

PUNJAB PRISONS DEPARTMENT

BIDDING DOCUMENTS

NAME OF CONTRACTOR / FIRM _____

FOR THE PROCUREMENT OF _____
 UNDER TENDER ENQUIRY NO. _____ AT CONSIGNEE'S END

Date of Opening. _____ 21.07.2022 _____

Time of Receipt. _____ **11:00 AM** _____

Delivery Period: **AS PER AGREEMENT DEED TO BE EXECUTED**

Punjab Prisons Department 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 Inspector General of Prisons, Punjab, Lahore and should be inclusive of all taxes/duties/charges and inclusive of packing/freight charges. The bid should be submitted on the following form:-

SR. #	DESCRIPTION	UNIT PRICE RS.	INCOME TAX	SALES TAX	OTHER DUTIES/ CHARGES ETC:	TOTAL UNIT PRICE RS.

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 bid security @ 2%, mentioned against each item in the terms & condition of the tender notice, in the shape of CDR/DD/PO in favour of the Inspector General of Prisons, Punjab, Lahore (**Annexure-C**).
 - ii) Received after fixed date and time.
 - iii) The tender/bidding documents are 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.
 - 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 (**Annexure-A**) indicated in the bidding documents.
 - ix) The bidder must enclosed required documents given in check list annexed with the bidding documents and also fill the evaluation sheet related to their bid as given at **Annexure-B**
3. The offer will be for the financial year 2022-23. However, if department desires it will be valid upto 30.09.2023.
4. All tenderers must submit their bids "**Single Stage-Two Envelope Procedure**" containing two separate envelopes, in a single package vide rule-38(2)(a) as per Punjab Procurement Rules,2014 amended upto date:-
 - i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately "**Financial Proposal**" and the "**Technical Proposal**"
 - ii) The envelopes shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters;
 - iii) Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened;

- iv) The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without opened;
 - v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, as mentioned in **TECHNICAL EVALUATION SHEET (ANNEXURE-B)** without reference to the price and reject any proposal which does not conform to the specified requirement.
 - vi) The samples provided by the bidders will be got tested from laboratory to ensure that the same conform to the required specifications or otherwise. All the laboratory test charges will be provided by the bidders in advance at the time of opening of technical proposal.
 - vii) During the technical evaluation no amendments in the technical proposal shall be permitted;
 - viii) The financial proposals shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - ix) After the evaluation and approval of the technical proposal, the procuring agency shall open the financial bid within the validity period i.e 90 days / extended period (if required) (as mentioned in PPR Rules) publicly of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders and;
 - x) The financial bid found to be the lowest, shall be accepted.
5. The procuring agency reserves the rights to purchase full or part of the store or ignore/scrap/cancel the tender in the light of PPRA Rules. The purchaser can increase/decrease the quantity of store as per requirement under PPRA Rules,2014 amended upto date.

SPECIAL INSTRUCTIONS

1. The store is required by the consignee within the period as per agreement deed to be executed after award of contract. However, the tenderers are required to indicate their own guarantee earliest date by which the store will be supplied by them.
2. Tenderers must quote their final rates on the aforementioned form and if the space become less then can offer the rate on firms letter **head pad** alongwith original bidding documents and ensure that the cash receipt (in original) against purchase of bidding documents is attached.
3. The successful tenderers shall deposit 2% of the total cost of store as “**Performance Guarantee**”, for each item in the form of **CDR /DD/PO** in favour of the Inspector General of Prisons, Punjab, Lahore, within the period specified in Advance Acceptance of Tender. Performance Guarantee shall be refunded on successful completion of the contract after receipt of No Demand Certificates (NOCs) from the concerned Superintendent Jails.
4. In case of indigenous stores, the tenderers who are manufacturers must indicate name and address of their works in Pakistan from where they indent to supply the store. Other must enclose a certificate from their manufacturers, as under, failing which the offer shall be ignored.

“This is to certify that M/S _____ has obtained quotation from us against invitation of 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, Staff alongwith postal address, Phones/Fax numbers, E-mail and Website information.
7. The tenderers should indicate in their tenderers, 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 offer 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 specifications and samples approved by the purchase committee (where applicable).

