



**SOCIAL WELFARE, SPECIAL EDUCATION & WOMEN EMPOWERMENT DEPARTMENT,
DISTRICT SWABI**

BID DOCUMENTS

**(SUPPLY OF FRESH / DRY / FOOD ITEMS ON DAILY BASIS TO THE INMATES OF
VARIOUS INSTITUTES / CENTERS & PANAH GAH OF SOCIAL WELFARE, SPECIAL
EDUCATION & WOMEN EMPOWERMENT DEPARTMENT, DISTRICT SWABI FOR
FINANCIAL YEAR 2026-27)**

Note: The prospective bidders are required to examine this Bidding 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. In the event of any error, omission or ambiguity in these Bidding documents the unanimous decision of Purchase Committee shall be final and binding.

**District Food Controller
Swabi**

**WARDEN
Panahgah Swabi**

**Assistant Director
(Finance & Planning)
Deputy Commissioner Office Swabi**

**ASSISTANT DIRECTOR (B&A)
DIRECTORATE OF SOCIAL WELFARE
SPL, EDU & WOMEN EMPOWERMENT
GOVERNMENT OF K.P.**

**DISTRICT OFFICER
Social Welfare, SPL: Edu & WE
Swabi**

**SUPERINTENDENT
Welfare Home for Destitute
Children Swabi**

**REHABILITATION CENTER FOR
Drug Addict Swabi**
**Superintendent
Govt. Institute for the Visually
Impaired Children Swabi**

1. Instruction to Bidders:

1. Bids documents must be uploaded in E-PAD portal <http://kp.eprocure.gov.pk> under in the KPPRA Rules, 2014, via "Single Stage Two Envelope bidding procedure", technical offer along with bid security and financial offer will be submitted in two separate online portal.
2. The Earnest money i.e Rupees 500000 (5 lac only) in the form of CDR on the name of District Officer social welfare Department Swabi. Must be attached in the Envelope should reach to this District Office before the bid deadline to the head of procurement entity i.e District Officer social welfare Department Swabi Maal Lar Nazar Khel Swabi.
3. The Bidders must submit documents on E-PAD online system before 10:30 AM. Technical bids will be opened on 20 Oct 2026 at 11:00 AM in front of Procurement Committee in presence of bidders.
4. After the evaluation, verifications and approval of the technical proposals, District Office, SWD Swabi shall at a time within the bid validity period, publicly open the financial proposals of the technically qualified bidders only. The financial proposals found technically non-responsive shall be disqualified for next stage.
5. Bidders are essentially required to provide correct and latest postal/email/phone/mobile numbers for actively and timely communication.
6. For clarification of Bid Solicitation Documents, the applicants may send a written request before the bid's submission date / time through EPADS online Systems.
7. All prices quoted should be in Pak Rupees (PKR) and inclusive of all Government applicable taxes.
8. Any bid not received online 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;
 - d. The offer is ambiguous or Irrational Rate or below from market will not be consider and bid will stand reject.
 - e. The offer is conditional i.e. demand for advance payment, or rates increase on currency fluctuations etc.
 - f. The offer is from Current blacklisted firm in any Federal / Provincial Govt. Deptt:
9. Any erasing / cutting etc. appearing on the offer, must be properly signed by the bidders.
10. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules. Only the firms which will be declared technically qualified by the Committee will be entertained in further proceedings.
11. 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.

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Children Swabi

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(Finance & Planning)
Deputy Commissioner Office Swabi

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(SPL: Edu & W) GOVERNMENT OF KP
DISTRICT OFFICE
Social Welfare, SPL: Edu & W
Swabi

12. 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.
13. The procurement entity may offer for re-bidding in case the proposal does not satisfy its requirements.
14. Contract will be signed with the successful bidders and its terms and conditions will govern the execution of the contract
15. 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.
16. All the pages of the bid documents must be signed and stamped by the bidders during uploading on the E-portal.
17. The bidding process shall be valid for a period of 90 (Ninety) days from the date of opening.
18. All bidding documents should submit through E-PAD Portal.

