



GOVERNMENT OF THE PUNJAB

FOOD DEPARTMENT

TENDER NOTICE / INVITATION OF BIDS

Sealed tenders are invited from the manufacturers / suppliers as well as from the importers of store items in the name of Secretary Food / Procuring Agency, Government of the Punjab, Food Department, Civil Secretariat, 2-Bank Road, Lahore for the supply of **24,870 Bales of Jute bags and 72,240 bales of PP bags** as per specifications given below under Punjab Procurement Act 2009 and its Rules, 2014 (as amended upto date):-

SPECIFICATION OF STORE ITEMS

1. Jute Bags Tender No.SOF-V-1(1)/2023

Estimated cost of 2591 million

As per specifications No.PS-1793-1986 of Pakistan Standard Institute, Karachi	Tentative Required Quantity	Delivery Period
<p>A)- CONVENTIONAL WEAVE</p> <p>i) Dimension of bags.</p> <p>a) Out side length 113 cm + 3, -1.5</p> <p>b) Outside width 71 cm +2, -1.0</p> <p>ii) Weight per bag 1100 grams ± 7.5 %</p> <p>iii) Ends per dm 76, + 6, - 4</p> <p>iv) Picks per dm 31 ± 2</p> <p>v) Min breaking load of sacking strip</p> <p>a)Warp Way 165 Kgs force</p> <p>b)Weft Way 175 Kgs force</p> <p>vi) Min breaking load of seam 64 Kgs force</p>	<p>B)- REVERSE WEAVE</p> <p>113 cm + 3, -1.5</p> <p>71 cm +2, -1.0</p> <p>1100 grams ± 7.5 %</p> <p>36, + 3 - 2.0</p> <p>60 ± 4.0</p> <p>(10x20cm)Kgs</p> <p>175 Kgs force</p> <p>165 Kgs force</p> <p>64 Kgs force</p>	<p>24,870 Bales</p> <p>(300 bags in each bale)</p> <p>45- days from the date of contract or earlier</p>
<p>Special Conditions.</p> <p>NOTE: Other related specifications as mentioned in Pakistan Standard 1793-1986(UDC 621.798. 15:677.13) Pakistan Standard Specification for Pakistan Grain Sacks.</p> <p>a). The bag should bear stenciled mark as “PUNJAB FOOD DEPARTMENT 2023-24, Scheme and with two green strip of one inch each to run lengthwise on right corner of bag which start from front top of bag upto back top of bag alongwith initials or name of the supplying firm.</p> <p>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>		

2. PP Bags Tender No.SOF-V-1(2)/2023

Estimated cost of 3717 million

<p>Tublar 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”) ± 1.5 cm/0.5” Outside length: 100 cm (39”) ± 1.5 cm/0.5”</p>	<p>72,240 Bales</p>	<p>45- days from the date of contract or earlier</p>
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<p>Tape: Denier, 950 ± 5% material UV stabilized polypropylene or UV stabilized mixed polypropylene with tape width 2.5 mm.</p> <p>Weave: 11 Tape X 11 Tape per inch</p> <p>Weight: 115 grams ± 5%</p> <p>Capacity: 50 Kg for wheat grains</p> <p>Colour: Translucent.</p> <p>Bottom Seam: The bottom of the bag should be folded once at sewn. The width of fold should be 2.54 cm (1 inch)</p> <p>Stitching: 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 uniformed without any loose thread.</p> <p>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.</p> <p>Printing: Printing design as approved will be printed on one side of the bag in Red colour.</p> <p>Printing Ink: Non fading water proof ink should be used.</p> <p>Packing: 1000 bags in one bale wrapped in new polypropylene woven fabrics Net weight minimum 115 Kg per bale.</p> <p>UV Stabilizer. ≥ 0.35%</p>		
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Special Conditions.

- a. The bags should bear stenciled mark as **PUNJAB FOOD DEPARTMENT 2023-24, Scheme** with two green strips of one inch each to run lengthwise on right corner of bag which start from front top of bag upto back top of bag alongwith initials or name of the supplying firm.
- b. The bag 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.

