

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

TERMS AND CONDITIONS FOR SUPPLY OF RICE PACKED IN 1KG, 2KG & 5KG
CRYSTAL / TRANSPARENT POLY BAGS

1. **INVITATION OF BIDS:**

Sealed tenders are invited by Utility Stores Corporation of Pakistan from the Rice Mills / Processing Units and Rice Suppliers/Traders and Vendors registered with Income Tax / Sales Tax departments for supply of Rice packed in 1kg, 2kg & 5kg crystal/transparent poly bags (excluding poly bags weight). The bids/offers are required to be submit on the prescribed tender form enclosed at Annex-A to this document along with covering letter on the letter head pad of concerned mills/Rice suppliers/traders and 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 300 M/tons in respect of Sella Kainat 1121 Rice 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 Rice required and specification is as under:-

Name of Items	Province-wise Quantity In M/Tons					Total Quantity (M/Tons)
	Punjab / Islamabad	Khyber Pakhtunkhwa	Sindh	Baloch istan	Gilgit Baltistan	
Sella Rice (Kainat 1121)	400	600	100	60	40	1200
<u>Specification of Sella Rice (Kainat 1121)</u>						
(a) Sella Rice Kainat 1121 Minimum 75%						
(b) Tota Kainat 1121 Sella Rice Maximum 5%						
(c) Admixture of other varieties i.e Rice PK 386 Sella non supri Maximum 20% (including admixture of other natural / contrasting varieties)						
(d) Processed, De-stoned and Colour Sorted						
(e) Double Polished						
(f) Grain length (minimum 7mm)						
(g) 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 25th May 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 Rice Mills / suppliers / traders / 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 25th May 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 Rice 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 Rice Mills / Processing Units and Rice Suppliers/Traders and Vendors immediately after the finalization of the bids. The stocks as per samples/specification 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 and for replacement / return of date expired/damaged/defective stock as and when required by USC. This security amount / performance bond will be cleared on completion of supply after proper confirmation from the USC Regions.

5. **PACKINGS:**

Stock of Rice is required to be delivered **packed in net weight of 1kg, 2kg & 5kg crystal/transparent poly bags**. Packing details and specimen of poly bag is enclosed at Annex-C. The

sample of packing / poly bag can be obtained from USC. Name of Utility Stores and Rice Mills / Processing Units and Rice Suppliers/Traders and Vendors shall be printed on the poly bag.

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 and rates will be valid for a period of (02) two months which will be applicable from the date of acceptance letter. 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 basis**. The tender will be awarded on the basis of the lowest rates and good quality products offered. In case the quantity offered by the 1st 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 / TESTING OF SAMPLES:**

The intending participants will have to provide a sample of net weight 10kg of each commodity strictly according to tender specifications. The samples will be collected randomly of supplied stock from USC Warehouse and USC Outlets and the same will be sent for DNA/Lab analysis on risk and cost of vendors. 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 receipt of stock from the Rice Mills/Processing Units and Rice Suppliers / Traders and Vendors. The quality of stocks will be examined by a Committee at Regional level 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 filled immediately to Chairman Tender Committee at USC Head Office. In case the stock supplied by the vendor does not match with the specification/sample provided/produced at the time of bidding, the same shall be returned to Rice Mills/Processing Units and Rice Suppliers/Traders and Vendors at his risk & cost. The Rice Mills / Processing Units and Rice Suppliers/Traders and Vendors would be responsible for the quality assurance at time of delivery as per sample/specification. If deemed necessary, the sample/stock delivered by the Rice Mills / Processing Units and Rice Suppliers/Traders and Vendors would be sent to laboratories for DNA/Lab Analysis by USC at any time at the cost of Rice Mills/Processing Units and Rice Suppliers / Traders and Vendors. Any negligence on the part of the Rice Mills/Processing Units and Rice Suppliers/Traders and Vendors would be liable for action as per contract/law and at any time percentage of Rice is found less than USC