2. Eligible Bidders: 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. Proof of registration with KPPRA.
- b. Bidders having minimum (02) Two Years of Sale Tax and Income Tax experience.
- c. 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.
- d. The bidders must submit CDR amounting to Rs 5,00,000/- (Rupees Five Lacs only) in favor of District Officer Social Welfare Department Swabi.
- e. FBR Income Tax / Sale Tax Return file for last financial year 2024-25 must be submitted with Technical proposal.
- f. Bidders must have relevant experience in above mentioned food items to the Government Institutes/Departments and to enclose its proof.
- g. Bidders must submit Bank statements including current financial years on 16 October 2026), duly attested by the Bank Manager.
- h. Last three financial years audit reports issued by auditors/authorized Chartered Accountant.
- i. 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).

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SPL. EDU & WOMEN EMPOWERMENT
GOVERNMENT OF KP

2. General and Special Conditions:

- a) The firm will supply all the food stuff/ items to Social Welfare Institutes Swabi on their address on the basis of FOR on daily basis.
- b. The bidder is required to submit attested bank statement, list of clients with contact numbers which will be verified from the concerned by the procurement committee, (if required).
- c) The offered rates shall be valid up to 30th June 2027 extendable for further three (03) months if the Procuring Entity i.e. Social Welfare Department Swabi intends to extend the period of contract due to non-finalization of food contract for next financial year.
- d) 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.
- e) 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. Upon receipt of 3 such warnings, the contract shall be terminated with the contractor.
- f) The CDR will be released to all bidders after issuance of work order to successful bidder, before that no CDR will be released.
- g) Contractor will ensure that no "Stock Out" of any item from the displayed Menu List.
- h) Payment to the contractor will be made through cross cheque after allocation/released of budget from the Finance Department, District Swabi. If due to some reasons the budget was not released in time, the contractor will be waiting for releasing of budget accordingly and will keep supply on to all institutes.
- i) The calculation of food rates offered by the firms Ramzan food items will not be entertained, only regular items will be calculated in 30 days 30 inmates' formula for considering the lowest evaluated responsive bid for award of contract.
- j) The monthly food bill of each responsive bidder shall be prepared against the rate offered by the firm and the firm which secure the lowest rate (monthly basis), shall be deemed as a successful bidder.
- k) The Financial Health (Financial Audit Report and bank Statement must be attached with technical proposal.

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WARDEN
Panahgah Swabi

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Welfare Home for Orphan
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SPL, EDU & WOMEN EMPOWERMENT
GOVERNMENT OF KP.

l) The supplier shall not sub-let or assign this contract or any part thereof without the written permission of the procuring entity. In the event of the service provider sub-letting or assigning this contract or any part thereof without such permission, the procuring entity shall be entitled cancel the contract and to purchase the food items elsewhere on the supplier's risk and cost and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

m) Agreement between the contractor & DO (SWD) Swabi shall be observed in letter & spirit according to the KPPRA rule and Regulations.

n) The priority will be given to the pending food bills if, any available of previous financial year.

o) No variation in or modifications to the terms of the agreements shall be made, except by a written amendment signed by the parties hereto.

p) For Panah Gah the contractor will provide a cook for preparation of food round the clock. The Payment to cook will be the responsibility of the concerned contractor.

4. Bid Security:

a. Bids must be accompanied with the bid security @ Rs.500000/- in the form of Call Deposit (refundable) drawn in favor of "District Officer, Social Welfare Department, Swabi

b. Bids without bid security of the required amount and shape will not be entertained.

c. The bid security may be forfeited:

i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

ii) In case of a successful Bidder, if the Bidder fails to sign the contract.

iii) The agreement between Both Parties Shall be signed within fifteen days.

d. The bids should be valid for a period of Ninety (90) Days from the date of opening

Note: -In case of submission of false documents/CDR by Contractors, the Government i.e. Social Welfare, Special Education & Women Empowerment Department, Swabi shall take ex-party decision/action i.e. blacklisting/forfeiting of call deposit under relevant Rules.

In case of quoting free or un-realistic rates, the bid shall be stand canceled.

4 CRITERIA FOR AWARDING OF CONTRACT:

a. The monthly food bill of each responsive/Qualified bidder shall be prepared against the rate offered by the firm without Ramzan items and the secure the lowest rate (monthly basis) only applicable for non-cooked food items shall be deemed as a successful bidder.

b. The successful bidder will be announced subject to verification of firm's all documents/CDR.

c. Contracts shall be confirmed through a written agreement signed by the successful bidder and the District Officer, Social Welfare Department, Swabi

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Children Swabi

Assistant Director 5
(Finance & Planning)
Deputy Commissioner Office Swabi

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SPL, EDU & WOMEN EMPOWERMENT
GOVERNMENT OF KP

Food Tender Form (Annexure 1)

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 Halal Authority License No. _____

NTN ; _____ GST NO ; _____

STRN ; _____

Cell ; _____ Office ; _____

Email ; _____

Signature of the bidder; _____

Official Seal; _____

Dated: / / 2026

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GOVERNMENT OF KP

TECHNICAL EVALUATION CRITERIA

S.No	Criteria	Marks
1	Registration (Mandatory) KPPRA & Khyber Pakhtunkhwa Food Safety and Halal Food Authority License Certificate under Section 15 of KPFS&HFA Act, 2014.	05
2	Registration with income tax with minimum 5 years = 10 Marks Registration income tax with minimum 04 years = 08 Marks Registration with income tax with minimum 03 years = 06 Marks Registration with income tax with minimum 02 years = 04 Marks	10
3	Registration with Sales Tax with minimum 05 years = 10 Marks Registration with Sales Tax with minimum 04 years = 08 Marks Registration with Sales Tax with minimum 03 years = 06 Marks Registration with Sales Tax with minimum 02 years = 04 Mar	10
3	No. of Same nature Projects with Govt Deptt. (Food Supply orders, completion and performance certificate must be attached); with minimum Rs. 20 Million 5 Projects= 30 Marks 4 Projects= 24 Marks 3 Projects= 18 Marks 2 Projects= 12 Marks 01 Project= 06 Marks	30
4	Audit Reports Last Three Financial Years.	05
5	Income Tax/Sales Tax return filed /paid for last financial year 2024-25 Up to 6.00 (M) & greater than 5 (M) = 20 Marks, Up to 5.00 (M) & greater than 4 (M) = 15 Marks, Up to 4.00 (M) & greater than 3 (M) = 10 Marks Up to 3.00 (M) & greater than 2 (M) = 05 Marks Up to 2.00 (M) = 02 Marks	20
6	Financial Capabilities Available Bank credit/Bank Balance Statement (Closing Bank Balance on 16 th Oct 2026) Criteria: The bidder's Closing Balance shall be assessed within the range of Rs. 1.00 Million to Rs. 20.00 Million, inclusive. One (1) Million Rupees shall correspond to one (1) mark, subject to a maximum of 20 marks. Note: The maximum Closing Balance considered for evaluation shall be Rs. 20 Million, and the maximum marks shall be 20. Balances exceeding Rs. 20 Million shall also be awarded 20 marks only.	20
Total Marks		100

Qualifying Marks for approval of Technical Bid = 70 out of 100.

WARDEN
PANAH GHA SWABI

[Signature]

Food Controller
Swabi

ASSISTANT DIRECTOR (B&A)
DIRECTORATE OF SOCIAL WELFARE
GOVERNMENT

Assistant Director:
(Finance & Planning)
Deputy Commissioner Office Swabi

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

AFFIDAVIT

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, Manager has not current blacklisted / defaulted by any Social welfare Department or any other Government Organization / Authority in Court of Law.

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, SWABI.

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, Swabi shall take ex-party decision / action against me/my firm / Manager or agent (blacklisting, canceling of supply order, forfeiting of call deposit and also imposing of Rs.500000/- (5 Lac) as fine. Our Firm will also provide a cook for food preparation at Panahgah BKMC Swabi .

Yours Sincerely

Signature ; _____

Proprietor: _____

CNIC # _____

DISTRICT OFFICER
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Dist Food Controller
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REHABILITATION OFFICER
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GOVERNMENT OF KP

UNDERTAKING / CERTIFICAT

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.

