



KHYBER PAKHTUNKHWA JUDICIAL ACADEMY
Enlistment / Pre-Qualification of Vendors/Suppliers
for Food and Non-Food Items

The Khyber Pakhtunkhwa Judicial Academy was established with the aim for imparting training to the judicial officers and personnel concerned with the system of administration of justice with a view to develop their capacity, professional competence, and ethical standards for efficient dispensation of justice.

The Director General, Khyber Pakhtunkhwa Judicial Academy, Peshawar (Director General, KPJA) invites sealed bids for Enlistment/Pre-Qualification of Vendors / Suppliers for food and non-food items for the activities at the Khyber Pakhtunkhwa Judicial Academy.

General Information for bidders:-

- i. The bidder shall be registered Income and Sales taxpayer and shall be reflected on Active Taxpayer List (ATL) of FBR.
- ii. The bidder shall also be registered with the KP Revenue Authority (KPRA) where required.
- iii. The Enlistment towards Pre-Qualification process shall remain open throughout the year.
- iv. The Enlistment / Pre-Qualification of Vendors/Suppliers shall be for the calendar year 2025.
- v. The applicant may apply for single or multiple categories given in the bid application documents.
- vi. During the calendar period, the bids shall only be called from the pre-qualified bidders selected through updated enlistment process.
- vii. The tender document containing detail descriptions including qualification criteria, training calendar and other terms & conditions may be obtained (free of cost) from the office of the Director General, KPJA between 08:00-13:00 hrs on any working day (Monday to Saturday), and same may also be downloaded from <http://www.kppra.gov.pk> and <https://www.kpja.edu.pk> websites.
- viii. **PRE-BID MEETING** with the prospective bidder(s) will be held on **15-03-2025 (Saturday)** at **10:00am** in the Khyber Pakhtunkhwa Judicial Academy.
- ix. The bid application shall be followed by an affidavit to the effect that the prospective bidder is **Not Blacklisted** by any Provincial or Federal Department, agency, organization or autonomous body anywhere in Pakistan and has fulfilled all obligations under the relevant law(s) for the time being in force.
- x. The bid application submitted without the aforementioned affidavit shall not be considered,
- xi. The bid applications complete in all respect shall reach the office of Director General, KPJA by 11:00 am on **25.03.2025 (Tuesday)**, which shall be opened at 11:30 am on the same day in the Khyber Pakhtunkhwa Judicial Academy in the presence of the Procurement Committee and the prospective bidders / representatives, who may wish to attend.
- xii. The Procurement Committee reserves the right to reject any or all the bid applications as per provisions contained in Rule 47 of KPPRA Rules, 2014.

DIRECTOR GENERAL



**KHYBER PAKHTUNKHWA JUDICIAL ACADEMY
PESHAWAR
091-9214252**

**ENLISTMENT/PRE-QUALIFICATION OF VENDORS/SUPPLIERS
FOR
“PROVISION OF FOOD / NON-FOOD ITEMS”
FOR ACTIVITIES
AT**

KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

Date & Time of Pre-Bid Meeting:	15-03-2025 at 10:00 hrs (Saturday)
Date & Time of submission of Bids:	25-03-2025 at 11:00 hrs (Tuesday)
Date & Time of opening of Bids:	25-03-2025 at 11:30 hrs (Tuesday)

Note: The prospective bidders are expected to examine this document carefully, including all instructions, terms & conditions, and specifications etc. Failure to furnish all information required under this documents or submission of incomplete bids/applications, in any respect, shall result in



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rejection of the bid.



DISCLAIMER

This Enlistment/Pre-qualification document is not intended for selection of bidder or Award of Work or Empanelment of various entities participating in this process. The purpose of the documents is to understand the current market scenario, qualifications & experience of the participants interested in this document. It is an assessment of prospective bidder(s) financial, managerial and technical resources and competence to execute and fulfill the requirements of the Khyber Pakhtunkhwa Judicial Academy Peshawar.

The Khyber Pakhtunkhwa Judicial Academy Peshawar, its employees and consultant shall make no representation or warranty and shall not incur any liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the document.