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 identify 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 financially year was rupees five million or above.
16. The tenderers should specifically enclose copies of their NTN/GST No. 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. An affidavit should be provided by the tenderers that their firm has never been blacklisted by any Government Department.
19. 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.
20. The random samples 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. The Inspection Committee upon the direction of the Competent Authority, where deemed necessary, shall visit the manufacturing unit of the supplier / firm to assess the production capacity and to examine the unit completely to ascertain the further information accordingly.
21. 100% payment will be made on successful completion of the store through the office of the Accountant General, Punjab, Lahore/District Accounts Officer concerned, on prescribed bill form against Inspection/Receipt Certificate by the consignee/Inspectorate of Prisons, Punjab, Lahore.
22. The Govt. of the Punjab, Finance Department releases funds on quarterly basis to the Prisons Department and the payment will be paid to the firm / contractor within 30 days subject to availability of funds.
23. In case the contractor / firm fails to supply the required quantity of items within given time, the procuring agency may fulfill the requirement by purchasing the items from open market on itself at market rate. In such, a case the difference of cost in bid price and market rate will be deducted from the payment of the contractor / firm.
24. The bidders are required to examine the bidding documents/tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information/documents or submission of a bid not substantially responsive to the bidding documents/tender notice in every respect would result in the rejection of the bid.
25. In case the contractor fails to supply the contract items within given time settled in the agreement deed. The DDO / Superintendent Jail will purchase the said items from local market at the cost & risk against the defaulter firm / contractor and excess expenditure will be recovery from the payment / performance guarantee of the said firm / contractor.
26. Frequent failure, both delayed supplies and non-supplies, will be considered as non performance resulting in forfeiture of performance guarantee and termination of contract leading to the blacklisting. In such an event, the procuring agency shall reserve the right to forfeit our security including blacklisting the firm.
27. In case of delay / non supply, the liquidated damages @ 2%, on the total estimated cost of the contract, on pro-rated basis will be imposed upon the firm / contractor.

REDRESSAL OF GRIEVANCES

1. In pursuance of rule-67 of PPRA, the following committee will redress the grievances of the bidders, if any, lodged with the committee in writing.

i.	DIG Prisons, Sahiwal Region, Sahiwal	Convener
ii.	Law Officer Inspectorate of Prisons Punjab, Lahore	Member
iii.	Incharge Contract Branch Inspectorate of Prisons Punjab, Lahore	Member

DOCUMENTS CHECK LIST
FOR
RICE BASMATI SUPER

Documents as per following detail should be attached with the technical bid for evaluation of the firms / suppliers.

SR. NO.	PARAMETERS OF TECHNICAL EVALUATION
1.	Copy of Valid CNIC duly attested by authorized person
2.	Copy of NTN certificate duly attested by authorized person / FBR
3.	At least 1xyear of verifiable experience in sale / supply of similar items.
4.	Registration letter / certificate issued by the Authority, Department, Market Committee, Chamber of Commerce, Trade Association, SECP, Company Registration as business in similar items etc.
5.	Verifiable sale point / business / office at some prominent place / main market of a city.
6.	Tax registration certificate. Tax Returns, CPRs, Tax payment etc (at least one year)
7.	Active Tax Payer Status
8.	Fresh Bank Account Maintenance certificate issued by the Bank
9.	Last 1xyear Bank statement with Bank stamp signature
10.	Complete business profile printed on letter head pad with stamp and signature of the proprietor / Supplier
11.	Original CDR /DD/PO as per bid security amount
12.	Covering letter / undertaking on letter Head / Stamp paper addressed to the Head of Procuring Agency.
13.	Original bid documents purchased from the procuring Agency duly stamped and signed on each page.
14.	Original purchase receipt (Fee Slip) issued from Inspectorate of Prisons Punjab, Lahore
15.	Authority letter on letter head pad duly signed and stamped by the Owner / Supplier / Proprietor with Name, Parentage, CNIC No. and Specimen Signatures of the representatives of Firm / Company etc.

