

Tender Document

Tender No. 01

SUPPLY OF HORSES RATION



CIVIL SERVICES ACADEMY

Walton Road, Lahore.

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URL: www.csa.gov.pk

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Government of Pakistan
CIVIL SERVICES ACADEMY, LAHORE

TENDER NOTICE NO 01

INVITATION TO BID

**FOR SUPPLY OF HORSES RATION FOR THE
FINANCIAL YEAR 2026-27**

Civil Services Academy, Lahore invites sealed bids on open competitive basis, from the authorized distributors/suppliers/dealers who are registered with Income Tax and Sales Tax Departments, PRA and are on Active Taxpayers List of the Federal Board of Revenue, for supply of Horses Ration for the Financial Year 2026-27.

2. Pre-bid meeting will be held on 02.09.2026 at 11:30 a.m. in the Committee Room, Library, Civil Services Academy, Walton Campus Lahore which is strongly advised to be attended by all the interested bidders.
3. The Horses Ration is to be supplied within 05 days of issuance of purchases order. In cases of failure to supply the ration or in case of delay beyond 05 days, the CSA will have right to forfeit the earnest money in addition to other legal action to be initiated against the supplier as per rules including fine @1% of defaulted supply per day of delay.
4. The successful bidder / contractor is bound to supply the horses ration as per the rate offered by him for the financial year 2026-27 (up to 30.06.2027).
5. The contractors/ bidders shall provide all the samples of Horse Ration before the procurement committee on date of opening the tender otherwise the bid will not be considered by the committee.
6. Schedule of supply of Green Fodder on daily basis and Dry Fodder on monthly basis has to be strictly followed.
7. E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at <https://eprocure.gov.pk> and PPRA website <http://www.ppra.org.pk>.
8. The electronic bids, must be submitted by using EPADS on or before 10.09.2026 at 11:00 a.m. All the interested bids are advised to bring one hard copy of their bid at the time of opening of bid. Electronic Bids will be opened on the same day at **11:30 am**.

Dated: - 21.08.2026

**Additional Director (Admin)
Civil Services Academy
Lahore**

2. **Introduction of Purchaser**

Civil Services Academy (hereinafter to be called “**Purchaser**”) is an autonomous organization under the administrative control of the Establishment Division Invitation to Bids.

- i. The Purchaser invites sealed Bids from the original manufacturers/authorized distributors, suppliers for supply of horse's ration (**Tender Items**) for this Academy: -

Sr. No.	Items	Scale Per day horse ration		Items wise Rate per kg with taxes	Total Item Price per horse with taxes	No. of Horses	Total Item wise price of yearly supply with taxes
		Qty	Unit	(Rs)	(Rs) per day		
1.	Gram (Chana) Crushed	01	KG			21	
2.	Barlay Pressed	02	KG			21	
3.	Soya Hull	01	KG			21	
4.	Salt	30	Gram			21	
5.	Dry Fodder (Javi Chopped)	02	KG			21	
6.	Bedding	1 ½	KG			21	
7.	Green Fodder (Javi, Barseem, Juwar)	18	KG			21	
Total (Bid Amount)							

- ii. The Tender Document 01 carrying all details can be downloaded from PPRA's website: <http://www.ppra.org.pk> and EPADS <https://eprocure.gov.pk>.
- iii. For the purposes of this tender, Public Procurement Rules 2004 (PPRA Rules) as amended from time to time shall be followed.

3. **Instructions to Bidders**

- i. As per **Rule 36 (b) of PPRA Rules, 2004** Single Stage – One Envelope Procedure.
- ii. Electronic Bid proposal will be opened publically in the Committee Room, Library, Civil Services Academy, Walton Lahore by the procurement committee at **11:30 am on 10.09.2026** in presence of the bidder (s) or their authorized representatives, for which they shall ensure their presence without further invitation.
- iii. Only proposals complete in all respects addressed to the Additional Director (Admin). The bidders should inspect the site of work and acquaint themselves with the nature and requirements of the work.
- iv. The bidder (s) shall participate along with the proof / samples of horses ration which are claimed to be equivalent to the specification of the required items.
- v. All the interested bidders may examine the approved sample of tender item in Horse Riding School Incharge Office of the Purchaser.
- vi. Bidders are required to provide their samples according to details mentioned clause-1(i) of the tender document with bidder name along with their Bid Proposals.

