



OFFICE OF THE
DEPUTY COMMISSIONER MATIARI
No. 3104 ADC-II/Judicial/MAT/2017
Matiari Dated: 06-10-2017

Notice inviting tenders / sealed bids

Sealed bids according to single stage one envelop procedure are invited from all intending contractors/ suppliers for supply of Cooked Food (diet only) in the scale prescribed in the Prisons Rules to the under trial Prisoners for the Judicial and police Lockup District Matiari for the year **2017-2018** in accordance with prescribed diet menu and schedule as laid down in article 472,473,474,475 of Pakistan Prison Rules.

The Bid Document can be obtained from the Office of Deputy Commissioner Matiari on any working day up to **13.11.2017** at 4.00 pm from date of publication on payment of Bid document/tender fee (non-refundable) of Rs: 1000/- in shape of Dr/ Pay Order in favor of Deputy Commissioner Matiari.

Each bid must accompany the 2% Bid security of RS: 49,500/- in shape of deposit at call in favor of Deputy Commissioner Matiari. Incomplete over written and conditional tenders shall not be entertained.

Bid documents will be received back duly filed on **14.11.2017** up to **2.00** pm in this Office and will be opened on the same day **14.11.2017** at **3.00** pm in presence of tender opening Committee and available parties or their representatives. If the competent authority is out of head quarter the bid documents shall be submitted and opened on next working day at same time at **2.00** pm and **3.00** pm respectively. In case of un-responded tender /Bid document, the same will be issued up to **29.11.2017** up to **4.00** pm and received back duly filed on **30.11.2017** up to **2.00** p.m. and will be opened on same day at **3.00** pm

The tender documents to be submitted with relevant documents i-e NIC, NTN Financial capability, 3years turn over, 3 years Experience certificate and an affidavit on stamp paper of Rs: 50/- duly authenticated by Notary Public to the effect that the firm or contractor has never been black listed from any Government, Semi Government Department or Private Department nor Bank loan, Government Dues defaulter and is not indulged in any criminal activities.

The Bidder who have already collected bid documents but did not respond on first date shall also purchase new bid document.

The procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules 2010.

DEPUTY COMMISSIONER
MATIARI

Copy forwarded for information

- The Secretary Government of Sindh Home Department Karachi.
- The Inspector General of Prisons Sindh
- The Director Sindh Public Procurement Regulatory Authority Karachi with a request to hoist the NIT on SPPRA website.
- The Director Information Advertisement Government of Sindh Karachi with a request for vide publicity through printing in daily circulated three Leading News papers,(English,Urdu&Sindhi) urgently with appropriate space.
- The Administrator District Council Matiari.
- The District Police officer Matiari.
- The Incharge Police Lockups District Matiari.
- Nostice Board.



DEPUTY COMMISSIONER
MATIARI



OFFICE OF THE
DEPUTY COMMISSIONER MATIARI
No. 3354 ADC-II/Judicial/MAT/2017
Matiari Dated: 23-10-2017

To,

✓
The Deputy Director (Enf-1)
Sindh Public procurement
Regulatory Authority,
Karachi.

SUBJECT: ANNUAL PROCUEMENT PLAN 2017-2018

The annual procurement plan for the year 2017-18 in respect of supply of cooked food (diet only) in the scale prescribed in the prisons rules to under trial prisoners for the judicial and Police Lockup Hala is enclosed as desired.

Cc to;

- Master file 2017-18



DEPUTY COMMISSIONER
MATIARI

Deputy Commissioner Matiari
Government of Sindh
Annual Procurement Plan
Works, Gouda & Services

S.No	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable) Millions	Funds allocated (Million)	Source of Funds (ADPs Non ADPs)	Proposed Procurement Method	Timing of Procurements				Remarks
							1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Supply of Cooked Food (diet) in the scale prescribed in the prisons rules to under trail prisons for the judicial and police lockups District Matiari for the Year 2017-2018	Not applicable	--	2.475 M	NON-ADP	Single stage one envelop procurement	July-2017 to Sep-2017	Oct-2017 to Dec-2017	Jan-2018 to March-2018	April-2018 to June-2018	




**DEPUTY COMMISSIONER
MATIARI**




OFFICE OF THE
DEPUTY COMMISSIONER MATIARI
No. 3352 ADC-II/Judicial/MAT/2017
Matiari Dated: 23/ X / 2017

NOTIFICATION

In pursuance of Rule (31) of Sindh Public Procurement Regulatory Authority, Government of Sindh-2010, a committee for 'redressal of complaints', comprising following members is hereby constituted to redress the complaints of bidder that may occur during the procurement proceedings.