DOCUMENTS CHECK LIST
FOR
(PACKED MILK, COOKING OIL, TEA LEAVES & SYRUP)

Documents as per following detail should be attached with the technical bid for evaluation of the firms / suppliers

SR. NO.	PARAMETERS OF TECHNICAL EVALUATION
1.	Copy of Valid CNIC duly attested by authorized person
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11.	Original CDR as per bid security amount
12.	Covering letter / undertaking on letter Head / Stamp paper addressed to the Head of Procuring Agency.
13.	Original bid documents purchased from the procuring Agency duly stamped / signed and one copy of the bidding document must be annexed with the financial proposal duly completed / signed by the contractor.
14.	Original purchase receipt (Fee Slip) issued from Inspectorate of Prisons Punjab, Lahore
15.	Authority letter on letter head pad duly signed and stamped by the Owner / Supplier / Proprietor with Name, Parentage, CNIC No. and Specimen Signatures of the representatives of Firm / Company etc.
16.	Production capacity of the firm.
17.	Standard Operating Procedures (SOPs)
18.	Standard Analytical Procedures (SAPs)
19.	Production statements of previous three years.
20.	Whether the firm has a considerable product share in the market and its availability in the open market has been provided or not.
21.	Whether the Manufacturing License in case of Mills / Manufacturers under rule-8(XIII) 10&11 of Pakistan Standards & Quality Control Authority Act, 1996 has been issued or not.
22.	Whether manufacturing license under Pure Food Rules, is available or not.
23.	Whether the brand/trade mark under the provision of section of rules 8,10&11 of PSQCA has been registered or not.
24.	Whether the adoption of GMP, ISO and HAACP implementation for quality product development has been made or not.
25.	Whether the proof of purchase and payment of raw material before refinement and packing for last three years. i.e Tea Leaves, Cooking Oil, Packed Milk & Syrup has been annexed with the bidding documents or not.
26.	Whether the labeling of the pre-packed articles Cooking Oil, Tea Leaves, Syrup & Packed Milk has been made in accordance with the respective Punjab Pure Food Rules, 2011 or otherwise.
27.	Whether the bidders have clearly mentioned that they would supply Standardized without any added ingredients,
28.	Whether the firm remained blacklist from any Government Department.

UNDERTAKING 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 the bidding documents in all respects.
3. We accept that if the required bid security is not furnished or our offer is found lacking in any of the requirement of tender notice/bidding documents, it may 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 strictly adhered by us.
5. We also hereby confirm that in case of declared successful bidder, the store will be supplied as per specifications mentioned in detailed in **Annexure-A** and in case of failure to supply the store as per required standard / specification or our conduct / performance is found detrimental to public interest, at any stage, the procuring agency shall reserve the right to forfeit our security including blacklisting the firm.
6. I / We agree to execute a contract agreement on stamp paper in the form and during the specific time period to be communicated by the procuring agency, incorporating all agreements with such alternations or additions thereto as may be necessary adapt such agreement to the circumstances of the standard, and in case of failure to execute the contract agreement in the stipulated time period, the procuring agency shall reserve the right to forfeit our security including blacklisting the firm.

Name of Firm / Contractor: _____

Signature of Contractor: _____

Designation: _____

Seal: _____

Witness:

