th>Less than 750 persons per day</th> <th>750 to 1500 persons per day</th> <th>More than 1500 persons per day</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Manager</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>2.</td> <td>Accountant</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>3.</td> <td>Supervisor</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>4.</td> <td>Marketing Staff</td> <td>2</td> <td>3</td> <td>5</td> </tr> <tr> <td>5.</td> <td>Stock Management staff</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6.</td> <td>Skilled Cooks</td> <td>5</td> <td>10</td> <td>15</td> </tr> <tr> <td>7.</td> <td>Trained Workers</td> <td>12</td> <td>30</td> <td>70</td> </tr> <tr> <td></td> <td>Total:</td> <td>25</td> <td>50</td> <td>100</td> </tr> </tbody> </table>	S#	Minimum staff required	Less than 750 persons per day	750 to 1500 persons per day	More than 1500 persons per day	1.	Manager	1	1	2	2.	Accountant	1	1	1	3.	Supervisor	1	1	2	4.	Marketing Staff	2	3	5	5.	Stock Management staff	3	4	5	6.	Skilled Cooks	5	10	15	7.	Trained Workers	12	30	70		Total:	25	50	100	More than 1500 per persons 18 marks 750 to 1500 persons 14 marks Less than 750 persons 13 marks	
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2	CATERING EXPERIENCE: (3 Years catering experience of Zone-B prisons is essential for qualifying the Zone-A prisons). (3 Years Catering experience for running Zone -B prisons)																																															
	A) Relevant Experience	Max 13																																														
	1) More Than 1500 Persons per day	13																																														
	2) From 750 Persons to 1500 Persons per day	10																																														
	3) Less Than 750 Persons per day	09																																														
	B) Experience in Organizations in last three years	Max 12																																														
	1) Local Govt. / Semi Govt. / Govt. Organizations	12																																														
	2) Private Companies	09																																														
	TOTAL	25																																														
3	EQUIPMENTS CAPABILITIES	Max 18																																														
	A. COOKING UTENSILS																																															
	<table border="1"> <thead> <tr> <th>S#</th> <th>Name of Particulars</th> <th>Quantity More than 1500 Persons Per Day</th> <th>Quantity From 750 to 1500 Persons Per Day</th> <th>Quantity Less than 750 Person Per Day</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Deg / Caldron 25 Kg</td> <td>30 No</td> <td>20 No</td> <td>10 No</td> </tr> <tr> <td>2</td> <td>Deg / Caldron 20 Kg</td> <td>25 No</td> <td>15 No</td> <td>10 No</td> </tr> <tr> <td>3</td> <td>Deg / Caldron 15 Kg</td> <td>20 No</td> <td>10 No</td> <td>5 No</td> </tr> <tr> <td>4</td> <td>Deg / Caldron 5 Kg</td> <td>10 No</td> <td>5 No</td> <td>5 No</td> </tr> </tbody> </table>	S#	Name of Particulars	Quantity More than 1500 Persons Per Day	Quantity From 750 to 1500 Persons Per Day	Quantity Less than 750 Person Per Day	1	Deg / Caldron 25 Kg	30 No	20 No	10 No	2	Deg / Caldron 20 Kg	25 No	15 No	10 No	3	Deg / Caldron 15 Kg	20 No	10 No	5 No	4	Deg / Caldron 5 Kg	10 No	5 No	5 No	More than 1500 Person 18 marks From 750 to 1500 Persons 14 marks Less than 750 Person 13 marks																					
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3	Deg / Caldron 15 Kg	20 No	10 No	5 No																																												
4	Deg / Caldron 5 Kg	10 No	5 No	5 No																																												



5	Steel Tray for Vegetable Cutting / Chopping (Large)	20 No	5 No	3 No
6	Steel Tray for Vegetable Cutting / Chopping (Small)	10 No	5 No	3 No
7	Wooden Tray for Onion Cutting (Large)	10 No	5 No	3 No
8	Wooden Tray for Onion Cutting (Small)	15 No	5 No	3 No
9	Steel tub for meat washing	10 No	5 No	3 No
10	Steel tub for rice washing	10 No	5 No	3 No
11	Steel tub for washing general items	10 No	5 No	3 No
12	Stainless Steel Knife (Large)	10 No	5 No	3 No
13	Stainless Steel Knife (Small)	10 No	5 No	3 No
14	Aluminum Caps for Deg / Caldron	85 No	50 No	30 No
15	Tandoor	10 No	7 No	4 No
16	Burner	10 No	7 No	4 No
17	Knife	50 No	25 No	15 No
18	Sauce Pans	25 No	15 No	10 No
19	Fry Pans	25 No	15 No	10 No
20	Deep Freezer	10 No	5 No	2 No
21	Rolling Pin / Rolling Boar	50 No	25 No	10 No
22	Knife Sharpener	10 No	5 No	3 No
23	Imam Dasta	5 No	3 No	2 No

B. SERVING UTENSILS

S#	Name of Particulars	Quantity More than 1500 Persons Per Day	Quantity From 750 to 1500 Persons Per Day	Quantity Less than 750 Person Per Day
1	Ladle for Rice Pan Shape (Large) Kafgeer	20 No	10 No	5 No
2	Ladle for Rice Pan Shape (Small) Kafgeer	20 No	10 No	5 No
3	Ladle for Curry Bowl Shape (Large) Kafgeer	15 No	10 No	5 No
4	Ladle for Curry Bowl Shape (Small) Kafgeer	10 No	5 No	3 No
5	Hot Pot for Roti	100 No	50 No	15 No
6	Dowl with Cover	50 No	25 No	10 No
7	Rice Bowls	500 No	300 No	200 No

Max
7

More than
1500 Person
7

marks

From 750 to
1500 Persons
6

marks

Less than
750 Person
4

marks

TOTAL

25

4	FINANCIAL DATA (ZONE A)*	
	A) Bank Statement for last 03 Years	Max 12
	1. Average Monthly turnover above Rs.8.0 Million (80 Lac)	12
	2. Average Monthly turnover from Rs.4.0 Million (40 Lac) to Rs.8.0 Million (80 Lac)	10



