

ٹینڈر طلبی نوٹس

محکمہ سوشل ویلفیئر سروسز ایجوکیشن اینڈ ویمن امپاورمنٹ، حکومت صوبہ خیبر پختونخوا ڈسٹرکٹ مردان کے ذریعہ نگرانی مختلف اداروں یعنی بحالی مرکز برائے عادی نشیبات افراد، دارالافتاء، دارالامان، سکول برائے ناچنا افراد، ہاسٹل ایجوکیشن کیمپس اور پناہ گاہ مردان کو معیاری فریش واشنگ راشن کی سپلائی روزانہ کی بنیاد پر برائے مالی سال 2025-26 کیلئے رجسٹرڈ فرموں جو کہ خیبر پختونخواہ ریگولیٹری اتھارٹی کی ویب سائٹ <http://kp.eprocure.gov.pk> پر رجسٹرڈ ہو چکے ہوں سے بذریعہ ای پ کیورنٹ ٹینڈر مطلوب ہیں۔ ٹینڈر بذریعہ E-PAD مورخہ 31-12-2025 بوقت 10:30 دوپہر تک آعلان جمع کیے جاسکتے ہیں۔ اور اسی روز بوقت 11:00 بجے ٹینڈر نمائندگان اور ارکان کمیٹی ممبران کے روبرو کھولے جائیں گے۔

شرائط:-

- ۱۔ ٹینڈر ہذا Single Stage, Single Envelope Procedure کے تحت ہوگا جس کے لئے فہرست راشن وٹینڈر ڈاکومنٹس E-PAD System سے ڈاؤنلوڈ کی جاسکتی ہے۔ صرف انہی مجوزہ ڈاکومنٹس پر ٹینڈر رائٹس قابل قبول ہونگے، ریٹ درج کرتے ہوئے کوئی Overwriting/Cutting نہیں ہونا چاہئے۔
- ۲۔ ٹینڈر دہندہ گان کو کسی بھی ایک وفاقی یا صوبائی رجسٹریشن ایکٹ کے تحت رجسٹریشن دینے کا ثبوت دینا ہوگا۔
- ۳۔ صرف وہ فرم ٹینڈر میں حصہ لے سکتے ہیں جو انکم ٹیکس اور سیلز ٹیکس کے ساتھ رجسٹرڈ ہو اور جس کا نام Active TaxPayer List میں شامل ہو۔
- ۴۔ ٹینڈر کے ساتھ کسی بھی شیڈول بینک میں کل مالیت 15 لاکھ روپے کا کالڈیا پارٹ بنام ذریعہ منتقلی E-PAD پر اپلوڈ کرنا ہوگا اور اصل CDR ٹینڈر رکھولنے سے پہلے دفتر ذریعہ منتقلی میں لازمی جمع کرانا ہوگا۔ جو کہ ٹینڈر رکھولنے کے وقت پر پریز کیٹی کے سامنے پیش کی جائیگی۔ CDR اپلوڈ نہ کرنے یا اصل CDR از دفتر میں بروقت پیش نہ کرنے کی صورت میں متعلقہ فرم کو ٹینڈر پر وائس کا حصہ تصور نہیں کیا جائیگا۔
- ۵۔ تمام ٹیکسز حکومت کی مروجہ پالیسی اور قوانین کے مطابق منہا کئے جائیں گے۔
- ۶۔ فرم کا متعلقہ فیلڈ میں تجربہ ضروری ہے جس میں اُس کے کسی بھی سرکاری ادارے کو راشن کی کامیاب سپلائی کی ہو اور فرم اُس کا ثبوت ٹینڈر کے ساتھ منسلک کرنا ہوگا۔
- ۷۔ تمام ٹینڈر دہندہ گان، E-PAD Portal کے ذریعے اپلائی کرے اور تمام ڈاکومنٹس وہاں اپلوڈ کرے۔ تمام ڈاکومنٹس اپلوڈ کرتے وقت Visible ہونے چاہیے۔ جبکہ تمام پیجز پر Page Number ضرور لکھ لے۔
- ۸۔ ذریعہ منتقلی KPPRA Rules 2014 کے تحت معقول وجوہات کی بنا پر کسی ایک یا تمام ٹینڈرز کو منسوخ کر سکے گا۔ جس کی تفصیلات سے متعلقہ ٹینڈر دہندہ اور درخواست کنندہ کو آگاہ کیا جائے گا۔


District Officer
Social Welfare Department
Mardan

ضلعی آفیسر

محکمہ سوشل ویلفیئر، اسپیشل ایجوکیشن اینڈ ویمن امپاورمنٹ، ضلع مردان،
نزدی پوپلس اسٹیشن، کچہری چوک، مردان۔ فون نمبر (0937-920290)



