

MISCELLANEOUS LABOUR TENDER

**REGIONAL DIRECTORATE OF FOOD
KARACHI REGION**

Dated, _____-2026

**TENDER FORM TO BE SUBMITTED THROUGH
E-PAK ACQUISITION & DISPOSAL SYSTEM**

Date of Submission: 05-10-2026 up-to 02:00 PM

Time of Opening: 02:30 PM on 05-10-2026

Issued in Favor of Messrs:- through Cash /
Pay Order/ Paid Challan for Rs. 5000/- (Rupees Five Thousand only) non-refundable vide
Receipt No. dated: - -2026 in Food Account-II at SBP / NBP.

**ASSISTANT ACCOUNTS OFFICER (F)
KARACHI REGION**

- “A” Name & Signature of Contractor _____
- “B” CNIC No. of Contractor (Copy attached) _____
- “C” Rubber Stamp _____
- “D” Full Business Address of Firm which the person (s) represent _____
- “E” The Capacity in which the tendered has signed on behalf of the firm _____
- “F” Whether the firm is Registered firm or Ur-Registered Partnership firm _____

REGIONAL DIRECTORATE OF FOOD KARACHI
TENDER FORM / ENQUIRY FOR MISC: LABOUR/ REFILLING work

Date & Time of Submission of Tender: 05-10-2026 up-to 02:00 PM
Date & Time of Opening of Tender: 05-10-2026 at 02:30 PM
Wheat Crop: MISC: LABOUR/ REFILLING OF WHEAT BAG
Contract Period: Up-to 30-06-2027

DESCRIPTION OF WORK

Miscellaneous Labour Work/ Re-filling of Wheat Bag, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region are required subject to the conditions laid down in SPPRA Rules 2010 (Amended upto date) for the period up-to **30-06-2027**. The contractor shall is required to provide the miscellaneous labor services for for Re-filling of Wheat in Polythene/Jute Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region.

Any items (s) of work or any part thereof can be suspended / withdrawn / terminated at any time without assigning any reason (s) therefore and no claim whatsoever shall be entertained in this behalf.

S. No.	WORK OF MISCELLANEOUS LABOUR/ RE FILLING OF WHEAT BAG	APPROXIMATE QUANTITY (IN BAGS)	Quoted Rate Per Bag of 101 KG.
1	The Services of Labor work are acquired for Re-filling of Wheat in Polythene Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region. (Rate should be quoted Per Bag)	2000,000/ of Jute/PP Bags (containing around 200,000/ M.Tons of Wheat)	The list of work and required bid security attached at “Annexure-A” .
2	The Services of Labor work are acquired for Re-filling of Wheat in Jute Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region. (Rate should be quoted Per Bag)		

Rates should be quoted for per bag of 101 Kilograms gross for acquiring the Services of Labor work for Re-filling of Wheat in Jute/Polythene Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region (Rate should be quoted Per Bag) as attached Annexure-A.

I have read/got read the terms and conditions and hereby undertake to discharge the duties accordingly and undertake to provide the required services at all the Godowns/PRCs of Karachi Region including the stitching including all the required material etc.

Signature of the Bidder with stamp _____ Dated _____

**RATES OFFERED BY THE BIDDER FOR ACQUIRING THE SERVICES OF LABOR
WORK FOR RE-FILLING OF APPROXIMATE STORED QUANTITY OF 2,000,000.
BAGS (200,000 M. TONS) WHEAT GRAINS IN JUTE/PP BAGS ON NEED BASIS
(UPTO 30-06-2027)**

Sr No.	WORK OF MISCELLANEOUS LABOUR/ RE FILLING OF WHEAT BAG	APPROXIMATE QUANTITY (IN BAGS)	Rate offered	Total Amount Quoted (BxC)	Bid Security Amount
	The Services of Labor work are acquired for Re-filling of Wheat in Polythene Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region. (Rate should be quoted Per Bag)	2000,000/ of Jute/PP Bags (containing around 200,000/ M.Tons of Wheat)			Rs.1000,000/=
1.	The Services of Labor work are acquired for Re-filling of Wheat in Jute Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region. (Rate should be quoted Per Bag)				

Note:-

1. Bid Security is calculated on the Total Estimated Cost.
2. The difference of the bid Security amount at the rate quoted shall be recovered.