B) Income Tax Paid in last 3 years		Max 13	
1. Average Yearly payment above Rs.1.0 Million (10 Lac)		13	
2. Average Yearly payment above Rs.0.5 Million (5 Lac) to Rs.1.0 Million (10 Lac)		10	
3. Average yearly payment from Rs.0.1 Million (1 Lac) to Rs.0.5 Million (5 Lac)		08	
TOTAL		25	
FINANCIAL DATA (ZONE B)			
A) Bank Statement for last 03 years		Max 12	
1. Average Monthly turnover above Rs.2.0 Million (20 Lac)		12	
2. Average Monthly turnover from Rs.1.0 Million (10 Lac) to Rs.2.0 Million (20 Lac)		10	
B) Income Tax Paid in last 3 years		Max 13	
1. Average Yearly Payment above Rs.0.3 Million (3 Lac)		13	
2. Average Yearly payment above Rs.0.2 Million (2 Lac) to Rs.0.3 Million (3 Lac)		10	
3. Average Yearly payment from Rs.0.1 Million (1 Lac) to Rs.0.2 Million (2 Lac)		08	
TOTAL		25	

Valid documentary proof of above mentioned criteria should be accompanied with each technical proposal of Bid for respective Prison without which Bid will automatically be rejected as well as if any document found fake the bid also be rejected.

Note:- Total marks are 100, passing marks are 70, for qualification **obtaining 17 marks in each category i.e. Sr. No.1 & 3 as well as 18 marks in Sr. No.2 & 4 are essential** for a bidder if not obtained bidder(s) will be disqualified for opening financial bid and their financial bids will be returned to them unopened.

- **Zone A and B comprises on following prisons:**

Zone A	Zone B
1. Central Prison Karachi	1. District Prison Sukkur
2. District Prison Malir Karachi	2. District Prison Shikarpur
3. Central Prison Hyderabad.	3. District Prison Sanghar
4. Central Prison Sukkur	4. Special Prison Nara Hyderabad
5. Central Prison Khairpur	5. District Prison Dadu
6. Central Prison Larkana	6. District Prison Badin & Open Prison Badin
	7. District Prison Shaheed Benazirabad
	8. District Prison Jacobabad
	9. District Prison Naushehro Feroze
	10. District Prison Ghotki.
	11. District Prison Mirpurkhas
	12. Youthful Offender Industrial School & Central Prison for Women Karachi
	13. Youthful Offender Industrial School Hyderabad
	14. Special Prison for Women Hyderabad
	15. Special Prison for Women Larkana



7. **Contacting the Purchaser**

Any effort by a Bidder to influence the Inspector General of Prisons Sindh / Purchase / Evaluation Committees in the decisions in respect of Bid evaluation, or Contract award will result in the rejection of the Bidders' bid.

8. **Errors in the Bids**

- Any arithmetic error if found during evaluation of Bids shall be rectified on the following basis.
 - i. If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the **unit price** shall prevail and the Procurement Committee shall correct the total price.
 - ii. If there is a discrepancy between the words and figures, the **amount in words** shall prevail.
 - iii. If there is any discrepancy between the total Bid price entered in the Articles of Agreement and the total shown in the schedule of Price, the amount stated in the Articles of Agreement shall be corrected by the Procurement Committee in accordance with the **corrected Scheduled of Prices**.
- If the Bidder does not accept the corrected amount of Bid, his / her Bid will be rejected and the Bid Security submitted with the Bid shall be forfeited to the Government.

9. **Scope of the Contract**

The Scope of the Contract shall be the supply, delivery of the Cooked Food at the consignee's end, in accordance with the terms & conditions mentioned in Bid Document with effect from 16.08.2015 to 30.06.2016.

10. **Definition of Terms**

In writing these conditions of Contract, Specifications and Prison-wise inmates' population, the following words shall have the meanings hereby indicated, unless there is something in the subject matter or Contract inconsistent with such conditions.

- i) **The Inspector General of Prisons Sindh** mean the Inspector General of Prisons Sindh Karachi, Purchaser including his successor in office and assignees, empowered to act in all matters pertaining to the Sindh Prisons Department.



- ii) **The Procurement Committee** shall mean the Procurement Committee of Sindh Prisons Department.
- iii) **Technical / Bid Evaluation Committee** means Technical / Evaluation Committee to evaluate / scrutinize the bids of Sindh Prisons Department.
- iv) **The Contractor or Supplier** mean the Bidder whose Bid has been accepted by the Procurement Committee and shall include the Bidder's executors, administrators, successors and permitted assignees.
- v) **The Contract** mean the agreement signed by the Contractor with the Purchaser i.e. Inspector General of Prisons Sindh Karachi for the Supply of Cooked Food as stated under the Scope of the Contract above.
- vi) **The Contract Price** mean, the sum mentioned in or calculated in accordance with the provisions of the contract, which is to be paid to the Contractor for satisfactory execution of the Contract in accordance with these Conditions of Contract.
- vii) **The Specifications** mean the specifications annexed to or issued herewith.
- viii) **Month** mean the Calendar month.
- ix) **Writing** includes any manuscript, type written, printed or other statement reproduced in any visible form and whether under seal or under hand.
- x) **CMO** mean Chief Medical Officer and **MO** mean Medical Officer of the Prison.

11. Contract Documents

The terms **Contract Document** mean the following documents which shall be deemed to form an integral part of the Contract:

- a) Articles of Agreement;
- b) Instructions to Bidders and General Terms & Condition of Contract;
- c) Special Terms & Conditions of Contract
- d) Contractor's Proposal / Offer including the relevant correspondences prior to signing of the agreement with all Annexure duly filled in;
- e) The Specifications of the Cooked food, special diets etc. and
- f) Prison-wise inmates' population.
- g) Integrity Pact.

In the event of any **conflict** between the above mentioned documents, the present Articles of Agreement and Special Conditions of Contract shall prevail.



12. Signing of the Contract.

Within 7 days of the issue of the letter of Acceptance / Supply or Working Order, the successful Bidder(s) will be required to sign an agreement with the Inspector General of Prisons Sindh Karachi for the supply of cooked food in prison(s) as will be communicated to him / her (them) in the letter of Acceptance / supply order.

13. Non-assignment

The Contractor shall not have the right to assign or transfer the benefit and obligations of the Contract thereof.

14. Withholding Tax, Sales Tax and other Taxes

The Contractor is hereby informed that the Government Taxes shall be deducted at the rate prescribed under the tax laws of Pakistan from all payments for services rendered by any Contractor who signed a contract with the Prisons Department. The Contractor will be responsible for all taxes on transaction and / or income, which may be levied by Provincial / Federal Government. If Contractor is exempted from any specific tax(s), then he / she will provide the relevant documents with the proposal.

