



F.2 (1)/2020-21-NDMA (Proc)  
Government of Pakistan  
Prime Minister's Office  
National Disaster Management Authority  
Islamabad



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## **EMERGENCY TENDER NOTICE**

### **FOR PURCHASE OF FOOD PACK / RATION BAGS FOR MONSOON -2020**

National Disaster Management Authority (NDMA), Islamabad invites all potential bidders / firms / supplier / manufacturers for emergency tendering of following Food Packs / Ration Bags for Flood / Rain Affected Population due to Monsoon 2020:-

- a. Food Pack / Ration Bags – 10,000 Nos (May increase)

The Food Packs / Ration Bags are to be delivered primarily at Karachi Sindh, however may also be expanded to other parts of the country. The quoted rates / bids must include transportation and labour charges for loading unloading and shall inclusive of all government applicable taxes.

The firms must be registered with Income Tax and Sales Tax Departments. The interested firms should be technically as well as financially sound. The firm should quote per food pack rates while rates for individual items will not be accepted. The firms must have enough STOCKS and capacity to deliver within limited time period.

The tender documents including instructions/ terms and conditions may be collected from Procurement Section (Room No.238 - B, Prime Minister's Office Islamabad) during office hours on payment of Rs. 2,000/- in the shape of cash or may be downloaded from PPRA / NDMA Websites. The same can also be downloaded from NDMA's website: [www.ndma.gov.pk](http://www.ndma.gov.pk). The documents must reach the Undersigned before 1130 hours on 7<sup>th</sup> September 2020 which will be opened on the same day at 1200 hours in room no 220 -E ,PM Office NDMA Islamabad.

**(Najeeb Ullah Khan)**

Director (Procurement)

National Disaster Management Authority, Islamabad

Tel: 0519087838 / 9087843

## **PROCUREMENT OF FOOD PACKS TERM AND CONDITIONS**

1. Tender No : Tender No. 03 / Monsoon 2020
2. Title of tender: Purchase of Food Packs
3. Procuring Agency: National Disaster Management Authority (NDMA)  
Prime Minister's Office Islamabad.
4. Last date for Submission: 7<sup>th</sup> September 2020 at 1130 hours
5. Opening Date and Time: 7<sup>th</sup> September at 1200 hours
6. Opening Address: Room No. 220-E, National Disaster Management Authority (NDMA),  
Prime Minister's Office, Islamabad.
7. Period of Contract: As per mutual agreement/satisfactory delivery.
8. Rejection of Applications: Application on following grounds to be rejected.
  - a. Incomplete and conditional applications will be rejected forthwith.
  - b. Applications received after due date and time of submission will not be accepted.
  - c. Rate other than PKR will not be accepted.

9. **MANDATORY QUALIFICATIONS/PREREQUISITES DOCUMENT:**

Sr	Document Required	Attached
a.	Registered with Income Tax / Sales Tax Department	<b>Annex-A</b>
b.	An affidavit on Stamp Paper that the Firm/Company has never been blacklisted by any Government Ministry/Division/Department in the past.	<b>Annex-B</b>
c.	Copy of Bank Statement 2019-20	<b>Annex-C</b>
d.	Readily Available Stocks	<b>Annex-D</b>
e.	Delivery Capacity Per day	<b>Annex-E</b>
f.	Details of similar business in past	<b>Annex-F</b>
g.	Satisfactory Client List	<b>Annex-G</b>

10. **Specification:** Standard Specification of the items mentioned at **Annex-A** may be provided. Food items are required be packed in cardboard carton wherein list of items and NDMA Logo to be pasted on both side.
11. **PROVISION OF SAMPLES:** The vendor shall present a sample box containing all items to NDMA.
12. **Earnest Money:** The Firms are required to submit **Earnest Money @ 2 % of the bid value** in the name of Director (Procurement), NDMA. However, the same will be returned in case of rejection.

13. **Draft Contract Agreement:** Draft contract agreement as per appendix - A
14. **Award of Contract / Supply Order:** Competitive bidding will be done through Single Stage One Envelop System as per PPRA Rules. The firm offering overall lowest bid against items of required quantity and specifications will be awarded the Contract / Supply Order.

**Maximum Time of Delivery:** The selected firms would be liable to deliver their respective items within the stipulated time period, otherwise Late Delivery Charges to the Tune of 0.5% to be imposed on daily basis.

15. **Payments:** Payment will be processed after satisfactory delivery of the required items as per supply contract / agreement.
16. Change in technical specifications if any maybe uploaded later.

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