The power in authorization will be same as determined under Rule (31) of ibid.

- | | | |
|----|---|----------|
| 1. | Deputy Commissioner Matiari | Chairman |
| 2. | District Accounts Officer Matiari | Member |
| 3. | Additional Deputy Commissioner-II Matiari | Member |


DEPUTY COMMISSIONER
MATIARI

Copy to:-

- The Secretary, Home Department Karachi.
- The Inspector General Sindh Karachi.
- The Commissioner, Hyderabad Division Hyderabad.
- ✓ The Director, Sindh Public Procurement Regulatory Authority Karachi.
- Notice Board.




DEPUTY COMMISSIONER
MATIARI



OFFICE OF THE
DEPUTY COMMISSIONER MATIARI
No. 2414 ADC-II/Judicial/MAT/2017
Matiari Dated: 01-08-2017

NOTIFICATION

In pursuance to Rule 7 of Sindh Public Procurement Rules 2010 the procuring committees comprising of following members is constituted to over view the bidding / tendering process for supply of cooked food (diet only) in the scale prescribed in the prisons rules to the under trial prisoners for judicial and police lockup Hala for the year 2017-2018. The terms of reference will be same as determined under Rule 8 of Sindh Public Procurement which are re-produced below.

COMMITTEE

- | | | |
|---|--|----------|
| 1 | Deputy Commissioner Matiari | Chairman |
| 2 | Representative of Administrator District Council Matiari | Member |
| 3 | Superintendent Youthful offenders Industrial School Hyderabad nominated by I.G Prisons Sindh Vide No17301/40 dated: 17.09.2011 | Member |

II Terms of Reference

1. Preparing bidding Documents
2. Carrying out technical as well as financial evaluation of the bids.
3. Preparing evaluation report as provided in rule 45.
4. Making recommendations for the award of Contract the competent authority.
5. Perform any other function ancillary and incidental to the above.

DEPUTY COMMISSIONER
MATIARI

Copy forwarded to:-

- The Secretary to Government of Sindh Home Department Karachi
- The Inspector General Prisons Sindh Karachi.
- ✓ The Director Sindh Public Procurement Regulatory Authority Karachi.



DEPUTY COMMISSIONER
MATIARI

OFFICE OF THE DEPUTY COMMISSIONER
MATIARI

BIDDING DOCUMENT

FOR

Supply of Cooked food (Diet only) in the scale prescribed in the Prisons Rules to the under trial Prisoners for the Judicial and Police Lockup District Matiari for the Year 2017-2018.



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Part II	NOTICE INVITING BIDDERS
Part III	INSTRUCTION TO BIDDERS
Part IV	GENERAL CONDITIONS OF CONTRACT
Part V	BID DATA SHEET
Part VI	SCHEDULE OF REQUIREMENT
Part VII	SAMPLE FORMS





**OFFICE OF THE
DEPUTY COMMISSIONER MATIARI**

Part I

INTRODUCTION

No. NIT No. 3104 ADC- II/ Judicial/ Mat/ 2017, dated: 06-10- 2017

Bid document Issued to : M/S _____

Bid document fee Rs:1000/- vide Receipt No. _____ dated: _____

Bid Security 2% of Rs:49,500/- No. _____ Dated: _____

The Deputy Commissioner Office Matiari intends to invite sealed bids for the supply of cooked food (diet only) in the scale prescribed in the Prisons Rules to the under trial Prisons for judicial and police Lockup District Matiari for the year 2017-18 as per menu and schedule mentioned in the bid documents which can be obtained from the office of Deputy Commissioner Matiari for which the funds of Rs:2.4 (M) are allocated in the Budget for the year 2017-18 by Government of Sindh.

The bidder shall submit 2% of Rs: 49,500/- call deposit, financial capability 3years turnover, 3 years experience certificate and Income Tax Registration certificate & NIC.

