PUNJAB PRISONS DEPARTMENT

BIDING DOCUMENTS

FOR THE PROCUREMENT OF (AS PER SPECIFICATION)
UNDER TENDER ENQUIRY NO._________________________, AT CONSIGNEE’S END

Last date & Time of Receipt: 01.03.2021 at 12:00 P.M
Time of Opening: 01.03.2021 at 12:30 P.M
Delivery period 2020-21 or till the approval of contract for the year 2020-21 which ever is earlier except the items, whose tenders has been called on six month basis.

Punjab Prisons Department (District Jail, Sialkot) invites sealed bids for the procurement of aforementioned store from registered/manufacturing firms having previous experience, financially sound and registered with the Sales Tax and Income Tax Departments. The bid should be addressed to the Superintendent of District Jail Sialkot and should be inclusive of all taxes / duties / charges and inclusive of packing / freight. The contract of all items will be approved on F.O.R. Jail Gates:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>PRICES RS. (in figures)</th>
<th>PRICES RS. (in words)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cooking Oil</td>
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<td>2.</td>
<td>Red Chilies (Dandi Cut Goal)</td>
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<td>3.</td>
<td>White Sugar</td>
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<td>4.</td>
<td>Rice Basmati Super</td>
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<td>5.</td>
<td>Tea Leaves</td>
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<td>6.</td>
<td>Dal Gram</td>
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<td>7.</td>
<td>Dal Moong</td>
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<td>8.</td>
<td>Dal Masoor</td>
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<td>9.</td>
<td>White Beans</td>
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<td>10.</td>
<td>Onion</td>
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<td>11.</td>
<td>Ginger</td>
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<td>12.</td>
<td>Potato Salty</td>
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<td>13.</td>
<td>Seasonal Vegetable</td>
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<td>14.</td>
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<td>15.</td>
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</tbody>
</table>

2. Any offer not received as per instructions, terms & conditions of the tender notice / bidding documents is liable to be ignored. No offer shall be considered if:-
   i) Received without Earnest Money equal to 2% of the total value of the tender item, in the shape of CDR/Call Deposit in favour of the Superintendent District Jail, Sialkot.
   ii) Received after the time and date fixed for its receipt.
   iii) The tender /bidding document is unsigned.
   iv) The offer is ambiguous.
   v) The offer is conditional.
   vi) The offer is from a firm blacklisted, suspended or removed from the approved list for the year 2020-21.
vii) The offer received is of a shorter validity than required in the tender enquiry.

viii) The offer is for store not conforming of specifications indicated in the bidding documents.

3. The offer must remain valid for 90 days from the date of opening the tender.

4. All tenderers must submit their bids “Single Stage-One Envelope Procedure” containing one separate envelopes as per Punjab Procurement Rules 2009, as under:

   i) The bid shall comprise a single package containing one separate envelope.

   ii) “FINANCIAL PROPOSAL” shall be opened on the fixed date & time.

   iii) The procuring agency shall evaluate the financial proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not confirm to the specified requirement.

   iv) During the financial evaluation no amendments in the financial proposal shall be permitted;

   v) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

   vi) The bid found to be the lowest evaluated bid shall be accepted.

5. The purchaser reserves the rights to purchase full or part of the store or ignore/ scrap/ cancel the tender without assigning any reasons. The purchaser may also increase or decrease the quantity of store as per requirement.

   SPECIAL INSTRUCTIONS.

   1. The store is required by the consignee within 15 days on award of Contract, however, the tenderers are required to indicate their own guaranteed earliest date by which the store will be supplied by them.

   2. Tenderers must quote their final rates as per aforementioned form on the firm’s letter head pad along with original bidding documents and ensure that the cash receipt (in original) against purchase of bidding documents is attached.

   3. The successful tenderers shall deposit 5% of the total cost of store as security in the form of Deposit at Call in favour of the Superintendent District Jail, Sialkot, within the period specified in Acceptance of Tender and draw the contract. Security shall be refunded on successful completion of the contract.