15. Stamp Duty

Stamp duty for contract documents shall be borne by Contractor / bidder at the time of signing of contract at the rate of Rs.0.3% of the contract value.

16. Payments Due from the Contractor

All costs, ascertained damages or expenses for which under the Contract that Contractor is liable to the Sindh Prisons Department may be deducted by the Department from the money due or may become due to the Contractor under the Contract or may be recovered by action of law or other wise from the Contractor.



17. Force Majeure

- a. For the purpose of this contract. "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is as not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm flood or other adverse weather conditions, strikes, lockouts or other industrial actions (except where such strikes, lockouts or other industrial actions) are within the power of the party invoking Force Majeure to prevent, confiscation or any other action by government agencies.
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Parties or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (a) take into account at the time of the conclusion of this Contract and (b) avoid to overcome in the carrying out of its obligations hereunder.
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.



SPECIAL TERMS & CONDITIONS OF CONTRACT

1. The cooked food will be of standard quality, hygienic, palatable, have a pleasant look and good in taste.
2. The supply of cooked food will be for three times a day strictly according to the weekly diet menu as per schedule given below with effect from 16.08.2015 to 30.06.2016.

- | | |
|---------------------|------------------------------------|
| (i) Break Fast. | within 1 ½ hour of after sun rise. |
| (ii) Mid day Meal. | Between 12.00 noon upto 01.00 p.m. |
| (iii) Evening Meal. | Between 5.00 p.m upto 6.00 p.m. |

“The timings are changeable under written mutual consensus between contractor & the Superintendent Prison, a copy where of be sent to Inspector General of Prisons Sindh for his information and office record.”

3. Schedule showing weekly diet menu and scale for “C” Class prisoners, special diet during the month of Ramzan-ul-Mubarak and Special days, extra diet for nursing and pregnant women prisoners as well as special diet for children different group of age with their mothers as under:-

Weekly diet menu for “C” class inmates at **annexure “A”**, Technical Proposal Form (Specification of Dietary Articles) at **annexure “B”**, Financial proposal form of diet for “C” Class prisoners, special diet during the month of Ramzan and on special days at **annexure “C”**, Financial proposal form of extra diet for nursing and pregnant women prisoners at **annexure “D”**, Financial proposal form of Daily special diet scale for children under 12 months of age, upto 18 months of age and over 18 months to 6 years of age at **annexure “E”**, Daily prison-wise population of prisoners at **annexure “F”**, Daily Prison-wise average population of Pregnant, Nursing and for Children under 12 months of age upto 18 months of age and over 18 months to 6 years of age at **annexure “G”**, are enclosed with this bid documents for careful perusal and offering the rate per prisoner per day and duly filled in all the annexure and signature with stamp etc.

4. The comparative contract award evaluation of bids for the year 2015-2016 will be based / determined on the basis of offers of “C” Class (inmates) as mentioned above at **annexure “C”** including special diet during the month of Ramzan and special days.



5. The bid security and performance security are to be calculated only on "C" Class menu bids, but will be equally applicable in respect of other categories of offers, as per term & conditions of "C" Class prisoner agreement for 2015-2016.
6. Offers on the basis of evaluation will be accepted of the qualified bidders as mentioned in **Bid Evaluation & Assessment Criteria** at Claus No.6 of Introduction to Bidders and General Terms & Condition of Contract. Rates quoted for cooked food shall neither be abnormally high nor low in comparison to the evaluated cost / market price.
7. If the financial bid of the technically qualified bidder is seriously unbalanced in relation to the estimated cost per prisoner per day for supply of three time cooked food (Breakfast, Mid-day & Evening meals) etc. as per diet, menu scale & specification at condition No.3 of SCC performed under the contract, the Procurement Committee may reject his financial offer on the basis of abnormally low rates.
8. The rates once decided will neither be revised nor enhanced during the contract period.
9. The Bid for each Prison shall be separate and accompanied with Pay Order / Demand Draft of any schedule Bank of Pakistan as bid security @ Rs.3% of the total cost of the bid in favour of Inspector General of Prisons Sindh which will remain deposited till completion of the process as per rule. The Bid without requisite bid security or if less amount will be rejected.
10. The successful bidder shall be required to deposit performance security in shape of Pay Order / Demand Draft of any scheduled Bank of Pakistan in favour of Inspector General of Prisons Sindh at the rate of Rs.5% which will be countable from 16.08.2015 to 30.06.2016 of the contract value at approved rates within 7 days of the of the issue of acceptance letter and execute proper contract as per rules, failing which the bid security will be forfeited to state and Bidder will be debarred from participation in any future contract / supplies to the department in the province for 3 years.
11. If the contractor fails to complete the work within the time set herein, liquidated damages at the rate of 0.05% of the value of contract per day shall be recovered from the contractor subject to the maximum of 10% (ten percent) of the value of contract.
12. The Committee has observed that there are certain prisons which are housing high profile terrorists criminals who are being tried by A.T.C Courts.

The Prisons are named below:-

- i. Central Prison Karachi
- ii. Central Prison Hyderabad
- iii. District Prison Malir Karachi



- iv. Central Prison Sukkur
- v. Central Prison Khairpur
- vi. Central Prison Larkana.