Time Schedule for Bids

S.No	Particulars	1 st Attempt	2 nd Attempt
1.	Last date for obtaining bid documents from office of Deputy Commissioner Matiari during office hours up to 4.00 pm	13.11.2017	29.11.2017
2.	Last date for submitting bids at office of Deputy Commissioner Matiari at 2.00pm	14.11.2017	30.11.2017
3.	Date and time of Opening at Office of Deputy Commissioner Matiari 3.00 pm	14.11.2017	30.11.2017



**DEPUTY COMMISSIONER
MATIARI**



**OFFICE OF THE
DEPUTY COMMISSIONER MATIARI**

Part II

Notice inviting tenders / sealed bids

Sealed bids according to single stage one envelop procedure are invited from all intending contractors/ suppliers for supply of Cooked Food (diet only) in the scale prescribed in the Prisons Rules to the under trial Prisoners for the Judicial and police Lockup District Matiari for the year 2017-18 in accordance with prescribed diet menu and scale as laid down in article 472,473,474,475 of Pakistan Prison Rules.

The Bid Document can be obtained from the Office of Deputy Commissioner Matiari on any working day up to **13.11.2017** at 4.00 pm from date of publication on payment of Bid document/tender fee (non-refundable) of Rs: 1000/- in shape of Pay Order/draft in favor of Deputy Commissioner Matiari.

Each bid must accompany the 2% Bid security of RS: 49,500/- in shape of deposit at call in favor of Deputy Commissioner Matiari. In complete over written and conditional tenders shall not be entertained.

Bid documents will be received back duly filed on **14.11.2017** up to 2.00 pm in this Office and will be opened on the same day **14.11.2017** at 3.00 pm in presence of tender opening Committee and available parties or their representatives. If the competent authority is out of head quarter the bid documents shall be submitted and opened on next working day at same time at 2.00 pm and 3.00 pm respectively. In case of un-responded the tender /Bid document, will be issued up to **29.11.2017** up to 4.00 p.m and received back duly filed on **30.11.2017** up to 2.00 p.m and will be opened same day at 3.00 pm

The tender documents to be submitted with relevant documents i-e NIC,NTN Financial capability, 3years turn over, 3 years Experience certificate and an affidavit on stamp paper of Rs: 50/- duly authenticated by Notary Public to the effect that the firm or contractor has never been black listed from any Government, Semi Government Department or Private Department nor Bank loan , Government Dues defaulter and is not indulged in any criminal activities.

The Bidder who have already collected bid documents but did not responded on first date shall also purchase new bid document.

The procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules 2010.




**DEPUTY COMMISSIONER
MATIARI**

Instruction to bidders

Preparation of Bids

- | | | | |
|----|--|-----|---|
| 1. | Scope | 1.1 | The Deputy commissioner Matiari intend to purchase cooked food for prisoners UTPS police and judicial lockups of District Matiari through Single Stage One Envelope Procedure as per SPP Rules 2010 (Amended 2013). |
| 2. | Language of Bid | 2.1 | The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and procuring agency, shall be written in English, Sindhi or Urdu language. |
| 3. | Documents comprising the Bid | 3.1 | The bid prepared by the Bidder shall comprise the following components: <ul style="list-style-type: none"> (a) Price schedule completed in accordance with ITB Clauses 4, 5 and 6. (b) Bid security furnished in accordance with ITB Clause 8. |
| 4. | Bid Prices | 4.1 | The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract. |
| | | 4.2 | The prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the Schedule of Requirements. No separate payment shall be made for incidental services. |
| | | 4.3 | Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. |
| | | 4.4 | Prices shall be quoted in Pak rupees unless otherwise specified in the Bid Data Sheet. |
| 5. | Bid Form | 5.1 | The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the cooked food (diet) to be supplied, with a brief description of schedule and menu. |
| 6. | Bid Currencies | 6.1 | Prices Shall be quoted in Pak Rupees. |
| 7. | Documents Establishment Bidder's Eligibility and Qualification | 7.1 | The Bidders shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the contract if its bid is accepted. <ul style="list-style-type: none"> (a) That the bidder has financial, technical and production capability necessary to perform the contract. (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet. |



Submission of Bids

- | | |
|--|---|
| 11. Sealing and Marking of Bids | <p>11.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL BID" and "ONE COPY". The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring agency at the address given in the BDS, and carry statement <u>"DO NOT OPEN BEFORE 14.11.2017 at 3.00pm"</u>.</p> <p>11.2 If the outer envelope is not sealed and marked as required, the Procuring agency assumes no responsibility for the bid's misplacement or premature opening.</p> |
| 12 Deadline for submission of Bids | <p>12.1 Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in the Bid Data Sheet.</p> <p>12.2 The procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.</p> |
| 13. Late Bids | <p>13.1 Any bids received by the Procuring agency after the deadline for submission of bids prescribed by the procuring agency shall be rejected and returned unopened to the Bidder.</p> |
| 14. Modification and withdrawal of Bids | <p>14.1 The Bidder may modify or withdraw its bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the procuring agency prior to the deadline prescribed for submission of bids.</p> <p>14.2 No bid may be modified after the deadline for submission of bids.</p> <p>14.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bids validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.</p> |
| <u>Opening and Evaluation of Bids</u> | |
| 15. Opening of Bids by the procuring agency | <p>15.1 The Procuring agency shall open all bids in the presence of bidder's representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidder's representatives who are present shall sign a register/ attendance sheet evidencing their attendance.</p> <p>15.2 The bidder's name, bid modification or withdrawals, bid prices, discount and the presence or absence of requisite bid security and such other details as the procuring agency, at its discretion, may consider appropriate, will be announced at opening.</p> |
| 16. Clarification of Bids | <p>16.1 During evaluation of the bids, the procuring agency 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 prices of substances of the bid shall be sought or permitted.</p> |
| 17. Preliminary Examination | <p>17.1 The procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.</p> |



Submission of Bids

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- 11.2 If the outer envelope is not sealed and marked as required, the Procuring agency assumes no responsibility for the bid's misplacement or premature opening.
12. **Deadline for submission of Bids**
- 12.1 Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in the Bid Data Sheet.
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17. **Preliminary Examination**
- 17.1 The procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.



Submission of Bids

- | | |
|--|---|
| 11. Sealing and Marking of Bids | <p>11.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL BID" and "ONE COPY". The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring agency at the address given in the BDS, and carry statement <u>"DO NOT OPEN BEFORE 31.10.2017 at 3.00pm"</u>.</p> <p>11.2 If the outer envelope is not sealed and marked as required, the Procuring agency assumes no responsibility for the bid's misplacement or premature opening.</p> |
| 12. Deadline for submission of Bids | <p>12.1 Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in the Bid Data Sheet.</p> <p>12.2 The procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.</p> |
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| 16. Clarification of Bids | <p>16.1 During evaluation of the bids, the procuring agency 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 prices of substances of the bid shall be sought or permitted.</p> |
| 17. Preliminary Examination | <p>17.1 The procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.</p> |



- 17.2 Arithmetical errors will be rectified on the following basis. If there is discrepancy the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected and its bid security may forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 17.3 Prior to the detailed evaluation, the procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the term and conditions of the bidding documents without material deviation. Procuring agency's determination of bid's responsiveness is to be based on the contents of the bid itself.
- 17.4 If a bid is not substantially responsive, it will be rejected by the procuring agency and ay not subsequently be made responsive by the Bidder by correction of nonconformity.
- 18. Evaluation and Comparison of Bids**
- 18.1 The procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 18.2 The procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees, installation and integration charges imposed till the delivery location and shall exclude any allowance for price adjustment during the period of execution of the contract.
- 19. Contacting the procuring agency**
- 19.1 No bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the procuring agency, it should do so in writing.
- 19.2 Any effort by a Bidder to influence the procuring agency in its decision on bid evaluation, bid comparison, or contract award may result in the rejection the Bidder's bid.



