

CANTEEN STORES DEPARTMENT
PROCUREMENT DIVISION

Tender Reference Number:

CSD / PROC / FG / RT / 23 dated 31 Jan 2023

M/S: _____

Invitation to Tender for Supply of Processed Rice to CSD for the Year 2023 / 24
General Instructions

Dear Sir / Madam,

1. Sealed tenders are invited from the reputed Rice Mills (registered with FBR with NTN / Sales Tax Number) located in the recognized Basmati growing districts of Punjab for supply of following types and quantity of processed rice of **Crop 2022** to CSD Zonal Depots Peshawar, Mandra, Lahore, Multan and Karachi from **May 2023** to **Apr 2024** as per schedule mentioned below and on Form RT-1 (attached):-

a.	Rice Super Basmati	-	628 MT (±20%)
b.	Rice Super Basmati Broken (Tota)	-	223 MT (±20%)
c.	Rice Kainat 1121 (Steam)	-	590 MT (±20%)
d.	Rice Kainat Sella	-	198 MT (±20%)
e.	Rice PK 386 Red (Steam)	-	250 MT (±20%)
f.	Rice Super Basmati Regular	-	285 MT (±20%)

2. **CSD Depot Wise Quantity (MT)**. Following, CSD depots wise, quantity is desired to be supplied:-

Ser	Item	Quantity in MT (± 20%)					Total
		Zonal Depot Peshawar	Zonal Depot Mandra	Zonal Depot Lahore	CSD Depot Multan	Zonal Depot Karachi	
a.	Rice Super Basmati	23.0	260.0	165.0	80.0	100.0	628.0
b.	Rice Super Basmati Broken (Tota)	38.0	30.0	75.0	30.0	50.0	223.0
c.	Rice Kainat 1121 (Steam)	45.0	300.0	105.0	60.0	80.0	590.0
d.	Rice Kainat Sella	38.0	60.0	50.0	10.0	40.0	198.0
e.	Rice 386 Red (Steam)	15.0	50.0	75.0	60.0	50.0	250.0
f.	Rice Super Basmati Regular	75.0	30.0	100.0	20.0	60.0	285.0

Note: CSD reserves the right to increase or decrease the quantities mentioned above up to 20% without assigning any reason.

3. **Schedule of Supply**

Ser	Consignment	Month	Percentage of Total Quantity (MT) to be Supplied (± 20%)
a.	1 st Consignment	May-Jun 2023	20%
b.	2 nd Consignment	Jul-Aug 2023	15%
c.	3 rd Consignment	Sep-Oct 2023	15%
d.	4 th Consignment	Nov-Dec 2023	15%
e.	5 th Consignment	Jan-Feb 2024	15%
f.	6 th Consignment	Mar-Apr 2024	20%

4. **Rice Specifications.** Rice specifications are mentioned on Technical Offer Forms RT-2 (attached).
5. **Submission of Tender.** An unconditional quotation is to be submitted on “Single Stage Two Envelopes Basis” as following:-

a. **1st Envelope – Technical Offer**

- (1) Sealed envelope containing following:-
- (a) Schedule to Tender (Form RT-1 attached).
 - (b) Technical Offer(s) (Form RT-2 attached).
 - (c) Details about Firm
 - i. Firm’s Brochure and / or literature (on Firm’s Letterhead) on firm’s technical (in-house technical facilities / capacity i.e. husking, milling, processing, reprocessing, polishing machinery etc) and financial capability.
 - ii. Past experience of export / local sales, if any.
 - iii. Details regarding own branded products / sales, if any.
- (2) Following information will be clearly marked on the envelope:-
- (a) Technical Offer
 - (b) Tender Reference Number
 - (c) Date of Opening

b. **2nd Envelope – Commercial Offer.**

- (1) Form RT-3 along with the Commercial Offer (quotation) indicating the quoted price in figure as well as in words of the firm’s letter head, duly signed and stamped, would be enclosed in an envelope.
- (2) Following information will be clearly marked on the envelope:-
- (a) Commercial Offer.
 - (b) Tender Reference Number.
 - (c) Date of Opening.