tender specification fine will be imposed according to less percentage of Rice from USC specification of Rice on total amount of supplied quantity as per approved rate. If at random there is different percentage of Rice found in DNA test the least of all percentage will be considered and fine will be imposed accordingly to the least percentage. In case of sample of less than required specification of Rice a total of 2 % of total value of tender quantity will be deducted separately on account of transportation charges. Torn/damage packets of Rice 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 Rice Mills/Processing Units and Rice Suppliers/Traders and Vendors at his own risk & cost and the cost thereof shall be deducted from his payments / earnest money. Every successful Mill/Vendor/Traders will provide an affidavit on stamp paper worth Rs.200/- regarding supply of Rice as per tender specification. In case at any stage the stock delivered by the Mill/Vendors/Traders not found as per tender specification, USC will take action as per tender terms and conditions.

10. **STOCK IN TRANSIT:**

The Rice Mills / Processing Units and Rice Suppliers/Traders/Vendors will be responsible for safe and secure supply of the stock to USC Regions/Warehouses of which order is placed with the Rice Mills / Processing Unit and Rice Suppliers/Traders and Vendors. In case of loss of stock in transit due to any theft/accident or any natural calamity the concerned Rice Mills / Processing Units and Rice Suppliers/Traders/Vendors will be responsible for the same.

11. **DELIVERY PERIOD:**

The successful Rice Mills / Processing Units and Rice Suppliers/Traders and Vendors 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 in case of short weight (if any found). Goods Receipt Notes will be prepared as per actual weight. Furthermore, each packet weight is also responsibility of suppliers at subsequent stage.

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

- a. In case the Rice Mills / Processing Units / Rice Suppliers/Traders and Vendors 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 Note to be issued by the concerned Regional Warehouse Incharges duly signed by Incharge Warehouse and 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 / Trader / Supplier.

16. **DEDUCTION OF TAXES:**

Taxes will be deducted from the payments 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, valid tax exemption 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 Rice Mills / Processing Units / Rice Suppliers/Traders and Vendors 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 in writing 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 grounds for 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 Rice Mills / Traders / Vendors:

Name of Proprietor/Owner:

Status (Individual/Firm/Company): _____ Filer/Non Filer: _____

NTN No.: _____ Sales Tax Registration No.: _____
(Copy of NTN must attached) (Copy of STN must attached)

Address / Tel & Fax No: _____

Pay Order/DD No: _____ Amount: _____

QUOTED RATES FOR RICE

Name of Item	Rates Rs. Per Kg Delivered					Total Quantity In M/Tons	Worth/ Amount
	For Punjab/ID	For Khyber Pakhtunkhwa	For Sindh	For Balochistan	For Gilgit Baltistan		
Sella Rice (Kainat 1121)							
Qty Offered M/tons							
Value In Rs.							
Total Amount / Worth:-							
Amount of Earnest Money 3% of Total Worth:- (Should also mentioned in Words)							

Name, Designation, Signature
and Stamp of Authorized Person

Annex-B

S.No	Zonal Office	Address
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

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

Annex-C

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

PACKING DETAILS

1. Stocks will be delivered in 1kg, 2kg and 5kg crystal/transparent poly bags.
2. The detail of 12 M/Tons order/stocks would be as under:-

For Delivery of Sella Kainat 1121 Rice

• 1 kg packets	2000	=	2 M/Ton
• 2 kg packets	3500	=	7 M/Ton
• 5 kg packets	600	=	3 M/Ton
			<u>12 M/Tons</u>

3. Nos. of packet can be changed as per requirement of concerned Regional Managers who will submit their request regarding any change in packing to General Manager (Procurement) and Procurement Department will issue amendment.
4. Stocks will be delivered in 30 kg poly propylene bags / cartons (which ever is convenient)

Dark Yellow



UTILITY

SELLA RICE (Kainat 1121)



Batch No. _____
Packing Date _____
Best Before _____



Packed By: