



**UNDER CHIEF MINISTER'S PUNJAB
SPECIAL EDUCATION PROGRAMME.**



**GOVT. SECONDARY SCHOOL OF SPECIAL EDUCATION
FOR HEARING IMPAIRED (BOYS) MIANWALI**

BIDDING DOCUMENTS

PROCUREMENT OF FOOD COMMODITIES FINANCIAL YEAR 2021-22

Tender No: _____

Name of Firm: _____

**Special Education Department,
Muslim Colony Mianwali.**

Total 10 Pages.
Price = Rs.500/- per copy.

TENDER FORM

FOR THE PROCUREMENT OF FOOD COMMODITIES OF GOVT SECONDARY SCHOOL OF SPECIAL EDUCATION FOR HEARING IMPAIRED (BOYS) MIANWALI (FINANCIAL YEAR 2021-22)

Principal Government Secondary School of Special Education for Hearing Impaired (Boys) Mianwali invites sealed bids from eligible bidders for the provision of food commodities for financial year 2021-22.

1. General Conditions

A. No offer shall be considered if:-

- Not according to the terms and conditions of the tender enquiry.
- Not signed by the owner of the firm.
- Tender document is unsigned and offer is ambiguous.
- The offer is conditional, incomplete or received after time fixed for receipt.
- The offer is supplementary or revised.
- Participating Firm is black listed, suspended or removed from the approved list by PPRA.
- Offer received by any other means other than sealed single envelope received through mail/courier before the expiry of submission time.
- Validity of offer is not according to the tender requirement.
- The offer is not according to the specifications mentioned in tender enquiry.

B. Earnest money, security deposit (*where applicable*) and performance guarantee shall be forfeited and store purchased will be at the risk and expenses of the tender if:-

- Acceptance of tender issued during the validity period of the offer is not accepted by the contractor.
- The offer is withdrawn, amended or revised during the validity period of the contract period of offer.
- Contractor fails to execute the contract strictly in accordance with the terms and conditions laid down the contract and tender enquiry.
- If it is found at any later stage that fake, forge, or bogus documents were submitted with the bid.

C. Participating firm must be registered for Sales Tax.

D. Quoted price must include all applicable taxes.

E. Sales Tax and Income Tax will be deducted at source according to the prevalent tax rules and ratios.

F. Bid validity for this tender will be two months from the date of opening of tender.

G. Bid shall be rejected if not found according to the specified evaluation criteria (clause 7.) of this tender.

H. Competent Authority reserves the right to reject all bids or proposals (according to PPRA rule 35) at any time prior to the acceptance of such bid.

2. SPECIAL INSTRUCTIONS/CONDITIONS

- a. Tender must be submitted before the expiry of advertised submission date and time through mail, courier in a sealed single envelope addressed to the Principal Government Secondary School of Special Education for Hearing Impaired (Boys) Mianwali.
- b. Any erasing, cutting, crossing etc appearing in the offer must be properly signed by the person signing the tender. Offer with any over writing (without signature) shall in no circumstances will be accepted.
- c. PPRA Rule 2014 (Rule 56-Performance Guarantee), Performance security @ 10% of contract amount will be obtained before issuance of supply order and will be returned after successful execution of contract subject to the satisfactory working of all equipments / store.
- d. Supply order(s) will be issued after due verification of submitted documents.

