

# **PUNJAB PRISONS DEPARTMENT**

## **BIDDING DOCUMENTS**

FOR THE PROCUREMENT OF \_\_\_\_\_  
UNDER TENDER ENQUIRY NO.IPL- \_\_\_\_\_ AT CONSIGNEE'S END

Date of Opening. \_\_\_\_\_ **03.05.2018** \_\_\_\_\_

Time of Receipt. \_\_\_\_\_ **11:00 A.M** \_\_\_\_\_

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:-

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

2. Any offer not received as per instructions, terms & conditions of the tender notice/bidding documents is liable to be ignored. No offer shall be considered if:-

- i) Received without Earnest Money equal to 2% mentioned against each item in the terms & condition of the tender notice, in the shape of CDR/Deposit at Call in favour of the Inspector General of Prisons, Punjab, Lahore.
- 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 indicated in the bidding documents.

3. The offer will be for the year 2018-19 However, if department desires it will be valid upto 30.09.2019.

4. All tenderers must submit their bids "Single Stage-One Envelope Procedure" containing two separate envelopes as per Punjab Procurement Rules,2009 amended in 2014&2016 as under:-

- 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, 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 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 bid found to be the lowest evaluated bid, shall be accepted.

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

## **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 guaranteed 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 02% or 5% of the total cost of store as security in the form of Deposit at Call (CDR) in favour of the Inspector General of Prisons, Punjab, Lahore, within the period specified in Advance Acceptance of Tender. Security 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 identity variations in their offers. Store offered of a specification superior to the one specified in the bidding documents shall however, be acceptable.
14. The quotation should be submitted on the basis of accounting unit specified in the invitation to tender.
15. The tenderers must submit a Bank Stability Certificate from any scheduled bank clarifying that the business transactions by the firm in a financially year was rupees five million or above.
16. The tenderers should specifically indicate 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. The lab test sample of clothing/garments should be without print mark by the participants.
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.
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. In case of spare parts of imported origin:-
  - (i) A certificate should be given by the tenders that the spare parts shall be genuine, brand new and in the original packing of the manufacturer.
  - (ii) A certificate should be given by the tenderers that they will be responsible for free replacement of parts if not found suitable for the engine, machinery or its ancillary equipment or demand.
  - (iii) Manufacturer's name in whose packing the spares will be offered for inspection, must be given in the offer.
  - (iv) 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 manufacturers.
  - (v) The tenderers should undertake that the security may be forfeited if they fail to furnish the import documents on inspection as at (iv) above or to the purchase of store at their risk and expense.
  - (vi) Part No. and nomenclature of each item must be given in the quotations as per particulars contained in the tender enquiry. In case superseded parts Nos. are offered, manufacturer's certificate or parts catalogue shall be produced in support of the offer made by them.

23. 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.

# **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 Earnest Money 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 the store will be supplied as per tender specifications and in case of failure, the procuring agency reserves the rights 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 #. \_\_\_\_\_  
\_\_\_\_\_



