

## ٹینڈر طلبی نوٹس

محکمہ سوشل ویلفیئر اسپیشل ایجوکیشن اینڈ وومن امپاورمنٹ، حکومت صوبہ خیبر پختونخوا ضلع پشاور کے زیر نگرانی مختلف اداروں یعنی بحالی مرکز برائے عادی منشیات افراد، دارالکفالہ، وومن کرائز سنٹر، سکول برائے یتیمائے سے محروم بچے (بوائز اور گرلز ہاسٹل)، اسپیشل ایجوکیشن کمپلکس ہاسٹل، پناہ گاہ (شیلٹر ہوم) چنگی روڈ و کوہاٹ روڈ پشاور اور سینٹر سٹیٹین ہوم پشاور کو معیاری فریش خشک راشن اور پکے ہوئے کھانے 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 پروکیورمنٹ ٹینڈر مطلوب ہیں۔ ٹینڈر بذریعہ E-PAD مورخہ 06-05-2026 بوقت 10:30 دوپہر دن تک آٹلائن جمع کیے جاسکتے ہیں۔ اور اسی روز بوقت 11:00 بجے ٹینڈر نمائندگان اور ارکان کمیٹی ممبران کے رو برو کھولے جائینگے۔

### شرائط:-

- 1- ٹینڈر ہذا Single Stage, Single Envelope Procedure، کے تحت ہوگا جس کے لئے فہرست راشن و ٹینڈر ڈاکومنٹس E-PAD System سے ڈاؤن لوڈ کی جاسکتی ہے۔ صرف انہی مجوزہ ڈاکومنٹس پر ٹینڈر ریٹس قابل قبول ہونگے، ریٹ درج کرتے ہوئے کوئی Overwriting/Cutting نہیں ہونا چاہئے۔
- 2- ٹینڈر دہندہ گان کو کسی بھی ایک وفاقی یا صوبائی رجسٹریشن ایکٹ کے تحت رجسٹریشن دینے کا ثبوت دینا ہوگا۔
- 3- ٹینڈر کے ساتھ کسی بھی شیڈول بینک میں کل مالیت 20 لاکھ روپے (پانچ فیصد کے حساب سے) کال ڈیپازٹ بنام زیر دستخطی E-PAD پر اپلوڈ کرنا ہوگا اور اصل CDR ٹینڈر کھولنے سے پہلے دفتر زیر دستخطی میں لازمی جمع کرانا ہوگا۔ جو کہ ٹینڈر کھولنے کے وقت پروکیورمنٹ کمیٹی (Procurement Committee) کے سامنے پیش کی جائیگی۔ CDR اپلوڈ نہ کرنے یا اصل CDR دفتر میں بروقت پیش نہ کرنے کی صورت میں متعلقہ فرم کو ٹینڈر پر واپس کا حصہ تصور نہیں کیا جائیگا۔
- 4- تمام ٹیکسز حکومت کی مروجہ پالیسی اور قوانین کے مطابق منہا کئے جائینگے۔
- 5- فرم کا متعلقہ فیلڈ میں تجربہ ضروری ہے جس میں اُس نے کسی بھی سرکاری ادارے کو راشن کی کامیاب فریش خشک اور پکے ہوئے خوراک / کھانے کی سپلائی کی ہو اور فرم اُس کا ثبوت Supply Order, Completion & Performance Certificate کی صورت میں ٹینڈر کے ساتھ منسلک کرنا ہوگا۔
- 6- 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۔
- 7- مزید اور مفصل شرائط و ضوابط کے لئے Bid Documents کا مطالعہ کریں۔
- 8- 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۔

ضلعی آفیسر

محکمہ سوشل ویلفیئر، اسپیشل ایجوکیشن اینڈ وومن امپاورمنٹ، ضلع پشاور،  
چنگی روڈ نزد باچا خان مرکز بشیر آباد، پشاور۔ فون نمبر (091-9331700)