c. **Outer Envelope**

- (1) This sealed envelope should contain following:-
- (a) Covering letter (Form RT-CL attached).
 - (b) Documents as per para 12 below.
 - (c) **Tender Fee. Rs 2000/-** (in cash) as Tender Fee. Cheques are not acceptable. The bidders may pay tender fee in cash on the day of tender before tender opening.
 - (d) **Earnest Money.** Bank Draft / Pay Order in favor of CSD Head Office of **0.5%** of the total value of the offered quotation(s) as Earnest Money. Cheques are NOT acceptable.
 - (e) Sealed envelope containing Technical Offer.
 - (f) Sealed envelope containing Commercial Offer.
- (2) Following information will be clearly marked on the envelope:-
- (a) Tender Reference Number.
 - (b) Date of Opening.
 - (c) **Tender for Supply of Rice to CSD for the Year 2023” (in red ink).**
 - (d) Under mentioned Appointment / Address of CSD.

**DIRECTOR PROCUREMENT
(Procurement Division CSD)
CSD Head Office,
265-Muhammad Hussain Road
Rawalpindi Cantt**

- (e) Name of Firm (bottom corner of the envelope).

6. **Date and Time for Submission of Tender**

- a. The tender documents must reach CSD Head Office (Procurement Division) by hand or through post by **1300 hours on 31 Jan 2023 (Tuesday)**, as specified in attached Schedule to Tender (Form RT-1). Bids received through Fax / E-mail / Cable / Telex will not be accepted.

- b. A maximum of thirty minutes delay would be acceptable / allowed after the deadline of submission of bids. CSD will not accept any excuse of delay occurring in delivery. Tender received after the appointed / fixed time will NOT be entertained.
- c. The appointed time will, however, fall on next working day, in case of closed / forced holiday.

7. **Rice Samples.** The bidders are required to bring along **5 kg** sample of each category of rice of **Crop 2022**, for which bid is given for the tender. Samples must be true representative of the whole stock to be supplied. The samples will be handed over to the CSD board of officers before opening of the tender. Firms without samples would not be allowed to participate in the tender. Each sample must have clearly written name of the firm and the type of rice on its packing.

8. **Tender Opening**

- a. Only legitimate / registered representatives of firm will be allowed to attend tender opening.
- b. Tender will be opened at **1430 hours on 31 Jan 2023 (Tuesday)** by a CSD board of officers.
- c. Firstly, outer envelope will be opened by the board and its contents scrutinized as per para 5c above. If any desired document is found missing, the complete envelope less Tender Fee Draft / Pay Order will be returned and the bidder would not be allowed to take part in the tender opening.
- d. Once scrutiny of outer envelope documents are found correct/complete, Technical Offer envelope will be opened scrutinized by the board along with the rice samples and its specifications. Samples / specifications, which are not found conforming as per the given specifications, would be rejected.
- e. Later on, Commercial Offer of only those bidders Whose Technical Offer has been accepted by the board. Commercial Offer of the firms whose technical offer has been rejected will be returned unopened along with Earnest Money draft / pay order and the sample(s). Date of opening of Commercial Offer will be intimated at least three days in advance after laboratory test results is received.
- f. Rice samples of Technical Offer successful bidders would be put through laboratory test and cooking test.
- g. The board may also visit the Rice Mills, especially of new bidders, to ascertain the quality of manufacturing facility and its capacity to fulfill the tender quantity.
- h. Once all pre Commercial Offer formalities and completed, bidders would be intimated the date of opening of Commercial Offer envelopes.
- i. After opening of Commercial Offers and announcement of quoted rates by the bidders, it would be followed by extensive negotiation sessions with each bidder individually.

9. **The Offer(s) and its Validity**

- a. A bidder can participate in all categories or any single category of rice less Super Basmati Rice / Super Basmati Rice Broken (Tota).
- b. The firm quoting for Super Basmati Rice will have to quote for Super Basmati Rice Broken (Tota) as well.
- c. The validity period of quotations must be indicated and shall be **45 days** from the date of opening of Commercial Offer. Offer once submitted cannot be withdrawn within validity period.
- d. **Part Bid.** Part bid is not allowed in following cases:-
 - (1) Partial quantity of any category of rice.
 - (2) Single or few selected zones.