## SPECIFICATION OF PACKED MILK, TEA LEAVES & COOKING OIL

Name of item	Specifications																																																																																																																		
Packed Milk	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.																																																																																																																		
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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Water extract:</td> <td style="width: 10%;"></td> <td style="width: 30%;">33 percent minimum</td> </tr> <tr> <td>Total Ash:</td> <td></td> <td>5 to 8 percent</td> </tr> <tr> <td>Ratio of Soluble to Total Ash;</td> <td></td> <td>45 percent minimum</td> </tr> <tr> <td>Alkalinity of Ash (as <math>K_2O</math>)</td> <td></td> <td>1.5 to 2.0 percent</td> </tr> <tr> <td>Ash insoluble in acid</td> <td></td> <td>0.8 percent maximum</td> </tr> <tr> <td>Crude fiber</td> <td></td> <td>1.5 percent maximum</td> </tr> <tr> <td>Cafeine</td> <td></td> <td>2.5 percent minimum</td> </tr> <tr> <td>Tannin</td> <td></td> <td>10 percent minimum</td> </tr> <tr> <td>Moisture</td> <td></td> <td>Not more than 8 percent</td> </tr> <tr> <td>Foreign Coal tar Dye</td> <td></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 Coal tar Dye		-																																																																																				
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Cooking Oil	<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> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">a. Moisture</td> <td style="width: 10%; text-align: center;">=</td> <td style="width: 60%;">Not more than 0.1%</td> </tr> <tr> <td>b. Relative density (20 o C).</td> <td style="text-align: center;">=</td> <td>0.914 to 0.92</td> </tr> <tr> <td>c. 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17. ٹینڈر روٹینڈ کو مندرجہ ذیل دستاویزات ٹینڈر کے سر اوفٹ کرنا ہوں گی:-
- i. فرم انٹرنی کی پیدوار کی گنجائش
  - ii. عینڈر روٹینڈ کے پروسچر (SOP)
  - iii. عینڈر روٹینڈ کے گنڈل پروسچر (SAP)
  - iv. گزشتہ تین سال کی پیدوار کا کیوارہ
  - v. آسٹمی مارکیٹ میں مناسب پلائی کا حصہ اور مارکیٹ میں دستیابی کا سرٹیفکیٹ
  - vi. خالص خوراک روٹینڈ کے تحت حاصل کردہ ٹینڈر
  - vii. پاکستان عینڈر روٹینڈ کے پورول تعداد کی جانب سے جاری کردہ ٹینڈر اور مارکیٹ ٹینڈر
  - viii. گزشتہ تین سال کے دوران خالص مال کی خریدی اور ہوا انگل کا ٹیٹ
  - ix. ISO, GMP اور HACCP پر عمل آراء اور ایسے بہترین پیدوار میٹرا اختیار کرنے کا ٹیٹ
18. کچے پھنے لوہکا ٹیٹ چھانڈ والے ٹینڈر رقم ستر و کروڑے جائیں گے اور ٹینڈر روٹینڈ کا کوئی خذرقہ قبول نہوگا۔
19. انڈسٹریل جیو پیل پھر پر کفرم اٹھیکہ اٹو کی رکاری داروانے ماشی میں کبھی ایک لسٹ نہیں کیا ہے۔
20. جن ٹھیکیدارن کی گزشتہ سال کی پلائی کے عوض سکورٹی خذرترا میں جت ہے وہ جب تک سکورٹی کا خراج نہیں کرائیں گے وہ کالڈ پازٹ ہلو سکورٹی کا قول نہوگی۔
21. اشیاء کا نمونہ برائے لیبارٹری ٹیٹ ٹیٹو لایا جائے گا ٹیٹ وافر اجات کی تمام ڈسوارڈس فرم اٹھیکہ اری ہوگی۔ سال حسب ضرورت لیا جائے گا۔ تمام میں کئی ٹیٹ برطالان پھر اول ہو سکتی ہے۔
22. ٹینڈر میں دی گئی ہگز نو سے (90) روز تک کارآمد رہیگی۔
24. تمام روچہ جیسے رکی ادا انگل پڑ مفر نام کتہ ہوگی
25. ٹینڈر میں دی گئی اشیاء کی کمل تصریحات (Specifications) نقل (Bidding Document) مقدار اور زر شمولیت و دیگر شرائط PPRA کی ویب سائٹ ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) اور گورنر جنرل خاندیات کی ویب سائٹ ([www.prison.punjab.gov.pk](http://www.prison.punjab.gov.pk)) پر بھی دیکھی جاسکتی ہیں اور کسی شکایت یا مسئلہ کی صورت میں آئی جی اور ڈی آئی جی (ہیڈ کوارٹر) سے ان فرموں پر رابطہ کیا جاسکتا ہے۔
- 1 آئی جی جنرل خاندیات پنجاب 042-99200465-66
- 2 ڈی آئی جی (ہیڈ کوارٹر) جنرل خاندیات پنجاب 042-99200473
- مزید معلومات لایسن آفیسر کے فون نمبر (042-99200498,570-582) پر خذری ہوا سے میں حاصل کی جاسکتی ہیں۔