



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)
LAHORE**

TENDER DOCUMENT
FOR SUPPLY OF FRESH FOOD & DRY FOOD ITEMS
(SINGLE STAGE ONE ENVELOPE)

Note: Procurement is done by NIPA Lahore in line with PPRA Rules, 2004

Tender # _____



Contents

Terms and Conditions	1
1. General:	1
2. Time Period:	1
3. Extension of Delivery Period:	2
4. Penalty of Delay / Cancellation:	2
5. Payment to the Bidder / Contractor:	2
6. Bid Security:	2
7. Deduction of Taxes:	2
8. Dispute:	3
9. Technical Evaluation Criteria(Mandatory):	3
10. Financial Evaluation Criteria	3
11. Bid / Tender Opening Procedure:	3
12. Performance Guarantee	4
13. Declaration Form	5
ANNEX.-A	6
ANNEX-B	9
ANNEX-C	10



Terms and Conditions

National Institute of Public Administration (NIPA) Lahore (*hereinafter referred to as "NIPA" or "Client"*) invites sealed bids from eligible and experienced Income Tax & GST registered Firms / Companies, Sole Proprietor who are on the Active Taxpayer List (ATL) of FBR (*hereinafter referred to as "Bidder" or "Contractor"*) for the supply of items as per specifications contained in Annex. 'A' (*hereinafter referred to as "goods"*) for its office located at 78-Shahrah-e-Quaid-e-Azam (Upper Mall), Opposite State Guest House, Lahore.

Public Procurement Rules, 2004 will be strictly followed. These may be obtained from PPRA website <https://ppra.org.pk/>.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Public Procurement Rules, 2004.

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - (a) received without bid security
 - (b) received after the time and date fixed for its receipt
 - (c) the offer is ambiguous
 - (d) the offer is incomplete
 - (e) the offer is received by fax or e-mail
 - (f) the offer is from a black listed firm
 - (g) offer received with shorter validity than required
 - (h) the offer is not conforming to the specifications mentioned in the tender document
 - (i) there is any conditional offer
 - (j) bids not compliant with any of the terms and conditions listed in the tender document will be liable to be rejected.
- 1.2 Bid will remain valid for a period of 30 days from the date of opening the tender. All the prices will be quoted in Pak Rupees (inclusive of all applicable taxes) and no change in price will be made in any case. No additional amount over and above the quoted price will be paid.
- 1.3 The cover envelope containing **TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL** must indicate particulars of tender i.e. **Technical Proposal and Financial Proposal, Name of Submitting Firm / Company**. The envelope must be properly sealed.
- 1.4 Purchase Order(s) will be issued in favour of technically responsive "most advantageous bid" evaluated as per details laid down at Annex-A after the approval of the competent authority.
- 1.5 NIPA Lahore may increase or decrease the ordered quantities under Public Procurement Rules, 2004.
- 1.6 NIPA has the right to ask for demonstration of the equipment quoted by the vendor.

2. Time Period:

The successful bidder shall ensure the uninterrupted supply of the requisite items throughout the entire financial year, as and when required by NIPA.



3. Extension of Delivery Period:

In special circumstances, request for extension of delivery period may be considered by the competent authority on the written request of the firm before the target date, which will be authorized to either accept or reject as per bid rejection clause 33(1), of PPRA, 2004 rules.

4. Penalty of Delay / Cancellation:

- 4.1 The goods will be inspected by the NIPA Lahore through authorized committee / personnel and will be rejected if not found according to the given specifications as mentioned at Annex- A.
- 4.2 If the Bidder / Contractor fails / delays in performance of any of the obligations, under the bidding documents violates any of the provisions of the bidding document commits breach of any of the terms and conditions thereof, the NIPA Lahore (client) may, without prejudice to any other right of action / remedy it may have, deduct from the bid price against undelivered portion, as liquidated damages, a sum of money @0.25% of the total bid price which is attributable to such part of the goods / services. In consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the NIPA Lahore (client) and the actual delivery date(s). Provided that the amount so deducted shall not exceed in the aggregate 10% of the Bid Price.

5. Payment to the Bidder / Contractor:

- 5.1 Payment will be made through cheque to the bidder against invoice after completion of delivery and inspection by the authorized person/ committee etc.
- 5.2 No payment will be made as advance.

