

PJ-ABS-177

6/17/92

**PRO-FORMA TENDER DOCUMENTS
FOR DOMESTIC PROCUREMENT OF FOODGRAINS**

Committee for Internal Procurement through Tender

Ministry of Food

October 29, 1992

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DOC-1

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF FOOD
DIRECTORATE GENERAL OF FOOD
(Directorate of Supply Management - Procurement Cell)

INVITATION OF TENDER AND INSTRUCTIONS TO TENDERERS

TENDER NO. _____ Date _____

NOTE: Though this tender invitation is issued in the name of and the Tender Form is addressed to the Secretary, Ministry of Food, Government of Bangladesh, the envelop containing the Tender and all subsequent communications, written, telephonic or by electronic means are to be addressed and delivered to:-

The Director General of Food
(Directorate of Supply Management - Procurement Cell)
16, Abdul Ghani Road
Dhaka-2
Telex No. _____
Fax No. _____
Telephone Nos. _____

All communications must be addressed to the officer named above by title and designation only and not by name.

NOTE

(This Tender Schedule may be obtained by interested parties against deposit (non-refundable) of Tk 500/- (Five Hundred only) from cash section, Directorate of Food, 16, Abdul Ghani Road, Dhaka-2, or from the Regional Controllers of Food in Chittagong, Rajshahi and Khulna. Tenderers must attach the cash receipt for the purchase of the schedule with the completed tender.

BEST AVAILABLE DOCUMENT

FROM: THE SECRETARY TO THE GOVERNMENT OF BANGLADESH,
MINISTRY OF FOOD,
DIRECTORATE GENERAL OF FOOD,
DHAKA

TO: MESSRS _____

BANGLADESH.

Dear Sir/Sirs,

On behalf of the Ministry of Food, Government of Bangladesh, I invite you to tender for the supply of the stores detailed in the attached schedule. Your attention is drawn in particular to the specifications of the commodity detailed in the schedule which must strictly be adhered to. No variation to the specifications described in the schedule is allowed unless so written in the schedule itself. The schedule and the Tender form is enclosed for your careful scrutiny.

2. Specifications: Standard specification of the stores are detailed in the attached specification sheet with the schedule. In case of rice, Bangladesh standard specification for Grades of Milled Rice (First Revision) issued by Bangladesh Standards and Testing Institution, 116/A Tezgaon Industrial Area, Dhaka-8 describing in detail the Bangladesh standard 952:1981 is to be strictly followed. For full details, you are advised to familiarize yourself thoroughly with this publication. The salient features of this publication are attached with the tender schedule as Document 7.

3. Preparation of Tender:

- a) The schedule should be returned intact, whether you are quoting for any or all item or not. No page should be detached, but when items are not being tendered for, the corresponding space should be deleted by some such words as "Not Quoted:
- b) In the event of the space on the schedule form being insufficient for the required purposes, additional pages may be added. Such additional page/pages must be numbered consecutively, bear the tender no. on each page, and be fully signed by you on each page. In such cases, a statement must be made in the tender form indicating that additional page/pages have been added.
- c) Should you feel it necessary to give additional information or any modifications of the schedule, you should communicate the same by means of a separate letter sent with the tender. On no account will any over writing/printing be done on the supplied tender form on account of such a necessity.

4) Signing of Tender:

- a) The tender is liable to be ignored if complete information is not given therein or if the particulars and date (if any) asked for in this schedule to the Tender are not fully filled in. Particular attention must be paid to delivery date and also to the details referred to in the conditions of contract as the supplier has to comply with these requirements.
- b) Individuals signing tender or other documents connected with the contract must specify:-
 - i) Whether signing as "Sole Proprietor" of the firm or his attorney.
 - ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
 - iii) Whether signing for the firm "Per Procuration".
 - iv) In case of companies and firms registered under specific Acts of Bangladesh, the capacity in which signing must be indicated eg. Chairman, Managing Director, Executive Director, Secretary, Manger, partner etc. or their attorney and produce copy of document empowering him/her to do so if called upon. A certified copy or photo-copy of the Certificate of Incorporation should also be attached for registered companies.

