

**UTILITY STORES CORPORATION OF PAKISTAN (PVT) LIMITED**  
**HEAD OFFICE ISLAMABAD**

**TERMS AND CONDITIONS FOR SUPPLY OF DATES (ASEEL/LOCAL/A.CLASS)**  
**IN 500GM CRYSTAL BOX PACKING**

1. **INVITATION OF BIDS:**

Sealed tenders are invited by Utility Stores Corporation of Pakistan from the producing Dates and suppliers/vendors registered with Income Tax / Sales Tax departments for supply of Dates (Aseel/Local/A.Class) in 500gm Crystal Box packing. The bids/offers are required to be submitted on the prescribed tender form enclosed at Annex-A to this document along with covering letter on the letter head pad of concerned mills/vendors. Tender form should be properly filled and complete amount of earnest money worked out at tender form should be attached. Rates for minimum quantity of 100 M/Tons for all Pakistan basis should be quoted. Addresses of USC Head Office and USC Zonal Offices are attached at Annex-B.

2. **REQUIRED QUANTITIES AND SPECIFICATION:-**

Province wise quantities of Dates (Aseel/Local) required and specifications are as under:-

Name of Item	Province-wise Quantity In M/Tons					Total Quantity (M/Tons)	Specification
	Punjab/ Islamabad	Khyber Pakhtunkhwa	Sindh	Baluchistan	Gilgit Baltistan		
Dates (Aseel/Local)	650	190	92	15	03	950	(Cleaned/Good Quality/A.Class) Crop 2020-21

3. **DATE, TIME AND VENUE FOR OPENING OF THE BIDS/OFFERS:**

- a. The sealed tenders / offers are required to reach Utility Stores Corporation Head Office located at Plot No. 2039, F-7/G-7, Blue Area, Islamabad on or before 20<sup>th</sup> January 2021 at 01:30 hours. All the bids / offers shall be opened on the same day at 02:00 hours by the Tender Committee constituted for the purpose in the presence of the bidders or their duly authorized representatives.
- b. Province wise price / rates are required to be quoted in M.Tons on FOR (delivered basis) in Pak Rupees. The price to be quoted should be inclusive of all taxes, duties, levies, charges etc.
- c. The interested suppliers / bidders can also send their bids / offers through registered mail/courier addressed to General Manager (Procurement) USC Head Office Islamabad on the address mentioned in para 3 (a) above. The same shall be entertained subject to the following:-

- i. The offers/bids are required to reach USC Head Office on or before 20<sup>th</sup> January 2021 at 01:30 hours.
- ii. The envelopes containing the offers/bids are clearly marked in bold letters containing the words “**bids/offers for supply of Dates to Utility Stores Corporation of Pakistan (Pvt) Ltd**”.

4. **EARNEST MONEY:**

The tenders / bids must be accompanied with an Earnest Money at the rate of 3% of the total value of the bids / offers in the shape of Demand Draft / Pay Order in the name of Utility Stores Corporation of Pakistan. Earnest money in the shape of Call Deposit Receipts and Cheques will not be accepted. The earnest money shall be refunded to the unsuccessful suppliers / bidders immediately after the finalization of the bids. The stocks as per samples will have to be delivered at USC Regional Warehouses as per Schedule given in Purchase Orders, failing which the Corporation reserves the right to cancel the purchase orders and forfeit the earnest money. For the refund / return of Earnest Money, the successful vendors will have to complete at least 90% of the purchase orders quantity at each station. In case of less supply than 90%, the earnest money will be deducted at the rate of 3% of the ordered quantity of concerned station. The earnest money for that purpose shall serve as performance guarantee of successful bidder for delivery of ordered quantity to the satisfaction of USC. Besides the amount of earnest money USC will retain amount of bills equivalent to 10% of the total stocks out of vendor invoices/bills as a refundable security in favour of USC for replacement/return of date expired/damaged/defective/unsold stock as and when required by USC.

5. **PACKINGS:**

Stock of Dates (Aseel/Local) is required to be delivered in net weight 500 gm Crystal Box packing which will be supplied in cotton box or preferably in wooden petti for which all expenses of packing/material will be the responsibility of the vendors/suppliers. Utility Stores and company name or of vendor shall be printed on the Box.

