

-1-
TENDER DOCUMENTS FOR SUPPLY OF RICE AT PAKISTAN SCOUTS
CADET COLLEGE BATRASI

To: The Principal
 Pakistan Scouts Cadet College Batrasi
 Mansehra

Dear Sir,

1. The undersigned Firm of _____
having its office _____
is desirous of entering into contract for the supply of best quality Basmati Rice to Pakistan Scouts
Cadet College Batrasi Mansehra. We agreed to the following document forming part of contract.
 - a. Rate list for provision of best quality Basmati Rice
(attached as Anx 'A').
2. The undersigned undertake to furnish all supplies as described in the appendix to Form of
Tender (attached) in accordance with the condition of contract the specification and the unit price
quoted therein.
3. The undersigned have carefully read the conditions of the contract, the specifications and have
carefully checked the unit price. I accept full responsibility for any fault or negligence therein.

Acknowledged at _____ this day the _____

Name of Firm _____ Address _____

Signature _____ in the capacity of _____

duly authorized to sign tender for and on behalf of the firm (valid power of
attorney to be enclosed to sign on behalf of the Company).

NOTICES TO PERSONS TENDERING

1. Alterations to prices mentioned in this tender are to be avoided. If any alteration/amendments
becomes necessary, that must be legible and certified by the initials of the person tendering.
2. The contractor shall not offer or give or agree to give, to any person any gift of any kind as an
inducement or reward for doing, or for bearing to do, for having done or forbearing to do any act in
relation to obtaining or execution of this or any other contract or for showing, or for bearing to show
favour or disfavour to any person in relation to this or any other contract.

Contd on P/2)

APPENDIX TO THE FORM OF TENDER

Date for submission of Tender	<u>24 SEPTEMBER 2026 Before 1130 hrs</u>
Amount of Earnest money	02% of total Tender Amount to be deposited in the shape of Bank Draft/Pay order payable at NBP/UBL Uttershisha Branch in the name of Principal PSCC Batrsasi, alongwith Tender Form which will be released in case of rejection of the tender or in case of acceptance the same will be released after receipt of Security.
Period of Contract	12 Months wef the date of execution of contract
Approved Bank	National Bank of Pakistan

Bids Evaluation Criteria:

- Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the lowest evaluated bid, the above criteria shall be taken into consideration of bids.
- Bidder must submit authorization letter as evidence of their level of relationship (i.e. partner, distributor and reseller). This letter is to be obtained from the Original Equipment Manufacturer (OEM) and should be valid for delivery of this contract.
- Detailed bids are to be submitted on Firm's letter-head duly signed by an authority/Signatory of the Firm. It must also include following documents pertaining to the Firm:
 - Record of taxes deposited in last one year / Audit Report.
 - Income and Sales tax certificates. (Copies)
 - Company profile.
 - Bank statement for last one year / Bank credit limit / Balance Sheet.
 - Where to subject services provided in last 3 years.
 - Quality Certification(s) - if any.
 - Non-black listing record certificate on stamp paper.
 - PSCC Batrasi reserves the right to reject partial quotes.

OTHER TERMS AND CONDITIONS

1. The Terms & Conditions are as under:-
No bid will be considered if:-
 - a) Received without required documentation or found incomplete.
 - b) Received later than the date and time fixed for Tender submission.
 - c) The bid is unsigned/unstamped.
 - d) The bid is signed/stamped by the unauthorized agent of the Firm/Company.
 - e) The bid is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization/PSCCB.
 - f) The bid is received by telephone/telex/fax/telegram.
 - g) In contradiction with the specification given by the PSCCB.
 - h) Offer received with shorter validity than required in the tender.
2. You are required to send your Bids addressed to Principal Pakistan Scouts Cadet College Batrasi, Mansehra latest by **24 September 2026 1130 hrs.** You may also send your tenders through registered A/D mail addressed to Principal Pakistan Scouts Cadet College Batrasi, Mansehra, which must reach before the closing date and time mentioned above .**Tenders will be opened at 1200 hours** the same day in the presence of tenderers.
3. Tenders received after stipulated date & time shall not be considered. The PSCCB will not be responsible for postal delays. The decision of Principal Pakistan Scouts Cadet College Batrasi, Mansehra in this respect shall be final and binding.

