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**NATIONAL POLICE ACADEMY  
SECTOR H-11, ISLAMABAD**



**BIDDING DOCUMENTS**

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***SUPPLY OF FEED FOR HORSES AT NPA***

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**February, 2026**

F. No. NPA/5-17/2024-ICC  
NATIONAL POLICE ACADEMY  
SECTOR H-11, ISLAMABAD

**INVITATION TO BID**  
**Ref. No. 21/2025-26**  
*(Say No to Corruption)*  
*(We stand united against terrorism)*

National Police Academy, a premier police training institute of Pakistan, invites sealed bids from the suppliers having experience in relevant field and registered with Income Tax and Sales Tax departments for **“Supply of feed for horses at NPA”**.

2. E-bidding documents as per regulation, containing detailed terms, specifications and requirements etc. are available for registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).

3. The electronic bids, must be submitted by using EPADS on or before 25<sup>th</sup> of March, 2026 at 1100 hours. Manual bids shall not be accepted. Electronic bids will be opened on the same day on 25<sup>th</sup> of March, 2026 at 1131 hours. Bid money in original must be delivered at office of the Assistant Director (Procurement) prior to submission date & time else bid shall not be considered.

Note: Notification of the GRC constituted in terms of rules -48 of PPRA rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).

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Muhammad Farooq  
Deputy Director (Admn)  
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## INSTRUCTIONS TO BIDDERS

1. **Scope of Bid**      *“Supply of feed for Horses at NPA”* as per specification enclosed as Annex-A.
2. **Corrupt and Fraudulent Practices**      The bidder will show highest standards of ethics during bidding process and carrying out the contract. In pursuance of this, the following provisions shall apply:
  - (a) *“coercive practice”* means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence participation in tendering process, or affect the execution of a contract;
  - (b) *“collusive practice”* means a scheme or arrangement between two or more parties, with or without the knowledge of NPA, designed to establish prices at artificial, noncompetitive levels or to otherwise deprive NPA of the benefit of free and open competition;
  - (c) *“corrupt practice”* means the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of a public official (including purchaser and employees of organization taking or reviewing selection decisions) in the selection process or in contract execution or the making of any payment to any third party, in connection with or in furtherance of a contract, in violation of any applicable law in the country;
  - (d) *“fraudulent practice”* means any act or omission, including any misrepresentation, in order to influence (or attempt to influence) a selection process or the execution of a contract to obtain a financial or other benefit or to avoid (or attempt to avoid) an obligation;
  - (e) *“obstructive practice”* means destroying, falsifying, altering or concealing evidence material or making false statements in order to impede an investigation into allegations of a coercive, collusive, corrupt, fraudulent, or prohibited practice; and threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation and acts intended to impede the exercise of the inspection and audit rights; and
  - (f) *“prohibited practice”* means any action that makes disqualification of bidder. NPA will reject a bid if it determines that any bidder directly or indirectly is engaged in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices in competing for contract.
  - (g) *“Inspection of accounts”* means NPA has the right to inspect financial position, records and other documents of the

- bidder in order to determine that the bidder has firm footing.
3. **Procedure**
    - a) Single stage one envelope procedure of the open competitive bidding process shall be adopted.
    - b) The awarding of contract shall be made on item wise basis.
  4. **Language of Bid** Bid as well as all correspondence and documents relating to the bid exchanged by bidder and NPA shall be written in English/Urdu.
  5. **Eligible Bidders** A bidder must:
    - (a) Be on active taxpayers list of FBR.
    - (b) Have at least last 03 years' experience in relevant field with government departments.
    - (c) Not declared blacklisted.
    - (d) Pakistani having valid CNIC.
    - (e) Have good reputation in relevant field.
  6. **Number of bids**
    - (a) Bidder shall submit only one bid which will be processed and evaluated as per specifications and criteria defined in the bidding document.
    - (b) In case of submission of 2<sup>nd</sup> bid, only 1<sup>st</sup> bid will be considered.
  7. **Bid Price**
    - (a) Bid price must be quoted in Pak rupees inclusive of prevalent taxes.
    - (b) Overwriting of figure and use of fluid will not be permitted and the bid may be rejected in that case.
    - (c) Only one price of item shall be mentioned.
  8. **Documents Comprising the Bid** Bid shall comprise the following:
    - (a) Rates as per pattern at Annex-A.
    - (b) Written consent as per Annex- B.
    - (c) Price inclusive of all prevalent taxes. The quoted price will be deemed to be inclusive of all taxes.
    - (d) Call deposit shall be in shape of demand draft/pay order/CDR in favor of "**Academy Fund Account**" @ Two hundred and fifty thousand rupees (250,000/-) only
    - (e) Documents showing at least last 03 years' experience in relevant field to the government departments.
    - (f) Copies of NTN/GST certificates which ever applicable.
    - (g) Addresses of retail outlets & warehouses which ever applicable.
    - (h) Certificate as per Annex-C:
      - i. Certificate of ownership of firm;
      - ii. Not declared black listed;
      - iii. Having read & accepted all clauses of bidding documents;
      - iv. Authorized person, if any, to deal with NPA.
    - (i) Valid Address, Telephone, Fax & Mobile Nos.
    - (j) Valid CNIC copies of owner and representative, if any.
    - (k) Original manufacturer or valid authorized dealership/distributorship.
    - (l) Copy of CNIC/license of driver who would supply feed at NPA;