Signature of the Bidder with stamp _____ Dated _____

TERMS AND CONDITIONS OF TENDERS

1. This tender form and the schedule(s) list of work should be signed with the name of persons and Firms Rubber stamp, with Registration number.
2. The tenders must be submitted through (E-PADS) in the tender form and the attached schedule(s) list of work duly and properly filled and signed.
3. The tenderer shall have to enclose a pay order of any schedule Bank for the sum fixed for Bid Security, duly pledged in favor of respective Deputy Director Food Karachi Region.
4. The parties should fill in tender form, according to single stage (One envelope procedure), as envisaged under SPPRA Rules 2010 (Amendment To date)
5. Bidders must quote rate per 101 Kg bag for acquiring the Services of Labor Work for Re-filling of approximate stored quantity of 2,000,000. Bags (200,000 M. Tons) wheat grains in Jute/PP Bags on need basis inclusive of all charges i.e. loading/unloading of commodity cost of material specified in the schedule(s) under the description of work and taxes, and nothing shall be paid by the department.
6. Rate should be quoted both in figures and in words in the schedule/work attached Annexure-A with this Tender form. The Bid Security of the amount shown in the Annexure A should be enclosed with the Bid in form of Pay Order/Demand Draft/Call Deposit in favor of Deputy Director Food Karachi Region which shall remain valid for a period of 28 Days beyond the validity period for bids.
7. The Bid shall remain valid for the period of 90 days after the date of bid opening.
8. Incomplete tender(s) schedule(s) shall not be entertained, and condition or alteration, cutting of words or figures, erasing and insertion of any remarks on the tender form(s) schedule(s) will not be accepted and such tenders shall be rejected.
9. Rate and amount of Bid security should be quoted both in figures and in words in the schedule/work attached **Annexure-A** with this Tender form and rate/route shall be considered subject to the provision of required security deposit only.
10. The rates should be inclusive of all charges i.e. loading/ unloading of commodity; cost of material specified in the schedule(s) under the description of work and taxes, and nothing shall be paid by the department. The contractor shall be duty bound to work after normal hours and on Sunday/Holiday for which no overtime charges/double the normal rate on any account shall be payable by the Department.
11. The contractor shall provide adequate Labour but not less than that prescribed in the attached schedule of work for each center as and when demanded for handling of commodity. In case the contractor fails to provide adequate labour, the work shall be got done from the local market after giving him a notice of 24 hours and the expenditure in excess of his fixed rates including losses suffered, if any shall be recovered from the contractor. The work should be completed under all circumstances without fail. The Department shall however, be entitled to get the work done simultaneously with through agency / party for that the approved bidder shall have no objection to it.

Signature of the Bidder with stamp _____ Dated _____

12. Parties/contractors who have not performed satisfactory work and have failed in fulfilling their contractual obligations with the Department shall not be eligible to compete in the tender.
13. Offers once submitted shall not be allowed to be withdrawn. In case any offer is withdrawn, the losses, if any, that may accrue to Government by such withdrawal shall be payable by the party/firm concerned and shall be dealt in accordance of the relevant SPP Rule (2010 Amended to Date)
14. The bidder shall have to enclose a Pay Order/Demand Draft/Call Deposit Reciept/etc, of any schedule Bank for the sum fixed for Security Deposit, duly pledged in favor of respective Deputy Director Food, Karachi. The Security deposit of un-successful bidders will be returned after deciding the lowest tender rate.
15. The bags of food grains shall be stacked up-to 15 or 18 layers of standard /un-standard bags with collection of sweeping stitching of torn slack bags and cost of sutlie etc and its cost should be included in the rates tendered. The bags will be stacked in proper countable position.

16. PRIOD OF CONTRACT:

The period of contract shall commence from the date of approval of rates or any other date as specified by Deputy Director Food, Karachi and expire on 30 June 2027. The Deputy Director Food, Karachi may terminate the contract at any time without assigning any reason(s) subject to the relevant provision of SPPRA Rules, thereof and without entertaining any claim or compensation to the contractor whatsoever. The respective Deputy Director Food may also withdraw full or any item(s) of work during the period of contract without assigning any reasons and without entertaining any claim of compensation of the contractor. The purchase/tender committee reserves all the rights to extend the period of contract or Part thereof to the extent of 15% of work already preformed as contained in Rule 16(e) of SPPRA Rules OR other wise as envisaged under any other SPPRA / Financial Rules.

17. SECURITY DEPOSIT:

1. The bid security of amount as shown in the Annexure A in the form of Call deposit or pay order or demand draft in the name of **Deputy Director Food Karachi Region** and the required documents must be submitted by using EPADS Electronically through **SPPRA EPADS Portal (<http://eprocure.gov.pk>)** and **original bid security along-with a set of documents required in technical proposal** must reach at the office of Deputy Director Food Karachi located at **Sindh Govt. Godown No. 03, Landhi, Karachi.**, before deadline for submission of bids. Bids of the bidders failed to submit bid security by the deadline shall be rejected.
2. However, Bid Security will be refunded to the unsuccessful bidders after awarding of contract to the successful bidders.