6. Bid Security:

- 6.1 Bid security (Earnest money) @ 2% of estimated cost (i.e. the estimated of total quoted bid price) shall have to be attached alongwith (Financial Proposal) of bidding document. It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Director General, National Institute of Public Administration, Lahore.
- 6.2 Bid security of unsuccessful bidders shall be returned on the finalization of the tender whereas the bid security of successful bidder shall be returned upon submission of Performance Guarantee.
- 6.3 The bid security shall be forfeited if:
 - 63.1 The offer is withdrawn, amended or revised after submission time.
 - 63.2 The bidder fails to supply the bid items strictly in accordance with terms and conditions of tender document

7. Deduction of Taxes:

All the applicable taxes will be deducted while making payment as per Government Rules Instructions / Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc. Any exemption from any taxes is to be substantiated with applicable policy document / tax rules / SRO etc.



8. Dispute:

Any dispute will be settled by following the procedure prescribed by PPRA, 2004 Rule 48.

9. Technical Evaluation Criteria(Mandatory):

Category	Description	Document
Legal (Mandatory)	Valid Income Tax Registration (Status = Active with FBR)	Required
	Valid General Sales Tax Registration (Status = Active with FBR)	Required
	Single Undertaking covering following aspects: i. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department anywhere in Pakistan. ii. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. iii. Compliance to the technical specifications of items / goods to be procured mentioned vide Annex-A of this document. Product technical brochure(s) of specific make and model being offered with clear specifications must be enclosed with the bid (where applicable)	Required
	Authorization Certificate (Details are mentioned under each item separately at Annex-A)	Required
Past Experience (Mandatory)	Worth of supplies (goods) of similar in nature (verifiable through relevant purchase orders / contracts)	Required

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document. Submission of all above documents is mandatory for technical evaluation.

10. Financial Evaluation Criteria

Most advantageous bid in terms of "value for money" based on quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost shall be accepted.

11. Bid / Tender Opening Procedure:

- 11.1 As per Public Procurement Rules 2004, single stage one envelope bidding procedure shall be followed as developed by the e-PADS.
- 11.2 In case the last date of submission of bid coincides with any holiday or with unforeseen event, the last date for submission of the bids shall be the next working/ normal day.



12. Performance Guarantee

A provisional Offer Letter will be issued in favour of the successful bidder(s). Performance guarantee against warranty period of the item (Service, Parts & Labour) in the shape of bank guarantee from any scheduled bank equivalent to 2% of the total purchase order(s) amount will have to be furnished within 5 (five) days of receipt of Provisional Offer Letter along with acceptance of the offer. The bank guarantee will be furnished as per the format attached at Annex-C. Issuance of purchase order is subject to the submission of bank guarantee. In case the bank guarantee is not furnished within the stipulated time period the bid will be rejected and Provisional Offer Letter will be issued in favour of next in line bidder. Performance guarantee will be returned after successful completion of the warranty period.

[Handwritten Signature]
18th Aug 26

Additional Director (Admn.&Fin.)
National Institute of Public Administration, Lahore



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

(THIS FORM IS TO BE PROVIDED WITH THE BID)

13. Declaration Form

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

- a) I understand that by inserting any condition in my bid consciously or unconsciously shall automatically disqualify me from the bidding process.
- b) By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.
- c) All the information furnished by me here-in is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
- e) I agree that the decision of NIPA Lahore in selection shall be final and binding to me.
- f) I have read the instructions appended to the proforma and I understand that if any false information in the document is noticed at a later stage, NIPA Lahore is at liberty to act in a manner in accordance with the applicable rules and terms & conditions of the tender, which may include Penalty AND/OR forfeiting of bid security AND/OR blacklisting for future tendering with NIPA Lahore AND/OR bar from business with NIM Lahore

Tender Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

ANNEX.-A

The following list of grocery and fresh food items is required for the entire financial year 2026–2027.

