
STANDARD BIDDING DOCUMENT



FOR
PROCUREMENT OF
RAW FOOD ITEMS
FOR FY 2019-20

PROVINCIAL HEALTH
SERVICES ACADEMY (PHSA)
HEALTH DEPARTMENT
GOVERNMENT OF KHYBER
PAKHTUNKHWA

Submitted By: _____

NOTE: Each bidder shall submit its bid on this document i.e. Standard Bidding Document (SBD) with all supporting documents be appended.

Preface

The Standard Bidding Documents prepared for use by the Director General Provincial Health Services Academy, Department of Health, Khyber Pakhtunkhwa for the procurement of food items through Open Competitive Bidding under Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act 2012 and Khyber Pakhtunkhwa Procurement of Goods, Works & Services Rules 2014 with all subsequent amendments till date.

The document describes General Conditions related to minimum qualification of prospective bidder, evaluation methodology/criteria and statement of requirements.

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INTRODUCTION TO THE ORGANIZATION

Provincial Health Services Academy (PHSA) is the Human Resource Development (HRD) institute of Health Department Government of Khyber Pakhtunkhwa situated at Budhni Road Duranpur, Peshawar. The Academy provides allied health educational programs to the general public and various in-service trainings to health personnel which is the most valuable asset of the health sector.

VISION STATEMENT

To develop into an internationally recognized center of excellence for education in health leadership and management areas and become a knowledge hub for health policy planning, health systems development and reforms.

MISSION STATEMENT

It seeks to catalyze designing solutions and developing models which address current and emerging health and healthcare challenges particularly related to HHR through the creation of collaborative research, education, training, and practice activities building on the unique partnership between the Development Partners, Civil Society, Academia and Government Departments

Contact for information:

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Invitation to bids

PHSA intends to invite bids from prospective bidders for the supply of raw food items for its training participants for the financial year 2019-20 under KPPRA Act and Rules 2014. Bidders are advised to read the Contents of the instruction to Bidders (ITB) carefully for filling up the Bidding Documents Properly in order to become responsive. Tender Notice appeared in daily “_____” dated ____December, 2019.

Instruction to Bidders (ITB)

Instructions to bidders based on terms and conditions are covered under Bid Data Sheet

Primary and secondary documents to be filled and submitted given in Standard Bidding Documents:

- Bid Form-1: Bid Cover Sheet
- Bid Form-2: Affidavit to be produced on stamp paper duly verified by the oath commissioner
- Bid Form-3: BID for Food
- BID Security i.e. CDR of Rs. 25000.00
- 2 Years Relevant supply Certificate (The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Performance Certificate from at least 01 Public Sector Institutions(The certificate shall be produced on official letter head with proper reference number and date, signed by the head of the institution/organization)
- Updated attested Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of registration from FBR

(Submission of the above Documents not properly signed and stamped will render the Bid as invalid).

Bid Data Sheet

ITB Ref	Description	Detail
ITB Clause 1	Bid reference number	01-Procurement of Raw Food Items
ITB Clause 2	Name of Client & source of funds	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa – under Regular Budget for FY 2019-20
ITB Clause 3	Name of Goods/Statement of Requirements	Supply of Food Items in raw form based on statements of requirements
ITB Clause 4	Pre-Bid Meeting	19.12.2019
ITB Clause 5	Commencement date of downloading/provision of Bidding Document	10.12.2019
ITB Clause 6	Closing date & Time of Bid	26-December-2019 at 1100 Hrs
ITB Clause 7	Submission of Bid	Through registered courier service as received in the Establishment Section's registry office before closing date and time. Hand delivered bids will not be entertained.
ITB Clause 7	Bidding for selective items	No
ITB Clause 8	Bidding procedure	KPPRA Rule 6 (2) (a) Single Stage One Envelope Procedure
ITB Clause 9	Method determining the Lowest Evaluated Responsive Bidder	Lowest Price of Responsive Bidder
ITB Clause 10	Clarification(s) on Bidding Documents	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa
ITB Clause 11	Language of bid	English or Urdu
ITB Clause 12	Specific Description of Goods in the Bidding Documents	Annexure C: Raw Food Items Specifications
ITB Clause 13	Bid Price	Bid Price shall be inclusive of all duties and taxes.
ITB Clause 14	Currency of Bid	PKRs.
ITB Clause 16	Title of the Bid Documents	Annexure A: Weekly Menu Schedule Annexure B: Per Person quantity of Food Consumption Annexure C: Food Items Specifications Annexure D: Terms and Conditions of agreement