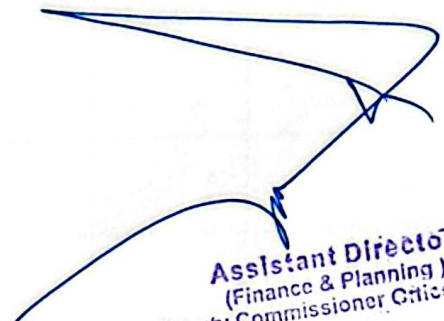
Authorized Signature: _____

Firm Name: _____

Designation: _____

Office Seal _____


DISTRICT OFFICER
Social Welfare, SPL: Edu & WE
Swabi


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Deputy Commissioner Office Swabi


District Food Controller
Swabi


REHABILITATION OFFICER
Rehabilitation Center for
Drug Addict Swabi


Superintendent
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WARDEN
Panahgan Swabi


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GOVERNMENT OF KP


SUPERINTENDENT
Welfare Home for Destitute
Children Swabi

MANDATORY DOCUMENTS CHECK LIST

S.No	Required Mandatory Documents / Certificates	Check List		Remarks
		Yes	No	
1	Registration with income tax Active			
2	Registration with sales tax Active			
3	Registration With KPPRA			
4	Registration with Khyber Pakhtunkhwa Food Safety and Halal Food Authority License Certificate under Section 15 of KPFS&HFA Act, 2014.			
5	Experience Certificates/Supply Orders in field of supply of Ration/Food items (dry /Fresh food) in any Govt. Department and project completion certificates			
6	Bank statements current year bank statement with available bank credit /bank balance on 16 th October 2026 duly attested by concerned Bank Manager.			
7	CDR amounting to Rs. 500000/- (Rupees Five Lacs only) issued from firm account in favor of District Officer, Social Welfare Department, Swabi.			
8	Last three years Audit Reports issued by authorized Chartered Accountant (CA) /External auditors.			
9	Affidavit on Stamp Paper duly attested by Oath Commissioner (as per sample given in bid documents)			

[Signature]
DISTRICT OFFICER
 Social Welfare SPL, Edu & WE
 Swabi

[Signature]
District Food Controller
 Swabi

[Signature]
WARDEN
 Panahgah Swabi

[Signature]
Assistant Director
 (Finance & Planning)
 Deputy Commissioner Office Swabi

[Signature]
REHABILITATION OFFICE
 Rehabilitation
 Drug Abuse
[Signature]
Superintendent
 Govt. Institute for the Visually Impaired Children Swabi

[Signature]
SUPERINTENDENT
 Welfare Home for Deaf
 Children Swabi

[Signature]
ASSISTANT DIRECTOR (B&A)
 DIRECTORATE OF SOCIAL WELFARE
 SPL, EDU & WOMEN EMPOWERMENT
 GOVERNMENT OF KP

FINANCIAL BIDS

FOOD ITEMS PRICE LIST-A FOR SOCAIL WELFARE INSTITUTES SWABI.

S.No	Items	Unit /Kg/Dozen	Rate
1	Beef Fresh with out bones	KG	
2	Chicken Halal	KG	
3	Vegetable all Kind	KG	
4	Oil Shama/Family/	KG	
5	Milk Olper /Nestle	LTR	
6	Salt (iodized)	PKT	
7	Black Tea Lipton/Vitel	KG	
8	Handi Masala National / Sawad	KG	
9	Roti 130 Gm	Per Roti	
10	Cheakpee 8mm	KG	
11	Red Beens (Tajik)	KG	
12	Channa Daal (Best Quality)	KG	
13	Rice Sela	KG	
14	Fruit (Seasonal)	KG	
15	Sugur	KG	
16	Match Box	PKT	
17	Eggs	Per Dozen	
18	Cerlic for Infant	200 gm	
19	Dry Milk	200 gm	
20	LPG	KG	
21	Roghani Parata / Naan 130 gm	Per Roti	
22	Onion	KG	
23	Tomato	KG	
24	Green Chili	KG	
25	Garlic	KG	
26	Ginger	KG	
27	Garam Masala	KG	
28	Bakery Biscuits	KG	

LIST B

S,no	Items only for Ramzan	Unit /Kg/dozen	Rate
1	Pakora	KG	
2	Samosa	Per Samosa	
3	Dates	KG	
4	Rooh Afza 900 ML	LTR	
5	Lemon	KG	
6	Yougurt Fresh	KG	