NOTE: IN CASE OF UNREGISTERED FIRMS, ALL THE MEMBERS OR AN ATTORNEY DULY AUTHORIZED BY ALL OF THEM OR THE MANAGER OF THE FIRM SHOULD SIGN THE TENDER AND OTHER SUBSEQUENT DOCUMENTS.

5. Delivery of Tender: The original copy of the tender is to be enclosed in a double cover. The inner cover should be sealed and the enclosed slip should be pasted on it. The outer cover should bear only address of this office without any indication that there is a tender within. The right to ignore any tender which fails to comply with the above instruction is reserved. All out station tenders should be delivered by registered post or reputable courier service. Only one tender should be included in one cover.
6. Latest Hour for Receipt of Tenders: Your tender must reach this office not later than the time and date mentioned in the tender. No tender will be accepted at a later time and date mentioned in the notice.
7. Opening of Tender: You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and place as specified in the schedule.

8. Price:
- 1) The price quoted must include packing material. Prices are to be quoted in Bangladesh Taka and indicated clearly in figure and words. No overwriting, indistinct or smudged writing is allowed. Tender thus written or typed may be ignored.
 - ii) Units of weights and measures are those statutorily enforced in Bangladesh i.e. standard S.I. units.
9. Packing: Packing material must confirm strictly to the one specified in this schedule.
10. Delivery Terms: The delivery of the stores is required as stated in the schedule to tender.
11. Notice of Delivery: Notice of delivery stating anticipated day of delivery and quantity of all or part of the stores to be delivered shall be passed on by contractor within 7 days prior to actual delivery.
12. Weighing: The whole shipment, whether one shipment or a number of partial shipments up to the total quantity tendered for, shall be weighed at time of delivery. Contractors shall have the right to be present during weighing. Any deficiency on the stated weight of the consignment shall be paid for by the Contractor, and any excess over the stated weight of the consignment shall be paid for at contract price, provided such excess weight remains within the limit of the total quantity tendered for.
13. Sampling & inspection: Samples shall be taken during actual delivery at the DGF godown according to procedures described in Document 8. These procedures shall apply to each shipment.
14. Insurance: Contractors may, at their option, provide insurance for all stores stored, handled and transported by them until the time of delivery at the location named in the schedule to tender. Ministry of Food assumes no liabilities, due to whatever natural or man-made cause, prior to the actual delivery.

15. Strikes/Natural calamities:

- a. Should delivery of stores or any part thereof be prevented at any time during the last 10 days of guaranteed time of delivery by reason of riots, strikes, road-blocks, floods, cyclones and/or other natural calamities, preventing the contractor from meeting the guaranteed delivery time, then contractor shall be entitled, after termination of such interruptions, to as much time for shipment as was left for shipment under the tender schedule prior to the outbreak of the unforeseen interruption. This delay shall not exceed 10 days. In case of non-delivery under the above circumstances, and if contractor has claimed an extension under para b of this clause, the date of default shall be similarly deferred.
- b. Contractor shall send notice by cable or telex not later than 2 business days after the last day of guaranteed time of delivery if he intends to claim an extension of time for delivery under para a. Such notice shall state the location from which the consignment was intended to be made and if such extension is claimed the consignment, after expiry of the delivery period, shall only be made from such location. All such notices shall be passed on in due course.
- c. The certification of the effective duration of the strikes or calamities shall be made by the District Administration.

16. Default: In default of fulfillment of tender by either party, the other, at his discretion, shall, after giving notice by letter, telegram or telex, have the right to sell or purchase as the case may be, against the defaulter and the defaulter shall make good the loss, if any, on such purchase or sale on demand. If the party liable to pay be dissatisfied with the price of such sale or purchase or if the above right is not exercised and damages cannot be mutually agreed, any damages, payable by the party in default shall be settled by arbitration.

17. Price: The Secretary, Ministry of Food, Government of Bangladesh does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rate quoted.

18. Acceptance by the purchaser will be communicated by telegram, letter by post, by recognized courier service by fax or by electronic means as is convenient. The formal acceptance of tender will be communicated to you by any or all of the above means as is convenient, but the instructions contained in the communication should be acted upon immediately so as comply with the delivery terms of tender.