ITB Clause 17	Name of Bid Forms	Bid Form 1: Bid Cover Sheet & Bid Form 2 :Affidavit Bid Form3: Bid offered for supply of Raw Food Items for various meals
ITB Clause 18	Bid Security / Earnest Money amount	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money amounting to Pak. Rs. 25000.00 in the name of Director General PHSA, Health Department, Government of KP. In case of non-provision of bid security/earnest money, the bid will be considered invalid and will be returned to the bidder after being examined by the procurement committee. The bid security will be forfeited if a bidder withdraw his bid within the validity period.
ITB Clause 19	Bid validity period	120 days from the last date of submission of Bid.
ITB Clause 20	Date, time and venue of opening of bids	26-December-2019 at 1200 Hrs at the Office of Director General PHSA, Doran Pur Peshawar
ITB Clause 21	Duration of Contract	For the Financial Year 2019-20
ITB Clause 22	Performance Guarantee / Performance Security	The successful firm will deposit Rs. 10% amount as performance guarantee/security as per evaluation based on consumption data from previous year that shall be returned after successful completion of the contract period
ITB Clause 23	Minimum Qualification of Bidders to be attached with each bid	<ul style="list-style-type: none"> ● Bank guarantee as Bid Security in shape of CDR amounting to Pak. Rs. 25000.00. ● Bid Form-2 Affidavit ● <u>2</u> Years Relevant supply of food/grocery items Certificate ● <u>1</u> Performance Certificates from at least 01 public Sector Institutions ● Attested updated Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of registration from FBR
ITB Clause 24	Rates Validity	For Financial Year 2019-20
ITB Clause 25	Evaluation Methodology	Bid evaluation will be based on consumption data for a training of 02 weeks (10 working days) duration from previous year.
ITB Clause 26	Termination of contract	In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.

BID FORM 1: BID COVER SHEET

Bid Ref. No. -----

Date-----

Title of the Supplier/Firm Contractor:	
Name of Owner/Proprietor	
Owner/Proprietor CNIC No.	
Address:	
E-mail:	
Phone office:	
Cell Phone:	
Facsimile:	

1. Bid offered as per Form-3 Attached: YES NO

2. Bid Security Attached: YES NO

3. Bid Form-2: Affidavit Attached: YES NO

4. 2-Years Relevant supply of food/Grocery Certificate Attached YES NO

5. Performance Certificate from at least one public sector organizations attached YES NO

5.1 Title of Organization:- _____

6. NTN Certificate from FBR YES NO

7. GST Certificate from FBR YES NO

It is certified that the documents submitted herewith are authentic and original copies to the best of my knowledge. Any counterfeit documents found at any stage will lead to my disqualification.

BID FORM 2: AFFIDAVIT (Rs.150)

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are according to specifications mentioned in statement of requirements.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 23 of the ITB of the Standard Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The Undersigned has no dispute anywhere in the Province regarding supplier.
- 9) The undersigned will be held responsible for any loss occurred to department due to substandard supply as per KPPRA rules.
- 10) We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signature with CNIC No & Name.

Witness. _____

(Signature with CNIC No & Name)

Note: The Affidavit must be on judicial stamp paper by the Executive of the Firm & attested by Oath Commissioner.

STATEMENT OF REQUIREMENTS

BID FORM 3: Bid offered for supply of Raw Food Items for various meals

Each Firm/supplier/contractor shall quote per person bid in PK Rs. based on approved menu, Per Person quantity of food consumption and Specification of Food Items given in this document as per provisions specified in Instruction to Bidders (ITB) Clauses given at Bid Data Sheet.

Breakfast	Tea Break / Class Working Tea	Lunch	Tea Break	Dinner

It is certified that all taxes are inclusive in the above given bid rates.