4. Bidding Documents processing fee must be provided physically in original at the time of bid opening in the shape of pay Order/Bank Draft of Rs. 5000/- (non-refundable) in favour Principal Pakistan Scouts Cadet College Batrasi Mansehra.
5. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax eligible to apply.
6. Bidders will have to produce the proof of being a Tax Filer with FBR.
7. Income tax as applicable and announced by the Government of Pakistan will be deducted at source and GST.
8. The tender must accompany earnest money a Pay Order payable 2% of the total value of the bid in the form of DD (refundable) drawn in favour of Principal PSCC Batrasi. Any tender without Earnest Money shall not be considered and Earnest Money in any other shape shall not be accepted.
9. The rates must be quoted as per pattern and in PKR.
10. a) **Prices should be valid for 90 days.**
b) **PRICES: Price shall not be changed after placement of order in any condition.**
11. Any attempt by bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
12. PSCCB reserves the right to accept or reject any or all bids as per PPRA Rules 33.
13. In case of Advance payment, successful bidder has to submit Bank Guaranty from a schedule Bank of equal requested advance amount, otherwise no advance payment shall be permissible.
14. The Purchase order will be awarded to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to supply the item(s), the earnest money will be forfeited and the firms will be banned for business with PSCCB.
15. Ready stock will be given preference.
16. In case of delay in delivery, penalty will be imposed as per PSCCB Purchase Order/Contract.
17. In case lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder and same principle for 3rd, 4th lowest bidders and so on risk and expense of the supplier.
18. In case of defects/non-compatibility/sub-standard at any stage (from supply till validity of warranty period), PSCCB will inform the bidder within 15 days-time and the bidder will arrange for replacement of the item(s) within 15 days' time. In case of non-compliance, PSCCB will arrange the Basmati Rice from alternate source(s) and the charges/expense incurred on the equipment/part(s) will be deducted from the earnest money/invoice/performance Guarantee of the vendor.
19. Applicable Income Tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR, however, PSCCB will be final authority to accept or reject the exemption certificate and the vendor may claim refund from Tax Authorities/FBR.
20. In case of any holiday is announced by the Government OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
21. In case, two equal bids are received, bid of that contender will be given preference, who will offer more discount on the said items.
22. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
23. The currency of the quotation would be in Pakistan Rupees only.
24. In case of calculation error, the unit price will be considered as valid.
25. Any proposal/tender received by PSCCB after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
26. In case a firm/company submits two bids/options against our tender; the bid with the lowest value/amount will be considered.
27. Payment will be made as per actual quantity provided/supplied and accepted.
28. PSCCB is authorized to vary quantities at the time of establishing the contract or as decided latterly according to its requirement and budget as per PPRA rules.
29. Do not submit any other document other than demanded.

30. The price shall mean Free Delivery to consignee without any additional charge, but including all taxes. Transportation charges will be borne by contractor. Delivery time is 15 days after placement of order.

31. **ARBITRATION**

All matters of dispute or differences arising out of the agreement, the settlement of which is not otherwise specifically provided in the agreement, shall be referred for Arbitration. The Principal PSCC or his nominee shall act as sole arbitrator whose decision shall be final and binding. The services under this agreement shall continue during the proceedings before the said authority and no payment due to or payable by PSCC shall be withheld on account of such proceedings. The seat of the arbitration shall be at Principal PSCC Batrasi Office. The parties hereto agree to the exclusive jurisdiction of court at Mansehra.

32. **DISCLOSURE CLAUSE**

- a) Contractor hereby declares that he has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.
- b) Any notice required or permitted to be given pursuant to this contract shall be given or sent by Registered AD or courier of repute to the respective parties at the following address.

33. **FORCE MAJEURE**

Except as provided under this agreement neither party shall be liable for any failure nor delay in performance of their obligation if such is caused by any event beyond reasonable control, including, fire, act of God, act of public enemy, war, rebellion, accident, act of state, civil commotion, embargoes. The parties shall, however, inform each other in such an event at the earliest opportunity.

34. **ANNEXURES / SCHEDULES**

For all intent and purposes, Annexure / Schedules to this agreement shall form integral part of this agreement and the contractor shall be bound to comply with the terms and conditions incorporated in these Annexure / Schedules. Any deviation from the terms and conditions stipulated in the agreement and Annexure / Schedules shall be deemed as a violation of the agreement which may lead to imposition of penalty and/or termination of agreement.

35. **RECOVERIES**

When any amount is recoverable from the Contractor under any provision of this contract, **Principal PSCC Batrasi** shall be entitled to deduct any such amount from the pending bills of the contractor, whether due in respect of this agreement and / or from the Security Deposit or any other amount of the Contractor lying with PSCCB and the Contractor shall have no objection on deduction of the same.

36. **INSPECTION/TESTING**

PSCC Inspection Committee will inspect and test the supplied Basmati Rice as per samples after arrival at the premises.

37. The Contractor shall submit sample of Basmati Rice to store; he proposes to submit for inspection for which he will quote rates.

38. When any sum of money is recoverable from the contractor due to any default under the agreement or otherwise, **Principal PSCC Batrasi** shall be entitled to deduct the amount either from the pending bills of the Contractor or from security deposit made by the contractor.

39. Should the contractor be adjudicated insolvent or made to enter into any arrangement for composition with the creditors or be wound up, either compulsorily or voluntarily, or commit any breach of this contract (not herein specifically provided), **Principal PSCC Batrasi** shall have the right to terminate the contract forthwith, In which case the contractor shall be liable to pay to **Principal PSCC Batrasi** for any extra expenses which **Principal PSCC Batrasi** may incur, but shall not be entitled to any gain or compensation from **Principal PSCC Batrasi**.

40. Any bribe, commission, gift, advantage given, promised or defrayed by or on behalf of the contractor or his **representative**, agent or servant or any one on his behalf to any officer, servant, representative of PSCC relating to the obtaining or to execution of this or any other contract with PSCC showing or forbearing to show favor or disfavor to any person in relation to this or any other contract as aforesaid shall subject to the cancellation/termination of this contract and or any other contract with PSCC and also to the payment of amount.

41. The above conditions are accepted by the undersigned.

Signature of Contender_____

Name of Contender _____

Name of firm _____

Address _____

I.D Card NO_____

(Copy to be attached)

Official Stamp _____

Contact Information :_____

RATE LIST

The rates offered by the undersigned for providing the best quality under mentioned items for the Cadet Mess of Pakistan Scout Cadet College Batrasi Mansehra, are as under: -

S.No	Name of Items	Qty	Rate
1	Rice Steam Basmati (1509)	Per Kg	
2	Rice Steam Basmati Kainat 1121	Per Kg	

Signature of contender: _____

Name of Contenderer _____

Name of firm: _____

Address: - _____

I.D Card NO _____

(Copy to be attached)