



Tender Documents

Association of People Living with HIV & AIDS [APLHIV]



To Engage a Vendor/Supplier for Purchase of Food Items



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1) DESCRIPTION OF FOOD ITEMS:

The Association of People Living with HIV & AIDS (APLHIV) is a Sub Recipient of Global Fund under NFR Grant 2018-2020. The APLHIV has been assigned the task to facilitate Principal Recipient (NACP/CMU) for provision of Living Support to HIV community in Country. So, in this regard, The APLHIV intends to procure food items to support people living with HIV/AIDS in the country. The items are to be provided in strong packing/packages durable to be transported through logistic company.

The details with regard to food items are given in the below schedule:

SIGNLE PACKAGE ITEMS							
Sr. No.	Item	Description	Packin g	Unit	Quantit y	Packing Specification	Sample Required Or Not
i.	Wheat Flour (Aata)	Standard	10 Kg	Bag	1	Strong Poly bag, with printed weight & Manufacturer name.	Yes
ii.	Rice	Sella Rice	5 Kg	Packet	1	Strong Plastic bag, with printed weight & Manufacturer name	Yes
iii	Daal Channa	Standard	5 Kg	Packet	1	Strong Plastic bag, with printed weight & Manufacturer name	Yes
iv	Cooking Oil	Dalda Cooking Oil	2.5 Ltre	Tin	1	Tin packing, with printed weight & Manufacturer name	No

2) FINANCIAL BID/QUOTATION:

- i. All the Government taxes including GST must be included in the quoted rates. Separate



claim in this regard will not be entertained from the Supplier/Vendor.

- ii. The food items will be provided in form of strong packages which can be safely transported. The cost of packing is to be included in the quotation.
- iii. Bidders are required to submit their Financial Bids/Quotation in PAK Rupees (PKR).
- iv. All Bidders must fill the attached financial bid (**Annex II**) on the letter head and duly signed and stamped.

3) MODE OF PAYMENT:

- i. Payment will be made on monthly basis on presenting signed and stamped invoice duly verified by the concerned authority of the APLHIV. The invoice shall be in accordance with the rates approved Tender rates. The rates will be inclusive of all taxes.
- ii. Government taxes will be deducted at sources at the time of payment.
- iii. All payments shall be made through cross cheque in the Pak Rupees on presenting the original invoice along with supporting evidences as per contract.

4) GENERAL TERMS & CONDITIONS:

- i. The place of business of the Bidder must be located in Islamabad.
- ii. The Vendor/Supplier must be authorized to undertake the business by the Concerned Authority.
- iii. Interested vendors/suppliers should send the "Financial Bid/Quotation" in sealed envelope through courier service and must be received by **May 11, 2018 latest by 1030 AM.**
- iv. The received Financial Bids/Quotations will be opened on the same day at 11:00 AM at APLHIV office located at House No. 646-B, Street # 40, E-11/3 National Police Foundation, Islamabad.
- v. APLHIV- Pakistan will go for agreement with the selected vendor/supplier from the date of selection to June 30, 2018.
- vi. Approximately 1000 food packages will be required till June 30, 2018.



- vii. All applicable taxes will be deducted from payment as per government laws.
- viii. The payment will be made through cross cheque.
- ix. Management of APLHIV- Pakistan reserves the right to accept or reject any or all of the tenders.
- x. The Bidder must quote the rates on Vendors/Suppliers letter head as per Performa attached as **Annex II**.
- xi. Any conditional, ambiguous or incomplete offer in any respect shall be rejected.
- xii. Bidder shall offer one price against single item multiple bid(s) against single item will be rejected.

5) DELIVERY TIME/COMPLETION SCHEDULE:

1. Tender Notice	APLHIV/NFR/LSP/Nutrition/2018/01
2. Last Time and Date of Submission of Financial Bids/Quotations	10.30 A.M on <u>11/05/2018</u>
3. Date and Time of Opening.	11.00 A.M on <u>11/05/2018</u>
4. Delivery period.	Within 03 days of placing the issuance of purchase Order(s). There will be multiple purchase orders during the contract period.
5. Place of Delivery	To be handed over to the Logistic Service provider in the presence of APLHIV Representative.
6. Name & Address of Consignee	Association of People Living with HIV & AIDS-Pakistan, House No. 646-B, Street # 40, E-11/3 National Police Foundation, Islamabad



7. Bid Validity	Till 30 th June 2018 from the opening date of bids.
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Annex-I

TENDER APPLICATION/DECLARATION FORM		
1	Name of the Supplier	
2	A	Authority to undertake business
	B	Full Postal Address (Business Address)
	C	Cell Phone No.
	D	Telephone No.
	E	E-Mail Address
3	NTN/CNIC of the Vendor/ Supplier	
4	Bank Details	Name of Account Holder: Bank Name: Branch: Account No:

I, _____ proprietor, director, partner of the
 _____ hereby declare that the information given in this form is
 true and correct to the best of my knowledge