19. Payment: Upon issuance of a WQSC, certifying quality and quantity of the goods received, supplier may collect payment from the bank designated by DG Food.

For and on behalf of the PRESIDENT
of the People's Republic of Bangladesh

(Designation of the Officer Tendering)

(Director of Procurement)
Directorate General Food
16, Abdul Ghani Road, (Khadda Bhaban)
Dhaka-2.

DOC-2

(Directorate General of Food)

TENDER NO _____ DATE _____ 19 _____

Contractor's Fax/TLX No. _____
Address _____
Telephone Nos. _____
Telegraphic Code _____

From: _____

To: The Secretary to the Government
of the People's Republic of Bangladesh,
Ministry of Food,
(Directorate General, Food)
Dhaka

Dear Sir,

I/We hereby offer to supply to the Secretary, Ministry of Food (Directorate General, Food), the stores detailed in the schedule hereto or such portion as you may specify in the Acceptance of Tender at the price given in the said schedule and agree to hold this offer open and valid till _____ 19

2. I/We shall be bound by a communication of acceptance despatched within the prescribed time.
3. I/We have fully understood the instruction to Tenderers and Conditions of Contract including the income tax liabilities under present and prevalent laws of Bangladesh. I/We have thoroughly examined the specifications of the stores described in the schedule or in any attached document to the tender and my/our offer is to supply the stores strictly in accordance with your requirements in respect of specifications, guarantees and delivery time.
4. The following pages have been added to the tender schedule

Yours faithfully,

*(Signature of Tenderer)

Address _____

Dated _____ 19

Signature of Witnesses with address:

- 1.
- 2.
- 3.

Strict compliance with para 4 of the
Invitation to Tender is essential.

DOC - 3:

SCHEDULE TO TENDER NO. _____

DUE BY _____ HRS BST ON _____ 199__

The tender shall remain open for acceptance till _____ hrs. Bst On _____ 199__

Item No.	Filled in by DG Food					Tenderers to Fill in					
	Delivery Location	Commodity (atop or parboiled rice)	Shape (Fine, Medium, Coarse)	Grade (BDS 952: 1981)	Quantity Tendered For (M.T.)	Quantity offered*		Price per MT, with gunny bags		Total value in Ta including gunny b	
						In Number	In Words	Number	In words	In Numbers	In Words
1											
2											
3											
4											
5											
6											
7											

* The minimum quantity offered for each item is 300 metric tons.

Witnesses with Address

Authorized signature with seal of firm quoting.

- 1.
- 2.
- 3.

BEST AVAILABLE DOCUMENT

DOC-4 NOTES TO TENDER SCHEDULE

1. You must quote price, quantity and value in both number and in words.
2. The prices must be kept firm and the offer valid for _____ days from the date of opening of tender.
3. An earnest money as per the following schedule in the form of a Bank Draft/Pay order from any scheduled Bank of Bangladesh favoring "Director General, Food, Dhaka" is to be attached with the tender.

a) Up to Tk.4 million	1.5% of the quoted amount
b) Above 4 million up to 6 million	Tk 75,000/=
c) Above 6 million up to 8 million	Tk 90,000/=
d) Above 8 million up to 10 million	Tk 120,000/=
e) Tk 10 million and above	Tk 150,000/=
4. This schedule is to be returned to the undersigned on the date of opening of tender letter filled or blank. Otherwise, the authorities reserve the right to take appropriate legal action against the firm purchasing the tender.
5. The delivery of the stores specified may begin as from _____ and must be completed by _____ 19__.
6. Unless otherwise stated, packing must conform to the specifications outlined in the specification sheet.
7. The Secretary, Ministry of Food, may increase or decrease the quantities tendered or may accept or reject any or all tenders without assigning any reasons.
8. The contractor must pay income tax/VAT at the specified rate under the prevailing laws of Bangladesh under all bills arising out of this tender.
9. All papers/documents of this tender submitted must be signed and affixed with the Firm's Stamp bidding the tender.
10. All costs of transport and handling up to the delivery location are to be borne by the contractor.