13. The above mentioned prisons should be placed in Zone-A. The rest of the prisons are included in Zone-B. Due to present Law and order situation, constant security threats and attacks to the prisons as well as prison officials, to ensure that the bidders or any of their employees should, in no way be related / linked with banned organizations or terrorists groups and should have a clean, clear and transparent supply record of cooked food in Prisons Department for at least 3 year rendering him eligible to offer bid for food supply to Prisons falling in Zone-A. The other bidders may however offer bids for Zone-B prisons with at least 3 years catering experience. The rates offered for food supply in Prisons falling in Zone-A should not be abnormally higher then those Prisons falling in Zone-B or vice versa. In view of the prevailing law & order situation, the Superintendent Prisons shall seek security clearance of the contractor concerned for supply of cooked food and his employees from Provincial as well as Federal intelligence agencies.
14. The security deposit shall be refundable within 90 days on successful completion of the contract subject to the production of No Demand Certificate by the Superintendent Prison.
15. The successful tenderer shall arrange cooking of food as per diet menu, scale and specification given in Bid Document, at the Prison at the place determined / notified by the Deputy Inspector General of Prisons of the Range, while the arrangements & expenses including all kinds of utility bills viz. Gas, Water, Electricity etc. will be borne by the contactor. The successful bidder shall arrange Sui Gas connection / meter on his own, if they prefer to use the Sui Gas. Besides this, if contractor utilize electricity from the Prison meter, he should arrange sub-meter on his own expenses. However, water charges may be determined on the monthly bills of water and shall be the responsibility of the Superintendent Prison to get the rates of the water charges as determined by the concerned authorities and get approval from the Deputy Inspector General of Prisons of respective region and under intimation to the Inspector General of Prisons Sindh Karachi.
16. The daily supply of cooked food will be on the basis of daily opening total of prisoners in the Prison. The Superintendent of Prison shall issue raw ration slip according to daily opening population of the prisoners as per diet menu and scale and contractor will prepare food and handed over to the prison administration as per rule No. 492 of Pakistan Prison Rules.



17. Fresh food as per opening total of Prison inmates shall be handed over at Main Gate of the Prison "MARI" or in Prison kitchen which-ever place is fixed by Superintendent or by his nominated representative not below the rank of Assistant Superintendent. The M.O will be nominated for the purpose by C.M.O or by the Superintendent himself. Where the post of C.M.O does not exist, both authorities will furnish a certificate having received the food correct. The Superintendent Prison shall maintain a proper register for this purpose which shall be seen and signed by them.
18. The contractor shall ensure that bread should be off Tandoor Cooked / backed of standard weight i.e. as per Rule 496(iii) of Pakistan Prison Rules i.e. 225 gram wheat flour, Bread (2 No's) shall be of 294 to 305 grams similarly 120 gram of breakfast bread to giving 162 to 174 gram weight. The diameter of bread shall not be less than 305 cm.
19. In case the Medical Officer, recommends substituted diet for sick inmates the contractor will arrange the same within the approved cost.
20. That Contractor / Supplier irrespective of the cooking venue, shall keep at least 7 days stock of dietary items except perishable items within Prison premises, to meet emergency situation, for which administration will provide suitable safe space.
21. The cooked food shall be checked by the Superintendent or his nominated representative as well as the C.M.O or his representative not below the rank of M.O before delivery.
22. In case of any objection sample shall be preserved and food may be allowed conditionally to the inmates if not injurious to health to avoid occurrence of any bad situation for non supply or delay.
23. If there is any objection regarding substandard quality of food the same shall be brought to the notice of the contractor by Superintendent Prison or Deputy Superintendent Prison for settlement. If the matter is not settled by the Superintendent, then the sample of preserved food should be sent alongwith detail report of Superintendent through D.I.G Prisons of the respective region alongwith his recommendations to Inspector General of Prisons Sindh Karachi for decision / orders of the Inspector General of Prisons Sindh Karachi.
24. The D.I.G Prisons of the respective ranges, by paying scheduled, un-scheduled / surprise visits shall ensures that inmates are supplied food strictly in accordance with in contract terms and conditions.
25. The D.I.G Prisons of the ranges will exercise sharp check over raw / un-cooked food items as well as cooked food, confirming the variety, quantity and quality with prescribed standards.



26. In case of any deficiency, violation or breach of rules / agreement is noticed about the raw / un-cooked items, brand, variety or the cooked food it shall instantly be brought to the notice of the Superintendent of prison, the contractor or his representative if present and an immediate report, suggesting action against the defaulters (contractor or Prison staff) prima-facie considered responsible, shall be sent to Inspectorate for necessary action / approval.
27. Both the Superintendent and D.I.G Prisons shall ensure that no prison labour is utilized by the contractors in process of food preparation or any other services in this behalf.
28. That the Contractor / Supplier shall be responsible for arranging pure and good quality item of food. In case of failure or complaints of adulteration in any form (mixing of inferior quality stuff, fake labeled supplies specially in case of chicken, beef, tea, cooking oil, milk and Red Chili Powder etc does not pay due care and attention to remove the same and discharge his obligation / responsibilities satisfactorily as per terms and conditions of agreement, Inspector General of Prisons Sindh Karachi after issuance of Show Cause Notice and examining reply, if furnished within given time, if found un-satisfactory may impose fine up to the extent of Rs.50,000/- in respect of the Prisons of Zone "A" and Rs.30,000/- for the Prisons of Zone "B". In case of 2nd complaint the fine may be increased upto 50% of the 1st fine limits Rs.75000/- and Rs.45000/- respectively. Further repetitions may render the defaulter contractor liable for cancellation of contract with forfeiture of all security deposits i.e to black-listing of defaulter contractor for a period of 5 years.
29. The Superintendent of Prisons being Head of the institution shall see that contract conditions about quality, quantity, variety and brand of the raw items as well as cooked food are adhered in letter and spirit. In case any default is detected by any competent authority & proved, the Superintendent of prison concerned shall be personally responsible. Besides the Deputy Superintendent and Incharge Assistant Superintendent concerned shall also render themselves liable for disciplinary action for this lapse.
30. In case of failure or repeated complaints of the contractor, the Inspector General of Prisons Sindh Karachi shall have the right to cancel entire contract or the part there of at any stage unconditionally on one week notice, forfeit whole or any part of security deposit as well as black-list the contractor. The contractor / supplier will have no right / claim for any kind of compensation for any loss if sustained in this respect.
31. The distribution of food among the inmates shall be the responsibility of the prisons administration. However, if desired by administration and agreed by supplier



voluntarily they may coordinate with each other and ensure no un-rest amongst the inmates of any kind.

