|  |  |
| --- | --- |
|  | ***GOVERNMENT OF SINDH***  ***HOME DEPARTMENT*** |

#### **TENDER FORM**

**DATE OF OPENING OF TENDER: 20-12-2016**

**TIME OF RECEIPT OF TENDER: 2.00 P.M.**

**TIME OF OPENING OF TENDER: 3.00 P.M.**

**FOR THE SUPPLY OF FOOD COMMODITIES AND MISCELLANEOUS ITEMS TO THE REMAND HOME, GOVERNMENT OF SINDH KARACHI**

**FOR THE FINANCIAL YEAR 2016-2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO.** | **NAME OF FOOD COMMODITIES AND MISCELLANEIOUS ITEMS** | **QUANTITY** | **RATE** |
| **1** | **2** | **3** | **4** |
|  | Wheat Flour | Per K.G. |  |
|  | Sugar | Per K.G. |  |
|  | Buns (Good Quality) | Per Number |  |
|  | Daal | Per K.G. |  |
|  | Cooking oil (Good Quality) | Per Liter |  |
|  | Vegetable (Fresh) | Per K.G. |  |
|  | Beef (Good Quality) | Per K.G. |  |
|  | Chicken (Good Quality) | Per K.G. |  |
|  | Milk of Buffelow (Pure & Fresh) | Per Liter |  |
|  | Rice Basmati | Per K.G. |  |
|  | Pure Drinking Water/Mineral Water | Per 13 Liter Bottle |  |
|  | Fruit Fresh | Per K.G. |  |
|  | Sayiyan | Per Packet |  |
|  | Sarsoon Oil | Per K.G. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **2** | **3** | **4** |
|  | Basan | Per K.G. |  |
|  | Khajoor | Per K.G. |  |
|  | Onion (Fresh & Good Quality) | Per K.G. |  |
|  | Chilies (Pure & Powder) | Per K.G. |  |
|  | Haldi (Pure & Powder) | Per K.G. |  |
|  | Dhania (Pure & Powder) | Per K.G. |  |
|  | Salt (Pure & Powder) | Per K.G. |  |
|  | Tea Leaves (Good Quality) | Per K.G. |  |
|  | Garlic (Good Quality) | Per K.G. |  |
|  | Washing of Clothes (P.H) | Per Cloth |  |
|  | Coconut oil (For Hairs) | Per K.G. |  |
|  | Phynile Bottle | Per Bottle |  |
|  | Finis Bottle | Per Bottle |  |
|  | Lifebouy Soap | Per Dozen |  |
|  | Brooms | Per Dozen |  |
|  | Hair Cutting of Inmates | Per Inmate |  |
|  |  | **TOTAL** |  |

NAME OF VENDOR

(IN BLOCK LETTER) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL ADDRESS OF THE VENDOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF THE VENDOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STAMP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | ***GOVERNMENT OF SINDH***  ***HOME DEPARTMENT*** |

**TERMS AND CONDITIONS:**

1. Tender is invited as per rule # 46(1) of Sindh PPRA-2010 (Single stage one envelop bidding procedure).
2. Tender form can be obtained from office of the Director, Reclamation & Probation Sindh, Home Department, Room No.16, First Floor, Old KDA Building, Sindh Secretariat No.3, Karachi during the office hours till 19th December, 2016.
3. Earnest money at Rate of 2.5 % of the bid price as bid security in the shape of Pay order/Demand Draft in favour of Director, Reclamation & Probation Sindh, Home Department, Karachi may be attached with the tender form.
4. Personal Cheque/C.D.R/Bank Guarantee will not be accepted in any case.
5. The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing authorized person should initial it.
6. Tender must be filled in with Blue or Black ink in the column provided.
7. The quoted rates must be valid upto 30/06/2017.
8. Approved Contractor will supply dry food articles according to daily strength of the inmates and he will not make any representation regarding the strength if falls short.
9. Approved Contractor or his representative will supply fresh and good quality items to the institution daily basis as per schedule duly weighted to the representative of Superintendent Remand Home Karachi. Fresh and seasonal vegetables as per scheduled may be supplied. Poor/Bad quality vegetable will be rejected.
10. The Director, Reclamation & Probation Sindh, Home Department Karachi reserves the rights to drop partly/full quantity from the tender items as to make his requirements from any other source.
11. The approved contractor will store a reasonable stock of dry food, commodities and other items in a store room of the Remand Home Karachi for all items and which can be inspected by the Superintendent Remand Home as and when they like.
12. The Competent Authority has reserved the rights to accept or reject any or all tenders without assigning any reason.
13. After signing of the contract, purchase order will be issued during the validity period as and when required basis and if offer is not executed by the vendor, the security money shall be forfeited to the Government Account and tender shall be cancelled as well.
14. Breach of any terms and conditions will make the tender liable to rejection.
15. The decision of the Chairman Procurement Committee will be final.
16. The Tender will also sign by reading carefully. The terms & conditions which are laid down in the tender form if acceptable, otherwise tender without signature will not be considered.

|  |  |
| --- | --- |
|  | ***GOVERNMENT OF SINDH***  ***HOME DEPARTMENT*** |

**TERMS AND CONDITIONS ACCEPTANCE CERTIFICATE**

I/ We, M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby confirm that we have carefully read all terms and conditions of the tender and agree to abide by these during the validity of tender.