3. FOOD COMMODITIES DELIVERY INSTRUCTIONS, PROCEDURES AND CONDITIONS.

- a. Principal Government Secondary School of Special Education for Hearing Impaired (Boys) Mianwali has the final authority to interpret or decide about any confusion or conflict regarding following instructions.
- b. All food commodities (including meat & vegetable but excluding milk) shall be handed over to the Hostel Storekeeper. Delivery timings specified in clause 3.n shall be followed strictly.
- c. Hostel Superintendent and Contractor shall use Whatsapp service for effective and smooth communication of daily nature.
- d. Quality Inspection Officer will ensure quantity and quality of the food commodities provided.
- e. Supplied food commodities shall only be accepted/qualify for payment if they are cleared by the Quality Inspection Officer.
- f. Bulk store entry of food commodities for Contractor Store is also subject to clearance by the Food Quality Inspection Officer.
- g. Contractor shall be bound to replace one or all food commodities at his own expense and risk, if they are not found according to the tender form specified quality and/or rejected by the Quality Inspection Officer.
- h. Return/rejection/re-supply due to quality issues resulting in Late or No Delivery shall be the sole responsibility, risk and expense of the contractor.
- i. Contractor shall be bound to keep sufficient stock of all storable food commodities at all times in the storage facility provided by school. Contractor shall be fully responsible of non-availability / non-provision of food commodities according to the requirement of School Hostels at any required time. Milk, meat and vegetables will be supplied fresh by the contractor on daily basis.
- j. Quality Inspection Officer and Hostel Storekeeper shall visit the store of contractor on every Saturday to observe/ensure that storage is clean and hygienic and anticipated stock for the next week is present.
- k. Campus gate entry log shall be referred to determine Food Commodity delivery time.
- l. Requisition for the next day supply of milk shall be provided / communicated to the contractor one day before the supply day between (3:00 p.m to 5:00 p.m). Since, Fresh Milk is to be utilized in the morning; it will be supplied on the evening before the utilization day. Contractor shall take receipt of milk delivery with time on it from Hostel Staff. Hostel staff shall be bound to boil milk within half an hour to ensure quality. If quality of milk is rejected, contractor shall be bound to provide fresh milk on the same evening.
- m. Meat and vegetables will be supplied on the utilization day according to the timings mentioned at 3.n. contractor shall re-confirm / update the final quantities of meat and vegetables from the Hostel storekeeper by 9:00 a.m. and by 3:00 p.m (whichever is applicable as per menu)

n. Food Commodities Delivery Timings.

FOOD COMMODITIES DELIVERY TIMINGS TO BE FOLLOWED			
Type of Food Commodity Delivery	Summer Timings (02-08-2021 to 15-10-2021 & 1-04-2022 to 30-06-2022)	Winter Timings (16.10.2021 to 31.03.2022)	Remarks / Instructions
Food Commodities except milk, meat and vegetables (Bulk Stock Inward Entry for Contractor Store)	8:00 a.m to 1:00 p.m	09:00AM to 01:30PM	Delivery outside these specified timings shall not be accepted because Quality Inspection Officer and hostel Storekeeper shall not be available.
Food Commodities except milk, meat and vegetables Daily for Lunch Menu (on utilization days)	Up to 9:30AM	Up to 10:00AM	Delivery after specified timings (up to 60 minutes max) shall be counted as Late Delivery. After 60 minutes it will count as No Delivery.
Fresh Meat & Vegetables on Lunch Menu Daily.(on utilization day)	Up to 9:30AM	Up to 10:00AM	
Food Commodities except milk, meat and vegetables Daily for Dinner Menu (on utilization day)	Up to 4:00 p.m	Up to 4:30 p.m	
Fresh Vegetables on Dinner Menu Daily. (on utilization day)	Up to 4:00 p.m	Up to 4:30 p.m	
Flour (Aata) & Oil (to be supplied in the Evening BEFORE the utilization day for next morning) AND for utilization day Dinner	Up to 4:00 p.m	Up to 4:30 p.m	
Fresh Milk (to be supplied in the Evening BEFORE the utilization day)	Up to 7:00 p.m	Up to 7:00 p.m	
Firewood Contractor MUST ensure stock of Firewood in School store in a way that next day requirement could be fulfilled. Any shortage at any time shall be considered as no delivery and shall be penalized accordingly.			

- o. Following late/No delivery charges will be claimed/deducted from the bill of the contractor as compensation due to loss caused by delay or absence of delivery.

For food commodities except daily milk, meat & vegetables		
No Delivery Criteria	Late / No Delivery Scenario	Late Delivery Deduction / Compensation
Outside Specified Delivery Timings (3.n) OR non-provision according to requirement on the utilization day / time.	No Delivery on the utilization day	No payment for the day.
	No Delivery for Consecutive 2 days.	No payment for 2 days.
	No Delivery for Consecutive 3 days.	No payments for 3 days + 10% compensation claim of the bill amount of the days of no delivery.
	No Delivery for Consecutive 4 days.	No payments for 4 days + 25% compensation claim of the bill amount of the days of no delivery.
	No Delivery for Consecutive 5 or 5+Days OR No Delivery of 5 or 5+days in a month.	No payments for the days of No Delivery + Performance Guarantee shall be forfeited and Contract shall be cancelled.