GENERAL CONDITIONS FOR ALL STORE ITEMS:

1. Tender documents containing technical and financial evaluation criteria are available on PPRA website i.e <https://ppra.punjab.gov.pk> as well as Punjab Food Department's website i.e www.food.punjab.gov.pk. Relevant technical evaluation criteria for all store items is annexed separately with respective bidding documents.
2. Tenders shall be submitted (in duplicate) on the prescribed form as per conditions of tender enquiry. Tender forms / bidding documents alongwith technical evaluation criteria form will be available at PPRA or Food Department Website.
3. The bids shall be submitted as per single stage two envelopes bidding procedure under rule-38(a)(i)&(ii) / a single package consisting of two separate envelopes containing separately Technical and the Financial proposals.
4. The contract as a whole shall be governed by the terms and conditions laid down in the Punjab Procurement Act 2009 / Rules, 2014 (amended upto date). The tenders not submitted as per specification, shall not be considered.
5. The bidder shall submit **0.5% earnest money** of the total estimated price of tendered item in the shape of call deposit with technical bid, in favour of Secretary Government of the Punjab, Food Department, Lahore. The earnest money will be refunded to the bidders after placing order with the successful bidders. 15 % variation of quantity can be observed at same price.
6. The payment of carriage / un-loading / stacking charges at consignee's end will be the responsibility of the supplier.
7. Each page of the tender documents i.e. tender form will be signed / stamped by the tenderer.

8. All the bids should be submitted alongwith five samples of store items otherwise the offer will not be considered.
9. The samples shall be sent to any designated laboratory/ institute, notified by the Government/ Department for the purpose. Samples technically approved by such lab / institute shall be considered for next stage.
10. Bid offer will be valid for **60-days** from the date of opening of tenders. The participating firms of store items shall offer at least **10%** of the total tendered quantity.
11. The participating firm must be registered with the Sales Tax and Income Tax Departments. Tenders should be submitted by the firm alongwith the Registration Certificate, from the Departments. In case of International Tenders, Registration Certificates in their respective country of origin be attached.
12. The rates offered will be inclusive of all taxes leviable under the law.
13. In case of International goods tenderers / importers, will have to quote their rates in Pakistani Currency.
14. The successful 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.
15. The bidder shall submit proof of production capacity coupled with sale tax return.
16. Tenders will be opened by the Purchase Committee in the Committee Room of Food Department, in the presence of tenderers or their representatives.
17. The Evaluation Committee shall evaluate the Bidding documents / Technical proposals, without reference to the price and shall reject any proposal which does not conform to the requirements as specified in the Tender Enquiry Form.
18. Notwithstanding anything to the contrary, Secretary Food / Procuring Agency 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.
19. In case the date of opening of bids is declared as a Public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to be the date of opening of bids. The time and venue shall remain the same.
20. The Procuring Agency reserves the right to increase fifteen percent of total contracted quantity at the same price.
21. The Procuring Agency reserves the right to decrease the quantity of store items.
22. The date of receipt of tender form will start from the date of publication of tender notice under PPRA rule 14(3). Last date for submission and opening of tenders is given below:-

SR. NO.	NAME OF ITEMS	LAST DATE AND TIME FOR SUBMISSION OF BIDS	DATE & TIME OF OPENING OF BIDS.
1.	Jute Bags	12.12.2022 at 12:00 (Noon)	12.12.2022 at 12:30 (PM)
2.	PP Bags	12.12.2022 at 1:00 (PM)	12.12.2022 at 1:30 (PM)

DEPUTY SECRETARY (GENERAL)/PO
FOOD DEPTT, 2-BANK ROAD, LAHORE
Ph. # 042-99211448 Fax # 042-99210519



GOVERNMENT OF THE PUNJAB
FOOD DEPARTMENT

TENDER ENQUIRY / BIDDING DOCUMENTS FOR PURCHASE OF 24,870 BALES OF JUTE BAGS,
BY PUNJAB FOOD DEPARTMENT
TENDER NO.SOF-V-1(1)/2023

Date and time of Receipt of bid:	12.12.2022 at 12:00 (Noon)
Date and time of opening of bid:	12.12.2022 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 Bid / 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;
- vii) Conformity of sample of store item according to specification of the Bid / Tender (weight, length, width, ends, picks, breaking strength & load).
- viii) 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 Bid / 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