For Director General, Food.
Director of Procurement

DOC-5

DIRECTORATE GENERAL, FOOD

TENDERERS MUST SUPPLY THE FOLLOWING INFORMATION

1. Do the commodities supplied conform to specifications detailed in the specification sheet? Yes/No
2. Have the commodities been tested in a testing laboratory or with relevant department of Directorate General Food? Yes/No
If so, please name the laboratory/agency/station and attach a test certificate: _____
3. Earliest date by which delivery can be effected: _____
4. Guaranteed date of last delivery: _____
5. Gross weight of each bag: 76 kg.
Net weight of each bag: 75 kg.
6. Is the consignment insured in transit against loss or damage up to destination. Yes/No
If so, quote cover note and Insurance Company's name and address.

7. Do you agree to the inspection clause as stipulated? Yes/No
8. State your Bank's full address and your firms account no.

9. Stocks in hand at this time consist of:
a) Held by us _____ quantity in MT
b) Held by Messrs _____ quantity in MT over which we have secured an option.
10. Raw materials (Paddy) held in stock by us is _____ MT. We propose to mill this in _____ Mill whose milling capacity is _____ MT/day located at _____
11. Business name and constitution of tendering firm, if the firm is registered under:

i) The Companies Act, 1932 as modified and adopted in Bangladesh.

ii) The Partnership Act, 1932 as modified and adopted in Bangladesh.

iii) Any Act, if not, who are the owners. Please give full details.

(A copy of Certificate of Incorporation of Registered Firms should be attached with the tenderer)

12. Indicate your firm's Membership of any registered chamber, Trade Body, Association. Please attach a copy of membership registration certificate.

Authorized Signature for and on behalf of
the firm with the official stamp

Dated _____ 19__

DOC-6

List of Authorized Inspection Agencies

The following are the enlisted inspection agencies to the Ministry of Food, Govt of Bangladesh. In the event of an appeal, a tenderer may choose any one of the following agencies to inspect his consignment at his/their option. In the case of an appeal, the inspection fees will be paid for by the supplier.

The inspection procedures will be as per Bangladesh standard as out lined in BSTI hand book "Specification for Grades on Milled Rice."

Name of the Inspection Agency

Address with Telephone Number

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

List available from DG Food.

SPECIFICATION SHEET
(GRADES ON MILLED RICE)

1. Rice shape: Rice supplied must conform to one of three standard shape classifications - fine, medium and coarse. These are defined as followed:

a) Fine (slender): Rice with whole milled kernels having length/breadth ratio 2.8 and above.

b) Medium (bold): Rice with whole milled kernels having length/breadth ratio between 2.1 and 2.7.

c) Coarse (round): Rice with whole milled kernels having length/breadth ratio of 2.1 or below.

Common varieties falling within these shape classifications include the following. This listing is not exhaustive, and other varieties not listed are also acceptable within these shape classifications so long as they conform to the definitions above.

a) Fine: Jhingashail, Latashail, Bribalam (BR7), Shahibalam (BR16), IR-28 (BR6), Kataribhog, Joshua, Mohini (BR15), Progoti (BR10).

b) Medium: IR-8, Chandina (BR1), Brishail (BR4), Mukta (BR11).

c) Coarse: Banshful, Tepi Hai.

2. Rice grades: The specifications of the milled rice must conform to any one of the grades as per BDS 952: 1981 issued under authority of Bangladesh Standards and Testing Institution: The different grades are shown below:

WHITE RICE (RAW RICE/ATAP RICE) EDS 952: 1981

Item No	Grading Factors	Grade Requirements				Method of Tests
		Grade I	Grade II	Grade III	Grade IV	
1.	Moisture percent by Mass (max)	14.0	14.0	14.0	14.0	Refer to Appendix -A to BSTI Hand Book, Bangladesh Standard Specification for Grades on Milled Rice (First Revision) Aug 1987, except for determination of moisture which can be measured by a portable resistance type moisture meter with a minimum accuracy of \pm 0.5%. For any dispute, the BSTI method takes precedence.
2.	Head Rice Percent (min)	90.0	85.0	75.0	68.0	
3.	Big Brokens, percent (max)	8.0	12.0	20.0	25.0	
4.	Broken and Small brokens percent (max)	2.0	3.0	5.0	7.0	
5.	Damaged grain percent (max)	0.5	1.0	2.0	3.0	
6.	Contrasting varieties percent (max)	2.0	5.0	10.0	15.0	
7.	Chalky/immature grain percent (max)	1.0	2.0	3.0	4.0	
8.	Paddy (grain per 1000 gm)	1.0	2.0	3.0	4.0	

