

## INVITATION FOR BIDDING

Youth Development Foundation (YDF) intends to obtain Bids from experienced and well-reputed Vendors/Firms registered with in Income Tax and on the Active Taxpayer List of the FBR for the provision of "Procurement of Ration Packs for Flood-Affected Families"

Bidding documents, containing detailed requirements, terms and conditions are available for the Vendors/Firms at (<https://ydfpk.org/>)

### Instructions:

- The bids shall be prepared in accordance with the instructions given in the bidding documents and must be submit through Email (Given below) or Carrier at below address on or before 05:00 P.M September 23, 2025. Late submission of bids through Email or Carrier will not be accepted. Further, any bid not submitted through Email or Carrier shall stand rejected.
- The bids will be opened on the same day at 50:30 P.M in the presence of interested bidders or their authorized representatives.
- YDF reserves the right to accept or reject any or all bids/proposals in accordance with YDF Procurement Manual.
- For any further clarification, please contact on the details mentioned below.

### YDF Procurement Department

Youth Development Foundation (YDF) Pakistan  
338-A Cavalry, Cavalry Ground, Lahore, 54000  
Ph #: +92 321 9522071, Email: [info@ydfpk.org](mailto:info@ydfpk.org)



**BIDDING DOCUMENTS for “PROCUREMENT OF RATION PACKS FOR FLOOD-AFFECTED  
FAMILIES”**

## INSTRUCTIONS TO BIDDERS

\*\*\*\*\*

### **Procurement of Ration Packs & Other Supplies for Flood-Affected Families**

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully

1. Procurement shall be governed under the YDF Procurement manual (amended upto date) and the procedure shall be "Single Stage Single Envelope". The bidding documents may also be collect from YDF Procurement Department.
2. The requisite supplies are divided into three lots, and it is important for the bidders to submit a separate financial bid for each lot if they are participating in all three. However, bidders may also participate in a single lot.
3. interested bidders shall submit the prescribed filled in Bidding Documents through email or carrier on or before 23<sup>rd</sup> September, 2025 at **05:00 PM** positively. The bids received till the stipulated date and time shall be open & downloaded by the "Procurement Committee" on the **same day i.e. 23<sup>rd</sup> September, 2025 (Tuesday) at 05:30 PM (YDF Lahore Office)** in the presence of bidders or their authorized representatives (who desire to attend). Further, any bid not submitted through email or carrier shall stand.
4. In case the last date of receiving bids or date of opening bids is declared as a public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of tenders accordingly. The time and venue shall remain the same.
5. All bidding documents must be submitted by the interested bidders duly filled in by providing all information and copies of documents required therein, otherwise their bids shall not be considered for evaluation. All pages of bidding documents should contain the signatures of tenderer (bidder) or his authorized person otherwise bid shall not be considered for evaluation.
6. The Bidders who provided the complete information and copies of their registration as income tax filer and Punjab Revenue Authority registration as well as affidavit of not black-listed with any department / organization and time adherence, shall be eligible for competition evaluation.
7. The decision of the "Procurement Committee" of the YDF will be final and not challengeable in any court of law. Any person aggrieved by an act / omission of the procurement committee may lodge a complaint concerning his grievance immediately within one (01) day after the announcement of the Bid Evaluation Result before the Redressal of Grievances Committee

of YDF.

8. The Youth Development Foundation (YDF) reserves the right to reject all bids and cancel the bidding process as provided as per YDF Procurement manual.
9. The Government of Pakistan defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.
10. Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.
11. In case of any query or clarification you can contact the information given below.

**YDF Procurement Department**  
Youth Development Foundation (YDF) Pakistan  
338-A Cavalry, Cavalry Ground, Lahore, 54000  
Ph #: +92 321 9522071, Email: [info@ydfpk.org](mailto:info@ydfpk.org)

## **TERMS AND CONDITIONS**

1. The Contract shall be signed with technically responsive firms/bidders with best rates and delivery within given time for a period of 02 months and may be extendable up to 1 month with mutual consent and as per YDF procurement Manuel.
2. The prequalified firms/ vendors shall be bound to provide supplies to YDF as per Agreement/contract or purchase order.
3. The intending firms/ vendors must have National Tax Number with Active Status in FBR.
4. Firms/ Vendors should have their own complete set up or representative office in Lahore, with the proven capacity to manage or deliver supplies in Kasur, Narowal, Sialkot \*& Gilgit Districts.
5. The Firm/ Vendor shall be bound to provide satisfactory Supplies of each item of the specific requirements. In case the Supplies & Services are found sub-standard, the Firm/ Vendor shall be struck off from the panel of YDF Flood Relief Project and will be processed for blacklisting.
6. The Firm/ Vendor on the panel shall be bound to Supply the requisite items on immediate basis and even on weekends for timely delivery.
7. The Firm/Vendor shall be bound to follow and implement instructions provided by the YDF Procurement & Coordination Team from time to time.
8. The Vendor shall also be responsible for any damages caused to YDF facilities during delivery by their team and will be liable for damage charges accordingly.
9. The intending firms/ vendors will have to provide a list of its clientage.
10. YDF reserves the right to procure either all or part of the required items, and to increase or decrease the quantities as per organizational requirements.
11. The participating firms that are declared technically responsive shall be placed on YDF's panel for this project for a period of three (03) months. In case of any subsequent procurement under this project during the said period, only financial bids shall be invited from the technically qualified bidders.
12. The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule procurement manual.