1. Bid / 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.

2. All pages of the Bid / 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.
3. Offers will remain valid for **sixty days** from the date of opening the Bid / Tender.
4. The store is required by the consignee within **45 days** from the date of contract. However, the Bid / Tenderers are required to indicate their own earliest date by which the store will be supplied by them.
5. 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.
6. Bid / Tender should be addressed to Secretary, Government of the Punjab, Food Department.
7. Tenderers should quote their firm and final per bag and total price both in words as well as in figures in financial bid.
8. The Purchaser reserves the right to claim compensation for the loss caused by delay in the delivery of store.
9. All the bids should be submitted alongwith five samples of store item, otherwise the offer will not be considered.
10. 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.
11. Participating firms/suppliers should offer minimum **10%** of the tendered quantity along with proof of their production capacity, previous supplies and last financial year sales tax return.
12. 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.
13. Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
14. No supplementary or revised offer after the opening of Tenders shall be entertained.
15. Tenderers / Bidders should indicate in their Bid / Tenders, the complete address or the place/places where stores will be offered for inspection.
16. The tenderers / bidders shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store offered by them.
17. Tenderers should specifically indicate their **N.T.N**, Sales Tax Numbers and attached valid copies. (in case of local supplier/manufacturer).
18. Any erasing/cutting/overwriting etc. appearing in the offer, must be properly signed by the person signing the Bid / Tender.
19. 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 in the Bid / Tender enquiry. Store offered of a specification superior to the one specified in the Bid / Tender enquiry shall however, be acceptable.
20. Stores should be brand new and in original manufacturers packing.
21. Store items shall be delivered by the bidder at the place mentioned in Allocation Plan, free of cost.
22. The payment of un-loading and stacking charges at consignee's end will be the responsibility of the supplier.
23. 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.
24. Inspection of store will be carried out as per Standard Operation Procedure (SOP), notified by the Food Department.

25. 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.
26. Charges for getting the samples tested from the designated laboratories shall be born by the tenderer / contractor.
27. In case of importers, they will quote their rates in Pakistani Currency inclusive of all taxes levied by the Government.
28. The Contract Agreement shall be executed on stamp paper worth Rs.1200/- at the expense of the firm.
29. The firm shall bear the liabilities of stamp duty as per provisions of the Stamp Act, 1899.
30. The firm shall bear all taxes applicable at the time of receipt of store item at the destination.
31. 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.
32. 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.
33. In case of store of imported origin Certificate should be given by the Tenderer / Bidder 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.
34. 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.
35. The purchaser reserves the right to purchase full or part of the store or ignore/scrap/cancel the Bids / tenders.
36. The Procuring Agency reserves the right to increase fifteen percent of total contracted quantity at the same price.
37. The purchaser reserves the right to cancel the Bid / Tender in case:
 - a. The Advance Acceptance of Bid / 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.
 - d. If any information / document provided by the tenderer is found incorrect at any stage.
38. 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.
39. Importers and suppliers must enclose following Certificate from their manufacturers failing which the offer shall be ignored-

a. "This is to certify that M/S_____ have obtained quotation from us against invitation to Bid / 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 Bid / Tender."

b. Signature_____Name_____

40. Address of the supplier / Manufacturer_____

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

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

Signature of Bidder / Tenderer_____

Name_____

CNIC NO._____

NTN NO._____

Sales Tax No._____

Designation_____

Address_____

Seal_____

Witness

NameSignature.....

CNIC NO.....

Full Address.....

Date.....

(Annex-B)

AFFIDAVIT (to be filed on stamp paper)

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)/2023** due for opening on **12.12.2022 at 12:30 (PM)** for supply of Jute 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

As per specifications No.PS-1793-1986 of Pakistan Standard Institute, Karachi	Tentative Required Quantity	Delivery Period																						
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1. Quantity offered. _____
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 Bidder / Tenderer _____

CNIC NO. _____

NTN NO. _____

Sales Tax No. _____

Signature of Bidder / Tenderer _____

Designation _____

Seal _____

Witness

NameSignature.....

Full Address.....

Date.....

Jute Bags

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.



**TENDER ENQUIRY / BIDDING DOCUMENTS FOR PURCHASE OF 72,240 BALES OF PP BAGS BY
PUNJAB FOOD DEPARTMENT,
TENDER NO.SOF-V-1(2)/2023**

Date and time of Receipt of bid:	12.12.2022 at 1:00 (PM)
Date and time of opening of bid:	12.12.2022 at 1:30 (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;
 - vii. Conformity of sample of store item according to specification of the tender (weight, length, width, ends, picks, breaking strength & load).
 - viii. 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

1. 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.