- (m) Copy of registration of vehicle which would deliver feed;
  - (n) Contract on judicial paper along with its bid which should not be less than Rs.50/- as per Annex-D.
  - (o) Broacher/pamphlet having complete details of the item/services/work to be supplied/carried out, if applicable.
  - (p) Any other document that the bidder may feel to add in support of its bid and has plus point.
- 9. Dead line for submission of Bids** Bids must be submitted only electronically physically bids shall not be accepted. Bid shall be submitted before designated time in invitation to Bid.
- 10. Bid Security**
- (a) Bid security shall be in shape of demand draft/pay order/CDR in favour of “*Academy Fund Account*” @ Two hundred and fifty thousand rupees (250,000/-) only.
  - (b) Bid security shall be submitted physically at the office of Assistant Director Procurement NPA, Sector H-11, Islamabad.
  - (c) Bid shall not be accepted if bid security is not received physically.
  - (d) Bid security of unsuccessful bidders will be returned after award of contract to the lowest evaluated bidder.
  - (e) Representative may collect the bid security on furnishing a written request on letter head duly signed & stamped and proving identity.
- 11. Performance Guarantee**
- (a) Bid security of successful bidder shall stand converted as performance guarantee and be retained till the contract expires or till extended period(s) if agreed on.
  - (b) Performance guarantee shall be forfeited in case of carrying out partial, substandard or deviated supply/work/services and not completing the supply/work/services within the defined timeframe mentioned in supply order(s).
- 12. Period of Validity of Bids** Bids shall remain valid for One Hundred & Twenty (120) days. Period can be extended after consultation with the bidders.
- 13. Participation in the bids opening session**
- (a) Attendance of all bidders or their representatives shall be obtained.
  - (b) In case of representatives, authorization letter on the letter head of firm duly signed and stamped shall be mandatory for participation in the bids opening session.
- 14. Bid Opening Session**
- (a) Bids shall be opened on the prescribed date & time, as given in invitation to bid, by the Departmental Purchase & Inspection Committee of NPA.
  - (b) All envelopes shall be opened in a session.
  - (c) The official shall read aloud: name of bidder; presence of bid security; price quoted and any other detail as deemed appropriate.
- 15. Public riot, strike or insurgency** In case of Public Riot, Strike, Insurgency and scenario beyond human control, next working day of office will be considered as bid opening session.
- 16. Incomplete bid** Bids not accompanying the mentioned documents/information shall