BID DOCUMENTS

(SUPPLY OF FRESH/DRY/ FOOD ITEMS ON DAILY BASIS TO
THE INMATES OF VARIOUS INSTITUTES/CENTERS & PANAH
GAH/SHELTER HOME OF SOCIAL WELFARE, SPECIAL
EDUCATION & WOMEN EMPOWERMENT DEPARTMENT,
DISTRICT MARDAN FOR FINANCIAL YEAR 2025-26)

DISTRICT OFFICE, SOCIAL WELFARE, SPECIAL EDUCATION & WOMEN EMPOWERMENT
DEPARTMENT, MARDAN

Note: The prospective bidder is expected to examine this Bid Document carefully, including all Instructions, Terms & Conditions etc. Failure to furnish all information required by the documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

1. **INSTRUCTION TO BIDDERS:**

1. Bids documents must be uploaded in E-PAD portal <https://kp.eprocure.gov.pk>, under "**Single Stage, One Envelope procedure**", each bid shall comprise one single envelope containing financial proposal or offer and required information in accordance with this document. The Bid documents must submit online on the E-PAD Portal on or before **31st December, 2025 (Wednesday) at 10:30AM**.
2. Earnest money i.e. **Rs.15,00,000/- (Rupees Fifteen Lacs)** in form of CDR on the name of District Officer, Social Welfare, Department, Mardan must be attached in the envelope should reached to this office before the bid deadline to the head of the procuring entity i.e. District Officer, Social Welfare, Special Education & Women Empowerment Department, Kachari Chowk, Near City Police Station Mardan, Phone No.0937-920290.
3. Bids will be opened on **31st December, 2025 (Wednesday) at 11:00 Noon** in front of Procurement Committee in the presence of bidders or their authorized representatives who may choose to attend.
4. After the evaluation of required documents submitted by the bidders, Food Procurement Committee, SWD, Mardan shall at a time within the bid validity period, evaluate the financial offers /proposals and Food items rates will be calculated on 30 days (one month), 30 inmate's bill formula of all institutes in District Mardan (Rehabilitation Center, Dar ul Kafala, GIVIC's hostel, Special Education Complex's Hostel, Darul Aman and Panagah) and the bills of the firm found the lowest will be offered award of food contract for the year 2025-26. During the calculation of food rates offered by the firms, Ramzan Package will not be entertained, only regular items be calculated in 30 days 30 inmate's formula for considering the lowest evaluated responsive bid for award of contract.
5. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
6. The Bidder after its submission of bid on E-PAD Portal prior to opening of bid, may withdraw its bid by writing an application hence such withdrawn bid shall be considered as non-responsive bid in the portal.
7. For clarification of Bid Solicitation Documents, the applicants may send a written request within 10 days of the publication of Tender.
8. All prices quoted should be in Pak Rupees (PKR) and inclusive of all Government applicable taxes.
9. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The tender document and the bid are unsigned and unstamped;
 - d. The offer is ambiguous;
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.
 - f. The offer is from blacklisted firm in any Federal / Provincial Govt: Department.

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- g. if any condition of the mandatory criteria is not fulfilled by a firm/ contractor.
10. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
 11. Only the firms whom documents /information found according to the criteria mentioned and found correct by the Committee after verification will be eligible to participate in further evaluation /proceedings.
 12. Any direct or indirect effort by a bidding firm to influence the Procuring Entity during the process of selection of a bidder or award of contract may besides rejection of its bid result, also leads to its disqualification from participation in the Procuring Entity's future bids.
 13. Collusion between the firms is strictly prohibited. Any firm/group of firms found involved in creating a cartel or any other collusion arrangements against the interest of the Department/Government, will be blacklisted and debarred.
 14. The procurement entity may offer for re-bidding in case the proposal does not satisfy its requirements.
 15. Contract will be signed with the successful bidders and its terms and conditions will govern the execution of the contract.
 16. The successful bidder shall furnish performance security within 3 days after issuance of work order before signing a formal agreement @ 3,000,000/- (*thirty* Lac only).
 17. In case of failure to supply the items on time or supplying substandard items, the required items will be purchased from the market at prevailing market rates, and any difference in cost will be deducted from the contractor's bill or security.
 18. All the pages of the bid documents must be signed and stamped by the bidders during uploading on the E-portal.
 19. The bidding process shall be valid for a period of 90 (Ninety) days from the date of opening.
 20. All bidding documents should submit through E-PAD Portal.
2. **ELIGIBLE BIDDERS / Required Documents: -**

Bidders must comply with the following clauses, as they are mandatory for eligibility in the bidding process. Failure to comply will result in disqualification from the tender process, and the sealed financial envelope will not be opened.