10. **Award of Tender(s)**

- a. The tender(s) will finally be awarded to bidder(s) with sound financial / technical capabilities as well as based on overall best offered quality and the rates (negotiated). Bidder offering lowest rate may, therefore, not necessarily be given the tender.
- b. One category of rice would be awarded to one bidder (for all CSD zones) and it will not be distributed between two or more bidders.
- c. Super Basmati Rice and Super Basmati Rice Broken (Tota) tender will be awarded to a single bidder (for all CSD zones).

11. **Withdrawal of Offer** If any firm withdraws its offer within validity period of **45 days** (para 9e above ref), its Earnest Money will be confiscated. Moreover, competent authority may place such firm under embargo for a period, which may be extended up to one year.

12. **Documents.** Following information / copy of documents must be provided along with tender documents:-

- a. Mill ownership documents or partnership deed or rent documents.
- b. Photocopy of CNIC of owner / MD.
- c. NTN certificate and proof that firm / supplier is on active taxpayer list.
- d. Professional tax /sales tax invoice duly verified by the Excise & Taxation office.
- e. Certificate on firm's letterhead that the firm is not BLACKLISTED.
- f. Certificate on firm's letterhead that the firm is not registered in any other name / title.
- g. Bank statement of last 3 months.

13. **Return of Earnest Money**

- a. Bidders whose bid is incomplete / lacks required documents and / or Technical Offer is rejected, their Earnest Money draft/pay order will be returned on the day of opening of tender.
- b. Earnest money of all unsuccessful bidders except the successful and 2nd and 3rd lowest quottee of each category (after negotiations) will be returned within one week after signing of contract with the successful bidders.
- c. Earnest money of the 2nd and 3rd lowest quottee of each category (after negotiations) will be returned on receipt of first consignment of the successful bidders.
- d. Earnest money of successful bidders will be adjusted in cash security.

14. **Cash Security**

- a. The successful bidder(s) will be required to deposit a cash security (refundable) equivalent to 3% of the contracted amount through Bank Draft / Pay Order within seven (07) days from the date of signing of contract. The earnest money {refer para 5c (1) (d) above} deposited by the bidder(s) for tender will be adjusted in the Cash Security amount.
- b. The cash security will be returned within one month after completion of contract on receipt of clearance certificates from CSD Zonal Depots.

15. **Disqualification.** Offers are liable to be rejected if:-

- a. Offers are not made as per general instructions of the tender.
- b. Offers are found conditional or incomplete in any respect.
- c. Tender fee / earnest money's draft / pay order is not deposited / amount not as per quoted rates.
- d. Forms (RT-1, RT-2 and RT-3 are not signed / stamped).
- e. Technical offers are without Form RT-2.
- f. Quotations rates are without Form RT-3.
- g. Multiple rates are quoted against one item.
- h. Rates are mentioned elsewhere other than quotation (contained in Commercial Offer envelope).
- i. Brochure and / or literature on firm's technical / financial capability (in-house technical facilities / capacity i.e. husking, milling, processing, reprocessing, polishing machinery etc), on firm's letter head, is not submitted.
- j. Tender received late than appointed fixed date and time.
- k. Rice samples are not provided on the day of the tender.
- l. Offers (Technical / Commercial) containing amendments / corrections / overwriting.
- m. Offer made through Fax / E-mail / Cable / Telex.
- n. The offer(s) are found to be based on cartel action in connivance with other participants of the tender.
- o. Firm/supplier found out to be non-registered with FBR / not on active taxpayer list.

16. **Right Reserved.** CSD reserves full rights to accept or reject any or all offers including the lowest, cancel the tender in part or full and or delete any item / clause of this tender at any time without assigning any reasons and without any financial repercussions.

