

Procurement Division
CSD Head Office
Muhammad Hussain Road
Rawalpindi Cantt
Tel No: 051-8771712
CSD/Ten/FG-1/Proc
22 Jul 2026

Subj: **Invitation to Tender – Grocery (Wheat) for the Period Aug 2026 to Mar 2027**

1. Sealed tenders are invited for supply of Whole Wheat to CSD Zonal Depot Mandra as per the following details:-

- | | | | |
|----|---------------------------------|---|-------|
| a. | Terms and Conditions | - | Anx A |
| b. | Specifications | - | Anx B |
| d. | Quantity and Schedule of Supply | - | Anx C |

2. **Schedule of Tender**

- a. **Tender No. and Date.** CSD/Wheat/01/2026 dated 15 Jul 2026.
- b. **Last Date/Time of Tender Submission.** 1100 hrs on 4 Aug 2026 at CSD Head Office Rawalpindi.
- c. **Date / Time of Tender Opening.** 1130 hrs on 6 Aug 2026 at CSD Head Office Rawalpindi.

3. CSD will not be responsible for any delay in transit of tender. Tenders received after due date and time will not be accepted. Bids received through fax will be rejected unless specifically asked for.

4. Firms / suppliers must be registered with FBR (active status).

5. Please do acknowledge this invitation to tender even if you do not wish to participate in the tender process. It would indicate your interest to receive future invitations to tender from CSD.

6. Please sign and stamp every page of the tender document, including all annexes and this page. The company's name, address, contact numbers, owner's name, and bank details must be provided on the company's official letterhead, along with the documents listed below.

- a. Owner CNIC
- b. Company profile
- c. FBR profile
- d. Last 3 months bank statements

7. Failure to provide the items/ documents specified in para 6 and Anx A shall result in disqualification.

8. The final contract shall be executed with the supplier awarded the tender.

9. Tender notice is also available on CSD website (www.csd.gov.pk).

Thanking you,

Lt Col
Deputy Direct Procurement-I
Asif Shamsher (Retd)
CSD (Ministry of Defense)

Supplier Name: _____

Official Stamp: _____

Authorize Signature: _____

Date: _____

TERMS & CONDITIONS

1. **Rates.** The rates quoted in the tender should be of 1 kg for net weight at suppliers' letterhead. The rates should be inclusive of all taxes / duties, cost of packing material, freight charges up to CSD ZD Mandra and Off-loading.
2. **Validity of Rates:** Quoted rates shall remain valid for 60 days.
3. **Submission of Tenders.** Tenders be addressed to Director Procurement CSD and marked as "Tender for Supply of Whole Wheat – Aug 2026 to Mar 2027" with red ink.
4. **Tender Fee.** A non-refundable bank draft / pay order amounting to **Rs. 2,000/-** (Rupees One Thousand only) as tender fee in favour of Head Office CSD will be attached with the tender. Tender received without tender fee will not be entertained / accepted.
5. **Earnest Money.** A bank draft/pay order in favor of **Head Office CSD**, equal to **2% of the total quoted value**, must accompany the tender as earnest money. Tender received without earnest money will not be accepted. The earnest money of unsuccessful bidders will be refunded, except for the second and third lowest bidders, which will be released after finalization of the tender. However, earnest money of defaulter suppliers will be confiscated.
6. **Cash Security.** The successful bidder will be required to deposit a cash security equivalent to **2%** of the contracted amount (refundable) through bank draft / pay order within 3 days from the date of issue of contract. Thereafter, CSD reserves the right to cancel the tender and award it to another party.
7. **Samples.** Tender must be accompanied with a **1½ kg sample**, which must be true representative of the stock to be supplied in consignments. Tender received without sample(s) will not be entertained / accepted.
8. **Validity.** The offer will be valid for 30 days from the date of opening. Offer once submitted cannot be withdrawn within validity period. Otherwise earnest money submitted will be confiscated.
9. **Quality Control**
 - a. Wheat must be of the highest quality in accordance with the specifications, attached as **Anx C.**
 - b. Wheat must be free of foreign matter (sand, gravel, dirt and stones, pebbles, straw, chaff, cockle, oil seeds and other non-poisonous seeds).
 - c. CSD reserves the right to accept or reject the consignment's stock supplied to CSD Zonal Depot on the basis of visual inspection/cooking test. In case the deviation from the specification / sample is very glaring and could be observed through naked eye, CSD can reject the sample merely on visual inspection.
 - d. CSD can also verify quality of the received consignment stock as per specifications through laboratory test from any recognized laboratory in Pakistan at the cost of supplier. The verdict of lab test, however, shall be a guideline only. Final decision with regard to the quality and subsequent acceptance or rejection will rest with CSD.
 - e. Rejected stock will not be accepted by CSD and returned to the supplier at his risk and expense.
 - f. For minor variations in quality, CSD will be at liberty to impose penalty up to Rs. 10/- per kg.
 - h. The decision of CSD Management with regards to quality shall be final and binding upon the supplier.
10. **Non-Acceptance of Lowest Bid.** Tender will be accepted keeping in view the quality / variety preferences and past record of the supplier. The lowest bid may therefore not necessarily be accepted.
11. **Variation in Quantity.** CSD reserves the right to increase or decrease the quantities mentioned in the tender by **±20%** without assigning any reason.