Signature and full address of the vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signing person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal & Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Tel No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | ***GOVERNMENT OF SINDH***  ***HOME DEPARTMENT*** |

**BID DATA SHEET**

|  |  |  |
| --- | --- | --- |
| **INTRODUCTION** | | |
| **ITB 1.1** | Name of Contract | Supply of Food, Commodities and Miscellaneous items |
| **ITB 4.1** | Name of Procuring Agency | Director, Reclamation & Probation Sindh, Home Department, Karachi. |
| **ITB 6.1** | Procuring agency’s address, telephone, telex, and facsimile numbers | Room No.16, First Floor, Old KDA Building, Sindh Secretariat No.3, Karachi.  Tel: 99211266  Fax: 99218291 |
| **ITB 8.1** | Language of the bid | English, Urdu or Sindhi |

|  |  |
| --- | --- |
| **BID PRICE AND CURRENCY** | |
| **ITB 11.2** | The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour charges involved therein. |
| **ITB 11.5** | During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates. |

|  |  |  |
| --- | --- | --- |
| **PREPARATION AND SUBMISSION OF BIDS** | | |
| **ITB 13.3 (d)** | Qualification  Requirements | * 03 years experience in the relevant field * Turn-over of at least last three years. * Income Tax and Sales Tax registered. * An Affidavit on Stamp Paper that the firm has never been Blacklisted |
| **ITB 15.1** | Amount of bid security (refundable) | * 2.5 % of the bid price, which should be submitted in shape of Pay Order/Demand Draft in favour of Director, Reclamation & Probation Sindh, Home Department, Karachi and shall remain valid for a period of 28 days beyond the validity period for bid. |
| **ITB 16.1** | Bid Validity Period | 90 days from the date of opening of Tender. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | ***GOVERNMENT OF SINDH***  ***HOME DEPARTMENT*** | | |
|  | | | | |
| **PREPARATION AND SUBMISSION OF BIDS** | | | | |
| **ITB 17.1** | Number of copies | 02 Copies of the Bid shall be submitted by the bidder.  One original and one photocopy of the same. | | |
| **ITB 18.2 (a)** | Address for bid submission | Office of Director, Reclamation & Probation Sindh, Home Department, Room No.16, First Floor, Old KDA Building, Sindh Secretariat No.3, Karachi. | | |
| **ITB 18.2 (b)** | IFB title and number | Title: Supply of Food, Commodities and Miscellaneous items.  IFB No: *DIR/R&P/ 5-1/2016-17*  *Dated: 29/11/2016.* | | |
| **ITB 19.1** | Deadline for bid submission | 20-12-2016 at 2.00 p.m.  Sealed bids duly filled-in, mentioning on top of the envelope *“Tender for* Supply of Food, Commodities and Miscellaneous items*”* | | |
| **ITB 22.1** | Time, date, and place for bid opening | Bids duly stamped on each document must be submitted in the office of the Director, Reclamation & Probation Sindh, Home Department, Room No.16, First Floor, Old KDA Building, Sindh Secretariat No.3, Karachi., in a sealed cover up to 2.00 p.m. and will be opened on the same day at 3.00 p.m in the presence of bidders’/ representatives who wish to attend at 3:00 p.m.on Tuesday 20/12/2016. | | |
| **ITB 25.4 (b)** | Delivery schedule | The delivery will have to be made at Remand Home Karachi, adjacent Central Prison Karachi within stipulated time as mentioned in the Contract Award. | |

|  |  |
| --- | --- |
|  | ***GOVERNMENT OF SINDH***  ***HOME DEPARTMENT*** |

**BID EVALUATION** **CRITERIA**

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Bid Security.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Bid Security shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The offered Food Items and miscellaneous items should be prime quality products. Cheap products of low quality or substandard shall not be accepted and the said bid shall be treated as Irresponsive.

**ANNUAL PROCUREMENT PLAN 2016-2017**

**REMAND HOME KARACHI, HOME DEPARTMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Title of Procurement | Allocated funds | Nature of Procurement | Method of Procurement | Anticipated/ Actual date of Advertisement | Anticipated/ Actual date of Start | Anticipated/ Actual date of Completion |
| 1 | Food, Commodities and miscellaneous items | 2,000,000/- | Requirement of food items | Single stage one envelop | 01-12-2016 | 01-12-2016 | 30th January, 2017 |

**DIRECTOR**

RECLAMATION & PROBATION SINDH

HOME DEPARTMENT