# BID DOCUMENTS

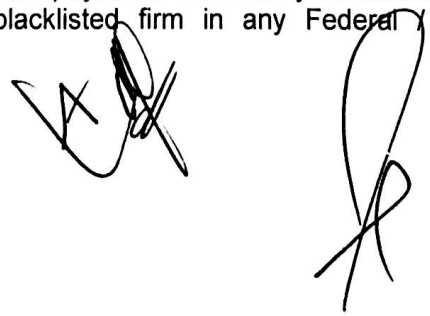
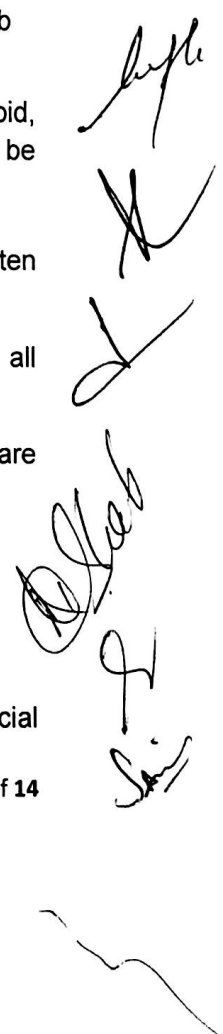
(SUPPLY OF FRESH/DRY/ UN- COOKED FOOD ITEMS AND  
COOKED FOOD ON DAILY BASIS TO THE INMATES  
(RESIDENTS) OF VARIOUS INSTITUTES/CENTERS & PANAH  
GAH/SHELTER HOME OF SOCIAL WELFARE, SPECIAL  
EDUCATION & WOMEN EMPOWERMENT DEPARTMENT,  
DISTRICT PESHAWAR FOR FINANCIAL YEAR 2025-26)

DISTRICT OFFICE, SOCIAL WELFARE, SPECIAL EDUCATION & WOMEN EMPOWERMENT  
DEPARTMENT, BASHIR ABAD PAJJAGI NEAR SARKARI MEHMAN KHANA PESHAWAR PHONE  
NO.091-9331700

**Note:** The prospective bidder is expected to examine this Bid Document carefully, including all Instructions, Terms & Conditions etc. Failure to upload all information required by the documents or uploading of the 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 only on or before 6<sup>th</sup> May, **2026 (Wednesday) at 10:30AM**.
2. Earnest money i.e. **Rs.20,00,000/- (Rupees Twenty Lacs only)** in form of CDR on the name of District Officer, Social Welfare, Department, Peshawar 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, Bashir Abad Pajjagi Road Near Sarkari Mehman Khana Peshawar, Phone No.091-9331700
3. Bids will be opened on **6<sup>th</sup> May, 2026 (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, Peshawar 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 Peshawar (Rehabilitation Center, Dar ul Kafala, GVIC's (Boys, Girls hostel, Special Education Complex's Hostel, Women Crises Center & Senior Citizen Home, However a separate bill of 100 inmates of each Panagah Pajaggi Road and Kohat Road for 30 days will be prepared and the same will be added with the bills of various institutes. As such the bills of the firm found the lowest will be offered award of food contract for the year 2025-26.
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 currently blacklisted firm in any Federal / Provincial Government Department.



- 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 guarantee (issued by schedule bank) within 3 days after issuance of work order before signing a formal agreement @ 4,000,000/- (Forty 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 60 (Sixty) days from the date of opening.
  20. All bidding documents must be submitted through E-PAD Portal only.

**2. ELIGIBLE BIDDERS / Required Documents: -**

Bidders must comply with the following clauses, as these 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 20,00,000/- (Rupees

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Twenty Lacs only) in favor of District Officer Social Welfare Department Peshawar.

- d. Bidders must have at least one year relevant experience in provision of cooked and uncooked food items to the Government Institutes/Departments and to enclose its proof in the shape of supply/ work orders, completion and performance certificates.
- 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 of Rs.20.00 Million (minimum) on 4<sup>th</sup> May 2026, duly attested by the Bank Manager.**
- f. Last three financial years audit reports issued by external auditors/authorized Chartered Accountant.
- g. The bidders must provide proof of employment of essential staff (supervisor, cooks and servicing and cleaning staff) for provision of cooked food in Pangahs at Pajjagi Road Bashir Abad and Kohat Road Peshawar. The bidder must provide its proof through E-Stamp attested by oath commissioner.
- h. The bidders must also provide proof of possessing essential crockery and machinery for the cooked food to be provided in Panagahs under Social Welfare Department Peshawar. The bidder must provide its proof through E-Stamp attested by oath commissioner.
- 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 currently been declared blacklisted 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, Darul Kafala, Govt Institute for Visually Impaired Children Hostel (Boys and Girls), Women Crisis Center, Hostel Special Education Complex Hayatabad, Senior Citizen Home Hayatabad Peshawar and Cooked food to Panagahs at Pajjagi Road and Kohat Road Peshawar on their addresses 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 30<sup>th</sup> June 2026 extendable for further three (03) months if the Procuring Entity i.e. Social Welfare Department Peshawar 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 Khyber Pakhtunkhwa and District Finance Department Peshawar. 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 & District Officer (Social Welfare Department) Peshawar shall be observed in letter & spirit.
- k) The priority will be given to the pending food bills if, any available of previous financial year.
- l) Purchase committee has the right to accept or reject any or all offers, reasons for which will be communicated to the bidders if requested as per rule: 47(1) of KPPRA Rules, 2014.