Part IV

GENERAL TERMS & CONDITIONS OF CONTRACTS

- (i) Transportation of required items in proper condition up to police lockups District Matiari shall be responsibility of the suppliers and no separate payment shall be charged on this account.
- (ii) All the procurement process shall be governed by "Sindh Public Procurement Regulatory Authority Rules 2010" and instructions of Sindh Government issued in this regard from time to time.
- (iii) Only the Bids/Quotations of those bidders will be considered who are tax payers having proper "National Tax Number" and duly registered with Income Tax Department as per required Government policy. Such NTN and Registration certificates should be submitted with the tenders/bids or separately.
- (iv) All bids/quotations shall be opened in presence of Members of "procurement Committee" (constituted in respect of Deputy Commissioner Office Matiari) and Bidders or their authorized representatives.
- (v) All bids/quotations shall be evaluated and finalized by the "Procurement Committee"
- (vi) The "Procurement Committee" reserves the rights to postpone or reject all or any quotations/bids as per SPPRA Rules, 2010.
- (vii) "Earnest Money/call Deposit" (2% of Rs: 49,500/- of total cost) should be deposited in shape of Demand Draft or pay order in the name of Deputy Commissioner Matiari
- (viii) Incomplete bids/quotations shall not be entered.
- (ix) The cost of preparing bids or negotiating of bids including any visit to the office of Deputy Commissioner Matiari are not reimbursable and cannot be included as costs in the bids.
- (x) A bid by any bidder who is found involved in any fraudulent activities or misleading facts shall not be considered for the bids and shall be liable to be rejected at any stage.
- (xi) All prices should be quoted in Pakistani rupees only with clear mention of Income Tax due on total costs.
- (xii) Failure to comply with the supply schedule (schedule for supply of items) shall render the bidder concerned to pay up the losses sustained by the office of Deputy Commissioner Matiari due to delay on the part of suppliers/bidders.
- (xiii) If competitive rates are not offered by the bidders, the Procuring Agency shall in its discretion, at liberty to reject all the bids.
- (xiv) No cost escalation will be allowed after approval of initial bids and the successful bidders shall be bound to supply the items concerned on the rates already quoted without any increase.
- (xv) Income Tax, and sales Tax shall be deducted on the bills at source as per existing rates and rules of the Government and any other taxes (including stamp duty) shall also be paid by the successful bidder.
- (xvi) The Deputy Commissioner Matiari may withhold payments of suppliers if the products supplied by them are found substandard, faulty or if any consequential loss is sustained due to any fault in these items/products.
- (xvii) Minor modifications in the specifications of required product may be made by the Procuring Agency, in cases of exigency, but before the last date for submission of the proposals.
- (xviii) The bidders shall be responsible for satisfactory processing of the claims of warranty / guaranty of such products which are sold with warranty / guaranty by the bidders.
- (xix) The bidders shall be subject to local laws as are applicable for supply and transportation of the required items.
- (xx) Tenders shall be evaluated on the basis of economy of cost.



MANNER OF SUBMISSION OF BIDS

1. The Bidder /firm shall furnish complete information about their company's name, status, contact numbers, location, method of supplying items, delivery schedule, time-limits for rates, etc.
2. The Bidders are required to submit their "Financial Proposals" in one sealed envelope, which may be personally submitted or mailed at office of Deputy Commissioner Matiari
3. The price should include supply of items concerned and their transportation up to at Judicial and Police Lockup District Matiari

PROCUREMENT COMMITTEE

A "Procurement Committee" has already been proposed by Deputy Commissioner Office Matiari for procurements for supply of cooked food (diet only) in the scale of prescribed in the Prisons Rules to the under trial prisons for the Judicial and police lockups District Matiari.

ADDITIONAL INFORMATION

Any additional information may be sought from the office of Deputy Commissioner Matiari, through following contact numbers.

Phone **0222760033**

Fax numbers **0222760011**

The Successful bidder shall be bound to supply the required items as per schedule mentioned above.

CONTRACTOR





**DEPUTY COMMISSIONER
MATIARI**

BIDDING DATA SHEET

The following specific data for supply of cooked food (diet) for prisoners of Judicial/ Police Lockups District Matiari to be procured shall compliment, supplement, or amend the provisions in the Instruction to bidders ITB part III. Whenever there is a conflict the provisions here in shall prevail over those in ITB.