a). Name: _____ Signature. _____

b). Full address: _____

c). CNIC #: _____



ANNEXURE-A**SPECIFICATIONS****(RICE BASMATI, PACKED MILK, COOKING OIL, TEA LEAVES & SYRUP)**

Sr. No.	NAME OF ITEM	Specifications																				
1.	RICE BASMATI SUPER	<p>Main Variety: Rice Super Basmati will be entertained in the tender wherein the main variety will be available over 85%. COLOR: The grain as far so possible, shall have its normal color but mere discolorations shall not make it unfit if repellent smell or taste have not developed. SMELL: Persistent bad smell in food grains shall be indicative of unhealthy deterioration of grain and it shall e considered to injurious to health. TASTE: any taste other than the characteristic taste of food grains shall be deemed to render the food grains injurious to health. FOREIGN MATTER: not more than 3% out of which inorganic matter and poisonous seed shall not exceed 1% and 0.5% respectively. Out of the total limit of poisonous seeds, dhaura and akra (vicia species) shall not exceed 0.025% and 0.2% respectively. FOREIGN FOOD GRAINS: Grains, other than the one which is being sold, shall be deemed to be foreign food grains, so far as that particular food grains is concerned, and shall not exceed 05% by weight. DAMAGED GRAINS. Grains which are damaged, touched or mouldy or shriveled shall not exceed a total of 05%, of which mouldy grams, after superficial cleaning, shall not be more than 1.5%. INSECT DAMAGED GRAINS shall not exceed the limit of 5%. SOUND GRAINS: Notwithstanding the permissible limits stated in foreign matter the percentage of normal and sound grains shall in no case be lower than 85% of the total grain inclusive of the percentage under Foreign Food Grains. Moisture content: The moisture content at any time irrespective of climate or season, shall not exceed 12%. Uric Acid: Nor more than 100 mg/kg and Mycotoxin including aflatoxin : Nor more than 20 ug/Kg</p>																				
2.	PACKED MILK	<p>Standardized milk, means, milk which has been reduced to the prescribed level of milk fat by removal of fat. It shall contain not less than 8.9% of milk solids other than milk fat and it shall contain not less than 12.4% of milk solids including 3.5% of Milk fat provided that the term standardized refer to the standardization of fat contents alone. It shall be homogenized, sterilized / UHT. It shall show a negative Phosphatase test, turbidity test and methylene blue reduction test. The standardized milk shall be free from any added non-dairy ingredients except the permitted food additives and nutrient supplements.</p>																				
3.	TEA LEAVES	<p>Tea: means the fermented, dried and sound processed leaves and buds of various species of tea belonging to genus Camellia and free from tea waste and any other foreign matter or impurities, free from any colouring matter, but may contain tea stalks to a maximum of 10%, it shall conform to the following standard (calculated on sample dried at 100C).</p> <table border="0"> <tr> <td>Water extract:</td> <td>33 percent minimum</td> </tr> <tr> <td>Total Ash:</td> <td>5 to 8 percent</td> </tr> <tr> <td>Ratio of Soluble to Total Ash;</td> <td>45 percent minimum</td> </tr> <tr> <td>Alkalinity of Ash (as K_2O)</td> <td>1.5 to 2.0 percent</td> </tr> <tr> <td>Ash insoluble in acid</td> <td>0.8 percent maximum</td> </tr> <tr> <td>Crude fiber</td> <td>1.5 percent maximum</td> </tr> <tr> <td>Cafeine</td> <td>2.5 percent minimum</td> </tr> <tr> <td>Tannin</td> <td>10 percent minimum</td> </tr> <tr> <td>Moisture</td> <td>Not more than 8 percent</td> </tr> <tr> <td>Foreign Coaltar Dye</td> <td>-</td> </tr> </table>	Water extract:	33 percent minimum	Total Ash:	5 to 8 percent	Ratio of Soluble to Total Ash;	45 percent minimum	Alkalinity of Ash (as K_2O)	1.5 to 2.0 percent	Ash insoluble in acid	0.8 percent maximum	Crude fiber	1.5 percent maximum	Cafeine	2.5 percent minimum	Tannin	10 percent minimum	Moisture	Not more than 8 percent	Foreign Coaltar Dye	-
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4.	SHARBAT	<p>Rooh Afza, Jam-e-Shereen, Nauras and Samarqand Brands manufactured by Hamdard laboratories (waqt) Qureshi Industries (Pvt) Lahore, Nauras (Pvt) Ltd, Karachi and Sehzan International (Ltd), Lahore respectively.</p>																				