32. It shall be the responsibility of the contractor and the Superintendent Prison to ensure proper cleanliness and hygienic of the premises of Kitchen and utensils.
33. The contractor shall furnish bill on printed letter head of the firm at the end of each month to Superintendent Prison duly signed and stamped for payment which will be made within 10 days by the office of Inspector General of Prisons Sindh through cross cheque after thorough checking and completing due process and codal formalities. Any un-genuineness of the claim / bill if found will be communicated to the contractor through Superintendent for necessary correction / rectification and re-submission.
34. In case of non availability of funds the contractor shall continue supplies for at least 2 months period without disruption of supply of cooked food.
35. Income Tax and other taxes if any will be deducted according to the Government Rules.
36. Any complaint / grievances will be settled. The decision once taken will be final.
37. That Contractor / Supplier will supply special diet during the month of Ramzan-ul-Mubarak and on the other occasions of special days i.e. Eid-ul-Fitr, Eid-ul-Azha, 12th Rabi-ul-Awwal (Eid Milladunabi), 23rd March (Pakistan day) 14th August (Independence day) as well as special diet shall also be served to the Christian prisoners on Charismas and to Hindu and Sikh prisoners on Dusehra and Guru Nanak's birthday respectively as per menu and scale as mentioned in the bid form.
38. That Superintendent Prison shall give a daily requisition ordinarily based on opening number of inmates in morning. Such requisition shall be signed by Superintendent or his authorized nominee officer not below the rank of Assistant Superintendent.
39. That the maintenance of kitchen and provision of cooking utensils / appliances i.e. Dregs, Tandoors, Burners shall be responsibility of Contractor / Supplier.
40. That Contractor / Supplier shall arrange cooking by professionally trained / experienced persons.
41. The un-cooked item of ration shall be subject to verification of weight / quality by the Superintendent and Chief Medical officer or their authorized nominee, who shall daily record verification report in register maintained for the purpose. The meat shall not be watery.
42. That similar check / verification rights shall be available with the committee which will be constituted by Inspector General of Prisons Sindh Karachi / Government of Sindh Home Department Karachi under intimation to Contractor / Supplier.



43. That in case any of the diet item reported or found below standard or less in quantity by the Superintendent or the Chief Medical Officer or their nominee a report giving reason shall be recorded and brought to the notice of Contractor / Supplier which shall remove the deficiency by replacement or making additional supply if complaint is deemed correct else may refer the matter to the Inspector General of Prisons Sindh through D.I.G Prisons of respective region.
44. That in the event of any objection on cooked food the Contractor / Supplier or his nominated representative will be afforded chance to explain or rectify the objection.
45. That in both cases, i.e. un-cooked item and cooked food, if controversy or objection not settled mutually or with interference of committee / member it will be referred to Inspector General of Prisons Sindh Karachi, (Inspector General of Prisons Sindh Karachi) by the committee / member with written report whose decision will be binding for both the Superintendent & Contractor / Supplier.
46. That false, immature and frivolous objection / complaints if so proved shall be liable to disciplinary action against the concerned official for creating unnecessary hurdle in the important matter.
47. That Contractor / Supplier shall arrange a weighting scale (Hanging Type) in kitchen, for checking of weight of the raw items and Bread by the Prison authority / M.O the visitors or the committee / member as and when deem necessary.
48. That Contractor / Supplier shall observe timings / schedule of delivery of cooked food to prison administration strictly according to the schedule which will be given by Superintendent Prison in writing before commencement of contract i.e. 01.07.2015 or case may be. The timing may be changed as and when deemed so by Superintendent Prison, on 3 days advance notice.
49. That Contractor / Supplier shall submit bills for supplies at the end of month, the Superintendent Prison will ensure to refer the same to Inspector General of Prisons Sindh (Inspector General of Prisons Sindh), with in 3 days with out fail to facilitate timely payment. In case of any objection the bills will be returned to Contractor / Supplier with written objection in the fixed time of 3 days for rectification and submission of fresh correct bill.
50. That the Contractor / Supplier may appoint with approval of Superintendent Prison an authorized agent / representative with delegation of authority for management, supply of food items supervise cooking process, settlement of objections / controversies, submission of bills receiving of payment. The arrangement will however not absolve Contractor / Supplier from his responsibilities and he will be answerable for all questionable issues / matters.



51. That Contractor / Supplier shall pay income tax and other taxes of the cost of supplies as per income tax rules at the rate fixed by Government regularly at source from monthly bill by way of deduction / short drawal.
52. That the contract shall not be transferable under any circumstances. Contractor shall not sublet the work in part or full.
53. The rates of cooked food offered by the contractor shall not be enhanceable during the whole period contract period.
54. That in case payment of bill is delayed due to genuine cause, the Contractor / Supplier shall be under legal obligation to continue food supply in usual manner for 2 months period in same terms & conditions. In case of inability there after shall give 30 days advance notice about his incapability to continue the contract.
55. That the security deposit pledged by Contractor / Supplier will be refunded to him within 90 days on expiry of contract period and on receipt of No Demand Certificate from the Superintendent Prison.
56. Any dispute arising between the parties out of or in connection with this contract shall be referred to arbitration and proceeded with in accordance with the rules of arbitration clause under law of Pakistan SPPRA 2010. The venue of arbitration shall be Karachi Sindh, Pakistan.
57. That in case of inside cooking Contractor / Supplier shall provide list of employees with complete details viz Name, Father name, Address, photo copy of N.I.C, Phone Number, etc and 2 recent photo to Superintendent Prison, who will issue an entry pass, with photo duly signed & stamped to facilitate safe entry & exit.
58. The Contractor / Supplier shall strictly ensure that during performance of the work no child/forced labour and sick labour will be involved and that the contractor / supplier shall be responsible for making payments to their employees / workers strictly in accordance to the Government rules and maintain proper record.
59. The Contractor / Supplier's labour shall wear a proper uniform during working hour for their identification which will be provided by the Contractor / Supplier at his cost as per sample duly approved by the Deputy Inspector General of Prisons of the region.



60. All necessary safety items / wear must be supplied by the contractor at their own cost and ensure its use by their workers at work place.
61. Contractor should keep first aid box in kitchen as well as he must install fire extinguisher in the kitchen.
62. None of employees, workers or labourer employed by the contractor shall be deemed as the employee, worker or labourer of Sindh Prisons Department. The contractor shall ensure follow honour, self respect and abide by all the concerned labour laws and their amendment issued time to time by the Government.
63. The contractor shall be fully responsible for any kind of accident, fatal, injuries, deaths, damages or otherwise, if caused, while executing the work to him, his staff or any other person, any third person, shall be lie with them and contractor shall also be responsible for insurance coverage of the employees. However, Sindh Prisons Department will not indemnify the contractor or manpower, properly etc. in any case, whatsoever.



Form of Bid **(Letter Of Offer)**

(Specimen duly typed on letter head of bidder must be attached with Financial Proposals)

Bid Reference No. **SB-1/** _____

Dated _____

Name of Contract: **SUPPLY OF COOKED FOOD FOR PRISON INMATES**

The Inspector General of Prisons Sindh,
P r Illahi Bux Road Muslimabad,
Co-operative Housing Society
near Dawood Engineering College Karachi.