Name:

Date:

Official Seal:

ہفتہ وار کھانے کا جدول

نمبر شمار	ایام	ناشتہ کی تفصیل	ٹی بریک/دوران کلاس چائے کی تفصیل	دوپہر کے کھانے کی تفصیل	سہ پہر چائے کی تفصیل	رات کے کھانے کی تفصیل
1	پیر	انٹا فرائی، ملائی، روغنی، چائے	چکن پیٹی، کیک، چائے (گافی، سبز، گالی)	چکن کڑائی، سبزی، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی		مٹن کڑائی، سلاد، دہی، چینی، روغنی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی
2	منگل	انٹا فرائی، چھولے، چائے، روغنی، فرائی، چائے	نوبیا چائ، مکس بسکٹ، چائے (گافی، سبز، گالی)، چینی	مٹن کڑائی، سبزی، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی		چکن کڑائی، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی
3	بدھ	انٹا فرائی، جیم، ڈیل، روغنی، چائے	چکن روست پیس، کیک، چائے، کچھ	کاپی پلاؤ، نوبیا فرائی، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی		مٹن کڑائی، سلاد، دہی، چینی، روغنی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی
4	جمعرات	انٹا فرائی، ملائی، روغنی، چائے	چنا چائ، مکس بسکٹ، چائے (گافی، سبز، گالی)، چینی	آلو گوشت، سبزی، مچھلی فرائی/چکن پیس / چکن کڑائی، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی	چائے بمعہ بسکٹ/کیک	چیکن بریانی، دال چنا، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی
5	جمعہ	انٹا فرائی، چھولے، چائے، روغنی، فرائی، چائے	چیکن سٹوچ، کیک، چائے (گافی، سبز، گالی)، چینی	مٹن کڑائی، گڑی پکوڑا، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی		چکن قورمہ، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی
6	ہفتہ	انٹا فائی، جیم /سکھن، ڈیل روغنی / روغنی، چائے	سموسہ، گالی چائے /گافی، کچھ	انٹے چھول، دال چنا، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی		سبزی گوشت، سلاد، روغنی، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی
7	اتوار	اسلیٹ، چھولے، روغنی، چائے	مکس بسکٹ، گالی چائے /گافی	چکن بریانی، سبزی، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی		آلو گوشت، روغنی، سلاد، دہی، چینی، موسمی فروٹ/اکوٹ ٹرنک/اسی/پانی

نوٹ: موسم کی تبدیلی کے ساتھ ساتھ منیو میں بھی تبدیلی کی جائے گی۔

Annexure A: Weekly Menu Schedule

Annexure B: Per Person quantity of Food Consumption

دوپہر اور رات کے کھانے کی تفصیل	سہ پہر چائے کی تفصیل	ٹی بریک/دوران کلاس چائے کی تفصیل	ناشٹہ کی تفصیل
چیکن 250 گرام صاف شدہ	چائے ایک کپ	سسو سہ 2 عدد	ایک عدد انڈا قرانی
سبزی 200 گرام	مکس بسکٹ 100 گرام	کیک 2 پیئرز	ایک عدد روغنی
کابلی پلاؤ (گوشت) 250 گرام، چاول 125 گرام	کیک 2 پیئرز	کچیپ 50ml	جیم 50 گرام
دال چنا 100 گرام		مکس بسکٹ 100 گرام	چائے 2 کپ
دال ماش 100 گرام		چنا چاٹ ایک کپ	2 سلانیس تیل روٹی
کڑی پکوڑہ (100 گرام بیسن، 100 گرام دہی)		ٹوبیا چاٹ ایک کپ	مکھن 50 گرام
مٹن 300 گرام		چکن بیٹی ایک عدد	ملائی 50ml
ٹائو گوشت (ٹائو) 75 گرام، گوشت 250 گرام		ایک پیس چکن روست (1/8)	پانی 500ml
مچھلی صاف شدہ 500 گرام		چائے 3 کپ (سبز، کالی، کافی)	
ٹوبیا 100 گرام		مرچ 1/4، گیڈی پو دینہ)	
چیکن بریانی (چیکن) 250 گرام، چاول 125 گرام		پانی 500ml	
سٹاک گوشت (سٹاک ایک گیڈی، گوشت 250 گرام)			
مورسی فروٹ 250 گرام/1/4 درجن			
دہی 100 گرام			
چٹنی (100 گرام دہی، 2 عدد مرچ، 1/4 گیڈی پو دینہ)			
روٹی 2 عدد			
مکس سالاد (ٹماٹر، پیاز، کھیر امرچ، سلاڈ پتے، لیمون) 150 گرام			
پانی 1000ml			
کوئلڈرنک 300ml			
کھیر مکس 125 گرام (پیکا بوا)، مرہہ 75 گرام			
کمشڈ 125 گرام (پیکا بوا)			