Sr. No.	NAME OF ITEM	Specifications																												
5.	COOKING OIL (CANOLA)	<p>Canola Oil means the oil obtained from the low erucic acid oil bearing seeds of varieties derived from brassica species of cruciferae family or from cake / meal thereof by a process of expression (expelling) or by a process of solvent extraction. It shall be refined, bleached and deodorized. It shall be clear and free from rancidity, adulterants sediments, and suspended and other foreign matter and added colouring and flavouring substances or mineral oils. The solid component of the seed shall contain not less than 40micromoles of total glucosinolates per gram of air-dry oil free solids.</p> <p>a. Moisture = Not more than 0.1%</p> <p>b. Relative density (20 o C). = 0.914 to 0.92</p> <p>c. Refractive Index (at 40OC) = 1.4650-1.4730</p> <p>d. Saponification Value = 182 to 193 mg KOH/g</p> <p>e. Iodine Value (Wijs) = 110 to 126</p> <p>f. Acid Value = Not more than 0.4 mg KOH/g</p> <p>g. Unsapnifiable Matter = Not more than 1.5%</p> <p>h. Crismer Value = 67 to 70</p> <p>i. Rancidity (Kries Test) is one inch cell= Below 1.5R On Lovibond Scale.</p> <p>j. Peroxide Value = Not more than100 millin equivalents peroxide oxygen/ KG oil</p> <p>k. Euric acid percent of the Component= Not more than 5.0%</p> <p>Fatty Acids</p> <p>l. Smoke Point O C =Not less than 232 (Pensky Marten closed method)</p> <p>m. Sulfur = Not more than 10 mg/Kg</p> <p>n. Vitamin A = Not less than 33,000 I.U/Kg</p> <p>o. Specific Gravity at 20/20OC = 0.914-0.920</p> <p>p. Colour in one inch cell (Y+10) = 12 Maximum</p> <p>q. GLC Ranges of fatty acid composition (percent)</p> <table border="0"> <thead> <tr> <th><u>Fatty acids</u></th> <th><u>Range</u></th> </tr> </thead> <tbody> <tr><td>C<14:00</td><td><0.2</td></tr> <tr><td>C 16:0</td><td>2.5-6.0</td></tr> <tr><td>C 16:1</td><td><0.6</td></tr> <tr><td>C 18:0</td><td>0.8-2.5</td></tr> <tr><td>C 18:1</td><td>50-66</td></tr> <tr><td>C 18:2</td><td>18-28</td></tr> <tr><td>C 18:3</td><td>6.0-14</td></tr> <tr><td>C 20:0</td><td>0.1-1.2</td></tr> <tr><td>C 20:1</td><td>0.1-4.3</td></tr> <tr><td>C 22:0</td><td><0.6</td></tr> <tr><td>C 22:1</td><td><5.0</td></tr> <tr><td>C 24:0</td><td><0.2</td></tr> <tr><td>C 24:1</td><td><0.2</td></tr> </tbody> </table> <p>r. Contaminants</p> <p>(i) Matter volatile at 1050C = Not more than 0.2% m/m</p> <p>(ii) Insoluble impurities = Not more than 0.05 % m/m</p> <p>(iii) Soap content = Not more than0.005% mg/Kg</p> <p>(iv) Iron (Fe) = Not more than 1.5% mg/Kg</p> <p>(v) Copper (Cu) = Not more than 0.1mg/Kg</p> <p>(vi) Lead (Pb) = Not more than 0.1 mg/ Kg</p> <p>(vii) Arsenic (As) = Not more than 0.1 mg/Kg</p>	<u>Fatty acids</u>	<u>Range</u>	C<14:00	<0.2	C 16:0	2.5-6.0	C 16:1	<0.6	C 18:0	0.8-2.5	C 18:1	50-66	C 18:2	18-28	C 18:3	6.0-14	C 20:0	0.1-1.2	C 20:1	0.1-4.3	C 22:0	<0.6	C 22:1	<5.0	C 24:0	<0.2	C 24:1	<0.2
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ANNEXURE-B**TECHNICAL EVALUATION CRITERIA SHEET****(ONLY FOR RICE BASMATI)**

SR. NO.	PARAMETERS OF TECHNICAL EVALUATION	YES / NO	DOCUMENTS AT FLAG	REMARKS
1.	Copy of Valid CNIC duly attested by authorized person			
2.	Copy of NTN certificate duly attested by authorized person / FBR			
3.	At least 1xyear of verifiable experience in sale / supply of similar items.			
4.	Registration letter / certificate issued by the Authority, Department, Market Committee, Chamber of Commerce, Trade Association, SECP, Company Registration as business in similar items etc.			
5.	Verifiable sale point / business / office at some prominent place / main market of a city.			
6.	Tax registration certificate. Tax Returns, CPRs, Tax payment etc (at least one year)			
7.	Active Tax Payer Status			
8.	Fresh Bank Account Maintenance certificate issued by the Bank			
9.	Last 1xyear Bank statement with Bank stamp signature			
10.	Complete business profile printed on letter head pad with stamp and signature of the proprietor / Supplier			
11.	Original CDR as per bid security amount			
12.	Covering letter / undertaking on letter Head / Stamp paper addressed to the Head of Procuring Agency.			
13.	Original bid documents purchased from the procuring Agency duly stamped / signed and one copy of the bidding document must be annexed with the financial proposal duly completed / signed by the contractor.			
14.	Original purchase receipt (Fee Slip) issued from Inspectorate of Prisons Punjab, Lahore			
15.	Authority letter on letter head pad duly signed and stamped by the Owner / Supplier / Proprietor with Name, Parentage, CNIC No. and Specimen Signatures of the representatives of Firm / Company etc.			