Signature of the Bidder with stamp _____ Dated _____

18. SUBMISSION AND PAYMENT OF BILLS:

T The contractor shall prepare bill(s) in quadruplicate accompanied with the daily/monthly progressive labor log sheets showing the number of bags refilled, stitched, and stacked inside each center. The contractor will submit the same to the District Food Controller concerned, who will get the bill(s) certified from the In-charge of the P.R. Centre / Godown about the correctness of the physical work done by the contractor. The District Food Controller, after satisfying himself about the correctness of the labor operations as per the warehouse stock registers, will record a pay order on the bill(s) and pass it on to the Regional Audit Office / Assistant Accounts Officer Food of the respective Region for pre-audit. The whole process of scrutiny should not take more than 15 (fifteen) days before the payment is allowed through the Assistant Accounts Officer and Assistant Director Food to the parties concerned. The maintenance of the record of labor bills will entirely rest with the Assistant Accounts Officer and they will be responsible to produce the same on demand. The payments shall be made in accordance with the SAP/3R system.

19. AGREEMENTS:

- (i) If the successful parties / bidders fail to execute an agreement with the Food Department within seven days of bid acceptance, his Bid Security will be forfeited in favor of Government after due Notice.
- (ii) After acceptance of the lowest rates, the successful party will be required to commence the work as directed and execute an agreement with the Government on non-judicial stamp paper which will be supplied by the party within (7 days) seven days of the acceptance letter and affix adhesive at 0.35% stamp duty of the value of the contract or as per prescribed relevant rules.
- (iii) The purchase / tender committee reserve the right to add or substitute any clause of the agreement in the interest of Government work and public utility.
- (iv) The respective Deputy Director/ District Food Controller of Karachi Region shall execute the agreement which may recover from the contractor as compensation such sums as he may consider recoverable, if any stock entrusted to the contractor under the agreement are lost, got damaged or misappropriated. In case the damaged / losses assessed are more than the amount of the security deposit and amount of the un-paid bills, the contractor shall pay the balance within the period specified by the respective District Food Controller / Deputy Director. In case of default the Government dues shall be recover as arrears of Land Revenue.
- (v) If, any question, difference of opinion or objection whatsoever arises in connection with the operation or the managing of the terms and conditions of the agreement or any part thereof, or the rights, duties, liabilities or either party, the same inso-far as the decision for any such matter herein before provided for and has been so decided, or every such matter herein whether decision has been otherwise provided for, and/ or whether it has been finally decided accordingly as to whether the contract shall be terminated or as has been rightly terminated, and as regards the rights and obligations of the parties as a result of such termination shall be referred for arbitration/ Re-redressal Committee to such person as may be appointed in this behalf by the Secretary Food to the Government of Sindh and his decision shall be final and binding. Deduction of money if any awarded in such arbitration/ Re-redressal Committee shall be recoverable in respect of the matter as referred.
- (vi) The quantities of allocated wheat stocks for re-filling and stitching at various PRCs/Godowns can be increased or decreased by the Deputy Director Food (Karachi Region) at any time based on operational necessities...

Signature of the Bidder with stamp _____ Dated _____

20. ISSUE OF WORK ORDER:

After the tender is approved, agreement signed and security deposited is received in full, the District Food Controller of the dispatching end shall in accordance with the allocation made by the competent authority, issue work order in the prescribed proforma indicating the specific quantity to be shifted up to a particular date estimated daily target shall also be indicated.

21. IMPOSITION OF PENALTY:

- (i) Penalty shall be calculated and imposed up to the rate of 8% of the labor refilling charges for the allocated quantity left unexecuted or delayed under the specific task order.
- (ii) The assessment of penalty shall be on the basis of the monthly performance of the contractor in respect of the concerned PRCs/Godowns, and the total amount of penalty so calculated will be recovered from the bills or from the security deposit.
- (v) The assessment of performance and volume targets for refilling operations will be made on a weekly basis by the respective Center In-charge