4. **BID SECURITY:**

- a. Bids must be accompanied with the bid security @ Rs.20,00,000/- (Rupees Twenty Lacs only) in the form of Call Deposit (refundable) drawn in favor of "District Officer, Social Welfare Department, Peshawar".
- b. Bids without bid security of the required amount of CDR will not be entertained.
- c. The bid security may be forfeited:
- If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - In case of a successful Bidder, if the Bidder fails to sign the contract.

5. **SUB-LETTING OF THE CONTRACT**

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.

## 6. CONTRACT AMENDMENT

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

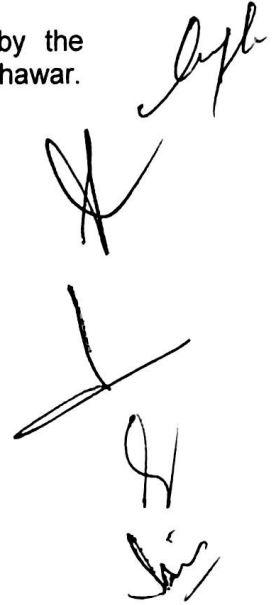
**Note: -**

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

## 7. CRITERIA FOR AWARDING OF CONTRACT:

The lowest evaluated responsive bid shall be considered for award of contract: for this purpose. Food items rates will be calculated on 30 days (one month), 30 inmate's bill formula of all institutes in District Peshawar (Rehabilitation Center, Dar ul Kafala, GIVIC's (Boys, Girls hostel, Special Education Complex's Hostel, Women Crises Center & Senior Citizen Home, However a separate bill of 100 inmates of each Panagah Pajaggi Road and Kohat Road for 30 days will be prepared and the same will be added with the bills of various institutes. As such the bills of the firm found the lowest will be offered award of food contract for the year 2025-26.

- a. The successful bidder will be announced subject to verification of firm's all documents/CDR and preparation of monthly food bill on offered rates.
- b. Contracts shall be confirmed through a written agreement signed by the successful bidder and the District Officer, Social Welfare Department, Peshawar.



**Food Tender Form (Annexure-I)**

Title of Firm / bidding Party \_\_\_\_\_

Firm Address \_\_\_\_\_

Experience in cooked and non cooked items: \_\_\_\_\_ 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: \_\_\_ / \_\_\_ / 2026

Signature of the bidder \_\_\_\_\_

Official Seal \_\_\_\_\_

*Handwritten signature*  
*Blah*

*Handwritten signature*

*Handwritten signature*  
*Handwritten signature*  
*Handwritten signature*

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 currently blacklisted / defaulted by Social Welfare,  
Special Education & Women Empowerment Department, Khyber Pakhtunkhwa or any other  
Govt; Authority / Departments.

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, Peshawar 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.5000,000/- ( 5.00 M) as fine.

Yours Sincerely

Signature \_\_\_\_\_

Proprietor

CNIC # \_\_\_\_\_



**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 : \_\_\_\_\_

The image contains several handwritten signatures and initials in black ink. On the left, there are two distinct signatures. In the center, there is a signature that appears to be 'Shah'. To the right of that is a large, stylized signature. On the far right, there is a vertical stack of four handwritten marks, which could be initials or signatures, including one that looks like 'Sinha' at the bottom.