Dear Sir,

1. Having examined the Bid Documents including instructions to Bidders & General Conditions of Contract, Special Terms & Conditions of Contract, Specifications, Schedule of Prices etc. for the execution of the above-named Contract, we, the undersigned, being a company doing business under the name and address _____
_____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such contract and remedy any defects therein in conformity with the requisite Documents for the Total Bid Price of Rs. _____
_____ (in figures and words) or such other sum as may be ascertained in accordance with the said documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security referred to in Clause of the Instructions to Bidders & General Terms & Condition of Contract in the amount of Rs. _____
_____ (in words and figures) drawn in favor of or made payable to Inspector General of Prisons Sindh Karachi and valid for a period of 28 days beyond the period of validity of this Bid.
4. We undertake, if our Bid is accepted, to complete the whole of the work comprised in the above-named Contract within the time stated as above of the Instructions to Bidders & General Terms & Conditions of Contract.



5. We agree to abide by this Bid for the period of **319 days** beyond the date of acceptance of the Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
6. Unless and until a formal Contract is signed, this Bid, together with your acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Contract Performance Security referred to in Clause of the Instructions to Bidders & General Terms & Conditions of Contract for due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any Bid you may receive.
9. We do hereby declare that this Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a Bid for the above-named Contract.

Dated this _____ of _____ 2015

Signature _____ in the capacity of _____ Authorized

To sign bid for and on behalf of _____
(Name of Bidder in Block Capitals)

Address _____

Witness

Name:- _____

Address: _____

Occupation: _____



ARTICLES OF AGREEMENT

This Agreement made this _____ day of _____ 2015, by and between the Inspector General of Prisons Sindh Karachi, hereinafter called the "Inspector General of Prisons Sindh", of the one part, And _____

(name and designation of the authorized person)

of _____

located at _____

hereinafter called the "Contractor / Supplier" which expression shall include their successor, legal representatives of the second part.

Whereas the Inspector General of Prisons Sindh Karachi requires the cooked food and related services for its various Prisons, and whereas the Contractor / Supplier has agreed to supply, install, put into operation and demonstrate the working of the said cooked food valued at _____

(amount in figures and words)

in the period of 319 days / months, subject to the terms and conditions set forth, hereinafter, which have been accepted by the Contractor / Supplier.

Now this Agreement witnessed as follows:

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 which, for the purpose of identification, have been signed by _____

(name and designation of the authorized person)

on behalf of the **Contractor / Supplier**, and by Inspector General of Prisons Sindh Karachi, all of which shall be deemed to form and be read and construed as a part of this **Agreement viz:**

- a) Articles of Agreement;
- b) Instructions to Bids;
- c) General Terms & Conditions of Contract;
- d) Special Terms & Conditions of Contract
- e) Contractor's Proposal / Offer including the relevant correspondences prior to signing of this agreement with all Annexure duly filled in:



- f) The specifications of the cooked food, and special diets etc and
- g) Prison-wise inmates population.

3. In consideration of the payments to be made by the Inspector General of Prisons Sindh Karachi to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Inspector General of Prisons Sindh Karachi to supply the cooked food in conformity in all respects with the provisions of the Contract.
4. The Inspector General of Prisons Sindh Karachi hereby covenants to pay the contractor in consideration of supply of cooked food, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

PARTY NO. 01

PARTY NO.02

**INSPECTOR GENERAL OF PRISONS
SINDH KARACHI.**

Witness 1. Signature _____
 Name: _____
 CNIC #: _____
 Address: _____

Witness 2. Signature _____
 Name: _____
 CNIC #: _____
 Address: _____



Integrity Pact

(Specimen duly typed on letter head of the firm where applicable)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, _____
[Name of Supplier/Contractor/Consultant] 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 within or outside Pakistan 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Inspector General of Prisons Sindh, except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] 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 PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, _____
[Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by _____
[Name of Supplier/Contractor/Consultant] 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 PA.

[Inspector General of Prisons Sindh]

[Supplier /Contractor/Consultant]



AFFIDAVIT

(Specimen duly typed on stamp paper must be attached with Technical Proposal)

I, _____ S/o _____
[Name of Supplier / Contractor / Consultant] [Fathers Name]
adult _____ R/o _____
[Religion] [Permanent / Postal Address of Supplier/Contractor/Consultant]

do hereby state on solemn affirmation as under:-

1. That I am _____ Contractor in the name and style of
[Government / Semi Govt. / Private]
M/S _____
[name of Company / Firm]
2. That I am not black listed in any Local / Provincial / Federal, Semi,
Government or in any Private Organization.
3. That I am not financially involved in any Defilement & I have not
taken any loan from any bank or any Government dues and further I
am not involve in any criminal or corrupt proceedings & activities.
4. That I will be completely responsible if any of the documents
provided by me were found fake / any forgery made.
5. That I will abide by all the Rules and Regulation of the Department.

That whatever stated above is true and correct to the best of my
knowledge and belief.

ATTESTED BY:

DEPONENT

Name _____

Notary Public or Oath Commissioner

CNIC # _____



**WEEKLY DIET MENU FOR "C" CLASS PRISONERS
FOR THE YEAR 2015-2016**

DAY	BREAK FAST	MID-DAY	EVENING
Monday	(1) Wheat Flour (2) Milk Packed (3) Cooking Oil (4) Tea Leaves (5) Sugar (6) Egg (7) Potato (8) Salt (9) Red Chili Monday to Sunday (All 7 days in a week)	Dal Moong with Tomatoes, Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	Beef without Bone curry with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.
Tuesday		Mixed Seasonal Vegetable with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	Dal Masoor with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.
Wednesday		Chicken curry with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	Potatoes curry with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.
Thursday		Dal Gram with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	Mixed Seasonal Vegetable with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.
Friday		Chicken curry with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	Dal Moong with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.
Saturday		Potatoes curry with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	Dal Gram with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.
Sunday		Chicken curry with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	Pulao with Gram whole or Potatoes , with Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.