17. **Contract.** The successful bidders will be required to enter into a contract with CSD. The contract will be between two parties i.e. the Purchaser (CSD) and the Seller (Rice Mill) on Judicial Paper of Rs. 100/-, in accordance with the law of Contract Act 1872.

18. **Salient Terms and Conditions – Contract**

- a. **Purchase Order.** Procurement Division CSD will initiate "Purchase Order" for each consignment centrally. No supply would be made by the supplier as per schedule to tender (RT-1) to any CSD Zonal Depot automatically without issuance of purchase order.
- b. **Packing Material / Marking**
 (1) New polypropylene 50 kg bag will be used for packing of rice.
 (2) Every bag will be stenciled with variety of rice, net weight, gross weight and date of packing, name of the Rice Mill and its address / contact number.
- c. **Place of Delivery.** CSD Zonal Depots (Peshawar / Mandra / Lahore / Multan / Karachi).
- d. **Replacement of Defective / Damaged Stock.** Defective / damaged bags received at CSD Zonal Depots will not be accepted. Supplier will give free of cost replacement of such bags when asked by CSD Zonal Depots / Procurement Division.
- e. **Payment.** Payment will be made to the supplier by Head Office CSD, Rawalpindi on completion of **25 days** after the receipt of consignment. The supplier will submit bills to the concerned CSD Zonal Depots along with his supplies. The CSD Zonal Depots will forward the bill, duly supported by Receipt Voucher (RV), to CSD Head Office for payment, through fastest means within 3 working days after receipt of a consignment.
- f. **Tax.** Tax will be deducted from the bills as per Government rules. A certificate / clearance from Excise & Taxation Office to the effect that professional / trade tax has been paid by your firm will be provided to Finance Division, Head Office CSD by 31 Jul 2022.
- g. **Quality Control – Main Consignments**
 (1) The supplier is required to supply rice strictly in accordance with the approved specifications. In case the supplies are found not conforming to the approved specification/samples, the same would be replaced free of cost by the supplier, failing which CSD will be at liberty to purchase the same at the risk and expense of the supplier. Rice will be provided free of dust, stones, sticks, infested and foreign material.
 (2) For each consignment as per delivery schedule, CSD will draw composite sample from 12 tons advance / preliminary stock from the concerned Rice Mill(s) and carry out its laboratory testing at the cost of the supplier.
 (3) Later, on receipt of consignment at CSD Zonal Depots, composite samples will again be drawn in presence of representative of Rice Mill and sent it for laboratory testing. The verdict of such laboratories shall be a guideline only. Final decision with regard to the quality and subsequent acceptance or rejection will rest with CSD Head Office.
 (4) CSD may also accept or reject the consignment on the basis of visual inspection / cooking without resorting to laboratory test. The decision of CSD regarding quality shall be final and binding upon the Supplier.
- h. **Penalty.** If the supplier fails to deliver the consignment by due date or violates any other clause especially with regards to quality, CSD reserves the right to resort to following course of actions:-
 (1) Cancel the unsupplied quantity and purchase the same at the risk and expense of the supplier from the market.
 (2) Impose liquidated damages at a rate of up to 2% per month or part of the month of the value of unsupplied quantity of delay occurring due to unsatisfactory laboratory test, for the period exceeding the original delivery period.
 (3) Adopt any other appropriate course.
- i. **Blacklisting.** MD CSD would have the authority to Blacklist the Supplier on account of gross violation of contract agreement terms and conditions, provision of inferior quality rice and unsatisfactory Laboratory Test Report, which causes grave danger to human life and health. In such event, the contract agreement shall deem to have become Null and Void automatically.
- j. **Termination of Contract.** CSD will reserve the right to terminate the contract agreement on violation of contract agreement clauses by the supplier, especially with regards to quality/ rice specifications, and late delivery of supplies, without bearing any financial repercussions.

19. **Acknowledgement**. Please do acknowledge this invitation to tender even if you do not wish to quote for any item, stating reasons for NOT participating / quoting. It would indicate your interest to receive future invitations to tenders or otherwise.

Thanking you,



Lieutenant Colonel
Deputy Director Procurement-I
Muhammad Imran Alamgir (Retd)