## (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. 20,00000/- (Rupees Twenty Lacs only) issued from firm account(s) in favor of District Officer, Social Welfare Department, Peshawar.			
07	At least one year Experience Certificates/Supply Orders in field of supply of Ration/Food items (dry /Fresh food and cooked food each) in any Govt. Department and project completion and performance certificates.			
08	Proof of employment of essential staff (Supervisor 02, Cooks 02 and Waiters 08 male and Helpers 04) for provision of cooked food in Pangahs at Pajjagi Road Bashir Abad and Kohat Road Peshawar.			
09	Proof of possessing essential crockery and machinery ( Deep freezer 02 or refrigerator 02 and crockery along with chafing dishes ) for the cooked food to be provided in Panagahs under Social Welfare Department Peshawar.			
10	Last Three years Bank statements including current year bank statement with available bank credit /bank balance (closing bank balance) amounting Rs.20.00 Million (minimum) on 30 <sup>th</sup> December 2025 duly attested by concerned Bank Manager.			
11	Last three years Audit Reports issued by authorized Chartered Accountant (CA) /External auditors.			



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

### AFFIDAVIT ANNEXURE-V

I, \_\_\_\_\_, son of \_\_\_\_\_, CNIC No. \_\_\_\_\_, resident of \_\_\_\_\_, do hereby solemnly affirm and declare on oath as under:

That I am the authorized representative/proprietor of M/s \_\_\_\_\_, and fully competent to swear this affidavit.

That our firm will engage and maintains the following essential staff for provision of cooked food services at Panagahs:

Supervisors: 02

Cooks: 02

Waiters (Male): 08

Helpers: 04

That the above-mentioned staff is currently employed and available with our firm for provision of cooked food services at Panagahs located at Pajjagi Road (Bashir Abad) and Kohat Road, Peshawar.

That our firm is in possession of the required essential crockery and machinery necessary for provision of cooked food services, including but not limited to:

Deep Freezers: 02 / Refrigerators: 02

Complete crockery items

Chafing dishes

That our firm shall not claim or charge any separate amount for services, machinery, equipment, or crockery, and all such costs are included in the quoted rates for provision of cooked food services. That all the above-mentioned equipment and machinery are in good working condition and sufficient to cater to the requirements of Panagahs under the Social Welfare Department, Peshawar.

That the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing has been concealed therein.

DEPONENT

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

VERIFICATION

Verified on oath at Peshawar on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ that the contents of this affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

(Signature & Thumb Impression)



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**FINANCIAL PROPOSAL /OFFER FOR THE YEAR 2025-26**

**(ANNEXURE-V)**

**Provision of Food items (non-cooked) to Social Welfare, Special Education & Women Empowerment Institutes in District Peshawar:**

- I. Rehabilitation Center for Drug Addicts
- II. Women Crisis Center / Dar-ul-Aman
- III. Dar-ul-Kafala
- IV. Special Education Institutes ( Hostel of GIVIC (Boys & Girls) and SEC)
- V. Senior Citizen Home Peshawar

NAME OF FIRM \_\_\_\_\_

Sr. #	Name of Item	Unit	Rate (Inclusive of all Taxes)
01	Beef (Fresh) without Bones	01 KG	
02	Chicken (Halal)	01 KG	
03	Vegetables all kind (Seasonal)	01 KG	
04	Ghee (Shama/Dalda/Kisan)	01 KG	
05	Milk Pack (Tetra Pack) Olper/Nestle	01 Liter	
06	Black Tea (Branded)	01 KG	
07	Rooti (120 gram)	01 No	
08	Sugar	01 KG	
09	Pulses (All Kind)	01 KG	
10	Rice (Seela) Top Quality	01 KG	
11	All kind Fruits (Fresh/Seasonal)	01 KG/Dozen	
12	Milk Shake (Standard glass in disposable packing)	Each Glass	
13	Butter	50 gm Packet	
14	Jam	01 KG	
15	Eggs	Each Number	
16	LPG	01 KG	
17	Rooti (Rogani Nan) 120 gram	01 No	
18	Mince Meat (Fresh)	01 KG	
19	Biscuits	01 KG	
20	Cream (Branded)	01 Packet	
21	Salt (Iodized)	01 Packet	
22	Handi Masala (Good Quality)	01 KG	
23	Match Box	01 Packet	

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

Name of contractor /Firm \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Stamp \_\_\_\_\_