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

Name of Contractor /Firm ; _____

Signature _____

Date ; _____

Stamp ; _____

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Swabi

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ٹینڈر طلبی نوٹس

محکمہ سوشل ویلفیئر سروسز ایجوکیشن اینڈ ویمن امپاورمنٹ، حکومت صوبہ خیبر پختونخوا ڈسٹرکٹ صوبائی کے زیر نگرانی مختلف اداروں یعنی بحالی مرکز برائے عادی منشیات افراد، غیر ہوم، دارالامان، سکول برائے تاجینا افراد، اور پناہ گاہ صوبائی کو معیاری فریش خشک راشن کی سپلائی روزانہ کی بنیاد پر برائے مالی سال 2026-27 کیلئے رجسٹرڈ فرموں سے بڑا ایچ E-PAD Port ٹینڈر بڑا مطلوب ہیں۔

شرائط:-

- ۱۔ ٹینڈر ہذا Single Stage, Two Envelope Procedure کے تحت ہوگا جس کے لئے فہرست راشن ڈسٹریبٹرز کو منٹس E-PAD System سے ڈاؤن لوڈ کی جاسکتی ہے۔ صرف انہی مجوزہ ڈسٹریبٹرز پر ٹینڈر فرمیں 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 خیبر پختونخواہ پر ڈسٹریبٹرز کی رجسٹریشن KAPPA، انکم ٹیکس اور سیلز ٹیکس کے ساتھ رجسٹرڈ ہو اور جس کا نام Active Tax Payer List میں شامل ہو۔
- ۴۔ ٹینڈر کے ساتھ کسی بھی شیڈول بینک میں کل مالیت 5 لاکھ روپے کا اصل کال ڈیپازٹ بنام زیر دستخطی لگانا ضروری ہے جو کہ زیر دستخطی کے دفتر میں بند لٹافے میں مورخہ 20/10/2026 بروز منگل صبح 10:30 بجے تک جمع کرانا ہوگا، ورنہ ٹینڈر قابل قبول نہیں ہوگا۔
- ۵۔ ٹینڈر بڑا ایچ E-PAD Portal کے ذریعے مورخہ 20/10/2026 بروز منگل صبح 10:30 بجے تک پہنچ جانے چاہئیں۔ اور ٹینڈر اسی روز یعنی مورخہ 20/10/2026 کو صبح 11:00 بجے پر چیز کمیشن اور ٹینڈر دہندہ گان یا ان کے نمائندہ گان کے سامنے کھولا جائیگا۔
- ۶۔ فرم کی طرف سے تمام سپلائی ڈسٹرکٹ صوبائی میں واقع متعلقہ سٹورز/اداروں کو FOR کی بنیاد پر کرنا ہوگی۔
- ۷۔ تمام ٹیکس حکومت کی مروجہ پالیسی اور قوانین کے مطابق منہا کئے جائینگے۔
- ۸۔ ٹینڈر ایک مہینے کے بل پر دیا جائے گا جس فرم کا ایک مہینے کا بل کم ہوگا ٹینڈر اُس فرم کو دیا جائے گا۔ تاہم رمضان کے چیک کے رٹس اسی مہینے کے بل میں شمار نہیں ہوں گے۔ تمام رٹس مارکیٹ کے مطابق اور معقول ہونے چاہیے، اور مزید یہ کہ پر چیز کمیشن کو یہ اختیار حاصل ہے کہ وہ مارکیٹ رٹس سے ڈگنایا بہت زیادہ کم رٹس پر فرم کو مسٹر دکر سکتی ہے۔
- ۹۔ 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۔
- ۱۰۔ زیر دستخطی 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۔
- ۱۱۔ تمام ٹینڈر دہندہ گان، E-PAD Portal کے ذریعے اپلائی کرے اور تمام ڈسٹریبٹرز وہاں اپلوڈ کرے۔ تمام ڈسٹریبٹرز اپلوڈ کرتے وقت Visable ہونے چاہیے۔ اور تمام ڈسٹریبٹرز اپلوڈ کرتے وقت اُس پر توجہ نمبر ضرور لکھ لے۔

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