B. Deputy Director Food, Karachi may terminate the agreement at any time if:

- (i) The contractor fails to discharge the commitments of or fails to observe the instructions issued to him by the Department.
- (ii) The Contractor proves to be incapable in performing satisfactorily work entrusted to him;
- (iii) Any gratification, commission, gift or any other illegal advantage given by or on behalf of the contractor to any officer, official or any person acting on behalf of Government in relation to the operation of the agreement;
- (iv) The contractor pilfers or abets the pilferage of Food grain or any other Government properties or causes loss to Government or collaborates with any officer, officials of the Government in causing loss to Government.
- (v) The contractor assigns or sublets his contract without written permission of the respective Deputy Director Food, or attempt to do so, become insolvent or any in solvency proceeding etc. have already been or are commenced against him.
- vi) In the event of the agreement being terminated as per clause above, the Contractor shall without prejudice to any other liabilities, be liable to make good the loss or damage the Government resulting from such transactions and the Deputy Director Food, may cause the entire work or any part thereof to be performed by any other agency / party and recover from the contractor the loss/ damage, suffered by the Government in this behalf.

These presents shall be treated and considered as entered into under the order of Government for the performance by the contractor of public duty and act in which the Public are interested within the meaning of Section 74 of the contract Act 1872 & conditions laid down in the SPPRA Rules

Signature of the Bidder with stamp _____ Dated _____

DECLARATION

I/We have read/got read, the above terms and conditions other clauses and have fully understood the meaning of the tender form and description of work in the attached schedule(s) list of work and have affixed my/our signature/thumb impression hereunder in token of my/our consent to perform the job on the given conditions severely and jointly.

In witness thereof, the said parties have hereinto set their hands the day and year as Written above:

Signature of the Bidder/
Contractor
With Rubber Stamp:

Business Address:

Telephone

EVALUATION CRITERIA FOR ACCEPTANCE OF BID TO BE OPENED ON
05-10-2026 AT 02: 30 P.M. IN THE OFFICE OF DEPUTY DIRECTOR FOOD KARACHI

TECHNICAL EVALUATION CRITERIA:

S #	Documents required	Nature	Provided / not
i.	Complete profile & history of company showing clear official/residential addresses, telephone numbers and Copy of CNIC(s) of the owner(s) and/or representative(s) of the firm.	Mandatory	
ii.	Evidence of FBR Tax payer (NTN)	Mandatory	
iii.	Evidence of Tax payer of Sindh Revenue Board (SST).	Mandatory	
iv.	Registration Certificate from Registrar of Firm or Registration Certificate from Securities & Exchange Commission of Pakistan (In case of registered firm/company).	Mandatory	
v.	Bank statement showing average Financial turnover of last Three (03) years not below than Rs. 25 Millions.	Mandatory	
vi.	The firm/company should have three year's relevant experience of handling the labor work with any Government Department, in such case the bidder shall provide the satisfactory performance/ work completion certificate and No Dues Certificate in original from the issued from the agreement executing authority.	Mandatory	
vii.	The bidders already working in Food Department will provide the No Dues and satisfactory performance/ work completion certificate issued from the Deputy Director Food of respective Region.	Mandatory	
viii.	<u>Affidavit on a non-judicial stamp paper of Rs. 100/= undertaking following:</u> i. The firm/ transport contractor should not have been blacklisted by any provincial or federal government department. ii. That the bidder/ firm is neither blacklisted and nor defaulter with Food Department, Government of Sindh. iii. That the bidder/ firm will be bound under obligation and sole responsible for completion of awarded work by him/ themselves and will not sublet the contract in any case. iv. That the bidder/ firm will provide the (03) three specimen signatures of the contractor, the director(s) and/ or authorized representative(s) of the firm which shall be duly attested by the First Class Magistrate (FCM)/ Oath Commissioner.	Mandatory	
ix.	The bidder will have to sign each and every page of tender form and bidding documents while submitting his bids.	Mandatory	

The least rate offer received in terms of amount, after verification of above legal documents, for the specified work (Annexure-A) for acquiring the services of for acquiring the Services of Labor Work for Re-filling of approximate stored quantity of 2,000,000. Bags (200,000 M. Tons) wheat grains in Jute/PP Bags on need basis at all the PRCs/Godowns of Karachi Region for the period up-to **30-06-2027**

If any of the above legal documents are not fulfilled the bid will be rejected.