12. **Packing Material.** Packing material must be in sound condition, untorn with no patches and capable of withstanding rigorous conditions.
13. **Marking of Packing Material.** Every bag must be stenciled with the name of the manufacturer, net weight, gross weight and date of packing.
14. **Payment.** Payment will be made to the supplier by CSD Head Office, Rawalpindi, within 15 days after the stocks have been accepted by CSD. The supplier shall upload the bills through the CSD Supplier Portal, and payment will be processed only against the bills uploaded online by the supplier.
15. **Supply Schedule.** The successful bidder will be required to make the deliveries as per the quantity and schedule attached as **Anx C.**
16. **Review of Contract.** The contract will be reviewed after six months to assess prevailing market trends. A decision regarding the continuation of the contract will be made at that time.
17. **Income Tax.** Income tax will be deducted as per FBR Rules.
18. **Penalty on Delayed Supplies / Violation of Clause.** If the supplier fails to deliver the stock as per schedule or violates any other clause, CSD reserves the right to:-
- Cancel the unsupplied quantity and purchase the same from open market / other supplier at the supplier's risk and expense. OR
 - Impose a penalty up to Rs. 200,000/-. OR
 - Adopt any course of action, as deemed appropriate.
19. **Undertaking.** Successful bidders would be required to give an undertaking (on the firm's letterhead duly stamped and signed) that firm will supply Wheat as per approved sample(s) and delivery schedule failing which CSD reserves the right for taken actions as mentioned in para 18 above.
20. **Rights Reserved.** CSD Management reserves full right 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.
21. **Arbitration.** In case of any dispute or differences arising out of this agreement considered by either party or meaning, or on any term or condition of this agreement, shall be referred to the Director Procurement CSD, who shall be the sole arbitrator and whose decision shall be binding on both parties.
22. **Blacklisting.** MD CSD shall have the authority to Blacklist the Supplier on account of continuous gross violation of terms and conditions, provision of inferior quality/ unsatisfactory Laboratory Test Report if any, which causes grave danger to human life and health. In such event, the contract agreement shall deem to have become Null and Void automatically.

Supplier Name: _____

Official Stamp: _____

Authorize Signature: _____

Date: _____

SPECIFICATIONS

Ser	Description	Specification
1.	Crop	Current Season
2.	Colour	Golden
3.	Smell	No Persistent Bad Smell
4.	Taste	No Bitter Taste
5.	Foreign Material (Grains other than one being sold)	Upto 2%
6.	Insect Infestation	Nill
7.	Sound Grains	90% Max
8.	Moisture	Upto 10%
9.	Cooking Quality	Very Good

Supplier Name: _____

Official Stamp: _____

Authorize Signature: _____

Date: _____

QUANTITY AND SCHEDULE OF SUPPLY**1. Total Quantity:**

- a. 680 MT ($\pm 20\%$)

2. Delivery Station:

- a. ZD Mandra, RWP.

3. Delivery Period (100%):

- a. 25 Aug 2026 to 27 Feb 2027

4. Purchase Order:

- a. CSD HO Proc Div will issue purchase order

5. Delivery Schedule:

Ser	Delivery Period	Quantity $\pm 20\%$ (MT)
a.	25 to 31 Aug 26	65
b.	25 to 30 Sep 26	66
c.	25 to 31 Oct 26	66
d.	25 to 30 Nov 26	66
e.	25 to 31 Dec 26	66
f.	15 to 20 Jan 27	264
g.	20 to 25 Feb 27	87
Total		680

6. Delivery schedules provided at para 5 may be revised based on sales trends. The supplier will be informed of any changes accordingly.

Supplier Name: _____

Official Stamp: _____

Authorize Signature: _____

Date: _____