For Daily Milk, Meat & Vegetables		
No. Delivery Criteria	Late / No Delivery Scenario	Late Delivery deduction / Compensation
Delivery after specified timings (3.n) up to 60 minutes max shall be counted as late Delivery.	30 to 60 minutes late	10% Compensation Claim of the Day bill Amount.
	30 to 60 minutes late	50% Compensation Claim of the Day bill Amount.
Delivery more than 60 minutes late or Non Provision / insufficient or lacking in any respect shall be counted as No Delivery	Up to 3 days of No Delivery (Consecutive or otherwise) in a month.	No Payments for the Day(s) of no delivery + 25% Compensation claim of the bills of Day(s) of no delivery.
	4 days of No Delivery (Consecutive or otherwise) in a month.	No Payments for the Day(s) of no delivery + 50% Compensation claim of the bills of Day(s) of no delivery.
	5 or 5+ days of No Delivery (Consecutive or otherwise) in a month.	No Payments for the Day(s) of no delivery + Performance Guarantee shall be forfeited and contract shall be cancelled.

p. Food Commodities shall be supplied according to following menu. No Change in Menu is allowed.

دن	صبح (ناشتہ)	دوپہر (کھانا)	رات (کھانا)
سوموار	-	چنے مٹن کا سالن اور روٹی	سبزی کا سالن روٹی اور 1پاؤ دودھ
منگل	1پاؤ دودھ یا چائے، 2 انڈے اور پرائٹھا	چکن پلاو اور آلوکا رائتہ (دبی)	دال چناکا سالن، روٹی، 1پاؤ دودھ اور سوپٹ ڈش
بدھ	1پاؤ دودھ یا چائے، 2 انڈے اور پرائٹھا	سبزی کاسالان اور روٹی	چکن آلو کا سالن، روٹی اور 1پاؤ دودھ
جمعرات	1پاؤ دودھ یا چائے، 150 گرام دبی اور پرائٹھا	گوشت مٹن آلو اور روٹی	دال چناکا سالن، روٹی، 1پاؤ دودھ اور سوپٹ ڈش
جمعہ	1پاؤ دودھ یا چائے، 2 انڈے اور پرائٹھا	بڑا گوشت آلو اور روٹی	سبزی کاسالان روٹی اور 1پاؤ دودھ
ہفتہ	1پاؤ دودھ یا چائے، 2 انڈے اور پرائٹھا	سبزی کاسالان اور روٹی	-
اتوار	-	-	-

q. Per Student Per day quantities of food commodities are given below.

Sr	Food Commodity	Notified Quantity (Per Student per Day)	Quality Specifications for Supply
01	Flour / Rice	700gram per head daily or 250 gram rice in place of flour	Only Punjab Food Authority Passed/ Total Cleared Brands Shall be Allowed for Supply as Advertised in Public Notice by Punjab Food Authority.
02	Ghee (Dalda / Kashmir)	80 gram vegetable ghee per head dail	
03	Vegetable	250 gram	
04	Sugar	50 gram	
05	Meat	Mutton 100gram, Chicken 150gram Beef / Qeema 100gram	Super Rice Kachi Basmati. ½ or ¼ litter Tetra pack of PCSIR Cleared Company / Brand (list of passed brands was submitted in the supreme court of Pakistan and is also available on the Website of Punjab food Authority.) Mutton and Chicken should be fresh and of good quality without uneatable thin and any mixing of Water. Minced Beef shall be provided/ weighted Without Bones. Chicken Should be whole Chicken of Good Quality and Should not Contain Liver or Gizzard (Kaleji or Pota)
06	Daal (Chana / Sabit Channa / Sabit Masar, Mash, masoor)	70 gram	
07	Spices	Red Chilli : 200gram Salt: 400 gram Garam Masala: 50 gram	
08	Milk	½ Litter per head	
09	Sweet Dish	150 gram all kind of seasonal	
10	Yogurt	150 gram	
11	Egg	Two per head daily	
12	Tea	5 gram per head daily	
13	Iftari in Ramzan	Two glass Red Syrup etc.	

		One Samosa / equal weights Pakoras. One plate Dahi Bhalay or Fruit Chat. 25 gram dates.	
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- r. Supplier will deliver food commodities at his own expense and risk.
- s. Institution will provide storage facilities.