Sr. No.	Description	Unit	Price in Figure with all taxes	Price in Words with all taxes	Quantity
Grocery					
1.	Almond	kg			24
2.	Ajwain	kg			5
3.	Atta	kg			5,600
4.	Alu Bukhara	kg			32
5.	Anar Dana	kg			2
6.	Black Chanay	kg			60
7.	Badian Khatai	kg			5
8.	Bread Crumb	kg			100
9.	Basin	kg			180
10.	Bread Plain Large	Nos			450
11.	Bread Bran	Nos			600
12.	Sandwich Bread	Nos			300
13.	Butter 100 Gram	Nos			420
14.	Baking Soda	Kg			04
15.	Biryani Masala 100g	Pkt			140
16.	Bhallian	Kg			90
17.	Biscuits	Box			500
18.	Black Pepper Powder 100g	Pkt			200
19.	Black Pepper Whole	Kg			300
20.	Cardamom Green	Kg			4
21.	Cheese 200 Gram	Pkt			On demand
22.	Chat Masala 100 Gram	Pkt			100
23.	Chili Sauce 800 Ml	Bot			30
24.	Chili Garlic Sauce	Ltr			180
25.	Cold Drink 1.5 Liter	Bot			On demand
26.	Chicken Tikka Masala 50g	Pkt			190
27.	Chicken Achar Masala 50g	Pkt			70
28.	Coconut Whole	Kg			15
29.	Cashewnut	Kg			15
30.	Cooking Oil (Dalda)	Ltr			2000
31.	Corn Flour 285 Gram	Box			120
32.	Custard 285 Gram	Box			70
33.	Cake (Fruit/Plain Cake)	Box			96
34.	Chicken Powder 100 Gram	Box			130
35.	Chicken Cube	Pkt			500
36.	Coal	Kg			On demand
37.	Chili Powder	Kg			150
38.	Canderel 100 Tab	Pkt			30
39.	Chili Crushed	Kg			30
40.	Chili Whole	Kg			03
41.	China Salt 100 Gram	Pkt			On demand
42.	Coriander Whole	Kg			14
43.	Coriander Powder	Kg			15
44.	Cream Fresh 200ml	Pkt			140
45.	Coffee 100 Gram	Bot			500
46.	Cumin Seed White	Kg			60
47.	Cumin Seed Black	Kg			2
48.	Chana White	Kg			180
49.	Char Maghaz	Kg			02
50.	Cotton Bundle Large	Roll			60
51.	Dal Moong	Kg			200
52.	Dal Channa	Kg			300
53.	Dal Mash	Kg			120
54.	Dal Masoor	Kg			200
55.	Dal Masoor (Sabat)	Kg			120
56.	Dal Lobia Red	Kg			20
57.	Dal Lobia White	Kg			50
58.	Dates	Kg			60
59.	Demy Glaze Base	Jar			05
60.	Disposable Cup	Pkt			18000



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

Sr. No.	Description	Unit	Price in Figure with all taxes	Price in Words with all taxes	Quantity
Grocery					
61.	Disposable Caps	Pkt			On demand
62.	Disposable Cups	Nos			11000
63.	Disposable Spoon	Pkt			120
64.	Eggs	Dozen			2400
65.	Everyday Dry Milk	Pkt			On demand
66.	Foam Scrub	Nos			360
67.	Food Color	Pkt			80
68.	Fruit Cocktail	Tin			120
69.	Garam Masala Whole	Kg			25
70.	Green Chili Sauce	Ltr			14
71.	Garam Masala Powder	Pkt			1000
72.	Ghee	Kg			70
73.	Gur	Kg			150
74.	Glucose 100 Gram	Nos			On demand
75.	Haleem Danedar	Pkt			180
76.	Imli	Kg			06
77.	Imli Sauce	Pkt			50
78.	Jaifal	Kg			02
79.	Javatri	Kg			02
80.	Jam	Bot			260
81.	Jelly	Pkt			120
82.	Juice	Ltr			120
83.	Jaffrezi Masala	Pkt			On demand
84.	Kofta Masala	Pkt			150
85.	Korma Masala	Pkt			250
86.	Kabab Chappal Masala	Pkt			150
87.	Kabab Seekh Masala	Pkt			150
88.	Kabab Shami Masala	Pkt			120
89.	Karahi Masala	Pkt			200
90.	Kalwanji	Kg			On demand
91.	Kheer Mix	Pkt			240
92.	Ketchup	Ltr			420
93.	Khewara	Bot			On demand
94.	Loong	Kg			On demand
95.	Lemon Max Liquid	Bot			820
96.	Mustard Paste	Bot			58
97.	Mathi Dana	Kg			On demand
98.	Mathi (Qasuri)	Pkt			100
99.	Milk (Packed milk)	Pkt			13000
100.	Mineral Water (1500 ml)	Bottle			5000
101.	Mineral Water (500 ml)	Bottle			3000
102.	Mineral Water (19 Ltr)	Bot			3000
103.	Mayonnaise	Ltr			150
104.	Macaroni	Box			On demand
105.	Maida	kg			1500
106.	Nehari Masala	Pkt			On demand
107.	Oyster Sauce	Bot			On demand
108.	Oregano Leaves	Pkt			On demand
109.	Pepper White	Kg			On demand
110.	Pickle	Box			80
111.	Pudding Mix	Pkt			On demand
112.	Suji	Kg			On demand
113.	Rice Basmati	Kg			2100
114.	Red chili powder	Kg			90
115.	Rice Sela	Kg			240
116.	Raisin (Kishmish)	Kg			20
117.	Rooh Afza	Bot			On demand
118.	Roll Patti	Kg			200
119.	Sugar	Kg			1400
120.	Sweet Corn	Tin			On demand
121.	Sheer Khurma	Pkt			On demand
122.	Salt	Kg			800
123.	Saunf	Kg			5
124.	Spirit	Ltr			550
125.	Soya Sauce	Bot			58



