



GOVERNMENT OF THE PUNJAB
FOOD DEPARTMENT

**TENDER ENQUIRY / BIDDING DOCUMENTS FOR PURCHASE OF 10,000 BALES OF PP BAGS BY
PUNJAB FOOD DEPARTMENT,
TENDER NO.SOF-V-1(1)/2022-23/IMP**

Date and time of Receipt of bid:	25.10.2022 AT 12.00 Noon
Date and time of opening of bid:	25.10.2022 AT 12.30 PM
Delivery period:	45-Days from the date of contract or earlier

Note: - Please read the following instructions carefully:

COMPULSORY CONDITIONS

1. Technical evaluation shall be conducted as per criteria specified in **Annex-A**. No offer shall be considered if the bidder does not fulfill following compulsory requirements.

- i. Provision of original call deposit of earnest money i.e 0.5 % of total estimated cost of store item (valid DD/PO);
- ii. Provision of proof of registration of bidder/firm with relevant Government department / agency i.e. SECP or Registrar of Firms etc;
- iii. Provision of valid proof of being regular income tax and sales tax payer;
- iv. Signature on tender documents by authorized representative of bidding firm;
- v. Undertaking/proof that the bidding firm is not black-listed, by any Government Department / Agency;
- vi. Receipt of sample of store item along with technical bid at time and date fixed for its receipt;
- xi. Conformity of sample of store item according to specification of the tender (weight, length, width, ends, picks, breaking strength & load).
- xii. Provision of Affidavit duly signed by authorized representative (**Annex-B**)

Note:-

- i. All documents except financial bid shall be enclosed in Technical bid envelope.
- ii. The offer must not be ambiguous;
- iii. The offer must not be conditional;
- iv. The offer must not be received by telegram;
- v. Offer/bid validity period must not be shorter than required in tender enquiry i.e. 60 days;
- vi. Report of sample of store item shall be obtained by Punjab Food Department (PFD) from certified/accredited Lab on its own and has to be satisfactory in all aspects.

OTHER CONDITIONS

2. Bids / Tenders should be submitted (in duplicate) on the prescribed form as per conditions of Bid / Tender enquiry. Bid / Tender forms /bidding documents are available on the website of PPRA <https://ppra.punjab.gov.pk/> as well as on the website of Food Department Govt. of Punjab <https://food.punjab.gov.pk/> by free of cost.
3. All pages of the Bids / Tender must be properly signed / stamped by the bidder. The bids shall be submitted as per single stage two envelopes bidding procedure. The bid documents shall be enclosed / sealed in two separate envelopes containing Technical and Financial proposal, separately sealed.
4. Offers will remain valid for sixty days from the date of opening the Bid / Tender.

5. The store is required by the consignee within **45 days** from the date of contract. However, the bidders / tenderers are required to indicate their own earliest date by which the store will be supplied by them.
6. The contract as a whole shall be governed by the terms & conditions as laid down in the Punjab Procurement Act, 2009 and its Rules, 2014 as amended upto date.
7. Bidders / Tenders should be addressed to Secretary, Government of the Punjab, Food Department.
8. Bidders / Tenderers should quote their firm and final per bag and total price both in words as well as in figures in financial bid.
9. The Purchaser reserves the right to claim compensation for the loss caused by delay in the delivery of store.
10. All the bids should be submitted alongwith five samples of store item, otherwise the offer will not be considered.
11. The bidder shall submit **0.5% earnest money/bid security** of the total estimated price (refundable) in the shape of call deposit in favour of Secretary Government of the Punjab, Food Department, Lahore must be attached with Technical bid. The earnest money will be refunded to the bidders after placing order with the successful bidders.
12. Participating firms/suppliers should offer minimum **20%** of the tendered quantity along with proof of their production capacity, previous supplies and last financial year sales tax return.
13. The successful bidder / tenderer is required to furnish **5% performance security** of the cash value of offered quantity deposited in the form of Call Deposit in favour of Secretary Food Punjab, within the period specified in Advance Acceptance of Tender (AAT), failing which his earnest money may be forfeited and repurchase shall be made at his risk and cost.
14. Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
15. No supplementary or revised offer after the opening of tenders shall be entertained.
16. Bidders / Tenderers should indicate in their bids, the complete address or the place/places where stores will be offered for inspection.
17. The bidders / tenderers shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store offered by them.
18. Bidders / Tenderers should specifically indicate their N.T.N, Sales Tax Numbers and attached valid copies. (in case of local supplier/manufacturer).
19. Any erasing/cutting/overwriting etc. appearing in the offer, must be properly signed by the person signing the bid / tenders.
20. A Certificate should be given by the bidders / 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 in the tender enquiry. Store offered of a specification superior to the one specified in the bid / tender enquiry shall however, be acceptable.
21. Stores should be brand new and in original manufacturers packing.
22. Store items shall be delivered by the bidder at the place mentioned in Allocation Plan, free of cost.
23. The payment of un-loading and stacking charges at consignee's end will be the responsibility of the supplier.

