



No. F. 2(6)/2023-24/NDMA (Proc)
Government of Pakistan
National Disaster Management Authority
Prime Minister's Office



“EMERGENCY TENDER NOTICE”
FOR PROCUREMENT OF CANNED FOOD / MEAL READY TO EAT

National Disaster Management Authority (NDMA), Islamabad intends to invite applications from reputed firms (manufacturers, distributor or suppliers) for supply canned food / meal ready to eat for war affectees of Palestine.

2. Interested firms must be registered with Income and Sales Tax Departments. The bidding documents, specifications, instructions / terms & conditions may be downloaded from NDMA (www.ndma.gov.pk) and PPRA website. Pay order of **Rs.5,000/-** (Non-refundable) in favour of Director (Procurement), NDMA should be deposited at the time of submission of documents / bids as tender fee. The documents must be reached the undersigned before 1100 hours on **30th October, 2023** which will be opened in the presence of bidders on the same day at NDMA Office at **1130 hours**.

Director (Procurement)
Islamabad
Tel: +92519030854

TERMS AND CONDITIONS
FOR PROCUREMENT OF CANNED FOOD/ MEAL READY TO EAT

1. Tender Identification Number	TENDER No. 09/Relief Items/23-24.
2. Title:	Procurement of Meal Ready to Eat
3. Procuring Agency	National Disaster Management Authority, Islamabad
4. Last Date & Time for Submission of Applications	30th October, 2023 at 1100 Hours
5. Opening Date & Time	30th October, 2023 at 1130 hours
6. Opening Address	Room No. 117, National Disaster Management Authority, ERRA Complex, Murree Road, Shakar Parian Islamabad.

7. **Bid Opening Process/ Method:-** NDMA will follow Single Stage, One Envelope Procedure.

- a. Bids shall be open in presence of bidders or their representatives who choose to attend, at the place and at the time specified in the bidding documents. The Bidder's representative shall sign their attendance.
- b. Bidders are advised to send a representative with the knowledge of the content of the bid who shall verify the information read out from the submitted documents.

8. **Time / Bid Validity:** Bid validity **shall be 30 days** from the date of opening of bid. A Bid valid for a shorter period shall be rejected as non-responsive.

9. **Bid Security:**

- a. The Bidders are required to deposit bid security/ earnest money (refundable) Rs.500,000 (Five Hundred Thousand only) in the shape of either pay order or demand draft in favor of Director (Procurement), NDMA with their bids/ proposals.
- b. The amount of bid and bid security/ earnest money shall be in Pak rupees.
- c. Bids not accompanied by bid security/ earnest money shall not be entertained.
- d. Bid security/ earnest money of successful bidder shall be retained till signing of contract or deposit of performance guarantee.
- e. Bid security of the unsuccessful bidders shall be released after signing of contract with the lowest bidder.
- f. Bid security will be forfeited, if a bidder withdraws its bid during the period of bid validity.

10. **Rejection of Bid:** Application on following grounds to be rejected:-
- a. Incomplete and conditional bids shall be rejected forthwith.
 - b. Bid received after due date and time shall not be accepted.
 - c. Any effort by a bidder to influence the NDMA processing of bids or award decisions may result in the rejection of bid.
 - d. NDMA reserves the right to reject the bids, and to annual the bidding process at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders.
11. **Applicant's Mandatory Qualifications / Prerequisites:**
- a. Registered with Income and Sales Tax Department.
 - b. An affidavit that the firm/ company is not blacklisted by any Ministry/ Division/ Department / Organization of the Government of Pakistan at the time of bid submission.
 - c. Earnest money Rs. 500,000/- (Refundable)
12. **Supporting Documents:**
- a. Company details including manpower, strength and annual business turnover for last two years.
 - b. Bank Statement/ Audited statement for the last 2 years.
 - c. Proof of existence in particular business.
 - d. Details of past business experience with various clients to include quantities supplied.
 - e. Available stock.
13. **Specifications and Quantities :**
- a. Specifications, weight and quantity of the required Canned Food / Meal ready to Eat is at Annex-A.
 - b. The firm shall clearly mention the brand name of each item and shall be bound to deliver items as per their quoted brand.
 - c. Receipt of incomplete low quality/ substandard supplies or delay in supplies will render the supply order to be canceled and necessary action to be initiated under PPRA rules.
14. **Quoted Price:**
- a. Quoted price shall be inclusive of all applicable government taxes, GST, duties and transportation (anywhere in Islamabad as per advice by NDMA)
 - b. No cutting / overwriting of the offered price shall be accepted.
 - c. All interested firms are advised to quote rate of food packs individually as well as total value of bid. However, overall worth of bid shall be considered as lowest bid

15. **Evaluation of bid / Award of Contract:** Bids will be evaluated on the following basis.
- a. Compliance with the terms and conditions of the bidding documents
 - b. Compliance with the required specifications of items.
 - c. Price and delivery time period.
 - d. NDMA will sign a contract with the firm, offering lowest price, and fully responsive to the bidding documents

16. **Delivery Timeline:**

- a. The firm shall clearly mention delivery time period in their bids.
- b. The successful contractors shall deliver the items within mutually agreed time period given at the work order.

17. **Payments:** Payment will be processed after satisfactory delivery with inspection report signed by the inspection team of the required items as per supply / work order / contract agreement.

Note: All the items engraving the NDMA Color LOGO (As per the requirement after discussion).
Good kind of material used for packing the items/kinds.

CANNED FOOD / MEAL READY TO EAT – 40 TON

Items Detail	Qty	Wt Each (gm)	Wt Each (Kg)	Total Wt (Kg) 1 x Pack	Qty Req	Total Wt (Kg)	Wt (Ton)
Cerelac	1	250	0.25	3.95	10,000	39,500	39.5
Infant Formula	1	250	0.25				
Milk Powder (Tea Whitener)	1	500	0.5				
Coffee Mixture	1	500	0.5				
Biscuits	1	250	0.25				
Chocolates	1	200	0.2				
Cooked Rice / Biryani canned	1	500	0.5				
Cooked Chicken / Meat Curry canned	1	500	0.5				
Cooked Vegetables	1	500	0.5				
Tin Fruit	1	500	0.5				