DATED:-**SIGNATURE WITH STAMP**

ANNEXURE-B

TECHNICAL EVALUATION CRITERIA SHEET
FOR
(PACKED MILK, COOKING OIL, TEA LEAVES & SYRUP)

PART-A

SR. NO.	PARAMETERS OF TECHNICAL EVALUATION	YES / NO	DOCUMENTS AT FLAG	REMARKS
1.	Copy of Valid CNIC duly attested by authorized person			
2.	Copy of NTN certificate duly attested by authorized person / FBR			
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15.	Authority letter on letter head pad duly signed and stamped by the Owner / Supplier / Proprietor with Name, Parentage, CNIC No. and Specimen Signatures of the representatives of Firm / Company etc.			

DATED:-**SIGNATURE WITH STAMP**

PART-B

Sr. No.	CHECK LIST	YES / NO	DOCUMENTS AT FLAG	REMARKS
1.	Production capacity of the firm.			
2.	Standard Operating Procedures (SOPs)			
3.	Standard Analytical Procedures (SAPs)			
4.	Production statements of previous three years.			
5.	Whether the firm has a considerable product share in the market and its availability in the open market has been provided or not.			
6.	Whether the Manufacturing License in case of Mills / Manufacturers under rule-8(XIII) 10&11 of Pakistan Standards & Quality Control Authority Act, 1996 has been issued or not.			
7.	Whether manufacturing license under Pure Food Rules, is available or not.			
8.	Whether the brand/trade mark under the provision of section of rules 8,10&11 of PSQCA has been registered or not.			
9.	Whether the adoption of GMP, ISO and HAACP implementation for quality product development has been made or not.			
10.	Whether the proof of purchase and payment of raw material before refinement and packing for last three years. i.e Tea Leaves, Cooking Oil, Packed Milk & Syrup has been annexed with the bidding documents or not.			
11.	Whether the labeling of the pre-packed articles Cooking Oil, Tea Leaves, Syrup & Packed Milk has been made in accordance with the respective Punjab Pure Food Rules, 2011 or otherwise.			
12.	Whether the bidders have clearly mentioned that they would supply Standardized without any added ingredients,			
13.	Whether the firm remained blacklist from any Government Department.			

DATED:-**SIGNATURE WITH STAMP**

ANNEXURE-C**BID SECURITY AMOUNT @ 2% OF TOTAL ESTIMATED PRICE OF EACH ITEM
AS PER TENDER NOTICE ADVERTISEMENT**

Sr. #	NAME OF ITEM	NAME OF REGION								TOTAL QTY KG	TOTAL ESTIMATED VALUE (RS)	TOTAL BID SECURITY (RS.)
		LAHORE	Faisalabad	Sargodha	Rawalpindi	Sahiwal	Multan	D.G KHAN	Bahawalpur			
1	RICE BASMATI	53650	10200	18500	8400	17350	7650	9250	2750	127750	-----	-----
	TOTAL ESTIMATED VALUE	10730000	2040000	3700000	1680000	3470000	1530000	1850000	550000	-----	25550000	-----
	BID SECURITY @ 2%	214600	40800	74000	33600	69400	30600	37000	11000	-----	-----	511000
2	PACKED MILK	524580	206670	147700	362137	177000	120300	90200	108114	1736701	-----	-----
	TOTAL ESTIMATED VALUE	89178600	35133900	25109000	61563290	30090000	20451000	15334000	18379380	-----	295239170	-----
	BID SECURITY @ 2%	1783572	702678	502180	1231265	601800	409020	306680	367587	-----	-----	5904782
3	COOKING OIL	246960	97440	78360	133198	75000	49360	41920	47424	769662	-----	-----
	TOTAL ESTIMATED VALUE	133358400	52617600	42314400	71926920	40500000	26654400	22636800	25608960	-----	415617480	-----
	BID SECURITY @ 2%	2667168	1052352	846288	1438538	810000	533088	452736	512179	-----	-----	8312349
4	TEA LEAVES	9218	3900	3715	4215	3920	2075	2098	2410	31551	-----	-----
	TOTAL ESTIMATED VALUE	11061600	4680000	4458000	5058000	4704000	2490000	2517600	2892000	-----	37861200	-----
	BID SECURITY @ 2%	221232	93600	89160	101160	94080	49800	50352	57840	-----	-----	757224
5	SYRUP	11860	5194	4130	5083	3485	2635	1916	1715	36018	-----	-----
	TOTAL ESTIMATED VALUE	3558000	1558200	1239000	1524900	1045500	790500	574800	514500	-----	10805400	-----
	BID SECURITY @ 2%	71160	31164	24780	30498	20910	15810	11496	10290	-----	-----	216108