- vii. The horses ration shall be delivered within 05 days from the issuance of purchase order otherwise Liquidated Damages (under Clause-7 of the bid document) shall be imposed.
- viii. In case of any defect appears in Tender items, the shortcoming shall be fulfilled by the contractor.
- ix. The tender items shall be delivered at the Horse Riding School, Civil Services Academy, Walton, Lahore
- x. Rate for each item shall be quoted as per samples approved by the Competent Authority and shall be in Pak Rupees only.
- xi. The Purchaser shall announce details of the bidders at the time of opening of bids.
- xii. No bid shall be accepted unless complete in all respects. Further, conditional bids shall not be accepted / considered.
- xiii. The Bidder should have prior experience of at least one year for the supply of horse ration at some reputed department.
- xiv. The bidder (s) shall submit the list of his partners / co-owners / directors /joint Ventures / Suppliers along with the bid, if any.
- xv. The bidder (s) shall bear all costs / expenses associated with the preparation and submission of the bids and the purchaser shall in n case be responsible for those expenses.
- xvi. A bid withdrawn after the deadline for submission of the bid and prior to the expiry of the bid validity period, shall result in forfeiture of the **Rs. 244,273/- Bid Security (under Clause-5 of the bid document)**.
- xvii. In case, the successful bidder fails to execute the work order as per terms and conditions laid down in the Bid document/ contract (other than delay) or items supplied are found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit **10% Performance Guarantee (under Clause-6 of the bid document)**.
- xviii. There shall be no partial payment. The payment will only be made at the successful completion of the contract made by the contractor.
- xix. Before submitting any offer, bidders may consult the Purchaser regarding any query.
- xx. The Purchaser reserves all rights to accept or reject any bid/proposal submitted in response to the Advertisement prior to acceptance, reasons will be communicated to the bidder on request.

4. Bid Validity Period:

Bid validity period 01 year and shall be started from **1st July 2026 to 30th June 2027.**

5. Bid Security:

Bid shall be accompanied by **Rs. 244,273/- Bid Security** of the total bid amount in the shape of Bank Draft/Call Deposit/Banker cheque in favour of **Director General, Misc. Receipt Fund Account, Civil Services Academy, Lahore**, which is refundable on request, to the unsuccessful bidder (s) within **two weeks** of the finalization of tender process. Bid security of successful bidders will be returned on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee.

6. Performance Guarantee.

- i. The successful bidder shall deposit **10% of bid amount as “Performance Guarantee”** in shape of Bank Draft/Call Deposit/Banker Cheque in favour of **Director General, Misc. Receipt Fund Account, Civil Services Academy, Walton, Lahore**, before signing of the contract and taking back **Rs. 244,273/- Bid Security**. Performance guarantee shall be retained by the Purchaser till completion of bid validity period under **Clause-4**.
- ii. The purchaser shall have right to forfeit the “Performance Guarantee”, if the contractor violates any of the terms and conditions of the Bid document/contract, except delay in provision the Bid document will be imposed.

7. Liquidated Damages.

If the Contractor fails in timely supply of the required tender items as per delivery schedule, the purchaser without prejudice to any other right of action / remedy, shall deduct a sum of money @ 01 % of the total contract price as liquidated damages, for every day of delay from the scheduled delivery date (s) to the actual delivery date(s), provided that the amount so deducted shall not exceed, the aggregate 10% of the contract price.

8. Evaluation Criteria:

- i. The bidder (s) shall provide copies of NTN, PRA and STRN Certificates issued from FBR with their bids, as Proof of Active Tax Payer.
- ii. The bidder (s) are required to furnish an Affidavit **as per Annex-A** along with their Bid Proposal, to the effect that the bidder (s) has not been blacklisted by any Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan and they have not been involved in any litigation with any client during the last three years.
- iii. **The Bidder should have prior experience of at least one year for the supply of horse ration at some reputed department.**
- iv. The bidder (s) are required to furnish Bid Proposal Submission Forms **as per Annex-B** along with their Bid Proposals.
- v. The bidder (s) shall provide documentary proof that they have their operational office within Pakistan.
- vi. The samples provided by bidder (s) as per clause-2 (vii), shall be evaluated according the approved samples. Therefore, prospective bidders are required to submit all necessary samples.
- vii. The bidder (s) are required to furnish Bid Proposal submission for as per Annex-B. The Bid Proposal shall be accompanied by **Rs. 244,273/- Bid Security** of the total bid price as mentioned in **Clause-5** of the Bid Document.
- viii. The bidder (s) are required to furnish Price Schedule **as per Annex-C**.
- ix. The quoted price shall include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favour of the Purchaser, the contractor shall be bound to adjust the same in the Bid Proposal.
- x. In case of discrepancy between the cost/price quoted in words and in figures, the lower of the two shall be considered.
- xi. In evaluation of the price of items which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price shall be determined and considered inclusive of such duties and taxes.
- xii. The Purchaser shall not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the contractor.