A	Name of procuring Agency	Deputy Commissioner Matiari
B	Brief of procuring Agency	Supply of Cooked food (diet only) in the scale prescribed in the Prisons Rules to the under trial Prisoners for the Judicial and Police Lockup District Matiari for the Year 2017-18.
D	Procuring Agency's Address	Office of The Deputy Commissioner Matiari
D	Estimated Cost	2,475,000/-
E	Amount of Bid Security in %age of bid amount/ estimated cost equal to 10%	2% Rs:49500/-
F	Period of Bid validity (days) Not more than ninety days)	Three month
G	Deadline for submission of bids along with time	13.11.2017 at 2.00 p.m
H	Venue, time and date of Bid Opening	Deputy Commissioner Office Matiari 14.11.2017 at 3.00pm
I	Deposit receipt No. date Amount (in words and figures)	(i) Call deposit Rs: 49500/- No. _____ dated: _____ (ii) Bid document fee Rs.1000/- vide No. _____ dated: _____




Deputy Commissioner
Matiari
 Issuing Authority for Bid Document

Part VI**SCHEDULE OF REQUIREMENTS**

Supply of cooked food to the prisoners confined in Judicial / Police Lockup District Matiari for the year 2017-2018 as per Notification No: SO(BUD)HD-4(1)/2009 (Jails) dated: 20.04.2014 at the rate per Prisoner per day as per schedule give below.

Day	Break Fast	Mid Day	Evening
Monday	i) Wheat Flour ii) Milk Packed	Dal Moong with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	Beef without Bone Curry with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Tuesday	iii) Cooking Oil iv) Tea Leaves	Hen Egg with Gram Whole with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	Dal Masroor with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Wednesday	v) Sugar Monday to Sunday (All Seven days in a week)	Chicken Curry with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	Potatoes Curry with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Thursday		Dal Gram with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	Mixed Seasonal Vegetable Potatoes with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Friday		Chicken Curry with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	Dal Moong with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Saturday		Potatoes Curry with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	Dal Gram with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Sunday		Chicken Curry with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	Pulao with Gram whole or Potatoes with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.

WEEKLY ISSUE

- | | | |
|----|-------------|-----|
| 1. | Chicken | =4 |
| 2. | Beef | =03 |
| 3. | Potatoes | =02 |
| 4. | Pulao | =01 |
| 5. | Dal Moong | =02 |
| 6. | Dal Channa | =01 |
| 7. | Dal Masroor | =01 |

Total >		=14
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SPECIAL DIET ON THE SPECIAL OCCASION I.E RAMZAN-UL-MUBARAK EID-UL-FITER, EID-UL-AZHA, 12TH RABI-UL-AWAL (EID MILAD-UN-NABI (S.A.W.W) 23RD MARCH (PAKISTAN DAY), 14TH AUGUST (INDEPENDENCE DAY)

MORNING MEAL

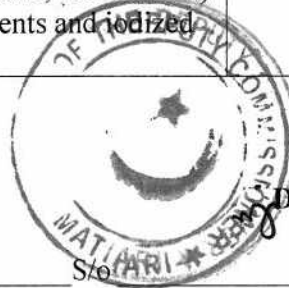
S.No	NAME OF ARTICLE	SCALE
01	Sanwayan	58gms
02	Sugar	58gms
03	Milk	233gms

MID-DAY MEAL

S.No	NAME OF ARTICLE	SCALE
01	Chicken	As per Proposed scale in Rule-473
02	Rice Pulao	
03	Vegetable Oil	
04	Tomatoes, Onion, Garlic, Ginger (Coriander Turmeric	

EVENING MEAL

S.No	NAME OF ARTICLE	SCALE
01.	Chicken	As per Proposed scale in Rule-473
02	Vegetable Oil	
03	Wheat Flour	
04	Tomatoes, Onion, Garlic, Ginger (Coriander Turmeric, Red Chilies) Powder, Condiments and iodized Salt.	



DEPUTY COMMISSIONER
MATIARI

I _____ Contractor/

Bidder

Quoted Rs : _____ (in words Rupees _____) per prisoner per day

(SIGNATURE OF CONTRACTOR)

UNDERTAKING OF CONTRACTOR

I, also undertake to abide by the rules/ agreement to be executed on stamp paper by me on accepting the said contract at the rate and rules and terms and conditions of bid documents

I, further undertake to accept the decision of Deputy Commissioner Matiari / Inspector General of Prisons from the time to time in this behalf as final.

I, also subscribe personally as well as my heirs for all risks and costs in case of any default of this agreement subject to its confirmation by any of the said officers.