4. BILLING & PAYMENT

- a. All supplies will be subject to regular quality check by the Quality Inspection Officer nominated by the institution.
- b. Buyer reserves the right to refuse supplies if found that they are not according to the quality specified in clause 3.q of the tender form and reported by the Quality Inspection Officer.
- c. Attendance of boarders for the sake of supply of food commodities and payment is divided into following two categories.
 - i. Boarders who are present full day (at Breakfast, Lunch & Dinner time). Attendance of these students shall be counted as "Present Full Day" and will be paid @100% per student per day as quoted/approved in the Financial Proposal Form.
 - ii. Boarders who are present for partial day (absent on breakfast, lunch or dinner) shall be counted as "Partial Present". Rates of partial payment (breakfast, lunch & dinner) shall be finalized/calculated as percentages of per student per day rate as quoted/approved in the Financial Proposal Form. Market committee rates (where available) of the food commodities (of the tender opening date) shall be referred for determination of percentages for partial payment. Determined percentages and according rates shall be clearly mentioned in the agreement with the successful bidder.
 - iii. Procuring agency has the right to finalize rates/percentages of partial payments according to the details mentioned in 4.C(ii) and rates/percentages of partial payments determined by the procuring agency shall be non-negotiable.
- d. Bills of such food commodities / items will be qualified for payment that are supplied in a whole calendar month, accepted and cleared by the Quality Inspection Officer.
- e. Procuring agency will be responsible to process and submit bills for payment in the District Accounts Office within seven working days of the date of receipt of bills from the contractor.
- f. Procuring agency will not be responsible for any delays/procedural delays in payment that are beyond the jurisdiction or control of procuring agency.

5. DOCUMENTS TO BE SUBMITTED IN A SEALED ENVELOPE

Should be as per Annex-B criteria.

6. TENDER SCHEDULE

- a. Last Date for Submission of bids
 - i. Date & Time: AS GIVEN IN TENDER NOTICE
- b. Opening of Tender
 - i. Date & Time: AS GIVEN IN TENDER NOTICE
 - ii. Venue: Office of the Principal Government Secondary School of Special Education for Hearing Impaired (Boys) Muslim Colony Mianwali.

(Only bidder or one representative is allowed to be present)

7. BID EVALUATION CRITERIA

Should be as per Annex-B criteria.

8. Tender Award Criteria

- 1. Tender shall be awarded on the basis of lowest rate per student per day (inclusive of all taxes) as provided by the Eligible Bidder in his submitted original Financial Proposal Form. Firewood shall be considered as separate block for award of contract.

2. A bidder shall be considered as eligible bidder who has qualified all mandatory requirements as specified in Clause 7 of this tender.

CONTRACT AGREEMENT
(On stamp paper value Rs 100 or above)

This CONTRACT AGREEMENT (this "Contract") made as of the [day] of [month], [year], between

[Govt. Secondary School of Special Education for Hearing Impaired (Boys) Mianwali] (the "Purchaser"), on the one part, and [full legal name of Contractor & Address], on the other part severally liable to the Purchaser for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor" for procurement of [Items].

RECITALS

WHEREAS,

- (a) The Purchase has requested the Contractor to provide certain supply of Goods as described in Tender Document; and
- (b) The Contractor, have represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such items on the terms and conditions set forth in this Contract.

NOW THEREFORE, The Parties to this Contract agree as follows:

- 1. The Contractor hereby covenants with the Purchaser to supply the items and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
- 2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and remedying of damage therein.
- 3. Bid document, Technical and financial bids, Acceptance letter & award notification and work order and minutes of pre-bid meeting shall be deemed to form and be read and construed as part of this Contract.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

[For **Govt. Secondary School of Special Education for Hearing Impaired (Boys) Mianwali**]

For [Full legal name of the contractor]

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

WITNESSES

WITNESSES

Signature: _____

Signature: _____

CNIC: _____

CNIC: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

TO BE SUBMITTED ON THE APPROPRIATE VALUE STAMP PAPER

CERTIFICATE / UNDERTAKING

1. I/We hereby confirm to have read carefully the description of stores and all items and condition of your tender and also all the Special Instructions, food commodity delivery instructions, procedures, billing and payment conditions prescribed in the said tender enquiry. We agree to abide by all those instructions/conditions unconditionally.
2. I/We also hereby categorically confirm that quality of the provided food commodities shall be maintained according to the specified quality as prescribed in clause 3.q in the tender form.
3. I/We accept that if the required earnest money is not furnished or offer is found lacking in any respect of your tender enquiry, our offer may be rejected and may not be considered at all.
4. I/We hereby confirm to adhere to the food commodity delivery instructions, procedures, billing and payment conditions and other instructions/procedures prescribed in the said tender enquiry, along with other requirements mentioned in the tender enquiry which would be the essence of the contract and in case of non-compliance by me/us, I/we agree un-conditionally to accept the recovery of belated damages/claim on the supply at the rate mentioned in the tender form.
5. It is also certified that the prices quoted herewith are according to the prevailing prices in the market and in case it is found otherwise I hereby undertake to refund the difference.
6. It is certified that rates quoted in financial bid are valid for two months from the date of opening of tender.
7. It is certified that our firm has not been blacklisted/debarred by any Govt/Public or Private agency for participation in the procurement / tender process.
8. It is also certified that prices quoted in the financial proposal are inclusive of all taxes.