6. **QUALITY OF PACKING MATERIAL:**

In case the packing material is found discolored due to poor printing quality at any stage, penalty @ 2% shall be imposed on the stock delivered to respective USC Regions.

7. **VALIDITY OFFER:**

All offers must be valid for acceptance for a period of 15 working days excluding tender opening date. Incomplete, conditional and illegible offers shall not be entertained. Cutting or over writing of rate and quantity on the tender form is not permissible and quotation will be considered void.

8. **PROCEDURE FOR OPENING OF TENDER:**

Tender/Bids will be opened and processed as per procedure laid down in PPRA 2004 i.e. **on least cost and quality based selection.** The tender will be awarded on the basis of the lowest rates and good quality products offered. In case the quantity offered by the 1<sup>st</sup> lowest bidder is less than the quantity asked in the tender, the other lowest bidders in the descending order will be asked to match the rates so as to complete the tendered quantity.

9. **QUALITY:**

The intending participants will have to provide a sample of net weight 5kg of commodity. The samples of successful bidders will be sent to concerned Regional Managers and Warehouse Incharges for matching the quality of the commodities at the time of the receipt of stock from the vendors. The quality of stocks will be examined by a Committee at Regional Offices consisting of the Regional Manager, Accounts Officer, Area Manager and Warehouse Incharge. If the issue/problem of quality is not resolved at Regional Committee level, the appeal may be made instantly to Chairman Tender Committee at USC Head Office. In case the stock supplied by the vendor does not match with the sample provided/produced at the time of bidding, the same shall be returned to supplier/vendor at his risk and cost. The freight of both sides shall be borne by the concerned vendor. USC Regions will accept only good quality stocks as per sample provided by the party/mill in the tender. In case of any complaint on quality at any stage the party/mill will be responsible to replace the sub-standard stock with good quality stock at its risk & cost. The supplier would be responsible for the quality assurance at the time of delivery as per sample. If deemed necessary, the sample/stock delivered by the vendors would be sent to laboratories for inspection by USC at the cost of vendors. Any negligence on the part of the vendors would be liable for action as per contract/law. Torn/damage packets of Dates shall be replaced by the vendor at their cost, whenever required by USC Regional Warehouses. In case of failure to do so within a specified time, all such stocks shall be returned to Vendor at his own risk & cost and the cost thereof shall be deducted from his accounts. Every party/mill will provide the undertaking along with each invoice that good quality stock is delivered as per approved sample.

10. **STOCK IN TRANSIT:**

The supplier/vendor will be responsible for safe and secure supply of the stock to USC Regions/Warehouses of which order is placed with the vendor. In case of loss of stock in transit due to any theft/accident or any natural calamity the concerned vendor/supplier will be responsible for the same.

11. **DELIVERY PERIOD:**

The successful vendor will have to complete the supply as per Schedule given in Purchase Orders, failing which he will render himself liable to be proceeded against as per terms and conditions of tender. In case of late delivery of stock, late delivery charges per day will be deducted @ 0.25% per day of the total value of the stock whose delivery has been delayed, maximum upto 5% of the undelivered stock.

12. **WEIGHTMENT AT THE TIME OF DELIVERY:**

USC will accept the stocks as per weigh bridge slip and weight shortages (if any found). Goods Receipt Notes will be prepared as per actual weight.

13. **PERFORMANCE BOND/MONEY & CONTRACT:**

- a. In case the suppliers/bidders commits any breach of, or fails to fulfill any of the terms and conditions of the Tender, the performance bond/earnest money shall be forfeited with notice as per terms and conditions of agreement/tender.
- b. The performance bond/earnest money shall be released after successful completion of supplies and subject to fulfillment of all the terms and conditions of the tender.

14. **PAYMENT:**

- a. The payment will be made within 30 days from the date of Goods Receipt Notes to be issued by the concerned Regional Warehouse Incharges duly signed by Incharge Warehouse / Regional Manager.
- b. All Government taxes will be deducted from the payment.

15. **LOADING/UNLOADING CHARGES:**

Loading/unloading charges will be paid by Mill/Vendor/Supplier.