9. Arbitration

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole Arbitrator i.e. Additional Director (Admin), Civil Services Academy, Walton, Lahore.

10. Cancellation of Tender

The Competent Authority reserves all rights to cancel the Tender at any stage. Reasons for such cancellation will be communicated on request.

CONTRACT

This CONTRACT is made on _____ **[Date]**, between **Civil Services Academy, Walton, Lahore** (the “Purchaser”), on the one part, and **Contractor [full legal name of Contractor]**, on the other part individually /severally liable to the Purchaser for all of the Contractor’s obligations under this Contract.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide the services according to Bid Document.

and

(b) The Contractor, having represented to the Purchaser that it has the required professional skills, personnel and technical resources, has agreed to provide the services, on the terms and conditions set forth in this Contract and Bid document.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to provide the prescribed services at the time and in the manner, in conformity with the Terms & Conditions of the Contract and Bid document.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract price which may become payable, at the time and in the manner, in conformity with the provisions of the Contract and Bid document, in consideration of provide the services and complete satisfaction of the Purchaser.
3. The contractor shall supply tender items in the quantity and at the rates as quoted in the proposal submitted by the contractor and as per prescribed samples mentioned in the bid document within a period of 05 days from issuance of purchase order.
4. In case, any defect appears in Tender Items, the shortcoming shall be fulfilled by the contractor.
5. The Tender Items shall be delivered at the Horse Ridding School at Civil Services Academy, Walton, Lahore
6. The contractor shall solely be responsible for any discrepancy or damage to the academy.
7. **Bid security of Rs. 244,273/-** of the total Bid price by contractor in the shape of Bank Draft/Call Deposit/Banker Cheque in favour of Director General, Misc. Receipt Fund Account, Civil Services Academy, Lahore will be returned to them on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee in shape of Bank Draft/Call Deposit/Banker Cheque. The “Performance Guarantee” shall be returned after the completion of “bid validity period under **Clause-4**”.
8. The purchaser shall have a right to forfeit the “**Performance Guarantee**”, if the contractor violates any of the terms and conditions of the bid document/contract,

except delay for which liquidated damages under **Clause-7** of the Bid document shall be imposed.

9. There shall be no part payment. The payment shall only be made after the successful completion of the commitment made by the contractor in the Bid document and after satisfactory supply of entire lot of the Tender Items.
10. All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole arbitrator i.e. Additional Director (Admin), Civil Services Academy, Walton, Lahore.
11. The terms and conditions mentioned in the Bid document shall be considered part and parcel of this contract agreement.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For [**Civil Services Academy**]
(the Purchaser)

For []

WITNESSES:

Name _____

Name _____

Signature _____

Signature _____

CNIC # _____

CNIC # _____

ANNEXURE-A

(On Stamp Paper)

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of bid document.
4. We understand that the Purchaser shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor (s).
5. It is certified that information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20____

Signature

(Company Seal)

In the capacity of _____

Duly authorized to sign bids for and on behalf of:

Bid Proposal Submission Form

[Location, Date]

To
Additional Director (Admin),
Civil Services Academy,
Walton, Lahore.

Dear Sir,

We, the undersigned, offer to provide the required services in accordance with your requirement/Tender Document No. 01 and our Proposal. We are hereby submitting our Bid Proposal sealed single envelope.

We, will provide the services in accordance as mentioned in Bid Document of Tender No. 01. Our attached Bid Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

We undertake, if our Proposal is accepted, to provide the services in the bid document related to the assignment in specified time schedule.

Our Bid Proposal shall be binding upon us up to expiry of the validity period as per contract attached.

We understand you are not bound to accept any Proposal you receive.

We have studied the Tender document and shall fully abide by its terms & conditions.

Yours Sincerely,

Name and Designation of Signatory with official seal

Name of Firm

Address

PRICE SCHEDULE/ BID COST SHEET

Sr. No.	Items	Scale Per day horse ration		Items wise Rate per kg with taxes	Total Item Price per horse with taxes	No. of Horses	Total Item wise price of yearly supply with taxes
		Qty	Unit	(Rs)	(Rs) per day		
1.	Gram (Chana) Crushed	01	KG			21	
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6.	Bedding	1 ½	KG			21	
7.	Green Fodder (Javi, Barseem, Juwar)	18	KG			21	
Total (Bid Amount)							

Signature of authorized person

Name:

(Company Seal)

In the capacity of
Duly authorized
by

Note: No cutting or overwriting is allowed.

(Member)(Member)(Member)(Member)

(Chairman)