The prospective bidder(s) shall bear all costs associated with or relating to the preparation and submission of their proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the prospective bidders or any other costs incurred in connection with or relating to their proposal. All such cost(s) and expenses will remain with the prospective bidder(s) and the Khyber Pakhtunkhwa Judicial Academy Peshawar shall not be liable in any manner whatsoever for the same or for any other cost(s) or other expenses incurred by the prospective bidder(s) in preparation or submission of the proposal.

The Procurement Committee may, in its absolute discretion, but without being under any obligation to do so, amend or supplement this document and also reserves the right to reject any or all the bid applications as per provisions contained in Rule 47 of KPPRA Rules, 2014.



Instruction for prospective bidder(s): -

1. The prospective bidder(s) shall update the information concerning their professional, technical, financial, legal or managerial competence used for the Enlistment / Pre-qualification at any subsequent stage as may be required by the Khyber Pakhtunkhwa Judicial Academy to ensure their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification.
2. The bids/applications along with complete document shall be **signed and stamped** by the owner/ Managing Director/CEO of the firm/ company on each page.
3. The bids/applications complete in all respect shall reach the office of the Director General, KPJA by **11:00 hrs on 25.03.2025 (Tuesday)**, which shall be opened by the Procurement Committee at 11:30 hrs on the same day in the Khyber Pakhtunkhwa Judicial Academy in the presence of prospective bidder(s) or their representatives, who may choose to attend.
4. In case, above-mentioned date(s) are declared as holiday(s) / non-working day(s), the bid documents will be available / received / opened on the **next working day** at the appointed time.
5. The prospective bidder(s) shall **bear all costs associated** with the preparation and submission of the bid documents. The Khyber Pakhtunkhwa Judicial Academy shall not, in any case, be responsible and liable for the cost(s) incurred.
6. The Procurement Committee shall only inform the successful bidder(s) after due process of evaluation.
7. Interested business entities shall submit a duly filled-in and complete 'enlistment/pre-qualification form' along with a non-refundable 'Call Deposit Receipt / Demand Draft / Banker's cheque of **Rs. 5,000/- (Rupees five thousand only) as enlistment fee** in favor of the Director General, Khyber Pakhtunkhwa Judicial Academy Peshawar. The same shall be valid for a period of ONE Year i.e. Calendar year 2025.
8. **Repeated failures** for maximum of three times of the vendor/supplier to respond to the Khyber Pakhtunkhwa Judicial Academy product queries may lead to removal of the vendor in question from the enlistment.
9. The Procurement Committee reserves the **right to inspect the prospective bidder(s)**



manufacturing unit, warehouses, distribution centers, and branch offices through its representative(s) for quality assurance.

10. In case, the prospective bidder(s) is a JV-Consortium, the members thereof shall appoint its Lead Member through registered **Power of Attorney**.
11. The Enlistment /Pre-qualification documents and all communications in relation to or concerning the bidding documents shall be in **English**.
12. The prospective bidder(s) shall not have a conflict of interest that affects the bidding process. Any prospective bidder(s) found to have a conflict of interest shall be disqualified.
13. All prospective bidder(s) are required to provide **annexure wise complete requisite documents** with page marking for their Technical Evaluation / Qualification as prescribed under the KPPRA Rules, 2014.
14. The prospective bidder(s) shall provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for active and **timely communication**. The Procurement Committee shall not be responsible for delayed or non-delivery of correspondence due to incomplete, incorrect information provided by the prospective bidder(s) or delayed postal service.
15. **For any query**, clarification regarding Services / Document, the prospective bidder(s) may send a written request at least one day prior to the opening of bids.
16. **Any direct or indirect effort** by the prospective bidder(s) or representative to influence the Procurement Committee in any manner shall result in rejection of their bid and disqualification from participation in future bids.
17. **Financial Bids** shall be called only from the qualified bidders.
18. The above are pre-requisites of enlistment / pre-qualification of vendors for procurement **as and when required by Procurement Committee** in accordance with the policy/procedures and must not be considered as confirmation of procurement, orders and supplies under any respective category for which subsequent quotations shall be called for obtaining prices and proposals.