Name of Firm: _____

Signature of Owner: _____

Designation: _____

Stamp of Firm: _____

Witness Name: _____

Signature: _____

Full Address: _____

Dated: _____

**PROCUREMENT OF FOOD COMMODITIES OF GOVERNMENT SECONDARY SCHOOL OF SPECIAL EDUCATION
FOR HEARING IMPAIRED (BOYS) MIANWALI (FINANCIAL YEAR 2021-22)**

- All commodities are to be supplied according to the menu, instructions and procedures given in the tender form.

Sr No	Name of Items	RATES (INCLUSIVE OF ALL TAXES)	
		Rate per KG (In Figures)	Rate per KG (In Words)
01	Flour (01-KG)		
02	Rice (01-KG)		
03	Ghee (Dalda / Kashmir) (01-KG)		
04	Vegetable (01-KG)		
05	Sugar (01-KG)		
06	Meat (Mutton) (01-KG)		
07	Meat (chicken) (01-KG)		
08	Meat Beef / Qeema (01-KG)		
09	Daal (Chana / Sabit Channa / Sabit Masar, Mash, masoor etc) (01-KG)		
10	Red Chilli (01-KG)		
11	Salt (01-KG)		
12	Garam Masala (01-KG)		
13	Milk (Fresh) 01 kilo		
14	Sweet Dish Custard, Kheer, Seviyan etc (Per head rate)		
15	Yogurt (01-KG)		
16	Egg (12 dozen)		
17	Tea 01-Kg)		
18	IFTARI IN RAMZAN Two glass Red Syrup etc. One Samosa / equal weights Pakoras. One plate Dahi Bhalay or Fruit Chat. 25 gram dates.		
19	Firewood (1kg)		

NOTE:-

- ✓ Sale Tax must be included in rates.
- ✓ Rates should be provided on year basis.
- ✓ Diet Items will be purchased for Special students; purchase order can be increase or Decrease due to new admissions/drop outs.
- ✓ Rates contract will be valid up till 30-06-2022.

❖ UNIT PRICE AND SUPPLY ORDER

- ✓ After opening of the bids and preparation of comparative statement, lowest Unit price will be ordered.
- ✓ The decision of Department Purchase Committee will be final, which will be made on the basis of with the remaining bidder's lowest price.
- ✓ The bidders whose lowest unit price will be given supply orders.
- ✓ The payment will be released on monthly basis on the availability of fund from Government and after getting it passed from District Accounts Office Mianwali.

Signature & Stamp of the Firm

PRINCIPAL/ CHAIRMAN
(Purchase Committee)

EVALUATION CRITERIA UNDER RULE 31 OF PPRA RULES 2009 AMENDED-2014

MARKING CRITERIA FOR TECHNICAL QUALIFICATION OF MANUFACTURERS / FIRMS / GENERAL ORDER SUPPLIERS

Sr. No	MARKS	Experience (45)			Permanent staff (10)			Financial Strength (15)		Taxation (30)				Total points secured
		15	15	15	4	4	2	8	7	5	10	5	10	100
	Name of Supplier	Year of Establishment, Full marks if more than 5 years, otherwise proportionate on Yearly Basis	1 Mark for supply of similar items amounting to Rs. 1 million to a school upto maximum of 15 marks (1 mark for 1 million)	1 Mark for completion of similar assignments amounting to Rs. 1 million in one year upto maximum of 15 marks (1 mark for 1 million)	2 Marks for each member of Accounts staff	2 Marks for each member of Technical staff	1 Mark for a member of helping staff	1 Mark for Working Capital amounting to Rs. 0.5 Million up to maximum of 8 marks (1 mark for 0.5 million)	Bank statement 1 marks for 0.5 million. (1 mark for 0.5 million)	5 Marks for submission of Income Tax Registration Certificate	1 Mark for deposit of tax amounting to Rs. 20,000/- up to maximum of 10 marks (1 mark for Rs. 20,000/-)	5 Marks for submission of Sales Tax Registration Certificate	1 Mark for deposit of tax amounting to Rs. 20,000/- up to maximum of 10 marks (1 mark for Rs. 20,000/-)	

Note: 10 Marks for each case pending in arbitration/litigation shall be deducted.