SIGNATURE OF CONTRACTOR

Part- VIISAMPLE FORMS**FORM I**Letter of Acceptance

Date: _____

To,

The Deputy Commissioner,
Matiari.

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sum as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, that if , our Bid is accepted, we will deliver the cooked food in accordance with delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under clause 9 of the Instruction to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I understand that you are not bound to accept the lowest or any bid you may receive.

Date this _____ day of _____ 2017 _____.

(Signatur of bidder)

(in the capacity of)



Part VII

FORM II

CONTRACT FORM

This agreement is made on the _____ day of July-2017 between the Deputy Commissioner Matiari herein after called the "Procuring Agency" of the one part and M/S _____ S/O _____ contractor resident of _____ here in after called "the supplier" of the other part.

Whereas the (Procuring Agency)/ Deputy commissioner Matiari invited bids for supply of cooked food (diet only) in the scale prescribed in the Prison Rules to the under trail prisoners (UTPS) for the Judicial and Police Lockups District Matiari for the year 2017- 2018 as per notification No. 50 (BUD) HD -4 (1)/ 2009 (Jails) dated 20-04-2010 has accepted bid offered by the supplier/ contractor for the supply of cooked food at the rate of Rs: _____ per prisoner per day as per schedule mentioned below.

Day	Break Fast	Mid Day	Evening
Monday	i) Wheat Flour ii) Milk Packed	<u>Dal Moong</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	<u>Beef without Bone Curry</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Tuesday	iii) Cooking Oil iv) Tea Leaves v) Sugar	<u>Hen Egg Whole</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	<u>Dal Masroor</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Wednesday	Monday to Sunday (All Seven days in a week)	<u>Chicken Curry</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	<u>Potatoes Curry</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Thursday		<u>Dal Gram</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	<u>Mixed Seasonal Vegetable Potatoes</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Friday		<u>Chicken Curry</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	<u>Dal Moong</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Saturday		<u>Potatoes Curry</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	<u>Dal Gram</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.
Sunday		<u>Chicken Curry</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.	<u>Pulao with Gram whole or Potatoes</u> with Tomatoes Onion, Garlic, Ginger (Coriander Turmeric, Red Chillies) Powder, Condiments and Iodized Salt.



SPECIAL DIET ON THE SPECIAL OCCASION I.E RAMZAN-UL-MUBARAK EID-UL-FITER, EID-UL-AZHA, 12TH RABI-UL-AWAL (EID MILAD-UN-NABI (S.A.W.W) 23RD MARCH (PAKISTAN DAY), 14TH AUGUST (INDEPENDENCE DAY)

MORNING MEAL

S.No	NAME OF ARTICLE	SCALE
01	Sanwayan	58gms
02	Sugar	58gms
03	Milk	233gms

MID-DAY MEAL

S.No	NAME OF ARTICLE	SCALE
01	Chicken	As per Proposed scale in Rule-473
02	Rice Pulao	
03	Vegetable Oil	
04	Tomatoes, Onion, Garlic, Ginger (Coriander Turmeric	

EVENING MEAL

S.No	NAME OF ARTICLE	SCALE
01.	Chicken	As per Proposed scale in Rule-473
02	Vegetable Oil	
03	Wheat Flour	
04	Tomatoes, Onion, Garlic, Ginger (Coriander Turmeric, Red Chilies) Powder, Condiments and iodized Salt.	



The Parties agreed on the following terms and conditions.

1. The supplier/ contractor supply the cooked food (diet only) in the scale prescribed in the prison rules to the under trial prisoners (UTPS) for Judicial and Police Lockups for the year 2017- 2018 as per schedule and menu mentioned above to the satisfaction of Incharge of Lockups.
2. The Contractor/ supplier will furnish the bills on monthly basis duly verified by the superintendents Judicial Lockups.
3. That the payment will be made to the supplier/ contractor as per procedure of payments laid down by A.G Sindh.
4. The Income Tax, sales Tax or any other Tax payable to Government will deducted from bills as per law.
5. The Documents viz Bid Form Price schedule, General condition of contract and conditions specified in letter of award shall be deemed to form and be read and construed as part of this agreement.
6. Incase any violation of contract provisions the contractor/ supplier will be responsible and the Deputy Commissioner Matiari will cancel the Contract forfeit his payments, bid security and further action under relevant law will also be taken against him at his risk and cost.
7. Bid security 2% Rs: 49,500/- of successful bidder will remain with procuring agency and will be refunded after satisfactory completion of contract.
8. The documents viz bid forms, schedule of requirements and general conditions of contracts shall be deemed to form and be read and construed as part of this agreement.