- be construed as incomplete bid and may be rejected.
- 17. Confidentiality; Undue Influence** Information relating to evaluation of bids and recommendations of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until evaluation report is published. Undue use by any bidder of confidential information related to the process may result in the rejection of its bid.
- 18. Deviations, Reservations, and Omissions** During the evaluation of bids, the following definitions apply:
- (a) “*deviation*” is a departure from the requirements specified in bidding documents;
  - (b) “*reservation*” is the setting of limitation or conditions or withholding from complete acceptance of the requirements specified in the bidding documents; and
  - (c) “*omission*” is the failure to submit part or all of the information or documentation required in the bidding documents.
- Any deviation, reservation & omission may lead to rejection of bid.
- 19. Evaluation of Bids** Evaluation of bids shall be made by the Departmental Purchase & Inspection Committee, report of which shall be uploaded on EPADS. Lowest evaluated bid shall be accepted. Following is the Evaluation Criteria:
- (a) Envelop has been sealed as per instructions;
  - (b) Rate on the enclosed list as at Annex-A;
  - (c) Availability of written consent as per specimen at Annex-B;
  - (d) In case of same price for the supply/work/services, selection will be made on the basis of length of experience of the firm and warranty period, if applicable;
  - (e) Copies of NTN/GST Certificates which ever applicable;
  - (f) Call deposit at the rate and shape as specified;
  - (g) Certificate as per Annex-C:
    - i. Ownership of firm;
    - ii. Not declared blacked listed;
    - iii. Having read & accepted all clauses of bidding documents; and
    - iv. Authorized person, if any, to deal with NPA;
  - (h) Copies of valid CNIC of owner and representative;
  - (i) Availability of broacher/pamphlet of the items/works/services to be supplied/carried out, if applicable;
  - (j) Selection of bidders will be made on lowest evaluated rates;
  - (k) Online verification of bidder on Active Taxpayer’s List of FBR;
  - (l) Valid Address, Telephone & Mobile No. of the bidder;
  - (m) Copies of last 03 years supply/work orders in the relevant field to government departments;
  - (n) Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D;
  - (o) Inspection of retail Outlet/Warehouse of the bidder;
  - (p) Copy of registration of vehicle for supply of feed at NPA;
  - (q) Copy of CNIC/license of driver who would supply feed at

- NPA;
- (r) Sampling of items/services/work could be carried out by the Departmental Purchase & Inspection Committee which would be the key factor for selection;
  - (s) Bidder may add additional documents in support of its bid; and
  - (t) Clarification of the documents could be made.
- 20. Sampling of the items/work**
- a) Sampling of items/services/work would be carried out by the Departmental Purchase & Inspection Committee on the date of opening of bid. Decision for selection of products by the DP&IC will be final. Selected items shall be retained by NPA for post evaluation.
  - b) Samples may be obtained at the National Police Academy and the supply and quoted items must be same.
- 21. Acceptance of Bid**
- a) Selection of bidders will be made on lowest quoted rates of each item and on aggregate price of entire bid.
  - b) The most advantageous bid shall be accepted.
- 22. Grievances Committee**
- National Police Academy has constituted a grievances committee which can be approached through a written complain addressed to the “*National Police Academy Grievances Committee*”.
- 23. Right of acceptance or rejection**
- (a) Departmental Purchase & Inspection Committee of NPA reserves the right to accept or reject bids or annul bidding process at any stage prior to issuance of supply/work order.
  - (b) In case of rejection or annulment, bidders shall collect bid security from the office of Assistant Director (Procurement). Collection of bid security and evaluation report shall be responsibility of bidders.
  - (c) Bidders shall collect their bid securities on written request on letter head duly authorized to their representative.
- 24. Debarring or Blacklisting**
- The National Police Academy reserves the right to debar any bidder for a specific period or blacklist bidder for future bids after non-compliance to the final i.e. third notice served.
- 25. Subletting of work**
- Subletting of the supply/services/work to anyone else shall not be allowed and the contract would be cancelled in that case and performance guarantee will be forfeited.
- 26. Award of work**
- Lowest evaluated bidder(s) as per evaluation criteria shall be issued supply/work order on the basis of **least cost based procurement method**.
- 27. Contract**
- The bidder shall submit contract on judicial paper along with its bid which should not be less than Rs.50/-. Specimen of contract is at Annex-D.
- 28. Supply/work**
- a. The bidder shall carry out supply/work as per the requirement from the National Police Academy to be supplied on daily, weekly, fortnightly or monthly basis.
  - b. In-Charge Horse Riding School shall be the focal person for seeking guidance or carrying supervision of the work/supply.
  - c. The supply/work shall be carried out/accepted as per scope of work at Annex-A and keeping into consideration demand of

Assistant Director (S&HQ).