2. 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.
3. Offers will remain valid for **sixty days** from the date of opening the Bid / Tender.
4. 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.
5. 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.
6. Bidders / Tenders should be addressed to Secretary, Government of the Punjab, Food Department.
7. Bidders / Tenderers should quote their firm and final per bag and total price both in words as well as in figures in financial bid.
8. The Purchaser reserves the right to claim compensation for the loss caused by delay in the delivery of store.
9. All the bids should be submitted alongwith five samples of store item, otherwise the offer will not be considered.
10. 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.
11. Participating firms/suppliers should offer minimum **10%** of the tendered quantity along with proof of their production capacity, previous supplies and last financial year sales tax return.
12. 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.
13. Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
14. No supplementary or revised offer after the opening of tenders shall be entertained.
15. Bidders / Tenderers should indicate in their bids, the complete address or the place/places where stores will be offered for inspection.
16. The bidders / tenderers shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store offered by them.
17. Bidders / Tenderers should specifically indicate their **N.T.N**, Sales Tax Numbers and attached valid copies. (in case of local supplier/manufacturer).
18. Any erasing/cutting/overwriting etc. appearing in the offer, must be properly signed by the person signing the bid / tenders.
19. 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.
20. Stores should be brand new and in original manufacturers packing.
21. Store items shall be delivered by the bidder at the place mentioned in Allocation Plan, free of cost.
22. The payment of un-loading and stacking charges at consignee's end will be the responsibility of the supplier.
23. 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.

24. Inspection of store will be carried out as per Standard Operation Procedure (SOP), notified by the Food Department.
25. 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.
26. Charges for getting the samples tested from the designated laboratories shall be born by the bidder/ tenderer.
27. In case of importers, they will quote their rates in Pakistani Currency inclusive of all taxes levied by the Government.
28. The Contract Agreement shall be executed on stamp paper worth Rs.1200/- at the expense of the firm.
29. The firm shall bear the liabilities of stamp duty as per provisions of the Stamp Act, 1899.
30. The firm shall bear all taxes applicable at the time of receipt of store item at the destination.
31. 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.
32. 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.
33. 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.
34. 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.
35. The purchaser reserves the right to purchase full or part of the store or ignore/scrap/cancel the tenders.
36. The Procuring Agency reserves the right to increase fifteen percent of total contracted quantity at the same price.
37. 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.
 - d. If any information / document provided by the tenderer is found incorrect at any stage.
38. 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.
39. 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.”

40. Signature _____ Name _____

a. 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

NameSignature.....

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(2)/2023** due for opening on **12.12.2022 at 1:30 (PM)** for supply of Poly Propylene (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>Tublar 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:</p> <p>Outside Width: 59 cm (23 inches) ± 1.5 cm/0.5 inches</p> <p>Outside length: 100 cm (39 inches) ± 1.5 cm/0.5 inches</p> <p>Tape: Denier, 950 ± 5% material UV stabilized polypropylene or UV stabilized mixed polypropylene with tape width 2.5 mm.</p> <p>Weave: 11 Tape X 11 Tape per inch</p> <p>Weight: 115 grams ± 5%</p> <p>Capacity: 50 Kg for wheat grains</p> <p>Colour: Translucent.</p> <p>Bottom Seam: The bottom of the bag should be folded once at sewn. The width of fold should be 2.54 cm (1 inch)</p> <p>Stitching: 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 uniformed with any loose thread.</p> <p>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.</p> <p>Printing: Printing design as approved will be printed on one side of the bag in single Red colour.</p> <p>Printing Ink: Non fading water proof ink should be used.</p> <p>Packing: 1000 bags in one bale wrapped in new polypropylene woven fabrics. Net weight minimum 115 Kg per bale.</p> <p>UV Stabilizer. ≥ 0.35%</p>	<p>72,240 Bales (1000 bags in each bale)</p>
<p>NOTE:-</p> <p>a). The bag should bear stenciled mark as “PUNJAB FOOD DEPARTMENT 2023-24” SCHEME with two green strips of one inch each to run lengthwise on right corner of bag which start from front top of bag upto back top of bag alongwith initials or name or the supplying firm.</p> <p>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>	

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

NameSignature.....

Full Address.....

Date.....

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.