Name & Signature of the Tendere with Stam



Annex-II

FINANCIAL BID/QUOTATION

(Must be on Vendor's/Supplier's Letter Head & duly Signed and Stamped)

QUOTATION FOR SINGLE PACKAGE					
Sr. No.	Item	Description	Packing	Unit	Price per Unit Rs.
i.	Wheat Flour	Standard	10 Kg	Bag	
ii.	Rice	Sella Rice	5 Kg	Packet	
iv.	Daal Channa	Standard	5 Kg	Packet	
vii.	Cooking Oil	Dalda Cooking Oil	2.5 Ltre	Tin	
Packing cost for shipment[strong, durable and portable]					
Grand Total					

Note:

- Financial Bid/Quotation must be submitted on official letter head, the lowest evaluated bid will be accepted subject to the compliance of all required specifications, terms and conditions.
- The Financial Bid/Quotation must be valid till 30th June 2018.

Authorize Persons Name

Designation

Date:

Signature



Annex-III

**DRAFT FORM OF CONTRACT
PURCHASE AGREEMENT**

This Deed of Agreement is made and entered into on _____ day of _____ 2018

BETWEEN

The Association of People Living with HIV & AIDS having its office at **House No. 646 (Basement), Street 40, National Police Foundation E-11/3, Islamabad**, represented by Mr. **Asghar Ilyas Satti CNIC -----, National Coordinator of The Association of People Living with HIV & AIDS** (here in after called THE PURCHASER)) on the one Part.

AND

XXXXX with its owner Mr.----- Son of Mr ----- CNIC No-----located at _____
_____ (here in after called THE SUPPLIER) on the other Part.

Whereas **The Association of People Living with HIV & AIDS** has a Project to provide "Living Care & Support to HIV Community" under Global Fund New Funding Request which includes Nutrition Package to be delivered to eligible patients all over Pakistan.

And whereas for this purpose THE PURCHASER desires to hire a Supplier to supply the selected items on approved rates as mentioned in Annex-A.

And whereas THE SUPPLIER expresses its desire to enter into an agreement with THE PURCHASER for supply of items at the rates as given in Annex-A, on required basis with effect from -----2018 to -----2018.

THIS DEED OF AGREEMENT WITNESSES THE TERMS AND CONDITIONS AS FOLLOWS:



1. That the Agreement shall come into force from _____ and shall remain valid until 30th June 2018 or cancelled by THE PURCHASER. The agreement is extendable if mutually agreed by both the parties.
2. The prices of the selected items quoted on the Annex-A shall remain fixed for a period till 30th June 2018.
3. The payment to THE SUPPLIER will be made at end of month through cross checque. If the vendor/supplier is not in possession of bank account in name of firm/company a written request on letterhead shall be given for payment to an individual account. The following details will be provided for cross checque payments: -
 - a. Account Title: -----
 - b. Account Number:-----
 - c. Name of the Bank: -----
 - d. Name of the Branch:-----
4. The payment will be made on availability of invoices in original duly verified by the store owner and the PURCHASER.
5. All applicable government taxes will be deducted as per government policy in vogue.
6. Safe and secure packing of the selected items as per requirements of the PURCHASER shall be the responsibility of THE SUPPLIER.
7. That the quality and quantity of the materials shall be as per specification given by THE PURCHASER as well as samples submitted by THE SUPPLIER and approved by THE PURCHASER.
8. Any variation in quantity and/or quality shall be liable for deduction of amount.
9. A representative of the PURCHASER will be at the said premises of the SUPPLIER to ensure compliance of quality and quantity.
10. THE PURCHASER's representative(s) shall inspect the items at his desire and reserves the right to reject any items if the representative considers those to be of inferior quality than approved samples.
11. That the goods rejected by the representative of THE PURCHASER shall be replaced by THE SUPPLIER and THE SUPPLIER shall bear all risks/costs of the materials rejected by THE PURCHASER.
12. That THE SUPPLIER shall not without the consent in writing of THE PURCHASER assign or sub-let the contract or any part thereof, or make any agreement with any person/company for the execution of any portion of the supply. In this regard consent by



THE PURCHASER will not relieve THE SUPPLIER from full and entire responsibility for this Agreement.

13. That if THE SUPPLIER shall in any manner neglect or fail to carry on the work or performance of the terms of the Agreement with due diligence or violates any of the terms of this Agreement THE PURCHASER shall be entitled to cancel The Agreement and demand damages.

14. THE SUPPLIER shall provide the material/packs on written request of THE PURCHASER. Any material provided without written request from THE PURCHASER shall not be the responsibility of THE PURCHASER.

Signed on the _____ day of _____ for and on behalf of the Supplier and Purchaser as follows:

SUPPLIER

PURCHASER

Name:

Name:

Signature:

Signature:

CNIC No:

CNIC No:

Date:

Date:

WITNESSES No.1

WITNESSES No.2

Name:

Name:

Signature:

Signature:

CNIC No:

CNIC No:

Dated: / /2018