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DESCRIPTION OF ASSIGNMENT & SCOPE OF WORK

The Khyber Pakhtunkhwa Judicial Academy was established with the aim for imparting training to the judicial officers and personnel concerned with the system of administration of justice with a view to develop their capacity, professional competence, and ethical standards for efficient dispensation of justice.

The Khyber Pakhtunkhwa Judicial Academy regularly conducts activities for multi-stakeholders. During these activities, the participants are provided various items ranging from training material to other non-food items as well as food items during tea, lunch and dinner service.

Through this enlistment/pre-qualification, the Khyber Pakhtunkhwa Judicial Academy intends to ensure availability of highest quality of non-food and food items.

The prospective bidder(s) are expected to focus on the following parameters while submitting their bid applications:

- to provide best quality product from the market,
- to provide required items on shortest possible notice,
- to provide required items with expiry period of at least more than 03 months for non-food and packed food items as well as fresh fruits, vegetables, bakery, dairy and poultry products,
- to provide non-food items and food items with highest level of user-friendly packing,
- to replace faulty/expired/sub-standard/below quality item(s) on immediate basis without any additional charges,
- to provide food items having mandatory Khyber Pakhtunkhwa Food Safety and Halaal Food Authority registration.
- the Khyber Pakhtunkhwa Judicial Academy will share complete menu (breakfast, tea, lunch, dinner etc.) for off campus activities with all the prequalified bidder(s) for quoting the rates.



ELIGIBLE APPLICANTS:-

The applicant may apply for single or multiple categories mentioned below:-

S No.	Category Description	Eligible Applicant
1.	FOOD ITEMS	
	a. Non-cooked Items	Marts & Shopping Malls only
	b. Bakery Items & Cooked Items	Individuals, Marts & Shopping Malls
2.	NON-FOOD ITEMS	
	a. Stationary & Printing Items	Individuals, Marts & Shopping Malls
	b. Miscellaneous Items	Individuals, Marts & Shopping Malls



ELIGIBILITY CRITERIA

The prospective applicant(s) must comply with the following mandatory clauses. Relevant certificates /documents must be attached with their bid applications.

S #	Description	Remarks
	Knock Out Clauses	YES/NO
1.	Registration with NTN /Valid Income Tax Registration/ Valid Sales Tax , reflected on Active Tax Payer List (ATL) of FBR . (Provide copy of certificate of incorporation)	Mandatory
2.	Registration with KP- Revenue Authority (KPRA) for sales tax on services only* * For prospective applicants, their eligibility shall provisionally be considered on Pre-Qualification stage only. For bidding stage, they shall have to be registered before proposal submission.	Mandatory
3.	The Applicant may be a. <i>Individual entity</i> b. Mart / shopping Mall fulfilling the requirement of training materials including food / non-food items (Provide the copy of attested relevant document)	Mandatory
4.	This undertaking should be tender specific. Submission of undertaking on legal valid and attested stamp paper that the firm is NOT CURRENTLY BLACKLISTED by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. (Provide copy of affidavit attached as Annex-IV in this document on non-judicial stamp paper)	Mandatory
5.	The applicant has NOT been defaulter / insolvent nor bankrupt in past from any government department or financial institution.	Mandatory

Note: The prospective applicant may be a single entity or a Joint Venture-JV 02 (two) entities, coming together to participate in pre-qualification/enlistment for the Khyber Pakhtunkhwa Judicial Academy. However, no applicant applying individually or as a member of a JV, as the case may be, can be member of another JV. The term prospective applicant used herein would apply to both a single entity and a Joint Venture.



QUALIFICATION CRITERIA

The prospective applicant(s) are directed to strictly follow the sequence / template given below for preparation and submission of bid(s). The relevant documents must be attached with their bid application(s).

To qualify for being shortlisted, the prospective applicant must secure fifty percent (50%), in overall, in the following categories.