- a. Legal status along with proof of registration with one of the Federal or Provincial Registration Act.
- b. The bidder must be registered with Khyber Pakhtunkhwa Halal Food Department with proper license, FBR having valid NTN and STRN and being reflected as Active Tax Payer on the list of FBR. Relevant certificates must be attached.
- c. The bidders must submit CDR amounting to Rs 15,00,000/- (Rupees Fifteen Lacs only) in favor of District Officer Social Welfare Department Mardan.
- d. Bidders must have relevant experience in above mentioned food items to the Government Institutes/Departments and to enclose its proof.
- e. Bidders must submit Bank statements for the last three years including current financial year with available bank credit /bank balance (closing bank balance) amounting Rs.10.00 Million (minimum) on 29th December 2025, duly attested by the Bank Manager

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- f. Last three financial years audit reports issued by external auditors/authorized Chartered Accountant.
- c. Blacklisted Bidders for corrupt and fraudulent practices by any Government organization will not be eligible and bidders shall provide an undertaking on judicial stamp paper duly attested by Oath Commissioner that the bidder has not been declared black listed by any Government/ Semi-Government Institutions/Department (specimen of undertaking is attached as annexure-II).

3. GENERAL AND SPECIAL CONDITIONS:-

- a) The firm will supply all the food stuff/ items to Rehabilitation Center for Drug Addicts Mardan, Darul Kafala, Govt Institute for Visually Impaired Children Hostel, Darul Aman, Hostel Special Education Complex and Panagah Mardan on their address on the basis of FOR on daily basis.
- b) This Department will not be liable to change the settled rates, if prices of other materials will increase due to inflation or any other factor.
- c) The offered rates shall be valid up to 30th June 2026 extendable for further three (03) months if the Procuring Entity i.e. Social Welfare Department Mardan intends to extend the period of contract due to non-finalization of food contract for next financial year.
- d) In case the successful bidder fails to start supply of food stuff/ items to various institutes within 3 days of the issuance of the work order, positively, the bid security will be forfeited.
- e) The CDR will be released to all bidders after issuance of work order to successful bidder, before that no CDR will be released.
- f) Contractor will ensure that no "Stock Out" of any item from approved Menu List.
- g) **In case of supply of sub-standard / less quantity of Food then a warning letter will be issued to the contractor and 2% amount shall be deducted from his coming bill.**
- h) **Upon receipt of 3 such warnings, the contract shall be terminated with the contractor.**
- i) Payment to the contractor will be made through cross cheque after allocation/released of budget from the Finance Department, District Mardan. If due to some reasons the budget was not released in time, the contractor will be waiting for releasing of budget accordingly.
- j) Agreement between the contractor & DO (SWD) Mardan shall be observed in letter & spirit.
- k) The priority will be given to the pending food bills if, any available of previous financial year.

[Signature]
D. O (SWD)

[Signature]

[Signature]
Civic

[Signature]

[Signature]

Food Tender Form (Annexure-I)

Title of Firm / bidding Party _____

Firm Address _____

Experience: _____ (Please attach documents/certificates)

Name of the Owner _____

Fathers' Name _____

CNIC No _____

KPPRA Reg. No. _____

KP Food License No. _____

NTN No _____

GST NO _____

STRN NO _____

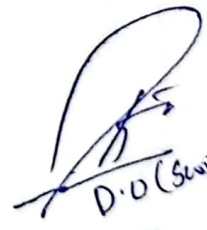
Tele # Office _____ Cell _____

Fax # Office _____ Email _____

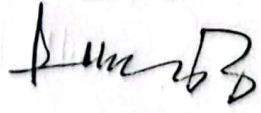
Dated: ____/____/2025

Signature of the bidder _____

Official Seal _____


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Page 6 of 10


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DD (JBC)



Note: The following specimen statement shall be print on judicial stamp paper duly attested by Oath Commissioner by contractors concerned.

AFFIDAVIT ANNEXURE-II

I/Mr. _____ S/o _____
_____ CNIC # _____ hereby Solemnly
affirm and undertake that I am the legal single / partner proprietor of M/s
_____. Neither my this firm nor my any other
firm, Manager / Representative has not been blacklisted / defaulted by Social Welfare, Special
Education & Women Empowerment Department, Khyber Pakhtunkhwa or any other Govt;
Authority / Departments.