فی کس مقدار خوراک

Annexure C: Raw Food Items Specifications

Raw Food Items Specifications

S #	Item	Category	Specifications
1	Roghni Nan (Piece)	Bread	170 gram
2	Tandori Roti (Piece)	Bread	170 gram
3	Mineral Water (500 ML)	Cold Drinks	A Grade
4	Cold Drinks (1500ML)	Cold Drinks	A Grade
5	Cold Drinks (Diet) (1500ML)	Cold Drinks	A Grade
6	Anday (Dozen)	Confectionery & Sweets	A+ Grade Bakery
7	Chicken Sandwiches (Piece)	Confectionery & Sweets	A+ Grade Bakery
8	Double Roti (Pkt) regular white	Confectionery & Sweets	A+ Grade Bakery
9	Double Roti (Pkt) Brown	Confectionery & Sweets	A+ Grade Bakery
10	Jam	Confectionery & Sweets	A+ Grade Bakery
11	Mix Biscuit	Confectionery & Sweets	A+ Grade Bakery
12	Sada Cake/ Fruit Cake	Confectionery & Sweets	A+ Grade Bakery
13	Samosa (Piece) Alowalay	Confectionery & Sweets	A+ Grade Bakery
14	ShamiKabab (Piece)	Confectionery & Sweets	A+ Grade Bakery
15	Custured Powder (Per Pkt)	Custered	A-Grade
16	Keer Mix (Per Pkt)	Custered	A-Grade
17	GulabJaman	Confectionery & Sweets	A+ Grade Bakery
18	RasMalai	Confectionery & Sweets	A+ Grade Bakery
19	Dahi	Dairy	A-Grade
20	Milk Tetra Pack/Fresh	Dairy	A-Grade
21	Powdered Milk	Dairy	A-Grade
22	Butter packed	Dairy	A-Grade
23	Dal Channa	Dall	A-Grade
24	ChawalMota	Dall	A-Grade
25	Dal Mash	Dall	A-Grade
26	Dal MongMasoor	Dall	A-Grade

27	Dal MongSabat	Dall	A-Grade
28	Dal MongZard	Dall	A-Grade
29	Kishmish (Mewa)	Dall	A-Grade
30	LobiaLal	Dall	A-Grade
31	Sabat Channa	Dall	A-Grade
32	Chawal	Dall	A-Grade
33	Mango	Fruit	A-Grade
34	Guava (Amrud)	Fruit	A-Grade
35	Apple	Fruit	A Grade
36	Grapes	Fruit	A Grade
37	Banana	Fruit	A Grade
38	Orange/Keno	Fruit	A Grade
39	Mealon	Fruit	A Grade
40	Strawberry	Fruit	A Grade
41	Bara Gosht (with Bones)	Meat	A Grade
42	Chota Gosht	Meat	A Grade
43	Fish	Meat	Shermai/Mali
44	Murghi safshudda	Meat	A Grade
45	Cooking Oil (Olive/corn/soya bean)	Oil	Cholesterol free, vegetable oil A Grade
46	Adrak	Sabzi	A Grade
47	Alo	Sabzi	A Grade (Fresh)
48	Bindi	Sabzi	A Grade
49	Gajar	Sabzi	A Grade
50	Ghobbi	Sabzi	A Grade
51	Kachalo	Sabzi	A Grade
52	Keera	Sabzi	A Grade
53	Lahsan	Sabzi	A Grade
54	Lemon	Sabzi	A Grade
55	Mattar	Sabzi	A Grade
56	Moli	Sabzi	A Grade
57	Palak Sag (Gaidi)	Sabzi	A Grade
58	Piaz	Sabzi	A Grade
59	Podena Hara (Gaidi)	Sabzi	A Grade