S #	Description	Range	Marks	Remarks
1.	*Years of Experience for providing Similar Services	01 to 03 Years	05	Firm profile must be attached
		04 to 07 Years	10	
		Above 07 Years	15 (Max)	
2.	Relevant Work Experience	Public Sector Organization 03 work orders 05 marks / assignment	15 (Max)	Copies of contracts / work orders along with satisfactory report must be attached.
		Private Sector Organization 03 work orders 05 marks / assignment	15 (Max)	
3.	HR Capabilities No. of Worker under single roof	Manager / supervisor	05 (Max)	Attested list should be attached
		Workers above 10	10 (Max)	
		Workers 06 to <10	07	
		Workers 02 to <05	05	
4.	Providing Food / Non-food items to organization under single roof anywhere in Pakistan	Public / Private Organization	08	-do-
5.	Branch Network	Peshawar Office	06 or 03	Firm profile must be attached
		Other than Peshawar		
6.	Annual Revenue for the last three years Audit Reports/Income Tax Statement for the last three years	10Million& above	10 (Max)	Relevant attested documents must be attached
		Above 5 to <10 (M)	08	
		Above 2 to <5 (M)	05	
		Less than 2(M)	03	
7.	Income Tax Return for the last three years	-	06 (Max)	two mark per year
8.	Registration KP Food Safety and Halaal Food Authority	-	05	Attested copy should be attached
9.	Valid ISO 9001 Quality Management Certificate	-	05	Documents should be attached
Total Marks			100	

* Years of experience shall be counted from the NTN or "form H" only.



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✓ Prospective applicant securing 50 out of 100 marks will be Pre-Qualified.



GENERAL INFORMATION.

1. A proper agreement shall be signed with the pre-qualified bidders.
2. The agreement may be extendable for another one year keeping in view the performance and on mutual consent of both the contracting parties.
3. In case of extension of contract, annual registration fee shall be paid by the contractor.
4. Sub-contracting / sub-letting for any part or any setup is prohibited.
5. Each qualified bidder shall be assigned a unique code for the whole year and correspondence shall be made through that code via email or courier.
6. The prospective bidder(s) shall quote the **“Best & Final Price”**. No additional or hidden charges including transportation will be claimed by the bidder.
7. The pre-qualified firm shall deposit Rs. 50,000/- as performance security, refundable after expiry of the contract period.



FINANCIAL CAPABILITY

ANNUAL TURNOVER

Year (Enter the Financial Year)	*Annual Turnover (Rs in Million)
2023-24	
2022-23	
2021-22	
Total	
Average	

**Submit last 3 years audited Financial Statements / Bank Statements.*

INCOME TAX RETURNS

Year (Enter the Financial Year)	Income Tax Returns (PKR)
2023-24	
2022-23	
2021-22	

**Tax Returns documents from the relevant documents must be attached.*

(Signature of Authorized Signatory)

Bidder seal & stamp



AFFIDAVIT / UNDERTAKING

Important Note:

(The applicant must submit the original affidavit on non-judicial stamp paper of at least Rs. 100/- (Rupees One Hundred only) with the application form on the following format).

I, _____ Owners / Director / Legal Attorney / Accredited representative of M/s _____, solemnly declare that,

1. M/s _____ have read the contents of the bid application and have fully understood it.
2. That the financial instruments, statements of facts, data and documents being submitted by M/s _____ are true, genuine and correct.
3. Undertakes that information being submitted is correct and true, and that any false information shall lead to disqualification at any stage.
4. M/s _____ is **not blacklisted** by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.
5. M/s _____ **has not been defaulter / insolvent nor bankrupt** in past from any government department or financial institution.
6. Enlistment fee of **Rs. 5,000/- (Rupees five thousand only)** in form of Call Deposit/Demand Draft/Banker's Cheque in favor of the Director General, Khyber Pakhtunkhwa Judicial Academy is placed in the bid application form.
7. In case we fail to comply any of the aforesaid conditions or the documents submitted by M/s _____ is found false/forged, our application will be cancelled forfeiting the bid security amount and debarring us from participation in future tenders of Khyber Pakhtunkhwa Judicial Academy, for a period of one year.



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Signature with Seal of the Deponent (applicant)