   4. In case of indigenous stores; the tenderers who are manufacturers must indicate name and address of their works in Pakistan from where they intend to supply the store. Other must enclose a certificate from their manufacturers as under, failing which the offers shall be ignored:-

   “This is to certify that M/S_____________________________________ have obtained quotation from us against invitation to Tender No.____________________ due on ______________________ and we have agreed to supply/manufacture the said stores strictly in accordance with the specification laid down in the said invitation to tender”.

   5. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.

   6. Tenderers shall submit complete details of their firm, offices, workplaces, and staff along with postal address, Phones / Fax numbers, E-mail and Website information.
7. The tenderers should indicate in their tenders, the complete address or the place/ places where stores will be offered for inspection.

8. The tenderers are required to specify make, brand, and country of origin and furnish detailed descriptive literature/ catalogue etc. alongwith their offers for respective item.

9. Where offers have been invited for specified brands, offers for other brands shall not be acceptable. The store should be brand new and in original manufacturers packing.

10. The offers of warranted products and after sales service would be given preference and the same should be clearly be mentioned in the bids.

11. The store is required as per indenter’s sealed sample and specifications (where applicable), which can be seen in the office of the Superintendent District Jail, Sialkot on any working day during office hours.

12. The tenderers shall ensure that the stores quoted by him / them are according to the enclosed specifications.

13. A certificate should be given by the tenderers that they will be responsible for the free replacement of stores if the same is found to be substandard and or at variance with the specification given with the bidding documents. In case a “Similar” store offered is at variance with the specification given with the bidding documents, the tenderers must clearly identity variations in their offers. Store offered of a specification superior to the one specified in the bidding documents shall however, be acceptable.

14. The quotation should be submitted on the basis of accounting unit specified in the invitation to tender.

15. The tenderers must submit a Bank Stability Certificate from any scheduled bank clarifying that the business transactions by the firm in a financial year was rupees two million or above.

16. The tenderers should specifically indicate their NTN / GST Nos. and Circle of the Income Tax Department.

17. Any erasing/ cutting/ crossing etc. appearing in the offer must be properly signed by the persons signing the tender. Moreover, all pages to the tender must also be properly signed. Offer with any overwriting shall in no circumstances be accepted.

18. The tenderers have to deposit their samples and the testing charges (fee) at the time of opening of the tenders (where applicable), otherwise the offers shall be ignored.

19. The random sample from bulk supplies will also be got tested through laboratory (where applicable) and the charges will be borne by the contractors. Stores found not according to the standard specifications will be rejected at the cost of the contractor and may also result in forfeiture of Security and Blacklisting the firm.

20. 100% payment will be made on successful completion of the store through the office of the Accountant General, Punjab; Lahore/District Account Officer concerned, on prescribed bill form against Inspection / Receipt Certificate by the consignee / Inspectorate of Prisons, Punjab, Lahore.

21. The bidders are expected to examine the bidding documents / tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information / documents on submission of a bid not substantially responsive to the bidding documents / tender notice in every respect would result in the rejection of the bid.

22. The animal for supply of beef and chicken meat will be brought alive without defect, in healthy condition and duly approved by the Veterinary Doctor of slaughter house and slaughtered in front of Jail gate in the presence of Jail representative.
23. The tenderers shall bound to supply the seasonal vegetables for each turn, divided into four quarters and specified by the Inspector General of Prisons Punjab, Lahore vide letter No.31845-77 dated 02.06.2012.

24. The tenders pertaining to items of Dietary articles.

**CERTIFICATE**

1. We hereby confirm to have read carefully the description of stores and all the terms & conditions of your bidding documents / tender notice No._____________ due for opening on _______________ for the supply of _______________ and also all the aforementioned special instructions and agree to abide by all those instructions / terms & conditions.

2. We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specification as laid down in your bidding documents in all respects.

3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirement to your tender notice / bidding documents, it shall be ignored.

4. We hereby confirm and adhere to the delivery period required in the tender notice which would be the essence of the contract and which will be strictly adhered to by us.

5. We also hereby confirm that the store will be supplied as per tender specifications and in case of failure the purchaser reserves the rights to forfeit our security including blacklisting the firm.

Name of Tenderer: ____________________________

Signature of Tenderer: ____________________________

Designation: ____________________________

Seal: ____________________________

**Witness:**

a). Name: ____________________________ Signature. ____________________________

b). Full address: ____________________________

c). CNIC#: ____________________________