16. **DEDUCTION OF TAXES:**

Taxes will be deducted from the invoices as per Government rules at the prevailing Government rates. In case of any changes in taxes during the currency of the agreement by the Government, the same will be implemented by USC as per Government instructions. However, in case of any tax exemption, a certificate to this office will have to be provided by the bidders. Payment of withholding tax on cash withdrawal as per Government rules calculated on freight / loading / unloading amount at the time of payment.

17. **REPLACEMENT/RETURN OF DAMAGED STOCKS**

The mills/bidders shall replace the damaged/torn packets with fresh stocks properly packed in required packing.

18. **FORCE MAJEURE:**

In case of any of the force majeure circumstances, namely Act of Allah, natural calamity, fire, Government restrictions, strikes or lockouts by workmen, war, military operations of any nature, blockades, preventing the parties from wholly or particularly carrying out contractual obligations etc, the period stipulated for the performance of the contract shall be extended for as long as these circumstances prevail; provided that, in the event of these circumstances continuing for more than one month, either party shall have the right to refuse to fulfill its contractual obligations without title to indemnifications of any losses it may thereby sustain.

19. **ARBITRATION:**

In case of any dispute arising out of the agreement, Managing Director USC will be the Sole Arbitrator and his decision shall be binding on both the parties to this agreement.

20. **ACCEPTANCE/REJECTION OF BID:**

The Corporation reserves the right to accept and reject any or all bids at any time prior to the acceptance of a bid. However, the Corporation upon request shall communicate to any bidder, the ground for its rejection of the rejection of all bids, but is not required to justify those grounds.

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**Annex-A**

Date: \_\_\_\_\_

**FORMAT FOR BIDDING**

Name of Firm:

\_\_\_\_\_

Name of Proprietor/Owner:

\_\_\_\_\_

NTN No.: \_\_\_\_\_ Sales Tax Registration No.:

(Copy of NTN must attached)

(Copy of STN must attached)

Address of Firm/Tel & Fax No:

\_\_\_\_\_

\_\_\_\_\_

Pay Order/DD No: \_\_\_\_\_ Amount:

\_\_\_\_\_

**QUOTED RATES FOR DATES**

Name of Item	Rates Rs. Per Kg					Total Quantity In M/Tons	Worth / Amount
	For Punjab/ID	For Khyber Pakhtunkhwa	For Sindh	For Balochistan	For Gilgit Baltistan		
Dates (Aseel / Local / A.Class)							
Qty offered M/tons							
Value In Rs.							
<b>Total Amount / Worth:-</b>							
<b>Amount of Earnest Money 3% of Total Worth:-</b>							

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Name, Designation, Signature  
and Stamp of Authorized Person

**UTILITY STORES CORPORATION OF PAKISTAN (PVT) LIMITED**  
**HEAD OFFICE ISLAMABAD**

**Annex-B**

<b>S.No</b>	<b>Zonal Office</b>	<b>Address</b>
1	Abottabad	PMA Road, Shahzaman Colony, Abottabad. Ph. No. 0992-333486
2	Faisalabad	Daewoo Road, Near Punjab Small Industrial Estate, Faisalabad. Ph No. 041-8812443
3	Islamabad	Plot No. 155, Street No. 09, I-10/3, Islamabad. Ph No. 051-9258120
4	Karachi	St # 13, Sector 36/A, Old Roti Plant, K-Area, Korangi, Karachi. Ph No. 021-35035322
5	Lahore	RCP Building, Scheme More, Saidpur Chowk, Multan Road, Lahore. Ph No. 042-37806772
6	Multan	I/C, Industrial Estate, Sharshah Road, Opposite Al-Hilal Flour Mills, Multan. Ph No. 061-6537412
7	Peshawar	Plot No. 39/B, Phase-5, ICMS Building, Hayatabad, Peshawar. Ph No. 091-9217727
8	Quetta	Plot No. 5-3/96, Roti Plant Bld, TTC, Sirki Road, Quetta. Ph No. 081-9211584
9	Sukkur	Plot No. A-74, Near SSGC, Regional Office, Golimar Road, Site Area, Sukkur. Ph No. 071-5631156

<b>S. No.</b>	<b>Address</b>
	<b>Head Office</b>
1.	Utility Stores Corporation of Pakistan (Pvt) Ltd, Plot No. 2039, Jinnah Avenue, Blue Area, Islamabad. Ph. No. 051-9245034, 9245035