- 29. Warranty Period** All supply/work/services shall have warranty of 01 year. Performance guarantee shall be released after the designated period of warranty. In case of extended warranty offered by the bidder, period of warranty shall also stand extended.
- 30. Validity of rates** **Rates quoted in the bid shall be valid for a period of (01) one year or extension may till the complete delivery of items/supplies/services mentioned in the scope of work.**
- 31. Completion time** The bidder shall be bound to carry out the supply/work/services within agreed period as stated in the contract. Period can be extended with mutual consent of both parties.
- 32. Increase or decrease work/supply** National Police Academy reserves the right to increase or decrease quantity of item/work/services during the agreed period. In that case, rate per item/work/services will be charged by the bidder.
- 33. Advance** No advance amount will be released by the NPA.
- 34. Physical Inspection** National Police Academy reserves the right to carry out physical inspection of the supply/work/services during the process or prior to acceptance.
- 35. Payments** Payments will be released after satisfactory completion of supply/work/services, submission of bills and signed physical inspection report by the Departmental Purchase & Inspection Committee.
- 36. Notices** Notices may be served to the bidder in case of supplying/carrying out damaged, dysfunctional, defective, used, repaired, altered or deviated supply/services/work. Upon serving third notice, supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.
- 37. Public Procurement Rules** Procurement process shall be made in accordance with Public Procurement Rules, 2004, as amended from time to time. Any clause of the bidding document in contravention of the Public Procurement Rules shall stand frozen.

**SCOPE OF WORK FOR**  
**SUPPLY OF FEED FOR HORSES AT NPA**  
**AD (S&HQ) COULD BE CONSULTED FOR ANY CLARIFICATION**

S #	Name of Item	Quantity required for a year	Measurement	Per Kg Rate	Total Amount
1.	Barley (Joh)	10,540	Kilogram		
2.	Chickpeas Black (Kala Channa)	7,522	Kilogram		
3.	Wheat Bran (Chokar)	9,034	Kilogram		
4.	Sorghum (Toka Jawar)	54,173	Kilogram		
5.	Green Feed (Sabz Chara)	12,038	Kilogram		
6.	Salt	198	Kilogram		
7.	Jaggery Ghur	218	Kilogram		
8.	Digestive Power	240	Kilogram		
9.	Rice Straw (Parali)	3,309	Kilogram		
10.	Oil	49	Liter		
11.	Multimino—v 250 ml vail	18	Nos.		
12.	Amivicom 10 vail	18	Nos.		
13.	Hepasel 100ml	18	Nos.		
14.	Loxicon 100ml	18	Nos.		
15.	Maxin 100ml vail	18	Nos.		
16.	Genton 100ml vail	18	Nos.		
17.	Lacotizer 100gm	18	Nos.		
18.	Alvesgest 100gm	18	Nos.		
19.	Colco rex 120 ml liquid (shamoojee)	36	Nos.		
Total amount (Inclusive Taxes)					

**TORs for the supply:**

- i. For transportation of feed at NPA, the supplier must have its own vehicle and dedicated driver.
- ii. Fresh supply of all items will be received and defected/old material will be returned.
- iii. NPA has the right to increase or decrease quantum of feed being supplied.
- iv. Assistant Director (S&HQ) is the designated person from NPA for regulating supply of feed items. In case of change, supplier will be intimated.

Signatures of bidder \_\_\_\_\_  
Stamp of firm \_\_\_\_\_

(To be reproduced on the letter head of firm/contractor/proprietorship)

Islamabad, \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_

The Deputy Director (Admn)  
National Police Academy  
Sector H-11, Islamabad.

Subject: SUPPLY OF FEED FOR HORSES AT NPA

Reference: Invitation to Bid No.3/2024-25 of National Police Academy for  
*“Supply of feed for Horses at NPA”*, Sector H-11, Islamabad,  
M/s \_\_\_\_\_

hereby submit its Bid for *“Supply of feed for Horses at NPA”*. Necessary documents as have  
been asked for are also enclosed.

Signatures of bidder \_\_\_\_\_

Name of bidder \_\_\_\_\_

Status of Bidder (owner/representative) \_\_\_\_\_

Name of firm \_\_\_\_\_

Address of firm \_\_\_\_\_

Stamp of firm \_\_\_\_\_

(To be reproduced on the letter head of firm/contractor/proprietorship by the owner)

CERTIFICATE

This is to certify that I, \_\_\_\_\_ am the legal owner of firm M/s \_\_\_\_\_ with its address at \_\_\_\_\_.