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

Sr. No.	Description	Unit	Price in Figure with all taxes	Price in Words with all taxes	Quantity
Grocery					
126.	Steel Wool	Nos			300
127.	Shakkar	Kg			300
128.	Sohaga	Kg			On demand
129.	Spaghetti	Nos			20
130.	Tea Bag	Box			500
131.	Tea Bag Green	Box			350
132.	Tang750g	Jar			On demand
133.	Tez Pata	Kg			On demand
134.	Tissue	Box			On demand
135.	Turneric Powder	Kg			22
136.	Till White	Kg			8
137.	Toothpick	Nos			300
138.	Vinegar	Gal			100
139.	Vermicellies	Pkt			180
140.	Woaster Sauce	Bot			On demand
141.	Wrapping Roll	Nos			120
142.	Yeast	pkt			10
Meat					
143.	Beef	Kg			On demand
144.	Chicken Whole	Kg			2400
145.	Chicken Boneless	Kg			1000
146.	Mutton	Kg			1200
147.	Fish	Kg			420
Vegetables & Fruit					
148.					
149.	Onion	kg			3700
150.	Tomato	kg			2700
151.	Ginger	Kg			500
152.	Garlic	kg			500
153.	Green chili	kg			500
154.	Green coriander	kg			500
155.	Lemon	kg			500
156.	Mint	kg			100
157.	Potato	kg			1500
158.	Cucumber	kg			1000
159.	Radish	kg			500
160.	Carrot	kg			600
161.	Cabbage	kg			360
162.	Beetroot	kg			120
163.	Lattauce	kg			120
164.	Fruits	Kg			5150



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

ANNEX-B

PRICE SCHEDULE/ FINANCIAL COST SHEET/ QUOTATION (FOR EACH ITEM SEPARATELY)

ITEM NO. _____

Sr. No	Item/ Description	Quoted Item (s) (Make & Model)	No. of Units	Price Per Unit (Incl. all Tax) in PKR	Total Price (No. of Units * Per Unit Price incl. all Taxes) in PKR
			(1)	(2)	3= (1*2)
1					
2					
.					
.					
TOTAL PRICE					X

NOTE:

- (i) X will determine the total bid cost against each main item.
- (ii) Prices must be quoted for all sub-items as mentioned at the bottom of Item Specification's Pages.
- (iii) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.
- (iv) Warranty, support period as mentioned in Annex-A.

Total Cost (in words) PKR

_____ Date

**SIGNATURE OF
AUTHORIZED
PERSON NAME:
(COMPANY SEAL)**

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial proposal.



ANNEX-C

FORMAT OF BANK GUARANTEE

FORM OF PERFORMANCE SECURITY
(Bank Guarantee/ Insurance Bond) FORM OF
PERFORMANCE BANK GUARANTEE Bank /
Insurance
Guarantee

Date: _____ Guarantee No: _____

Executed on: _____
Expiry Date: _____
(this "Guarantee")

[By the Guarantor to the Employer]

The Additional Director (Admn.&Fin.)

National Institute of
Management (NIM),
Lahore.