- Note:- (1) In breakfast one egg boiled or omelet or fried or egg curry per head daily to which prisoners prefer from 1st November to February (for 4 months), Potato Bhujia from 1st March to 31st October (for 8 months).
- (2) Tea in the evening daily according to existing scale of breakfast, may be issued about 2 hours before the evening prayer or 1 hour before lockup of prison in addition to order of Honourable Ex-Minister for Prisons, Government of Sindh, Karachi.

WEEKLY TURNS

Chicken	=3	Vegetable	=2
Dal Moong	=2	Beef	=1
Dal Gram	=2	Dal Masoor	=1
Potato	=2	Pulao	=1

Total Weekly Turns: 14

(SPECIFICATION OF DIETARY ARTICLES FOR PREPARATION OF COOKED FOOD) FOR PRISON INMATES FOR THE YEAR 2015-2016

Sr. No.	Name of article	Specification Required	Specification Offered
1.	Wheat Floor	Good quality from any Registered Floor Mill	
2.	Cooking Oil	Tullo, Dalda, Habib or equivalent of 5 Liter or above	
3.	Tea leaves	Tapal Danedar Yellow Label, Broke Bond Supreme or equivalent in standards packing.	
4.	Milk	Packed Milk UHT 3.5% fat (1 Kg Packing) Pasteurized long life Nestle, Olper, Haleeb or equivalent	
5.	Sugar	White good quality	
6.	Dal Moong, Masoor, Channa	Washed, Neat & Clean (local) of good quality	
7.	Rice	Baspati whole Neat & Clean	
8.	Chicken	Broil healthy bird, should not be of ailing bird and watery (no mixing of layer chicken)	
9.	Beef	Without bone, legs or arms (Dasti Pieces) of healthy animal duly passed by municipality doctor, shall not be less than 2 year and of ailing / old age animals	
10.	Potatoes	Standard size fresh good quality	
11.	Gram Whole	Neat & Clean fresh good quality	
12.	Hen Egg	Fresh & Standard size	
13.	Mixed Seasonable Vegetable	Fresh, Neat & Clean good quality	
14.	Onion	Fresh & Standard size good quality	
15.	Salt (Iodized)	National, Shan or equivalent	
16.	Red Chilli powder	National, Shan or equivalent	
17.	Turmeric Powder	National, Shan or equivalent	
18.	Garlic	Fresh & Good Quality	
19.	Ginger	Fresh & Good Quality	
20.	Tomatoes	Fresh & Good Quality	
21.	Coriander (Powder)	National, Shan or equivalent	
22.	Condiments	National, Shan or equivalent	
23.	Sanwayan	Standard Quality	
24.	Sharbat	Sharbat Roh Afza, Noras, Jam-e-Shereen or equivalent	
25.	Dates	Neat & Clean in plastic packing good quality	
26.	Ice	Neat ,Clean & Solid good quality	

ANNEXURE "C"**FINANCIAL PROPOSAL FORM OF DAILY DIET FOR C" CLASS PRISONERS,
SPECIAL DIET DURING THE MONTH RAMZAN AND ON SPECIAL DAYS FOR THE
YEAR 2015-2016**

Name of Articles		Weekly Turns	Scale per prisoner per turn
S/#	Break Fast		
1.	Wheat Flour	07	125 gm
2.	Cooking Oil for Roti	07	4 ml
3.	Tea Leaves	14	2 gm
4.	Packed Milk	14	60 ml
5.	Sugar	14	20 gm
6.	Egg	07	1 No.
7.	Potato	07	50 gm
8.	Cooking Oil for Potato Bhujia	07	7 ml
9.	Salt Iodized for Potato Bhujia	07	5 gm
10.	Red Chilies Powder for Potato Bhujia	07	01 gm
Items at Sr. # 9 & 10 and other requisite ingredients should be included according to taste and requirements.			
Mid-day & Evening Meals			
1.	Wheat Flour	13	225 gm
2.	Rice (Baspati)	01	200 gm
3.	Beef without bone	01	100 gm
4.	Chicken (Broil)	03	100 gm
5.	Dal Moong	02	50 gm
6.	Dal Gram	02	50 gm
7.	Dal Masoor	01	50 gm
8.	Potatoes	02	125 gm
9.	Gram whole / Potato for Pulao	01	50 / 100 gm
10.	Cooking Oil for Beef, Chicken, Pulses, Potatoes, Pulao & Vegetables	14	15 ml
11.	Onion for Pulao, Potatoes, Beef, Chicken and Vegetable	09	30 gm
12.	Onion for pulses	05	15 gm
13.	Mixed Seasonal Vegetable	02	150 gm
14.	Salt Iodized	14	5 gm
15.	Red Chilies (Powder)	14	1 gm
16.	Turmeric (Powder)	14	1 gm
17.	Garlic	14	1.500 (1½ gm)
18.	Ginger	14	1.500 (1½ gm)
19.	Tomatoes	14	20 gm
20.	Coriander (Powder)	14	1 gm
21.	Condiments	14	1 gm
Note: Items at S. No. 14 to 21 may be used according to requisite ratio and taste.			

DAILY SPECIAL DIET DURING THE MONTH OF RAMZAN

S. #	Name of Article	Scale
Sehri (Tea)		
1.	Milk	60 ml
2.	Sugar	20 grams
3.	Tea leaves	2 grams
Aftari (Sharbat, Fruit & Tea)		
Sharbat		
1.	Sugar	25 grams

2.	Sharbat	25 ml
3.	Ice	250 grams
1.	Dates (Khajur)	25 grams net weight (in plastic packing)
	Tea	
1.	Tea leaves	2 grams
2.	Milk	60 ml
3.	Sugar	20 grams

SPECIAL DIET FOR ALL PRISONERS ON THE SPECIAL OCCASIONS i.e. EID-UL-FITR, EID-UL-AZHA, 12TH RABI-UL-AWWAL (EID MILLAD-UN-NABI), 23RD MARCH (PAKISTAN DAY) 14TH AUGUST (INDEPENDENCE DAY) etc.

S. #	Name of Article	Scale
MORNING MEAL / BREAKFAST		
1.	Wheat Flour	125 gms
2.	Cooking Oil	4 ml
3.	Tea Leaves	2 gms
4.	Packed Milk	60 ml
5.	Sugar	20 gms
Sweet Dish		
6.	Sanwayan	58 gms
7.	Sugar	58 gms
8.	Milk	233 ml
MID-DAY MEAL. (Chicken Pulao)		
1.	Chicken	200 grams for Polao
2.	Rice for Polao (Baspatil)	As per weekly diet menu & scale for "C" Class prisoners.
3.	Vegetable Oil	
4.	Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	
EVENING MEAL		
1.	Chicken	As per weekly diet menu & scale for "C" Class prisoners.
2.	Vegetable Oil	
3.	Wheat Flour	
4.	Tomato Onion, garlic, ginger, (Coriander, Turmeric, red chilli) powder, condiments and iodized salt.	