60	Sabaz Mirch	Sabzi	A Grade
61	Salad Patay	Sabzi	A Grade
62	Tenda	Sabzi	A Grade
63	Tomotor	Sabzi	A Grade
64	Toori	Sabzi	A Grade
65	Bangan (Chootay)	Sabzi	A Grade
66	Kaddo	Sabzi	A Grade
67	Mix Salad	Sabzi	Fresh A-Grade
68	Ajwain	Spices	A Grade
69	Baking Soda	Spices	A Grade
70	Baryani Masala	Spices	A Grade
71	Behsan	Spices	A Grade
72	Chat Masala	Spices	National
73	Dhania Sabat Khushak	Spices	A Grade
74	Fish Masal	Spices	A Grade
75	Garam Masala sabat	Spices	A Grade
76	Haldi	Spices	A Grade
77	Haleem Masala	Spices	A Grade
78	Hara Dhnia (Gaidi)	Spices	A Grade
79	Kali Mirch	Spices	A Grade
80	Korma Masala	Spices	A Grade
81	Murgh Masala (70 grmPkt)	Spices	A Grade
82	Nahari Masala	Spices	A Grade
83	Iodized Salt	Spices	A Grade
84	Salan Masala	Spices	A Grade
85	Surkh Mirch (Sabat/Pesi/Dhara)	Spices	A Grade
86	Vinigar White (1000 ML)	Spices	A Grade
87	Zera Sufaid	Spices	A Grade
88	ZeraSyah	Spices	A Grade
89	Kechup	Spices	A Grade
90	Cheni	Tea	A Grade
91	Coffee	Tea	A Grade
92	Kali Chai	Tea	A Grade
93	Canderel	Tea	A-Grade

94	Lachi	Tea	A-Grade
95	Qahwa	Tea	A-Grade
96	Tea Bag (Black tea) (100 item pack)	Tea	A-Grade
97	Tea Bag (Green tea) (25 item pack)	Tea	A-Grade

Annexure D: Terms and Conditions of agreement

This Contract Agreement is hereby agreed between the M/s _____, Government Contractor Peshawar hereinafter referred to as first party or supplier or contractor and Provincial Health Services Academy (PHSA), Department of Health Government of Khyber Pakhtunkhwa Peshawar hereinafter referred to as second party on following terms and conditions on this day of _____.

1. The purpose of the contract is to provide raw food items by the first party to the second party as set out in the tender notice and standard bidding documents i.e. technical specifications, weekly menu, per person food consumption and demand order placed by the second party as per following approved rates:

S.No	Meal / Tea	Rate (Pk. Rs.)
1	Breakfast	
2	Tea Break/Class working Tea	
3	Lunch	
4	Tea Break (Evening)	
5	Dinner	

2. When a demand order is issued by the second party, the first party shall supply the respective meal and tea items in raw form one day in advance for the corresponding number of training participants in a particular training and shall supply / provide the services related to them in accordance with the tender specifications at PHSA. No transportation cost shall be borne by the second party. However bakery items shall be supplied on next day at 9:00 A.M.
3. The first party shall provide delivery challan with each supply being made separately for each demand order issued.
4. The first party shall submit its bill(s) fortnightly for each training based on respective demand orders and delivery challans.
5. The contract is valid up to 30th June 2020.
6. Supply of raw food items etc. shall not be affected / delayed at any cost / condition.
7. Supplies shall be of good quality and shall be inspected on daily basis by the inspection committee of PHSA as soon as it is supplied. Supply of sub-standard raw food items shall not be accepted. It shall be returned to first party and immediately replaced with equal quantity. In case of delayed supply time i.e. 4:00 p.m of the same day of demand order, the first party shall supply cooked food from the place identified by the first party for avoiding any embarrassment.
8. The first party's shall submit **Rs. 10%** as performance security before training(s) commencement that shall be returned after successful completion of the contract period.
9. In case of any mishap, an enquiry shall be conducted by Health Department to ascertain causes of mishap and if the first part is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance security.

10. In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.
11. During the holy month of Ramadan, Hostel boarder will be served with meals based on special menu as proposed by them for which the breakfast and tea break/class working tea will be combined to cover Sehri arrangements and Dinner/tea break will be combined to cover Iftari arrangements.

FIRST PARTY

Name of Supplier/Contractor: _____

CNIC No. _____

Phone No. _____

Signature _____

Date: _____

SECOND PARTY

Dr. Janbaz Khan Afridi
Director General PHSA

Signature _____

Date: _____