Sd

**DEPUTY DIRECTOR FOOD
KARACHI REGION**

**REQUIREMENT OF THE DOCUMENTS TO BE PROVIDED IN TECHNICAL BID TO BE OPENED ON
05-10-2026 AT 02: 30 P.M. IN THE OFFICE OF DEPUTY DIRECTOR FOOD KARACHI**

S #	Documents required	Nature	Provided / not
1	Complete profile & history of company showing clear official/residential addresses, telephone numbers and Copy of CNIC(s) of the owner(s) and/or representative(s) of the firm.	Mandatory	
2	Evidence of FBR Tax payer (NTN)	Mandatory	
3	Evidence of Tax payer of Sindh Revenue Board (SST).	Mandatory	
4	Registration Certificate from Registrar of Firm or Registration Certificate from Securities & Exchange Commission of Pakistan (In case of registered firm/ company).	Mandatory	
5	Bank statement showing average Financial turnover of last Three (03) years not below than Rs. 25 Million.	Mandatory	
9	The firm/company should have three year's relevant experience of handling the labor work with any Government Department, in such case the bidder shall provide the satisfactory performance/ work completion certificate and No Dues Certificate in original from the issued from the agreement executing authority.	Mandatory	
10	The bidders already working in Food Department will provide the No Dues and satisfactory performance/ work completion certificate issued from the Deputy Director Food of respective Region.	Mandatory	
11	<u>Affidavit on a non-judicial stamp paper of Rs. 100/= undertaking following:</u> v. The firm/ transport contractor should not have been blacklisted by any provincial or federal government department. vi. That the bidder/ firm is neither blacklisted and nor defaulter with Food Department, Government of Sindh. vii. That the bidder/ firm will be bound under obligation and sole responsible for completion of awarded work by him/ themselves and will not sublet the contract in any case. viii. That the bidder/ firm will provide the (03) three specimen signatures of the contractor, the director(s) and/ or authorized representative(s) of the firm which shall be duly attested by the First Class Magistrate (FCM)/ Oath Commissioner.	Mandatory	
11	The bidder will have to sign each and every page of tender form and bidding documents while submitting his bids.	Mandatory	

Signature of the Bidder/ Contractor

With Rubber Stamp: _____

BIDDING DATA / BID DATA SHEET
(This Section should be filled in by the Engineer / Procuring Agency before Issuance of the Standard Bidding Documents)

- a) Name of Procuring Agency **Regional Directorate of Food Karachi**
- b) Brief Description of work Tender Notice for for acquiring the Services of Labor Work for Re-filling wheat grains in Jute/PP Bags
- c) Procuring Agency's Address **Regional Directorate of Food Karachi at Sindh Government Godown No. 3 Landhi Zafar Town, Karachi**
- d) Estimated Cost: **42.500 (in Million)**
- e) Amount of Bid Security **1 Million (being 01% of Estimated Cost)**
(Fill in Lump Sum Amount or in %age of bid amount / estimated cost, but not exceeding 5%)
- f) Period of Bid Validity (days) **90 Days Onwards from Date of Bid Opening.**
- g) Security Deposit:- **Rs.1000,000/**
(Including bid security):-
- (i). Relevant Experience; **Three Years' Experience of Labor work**
- (ii). Turnover of at least last three year **25 Million for last three years**
- (iii). Registration with Income Tax and SRB Sindh Sales Tax (where applicable)
- (iv). Any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44;
- Procuring agency must specify minimum experience and amount of turnover required for eligibility.
- h) Percentage, if any to be deducted from Bill: **NA**
- i) Deadline for Submission of Bids along with time: **05-10-2026 at 02:00 PM**
- j) Venue, time, and date of Bid opening: **Office of the Deputy Director Food Sindh, located at Sindh Govt. Godown No. 03, Zafar Town Landhi, Karachi.**
- k) Time for Completion from written order of commence: **Financial Year 2026-27**
- l) Liquidity damaged: 08% of the value of the unexecuted or delayed labor task order, up to a maximum threshold of 10% of the total contract price."
- m) Deposit Receipt No. Date: Amount (in Words and figures)

**DEPUTY DIRECTOR FOOD
KARACHI REGION**

BRIEF DESCRIPTION OF WORK

**TENDER FOR ACQUIRING THE SERVICES OF LABOR WORK FOR RE-FILLING OF WHEAT GRAINS IN JUTE/PP BAGS
(ON NEED BASIS) AT ALL THE PRCs/GODOWNS OF KARACHI REGION**

S.No		ESRMATED QUANTITY (IN BAGS)	BID SECURITY AMOUNT
0	1	2	3
1	The Services of Labor work are acquired for Re-filling of Wheat in Polythene Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region. (Rate should be quoted Per Bag)	2,000,000. Bags (200,000 M. Tons)	RS 1,000,000/=
2	The Services of Labor work are acquired for Re-filling of Wheat in Jute Bags, stitching (including required material etc.) & stacking at all the PRCs/Godowns of Karachi Region. (Rate should be quoted Per Bag)		

**(MARYAM HAYA TALPUR)
DEPUTY DIRECTOR FOOD
KARACHI REGION**