I have read and accepted all the clauses of bidding document for Bid for “*Supply of feed for Horses at NPA*”. I hereby certify that my firm has not been declared blacklisted by any government agency. I hereby appoint/authorize Mr. \_\_\_\_\_ (mention “self” if not authorized anyone) as my representative to deal with National Police Academy for the purpose of this bid.

Signatures of owner of firm \_\_\_\_\_

Name of bidder (owner of firm) \_\_\_\_\_

Stamp of firm \_\_\_\_\_

SPECIMEN OF CONTRACT

This agreement has been made on \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between National Police Academy (hereinafter called the “Employer”) and M/s \_\_\_\_\_ (hereinafter called the “Contractor”) with their corporate status and registered address shall deem to include (in case of individual or proprietorship, firm, heirs, legal representative or if a partnership, the party or survivors, their respective heirs, executive heirs, executors and administrators of, if a company, its successors in business).

2. WHEREAS, the Employer is desirous to procure/carry out items/work/services in the light of clauses enumerated in bidding document for “*Supply of feed for Horses at NPA*” already collected by the Contractor. In response to invitation to bid M/s \_\_\_\_\_ has agreed to supply/work items/works/services at NPA in the light of clauses of bidding document for “*Supply of feed for Horses at NPA*” with the performance guarantee of its Pay Order/Demand Draft as security.

NOW this Contract witnesses as follows:

- i. The following documents shall be construed as part of this Contract:
  - (a) bidding document for “*Supply of feed for Horses at NPA*”;
  - (b) Specifications of the supply/work as specified in the bidding document.
- ii. In this contract words and expressions shall have the same meanings as are respectively assigned to them in the bidding document for “*Supply of feed for Horses at NPA*”.
- iii. In consideration of the payments to be made by Employer to Contractor as hereinafter agreed upon, the Contractor hereby covenants with the Employer to execute and complete the “*Supply of feed for Horses at NPA*” in

conformity and in all respects within the provisions of the bidding document for “*Supply of feed for Horses at NPA*”.

- iv. Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of supply/work/services as per provisions of the bidding document for “*Supply of feed for Horses at NPA*”.
- v. Amount to be paid to the Contractor will be as per quoted rates and as per clauses of bidding document for “*Supply of feed for Horses at NPA*”.
- vi. All prevalent government taxes will be applicable for deduction from the Contractor.
- vii. The Contractor will have to accomplish the supply keeping into consideration timeframe/demand during period agreed upon.
- viii. Notices may be served to the Contractor in case of poor performance or sub-standard supply/work/services or not carrying out the supply/work/services in requisite timeframe as explained in bidding document. Upon serving third notice, supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.
- ix. The Contractor and the Employer have agreed to execute this contract for the period w.e.f \_\_\_\_\_ to \_\_\_\_\_ and for extended period with mutual consensus on the quoted rates.
- x. If any dispute arises relating to terms and conditions/agreement, the decision of the Commandant, National Police Academy shall be final and binding.

3. IN WITNESS WHEREOF the Employer and the Contractor agreed to execute the contract in the light of above terms and the clauses of bidding document for “*Supply of feed for Horses at NPA*”.

Signature of the Contractor

Signature of NPA

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

Signed, sealed and delivered in the presence of:

Witness 1:

Witness 2:

\_\_\_\_\_  
(Name, CNIC No. and Address)

\_\_\_\_\_  
(Name, CNIC No. and Address)

**CHECKLIST OF ITEMS PROVIDED WITH THE BID**

S #	Points	Check box	
1.	Rate on the enclosed list as at Annex-A;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Availability of written consent as per specimen at Annex-B;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copies of NTN/GST Certificates;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Call deposit at the rate and shape as specified;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Certificate as per Annex-C. i. Ownership of firm. ii. Not declared blacked listed; iii. Having read and accepted all clauses of bidding documents. iv. Authorize person, if any, to deal with NPA;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Copies of valid CNIC of owner and representative;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Availability of broacher/pamphlet of the items/works/services to be supplied/carried out, if applicable;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Online verification of bidder on Active Taxpayer's list of FBR;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Valid Address, Telephone & Mobile No. of the bidder;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Copies of last 03 years supply orders in relevant field to government departments;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.	Copy of registration of vehicle for supply of feed at NPA;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.	Copy of CNIC/license of driver who would supply feed at NPA;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	Bidder may add additional documents in support of its bid;	Yes <input type="checkbox"/>	No <input type="checkbox"/>