Name of Guarantor (Bank/Insurance Company) with address (the "Guarantor"):

Name of Contractor with address: [] (the "Contractor"):

Guaranteed Amount (express in words and figures): []

Agreement Name, Reference No. and Date -----
"Agreement")

1. The above premised, we the Guarantor, understand that the Employer and the Contractor have entered into the Agreement and that this Guarantee is required to be issued in favour of the Employer in accordance with the terms of the Agreement.
2. The above premised, we the Guarantor hereby undertake irrevocably and unconditionally on demand to pay to the Employer, without any notice, reference or recourse to the Contractor or to any other entity and without any recourse or reference to any document, agreement, instrument or deed, any sum or sums (or any part thereof) equivalent in aggregate up to but not exceeding a maximum amount of: [] / [] / - ([] []) (the "Guaranteed Amount") at sight and immediately, however not later than 05 business days from the date of receipt of the Employer's first written demand (the "Demand") at the Guarantor's offices located at [] or through SWIFT instructions transmitted by the Employer's bank (i.e. []), on behalf of the Employer, to the Guarantor. We acknowledge and agree that the Guaranteed Amount shall be revised by us upon receipt by us of a notice duly signed by the Employer and the Contractor of the revised guaranteed amount.



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA), LAHORE

3. Such Demand shall state:
 - (a) that the Contractor is in breach of its obligations towards the Employer; and
 - (b) the total amounts demanded.
4. A Demand shall only be honoured by us: (i) in the case of a written Demand, if it is made by and bears the signature of an authorized officer or other representative of the Employer; or (ii) in the case of a Demand transmitted through SWIFT, if it is transmitted through authenticated SWIFT instructions by the Employer's bank (i.e. []), on behalf of the Employer.
5. We, the Guarantor, shall unconditionally honor a Demand hereunder made in compliance with this Guarantee at sight and immediately on the date of receipt of your Demand, as stated earlier, and shall transfer the amount specified in the Demand to the bank account, as notified in the Demand, in immediately available and freely transferable funds, free and clear of and without any set-off or deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed. Multiple Demands may be made by the Employer under this Guarantee, but our aggregate liability will be restricted up to the Guaranteed Amount.
6. Such Demand must be received by us on or before the [] (the "Expiry Date"), when this Guarantee shall expire and shall be returned to us, and in the event that the Employer issues a Demand to us on or immediately prior to the Expiry Date, we shall honour that Demand.
7. We have been informed that the Employer may require the Contractor to extend this Guarantee in accordance with the Agreement. We undertake to immediately pay you the Guaranteed Amount upon receipt by us of your Demand in writing stating that such extension has not been made by the Contractor in accordance with the Agreement. The Guarantor acknowledges and agrees that the Expiry Date may be extended from time to time upon receipt by the Guarantor of a written notice from the Contractor, however, at no time whatsoever shall the term of this Guarantee expire before the then stated Expiry Date.
8. We hereby agree that any amendment, renewal, extension, modification, compromise, release or discharge by the Employer, the Contractor or any other entity of any document, agreement, instrument or deed (including the Agreement) shall not in any way impair or affect our liabilities hereunder and maybe undertaken without notice to us and without the necessity for any additional endorsement, consent or guarantee by us.
9. This Guarantee for its validity period shall not be affected in any manner by any change in our constitution or of the Contractor's constitution or of their successors and assignees and this Guarantee shall be legally valid, enforceable and binding on each of their successors and permitted assignees.
10. All references to any contract, agreement, deed or other instruments or documents are by way of reference only and shall not affect our obligations to make payment under the terms of this Guarantee.
11. If one or more of the provisions of this Guarantee are held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this Guarantee.
12. We hereby declare and confirm that under our constitution and applicable laws and regulations, we have the necessary power and authority, and all necessary authorizations, approvals and consents



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

thereunder to enter into, execute, deliver and perform the obligations we have undertaken under this Guarantee, which obligations are valid and legally binding on and enforceable against us under the laws of Pakistan [and under the laws of the jurisdiction where this Guarantee is issued]¹. Further, we hereby declare and confirm that the signatory (ies) to this Guarantee is/are our duly authorized officer(s) to execute this Guarantee.

13. This Guarantee and all rights and obligations arising from this Guarantee shall be governed and construed in all respects in accordance with the laws of Pakistan. The courts in Pakistan shall have exclusive jurisdiction in respect of any dispute relating to any matter contained herein.
14. The issuance of this Guarantee is permitted according to the laws of Pakistan [and the laws of the jurisdiction where this Guarantee is issued]².

For and on behalf of the Guarantor:

Name:
Name: Designation:

Witness 1:

Witness 2:

Name:
Name: Designation

Name:
Name: Designation

¹ Insert if the Guarantee is issued outside Pakistan