24. The samples shall be sent to any designated laboratory / institute, notified by the Government / Department for the purpose. The samples approved by such lab / institute shall be considered for the next stage, only.
25. Inspection of store will be carried out as per Standard Operation Procedure (SOP), notified by the Food Department.
26. The samples taken from the stores delivered by the successful bidder, shall be sent again to the notified laboratory / institute that may be different from the one that has already tested the sample for the same store item. Acceptance of the delivery shall be subject to the clearance of the randomly selected items out of stock delivered, by the laboratory / Institute.
27. Charges for getting the samples tested from the designated laboratories shall be born by the bidder / tenderer.
28. In case of importers, they will quote their rates in Pakistani Currency inclusive of all taxes levied by the Government.
29. The Contract Agreement shall be executed on stamp paper worth Rs.1200/- at the expense of the firm.
30. The firm shall bear the liabilities of stamp duty as per provisions of the Stamp Act, 1899.
31. The firm shall bear all taxes applicable at the time of receipt of store item at the destination.
32. The delivery period is the essence of the contract. If the contractor fails to adhere to the delivery schedule and intends to seek extension thereof, it will be the sole discretion of the purchaser either to grant or refuse extension in delivery period. However, the extension in delivery period if granted shall be subject to late delivery charges / LD charges @ 4% per month, of the price of delayed store items.
33. The LD charges shall be counted on the basis of number of days, after the date of delivery, at the rate of 4% per month of the total contract amount or part thereof as the case may be.
34. In case of store of imported origin Certificate should be given by the bidder / Tenderer to the effect that:
 - a. The store is brand new and in the original packing of the manufacturer.
 - b. He will be responsible for free replacement of store if not found as per specifications.
 - c. Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported brand new and in the original packing of the manufacturer.
 - d. The performance security may be forfeited if he fails to furnish the import documents at the time of inspection.
35. 100% payment will be allowed on receipt of inspected and accepted store item by the consignee who shall return the Inspection Notes to the authorized representative of the firm within a period of 10 days.
36. The purchaser reserves the right to purchase full or part of the store or ignore/scrap/cancel the tenders.
37. The Procuring Agency reserves the right to increase fifteen percent of total contracted quantity at the same price.
38. The purchaser reserves the right to cancel the tender in case:
 - a. The Advance Acceptance of Tender (AAT) is not accepted by the successful bidder within prescribed period. In such case the Earnest Money shall be forfeited and the store item shall be purchased at his risk and cost.

- b. The offer is withdrawn, amended or revised during the validity period of the offer.
 - c. The contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract. In such case the performance security (5%) deposited by him shall be forfeited and the store shall be purchased at his risk and cost.
- (iv) If any information / document provided by the tenderer is found incorrect at any stage.

39. In case of Indigenous stores, tenderers who are manufacturers, must indicate name and address of the works in Pakistan from where they intend to supply the store other than manufacturing place and submit proof of manufacturing.

40. Importers and suppliers must enclose following Certificate from their manufacturers failing which the offer 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."

Sign _____ Name _____

Address of the supplier /
Manufacturer _____

41. The bidders shall fulfill all the compulsory requirements of the Tender Enquiry and most of the other conditions otherwise his bid will not acceptable technically.