### **MANDATORY REQUIREMENTS:**

The following mandatory requirements must be fulfilled by the applicant bidder for showing eligibility to participate in the competition of technical bids:

Sr.#	Mandatory Requirements	Documentary Evidence (Copies of Documents must be attached)	Compliance
1.	Registration / Incorporation of Contractor / Firm / Company under the laws of Pakistan.	Certificate of Contractor / Firm / Company Registration.	Mandatory
2.	Valid FBR Registration.	Copy of Active NTN Certificate.	Mandatory
5.	Affidavit that the Contractor / Firm / Company or any Partner(s) is not blacklisted by Provincial or Federal Government Department or Agency, A u t h o r i t y anywhere in Pakistan.	Affidavit on Stamp Paper of Rs.100 by the Applicant firm.	Mandatory
6.	Registration with Punjab DGPR to provide Event Management Services to Public Sector/Government Departments	Registration with Punjab DGPR	Mandatory
7.	Adherence to time line in completion of work & non- adherence without just cause shall result in imposition of penalty.	Affidavit on Stamp Paper that the Contractor / Firm / Company shall adhere to the delivery time period, otherwise liable to imposition of penalty.	Mandatory
8	Having Office or representative in Lahore.	Provide rent deed or any other MOVs (Modes of verifications) on Company letterhead with sign and stamped	Mandatory

### **Details of Lots and Quantity along with Bid Bond Amount**

#### **Lot # 1 Supply of Food & Nutrition – Ration Packs:**

<b>Sr. #</b>	<b>Item Details</b>	<b>Qty/Pack Size</b>	<b>Total Quantity</b>
1	Rice (Standard Quality)	10 KG	500
2	Lentils (Daal Chana) - (Standard Quality)	2.5 KG	500
3	Lentils (Daal Mash) - (Standard Quality)	2.5 KG	500
4	White Chany - (Standard Quality)	2.0 KG	500
5	Atta / Wheat Flour (Standard Quality) Brand Punjab Atta or Equivalent	20.0 KG	500
6	Sugar (Standard Quality)	6.0 KG	500
7	Tea (Standard Quality)	1.0 KG	500
8	Powdered Milk (Standard Quality)	1.0 KG	500
9	Cooking Oil (Standard Quality) Brand Sufi or Equivalent	5.0 KG	500
10	Salt (Standard Quality)	1.0 KG	500

#### **Lot # 2 Supply of Shelter & Bedding:**

<b>Sr. #</b>	<b>Item Details</b>	<b>Qty/Pack Size</b>	<b>Total Quantity</b>
1	Tarpaulin / Tent (Good Quality)	1	500
2	Blanket (Vicky Razai or equivalent)	2	500
3	Sleeping net (Machar dani)	1	500
4	Sleeping Mat (Plastic Sheets - Chitai)	1	500
5	Rope (5 meter)	1	500
6	Pillow (Standard Quality) (2 pcs)	2	500
7	Torches/Flashlights (Good Quality Battery backup)	2	500
8	Foldable Cots / Charpais (Iron or wooden Frame)	2	500

#### **Lot # 2 Supply of Hygiene & Sanitation:**

<b>Sr. #</b>	<b>Item Details</b>	<b>Unit Type</b>	<b>Qty/Pack Size</b>	<b>Total Quantity</b>
1	Bathing Soap (Standard Size and quality)	Bars	5	500
2	Washing Soap (Standard Size and quality)	Bars	5	500
3	Toothpaste (Standard Size and quality)	No.	2	500
4	Toothbrush	No.	5	500
5	Sanitary Pads (6 Pcs Pack size)	No.	2	500
6	Towel (Standard Size and quality)	No.	2	500
7	Bucket (Standard)	No.	1	500
8	Jerry Can (water)	Liters	5-10	500

## Schedule of Requirements:

The equipment shall be delivered and installed in accordance with the following schedule of requirements: -

**1. (Supply of Food & Nutrition – Ration Packs)**

S. No.	Milestone	Time Period
1	Supply/Delivery of Food & Nutrition – Ration Packs items.	3 Days from the date of signing of contract/issuance of purchase order

**2. (Supply of Shelter & Bedding)**

S. No.	Milestone	Time Period
1	Supply/Delivery of Shelter & Bedding items.	3 Days from the date of signing of contract/issuance of purchase order

**3. (Supply of Hygiene & Sanitation)**

S. No.	Milestone	Time Period
1	Supply/ Delivery of Hygiene & Sanitation items.	3 Days from the date of signing of contract/issuance of purchase order



### **Bidders Profile Form**

To be duly filled, signed & stamped.

S. No.	Description/ Detail Required	
1. 1	Full Profile of Firm/ Vendor:	
1. 2	Business Address:	
1. 3	Landline No./Mobile (WhatsApp)	
1. 4	Email Address:	
1. 5	NTN No. (attach copy of NTN Certificate)	
1. 7	Bank Account No. & Address:	
1. 10	Experience in the relevant field: (in years)	
1. 11	List of clients from Corporate along with work orders: (attach list / see next page)	

### Details of Experience

	Client Name	Project Name	Project Value
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			