Rate per prisoner per day of "Cooked Food" for the Prisons inmates 3 times (Break fast, Mid day and Evening meals) including cooked food during the month of Ramzan alongwith special diet for Sehri & Aftari and special diet for all prisoners on the special occasions i.e. Eid-ul-fitr, Eid-ul-azha, 12th Rabi-ul-Awwal (Eid Milladunabi), 23rd March (Pakistan day) 14th August (Independence day) etc,

(Name of Prison) _____ on daily basis at the rate of

Rs. _____ (in words _____) per prisoner per day.

TOTAL BID AMOUNT FOR _____ DAYS (w.e.f) _____ to _____ : - Rs. _____

(In Words) _____

Bid Security @ of 3% amounting to Rs. _____ (In Words) _____

_____ In Shape of Pay Order /

Demand Draft No. _____ dated _____ of _____ Bank of Pakistan in favour

of Inspector General of Prisons Sindh Karachi.

Full Name, Address & Stamp of Firm

Name of authorized Person

CNIC No. of authorized Person

Signature of Authorized Person

FINANCIAL PROPOSAL FORM OF DAILY EXTRA DIET FOR NURSING & PREGNANT WOMEN PRISONERS FOR THE YEAR 2015-2016

Nursing mothers (women prisoners)

Description / Specification		
S. #	Name of Article	Scale
1.	Milk	500 grams
2.	Sugar	50 grams

Rate of extra diet for the Nursing Prisoners on daily basis at the rate of Rs. _____

(in words _____) per prisoner per daily including all the taxes.

Pregnant Women

Description / Specification		
S. #	Name of Article	Scale
1.	Milk	500 grams
2.	Sugar	50 grams
3.	Seasonal Fruit	250 grams

Rate of extra diet for the Nursing Prisoners on daily basis at the rate of Rs. _____

(in words _____) per prisoner per daily including all the taxes.

Full Name, Address & Stamp of Firm _____

Name of authorized Person _____

CNIC No. of authorized Person _____

Signature of Authorized Person _____

FINANCIAL PROPOSAL FORM DAILY SPECIAL DIET SCALE FOR CHILDREN UNDER 12 MONTHS FOR THE YEAR 2015-2016

Description / Specification		
S. #	Name of Article	Scale
1.	Milk	500 ml
2.	Sugar	50 gm
3.	Banana	250 gm

Note: Diet to issued on the advise of Medical Officer of the Prison.

Rate of extra diet for the Nursing Prisoners on daily basis at the rate of Rs. _____

(in words _____) per prisoner per daily including all the taxes.

FINANCIAL PROPOSAL FORM DAILY SPECIAL DIET SCALE FOR CHILDREN OVER 12 MONTHS AND UPTO 18 MONTHS

S. #	Name of Article	Scale
1.	Milk	500 ml
2.	Sugar	50 gm
3.	Rice	100 gm
4.	Salt	05 gm
5.	Cooking Oil	10 ml
6.	Seasonal Fruit	250 grams

Rate of extra diet for the Nursing Prisoners on daily basis at the rate of Rs. _____

(in words _____) per prisoner per daily including all the taxes.

FINANCIAL PROPOSAL FORM DAILY SPECIAL DIET SCALE FOR CHILDREN OVER 18 MONTHS AND UP TO 6 YEARS.

S. #	Name of Article	Scale
1.	Milk	250 ml
2.	Sugar	30 gms
3.	Breakfast, Mid-day and evening diet half of prescribed for Adults "C" Class prisoners.	

Rate of extra diet for the Nursing Prisoners on daily basis at the rate of Rs. _____

(in words _____) per prisoner per daily including all the taxes.

Full Name, Address & Stamp of Firm _____

Name of authorized Person _____

CNIC No. of authorized Person _____

Signature of Authorized Person _____

**DAILY AVERAGE POPULATION ZONE-WISE OF
SINDH PRISONS DEPARTMENT FOR THE YEAR 2015-2016**

Sr.#	Name of Prison	Grant Total
ZONE "A"		
1.	Central Prison, Karachi	5800
2.	District Prison Malir, Karachi	3680
3.	Central Prison, Hyderabad	2490
4.	Central Prison Sukkur	980
5.	Central Prison, Khairpur	920
6.	Central Prison, Larkana	975
ZONE "B"		
7.	District Prison Sukkur	330
8.	District Prison, Shikarpur	600
9.	District Prison, Sanghar	300
10.	District Prison, Ghotki	280
11.	Special Prison Nara Hyderabad	600
12.	District Prison, Nausheroferoze	375
13.	District Prison, Dadu.	370
14.	District Prison, Badin & Open Prison Badin	450
15.	District Prison, Jacobabad.	225
16.	District Prison, Shaheed Benazirabad	320
17.	District Prison, Mirpurkhas	220
18.	Youthful Offenders Industrial School Karachi	210
	Central Prison for Women Karachi	115
19.	Youthful Offenders Industrial School Hyderabad	60
20.	Special Prison for Women Larkana	60
21.	Special Prison for Women Hyderabad	55
Grand Total		19415

Note:- The Prisons at Sr.No.18 are in same premises may submit single bid / rate as well as one bid document may be purchased / used for District Prison Badin and Open Prison Badin.

ANNEXURE "G"**PRISONS WISE DAILY AVERAGE POPULATION OF NURSING, PREGNANT
WOMEN PRISONERS AND CHILDREN UNDER THE AGE OF 12 MONTHS OF AGE,
UPTO AGE OF 18 MONTHS OF AGE AND OVER 18 MONTHS TO 6 YEARS.**

Sr.#	Name of Prison	Nursing Mothers	Pregnant Women	Under the age of 12 months	Over the age of 12 upto 18 months	Over the age of 18 months to 6 years.
1.	Central Prison for Women Karachi	8	1	3	16	--
2.	Spl: Prison for Women Hyderabad.	5	--	5	01	07
3.	Special Prison for Women Larkana	--	1	02	05	--