42. All bidders / tenderers shall also submit a certificate on stamp paper as per format attached.

Signature of Tenderer _____

Name _____

CNIC NO. _____

NTN NO. _____

Sales Tax No. _____

Designation _____

Address _____

Seal _____

Witness

Name Signature.....

CNIC NO.....

Full Address.....

Date.....

(Annex-B)

AFFIDAVIT (to be filed on stamp paper worth)

- i. I hereby confirm to have read carefully the description of stores and all the terms and conditions of your bid / tender enquiry No.SOF-V-1(1)/2022-23/IMP due for opening on 25.10.2022, for supply of PP bags as per bid / tender enquiry and also in accordance with Punjab Procurement Rules, 2014 and we agree to abide by all those instructions/conditions.
- ii. I hereby confirm that the stores offered by us are exactly according to the particulars and specification as laid down in your bid / tender enquiry in all respects.
- iii. The stores offered by us are of (a) foreign origin or (b) local origin. (Tick anyone).
- iv. I accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your bid / tender enquiry, it shall be ignored.
- v. I hereby confirm to adhere to the delivery period required in the bid / tender which would constitute the essence of the contract.
- vi. I hereby confirm that the prices quoted to the Department are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy I hereby undertake to refund the price charged in excess.
- vii. I hereby confirm that all the information given by me is correct to the best of my knowledge and in case of any misstatement / concealment of fact at any time bid will be liable to be rejected / cancelled.
- viii. I hereby confirm that I agree to the terms & conditions set out in the agreement to be signed with Punjab Food Department (Annex-C) and if I am declared successful bidder I shall abide by the terms & conditions in true letter & spirit.
- ix. Notwithstanding anything to the contrary, Secretary Food/Procuring Agency / Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, according to Rule 35 of PPRA Rules and shall not incur any liability towards the bidders.

Signature of bidder _____

Name _____

CNIC No. _____

Address. _____

FINANCIAL BID

Particulars of Goods/Specifications.	Tentative Required Quantity
<p>Tubular Woven P.P. bags manufactured from prime virgin material with hemmed bottom and heat cut mouth ends. Made of ultra violet stabilized polypropylene or with ultra violet stabilizer mixed with polypropylene for packing of wheat. In both the cases, the contents of UV Stabilizer should not be less than 0.35%.</p> <p>Size: Outside Width: 59 cm (23 inches) \pm 1.5 cm/0.5 inches Outside length: 100 cm (39 inches) \pm 1.5 cm/0.5 inches Tape: Denier, 950 \pm 5% material UV stabilized polypropylene or UV stabilized mixed polypropylene with tape width 2.5 mm. Weave: 11 Tape X 11 Tape per inch Weight: 115 grams \pm 5% Capacity: 50 Kg for wheat grains Colour: Translucent. Bottom Seam: The bottom of the bag should be folded once at sewn. The width of fold should be 2.54 cm (1 inch) Stitching: Acid resistant thread of Nylon or polypropylene of 1000 denier should be used. Chain stitch should be used for sewing with at least 4 stitches per inch. The stitching should be uniform without any loose thread. Drop Strength: The bag filled with 50Kg wheat should be able to withstand without bursting at least 6 drops from a height of 16 feet when dropped flat. Printing: Printing design as approved will be printed on one side of the bag in Red colour. Printing Ink: Non fading water proof ink should be used. Packing: 1000 bags in one bale wrapped in new polypropylene woven fabrics. Net weight per bale containing 1000 PP bag should be minimum 115 Kg. UV Stabilizer. \geq 0.35%</p> <p>NOTE:- a). The bag should bear stenciled mark as "PUNJAB FOOD DEPARTMENT 2022-23" with one green strips of one inch each to run lengthwise on right corner of bag which start from top of bag upto back top of bag alongwith initials or name of the supplying firm. b). The bags without mark and strips as mentioned above will not be acceptable and if such bags are found in the bales, the same shall be replaced or payment for such bags shall not be made.</p>	<p>10000 Bales (1000 bags in each bale)</p>

1. Quantity offered. In bales _____

2. Delivery period offered. (if earlier than 45 days)- _____

3. i). Rate offered Per Bag inclusive of all taxes/duties in figure (Rs.) _____

ii. Rate offered Per Bag inclusive of all taxes/duties in words (Rs.) _____

4. i). Total amount of goods offered in figure Rs. _____

ii). Total amount of goods offered in words Rs. _____

Name of Tenderer _____

CNICNO. _____

NTN NO. _____

Sales Tax No. _____

Signature of Tenderer _____

Designation _____

Seal _____

Witness

Name Signature.....