It is further stated that M/s _____ is the
only firm / contractor, having / possessing no stake directly / indirectly in other
(firms/contractors) competing in the instant bidding of Social Welfare, Special Education &
Women Empowerment Department, Khyber Pakhtunkhwa, Mardan.

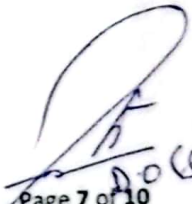
I am on behalf of M/s _____ Solemnly declare that
the information have been provided to the best of my knowledge and if anything found false in
my statement or sub-standard food supply were made by our firm then at any time the
Government i.e. Social Welfare, Special Education & Women Empowerment Department,
Khyber Pakhtunkhwa, Mardan shall take ex-parte decision / action against me/my firm /
Manager or agent (blacklisting, canceling of supply order, forfeiting of call deposit and also
imposing of Rs.5000,000/- (5.00 M) as fine.

Yours Sincerely

Signature _____

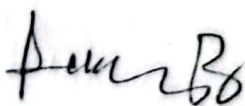
Proprietor

CNIC # _____


Page 7 of 10



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UNDERTAKING/CERTIFICATE ANNEXURE-III

It is certified that the terms and conditions as mentioned in advertisement and in bid documents have been read thoroughly and fully agreed by our firm and certificate is signed.

Authorized Signature: _____

Firm Name: _____

Designation: _____

Official seal : _____


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(MANDATORY DOCUMENTS)

CHECK LIST (ANNEXURE-IV)

Sr. #	Required Mandatory Documents	Check List		Annex (if any)
		YES	NO	
01	Registration with Sales Tax Department (Active)			
02	Registration with Income Tax Department (Active)			
03	Legal status along with proof of registration with one of the Federal or Provincial Registration Acts			
04	Registration with Khyber Pakhtunkhwa Food Safety and Halal Food Authority License Certificate under Section 15 of KPFS&HFA Act, 2014.			
05	Affidavit on Stamp Paper duly attested by Oath Commissioner (as per sample given in bid documents)			
06	CDR amounting to Rs. 1500000/- (Rupees Fifteen Lacs only) issued from firm account in favor of District Officer, Social Welfare Department, Mardan			
07	Experience Certificates/Supply Orders in field of supply of Ration/Food items (dry /Fresh food) in any Govt. Department and project completion certificates.			
08	Last Three years Bank statements including current year bank statement with available bank credit /bank balance (closing bank balance) amounting Rs.10.00 Million (minimum) on 30 th December 2025 duly attested by concerned Bank Manager.			
09	Last three years Audit Reports issued by authorized Chartered Accountant (CA) /External auditors.			

[Signature]

[Signature]
D.O (SWD)

DD (JBC)

[Signature]

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[Signature]

FINANCIAL PROPOSAL /OFFER FOR THE YEAR 2025-26

(ANNEXURE-V)

S. No	Name of Items	Unit	Rate(inclusive all Govt. Taxes)
1	Beef (Fresh without bones)	Per KG	
2	Chicken (Halal)	Per KG	
3	Vegetable all kind (Seasonal)	Per KG	
4	Ghee (Shama /Dalda /Kisan)	Per KG	
5	Milk Pack (Tetra Pack/Nestle /Olper or equalant)	Per Liter	
6	Salt (Iodized)	Per Pkt	
7	Black Tea (Branded)	Per KG	
8	Handi Masala (Top Quality)	Per KG	
9	Rooti (120 Gram)	Per No.	
10	Sugar	Per KG	
11	Pulses All Kinds (Top Quality)	Per KG	
12	Rice (Seela Top Quality)	Per KG	
13	All kind Fruit (Fresh Seasonal)	Per KG	
14	Eggs	Per No.	
15	LPG	Per KG	
16	Match Box	Per No.	
17	Rooti (Roghani Nan) 120 Gram	Per No.	
18	Dry Milk for Birth Child on Need Basis	Per PKT 400 Grm	
Total			Rs.
LIST-II (FOR RAMZAN MUBARAK ONLY)			
S. No	Name of Items	Unit	Rate
1	Dahi	Per KG	
2	Samosa	Per Dozen	
3	Rooh Afza (800 ML)	Per Bottle	
4	Pakora	Per KG	
5	Dates	Per KG	
6	Lemons	Per KG	
Total			Rs.
Grand Total			Rs.

NOTE: Rates should be submitted on firm letter head with clear readable rates

Name of contractor /Firm _____ Signature _____

Date _____ Stamp _____

Page 10 of 10

D.O (Sw.)