In witness where of the parties have agreed and signed and delivered this agreement in presence of following witnesses.

Mr. _____ S/o _____

R/O _____

NIC No. _____

Contractor or supplier other part of agreement



**DEPUTY COMMISSIONER
MATIARI**

ONE PART OF THE AGREEMENT

Witnesses

1. _____

2. _____

1. _____

2. _____

QUALIFICATION OF BIDDERS (CHECKLIST)

Name of Bidder requirement	DETAILS OF BIDDER		
	M/S	M/S	M/S
Financial Turnover of at last three years.			
Registration with Tax authorities			
Job Experience			
Submitted 2% call deposit through pay order			
Ranking in order of lowest cost offered.			

**District Engineer
Representative of Administrator
District Council Matiari**

**Superintendent Youthful
Offender Industrial
School Hyderabad**



[Signature]
**DEPUTY COMMISSIONER MATIARI
CHAIRMAN
PROCUREMENT COMMITTEE**



OFFICE OF THE
DEPUTY COMMISSIONER MATIARI
No. 3104 ADC-II/Judicial/MAT/2017
Matiari Dated: 06-10-2017

Notice inviting tenders / sealed bids

Sealed bids according to single stage one envelop procedure are invited from all intending contractors/ suppliers for supply of Cooked Food (diet only) in the scale prescribed in the Prisons Rules to the under trial Prisoners for the Judicial and police Lockup District Matiari for the year 2017-2018 in accordance with prescribed diet menu and schedule as laid down in article 472,473,474,475 of Pakistan Prison Rules.

The Bid Document can be obtained from the Office of Deputy Commissioner Matiari on any working day up to 13.11.2017 at 4.00 pm from date of publication on payment of Bid document/tender fee (non-refundable) of Rs: 1000/- in shape of Dr/ Pay Order in favor of Deputy Commissioner Matiari.

Each bid must accompany the 2% Bid security of RS: 49,500/- in shape of deposit at call in favor of Deputy Commissioner Matiari. Incomplete over written and conditional tenders shall not be entertained.

Bid documents will be received back duly filed on 14.11.2017 up to 2.00 pm in this Office and will be opened on the same day 14.11.2017 at 3.00 pm in presence of tender opening Committee and available parties or their representatives. If the competent authority is out of head quarter the bid documents shall be submitted and opened on next working day at same time at 2.00 pm and 3.00 pm respectively. In case of un-responded tender /Bid document, the same will be issued up to 29.11.2017 up to 4.00 pm and received back duly filed on 30.11.2017 up to 2.00 p.m. and will be opened on same day at 3.00 pm

The tender documents to be submitted with relevant documents i-e NIC, NTN Financial capability, 3years turn over, 3 years Experience certificate and an affidavit on stamp paper of Rs: 50/- duly authenticated by Notary Public to the effect that the firm or contractor has never been black listed from any Government, Semi Government Department or Private Department nor Bank loan, Government Dues defaulter and is not indulged in any criminal activities.

The Bidder who have already collected bid documents but did not respond on first date shall also purchase new bid document.

The procuring agency may reject all or any bid subject to the relevant provisions of SPPRA Rules 2010.

DEPUTY COMMISSIONER
MATIARI

Copy forwarded for information

- The Secretary Government of Sindh Home Department Karachi.
- The Inspector General of Prisons Sindh
- The Director Sindh Public Procurement Regulatory Authority Karachi with a request to hoist the NIT on SPPRA website.
- The Director Information Advertisement Government of Sindh Karachi with a request for wide publicity through printing in daily circulated three Leading News papers,(English,Urdu&Sindhi) urgently with appropriate space.
- The Administrator District Council Matiari.
- The District Police officer Matiari.
- The Incharge Police Lockups District Matiari.
- Nostice Board.

DEPUTY COMMISSIONER
MATIARI