Full Address.....

Date.....

Annex-C

SPECIAL INSTRUCTIONS

- (a) The Contractor should as per terms of the contract submit his bill on the prescribed Bill form available from the office. In case of any deviation from the above prescribed procedure the payment office will not be responsible for any delay so caused.
- (b) The contractor is required to issue 'Acknowledgement' immediately on receipt of cheque from the payment Officer. In case he fails to acknowledge the receipt of cheque within 7 days, his subsequent payment will be held in abeyance.
- (c) The contractor shall keep the Consignee, Inspection Authority and the purchase officer well informed with the supply position.
- (d) Inspection Call should be sent two weeks before the date when the inspection is required, failing which actual date of inspection or two weeks after the receipt of the inspection Call whichever is earlier will be considered the date of offering the stores for inspection.
- (e) The contractor shall return within 3 days the 'receipt' of the contract on the enclosed Slip duly filled in and signed in token of having received the order.
- (f) The contractor is required to send specimen signatures (in triplicate) of their authorized representative who is competent to sign the bills and receive payment on their behalf for onward transmission to Audit Officer duly attested by the purchase Officer to enable the Audit Officer to verify if payment has been received by an authorized representative of the contractor. The change of the contractor's representative authorized to sign bills and receive payments etc, should be promptly reported by the contractor to the Audit Office as well as to the purchaser failing which the entire responsibility for wrong payment will lie on the contractor.
- (g) Suppliers should note that if the stores inspected and released by the inspection authority rejected by either the consignee or actual user/consumer and on re-inspection of such stores by the Inspection Authority in the presence of supplier's representative, it shall be concluded that rejection is justified in terms and conditions of contract, stores shall stand rejected and shall be replaced by the contractor at his own risk and cost, failing which the stores shall be purchased at his risk and expenses.

(h) Liquidated Damages

The delivery period is the essence of the contract. If the contractor fails to adhere to the delivery schedule and intends to seek extension thereof, it will be the sole discretion of the purchaser either to grant or refuse extension in delivery period. However, the extension in delivery period if granted shall be subject to liquidated damages @ 4 % per month or part thereof and the LD charges shall be counted on the basis of number of days, after the date of delivery.

(i) SECURITY.

In case the contractor fails to execute the contract satisfactorily, the amount of security shall be forfeited. The purchaser also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor.



GOVERNMENT OF THE PUNJAB
FOOD DEPARTMENT

Annex-A

EVALUATION OF TECHNICAL PROPOSAL FOR (PURCHASE OF 10000 BALES OF PP BAGS)

Tender No. SOF-V-1(11)/2022/23 opened on 25.10.2022

OPTIONAL CRITERIA																		
S/No.	Name of Firm	Registration No. of Firm	Registration of Firm	Tax paid record	Signature	Banked/credited name	Sample given or No	Weight 100 gms. ± 5g	Capacity length of bag 100 cm ± 10mm	Capacity width of bag 40 cm ± 5mm	Weight 1000 gms ± 10g per bag	Capacity 100 kg per bale	Other features	Govt. Supplier or not	Lab. Report	Quality of material	Additional conditions	Remarks
1																		
2																		
3																		
4																		
5																		
6																		
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Unit Purchase Price Rs. 51.45/- per Bag

Additional Secretary (Admin),
Sr. Procurement Officer,
Food Department

Senior Technical Officer,
Directorate of Food Punjab,
Lahore.

Deputy Secretary (General),
Food Department

Deputy Director (General),
Directorate of Food Punjab

Section Officer (Food-V),
Food Department