9.	Foreign matters percent (max)	0.2	0.3	0.5	1
10.	Degree of Milling	Extra well milled rice	Well milled rice	Reasonably Milled rice	Under milled rice

Notes to the table:

- (a) The grade requirements are expressed in percentage by mass except for paddy seed.
- (b) Milled rice which does not meet any specific grade requirement for any of the grades in the above table shall be graded as substandard.
- (c) The definition of terms used for the purpose of the above standard specification are given in Annex 1.

BEST AVAILABLE DOCUMENT

✓
Parboiled Rice

BDS 952: 1981

Item No	Grading Factors	Grade Requirements				Method of Tests
		Grade I	Grade II	Grade III	Grade IV	
1.	Moisture percent by mass (max)	14.0	14.0	14.0	14.0	Refer to Appendix-A to BSTI Hand Book "Bangladesh Standard Specification for Grades on Milled Rice (First Revision) 1987" except for determination of moisture which can be measured by a portable resistance type moisture meter with minimum accuracy of +0.5% For any dispute the BSTI laboratory method takes precedence.
2.	Head Rice percent (min)	95.0	90.0	85.0	80.0	
3.	Big Brokenes percent (max)	4.0	8.0	12.0	16.0	
4.	Brokenes and small Brokenes percent (max)	1.0	2.0	3.0	4.0	
5.	Damaged grain percent (max)	0.5	1.0	2.0	3.0	
6.	Contrasting varieties percent (max)	2.0	5.0	10.0	15.0	
7.	Paddy seed grain per 1000 gm	1.0	2.0	3.0	4.0	
8.	Foreign matters percent (max)	0.3	0.4	0.5	1.0	
9.	Degree of milling	Extra well Milled	Well Milled	Reasonably well Milled	Under Milled	

Notes to the table:

- (a) The grade requirements are expressed in percentage by mass except for paddy seed.
- (b) Milled rice which does not meet any specific grade requirement for any of the grades in the above table shall be graded as substandard.
- (c) The definition of terms used for the purpose of the above standard specification are given in Annex 1.

3. Gunny Bags:

a) Specification: Gunny bags 44"x26.5", 2.25 lb., 6x8 HD, OHDS, 3 blue stripes, 300 pcs per bale is to be used for packing the rice. This bag must conform to specification as per BDS 906: 1976 issued in June 1982.

b) Stitching: The packed bags are to be stitched by standard mechanical sewing machine. If not, hand stitching will be done at 1 stitch per running inch, i.e. 26 stitches per bag minimum. Tenderers are to re-stitch the bags at their cost if the stitching is not up to the standard.

c) Weight per bag: Bags are to be packed @ 75 kg net per bag or 76 kg per bag gross and stitched as per specification in para 3.

ANNEX-1

STANDARD SPECIFICATION FOR MILLED RICE

1. DEFINITION OF TERMS

The definition of terms given under is conform to the terminology defined by the Bangladesh Standards and Testing Institution. For the purpose of the standard given in the tender document, the following terms relating to milled rice are hereby defined as follows:

- 1.1 Paddy: Rice in husk after threshing.
- 1.2 Husk: Outer thick protective cover of paddy also known as hull.
- 1.3 Milled rice: Paddy from which the husk has been removed and separated and the germ and layers of bran wholly or partly removed and separated from the kernels.
- 1.4 Kernel: Edible portion of the grain.
- 1.5 Germ: Embryo situated at one end of the grain.
- 1.6 Chalky kernel: Kernels whole or broken, one half or more of the surface of which is white like the color of chalk.
- 1.7 Immatured kernel: Kernels whole or broken, which are unripe and under developed.
- 1.8 Damaged kernel: Kernels whole or broken, which are distinctly damaged by insects, water, fungi or any other means which materially affect the quality of the grains.
- 1.9 Contrasting classes: Kernels, whole or broken, or varieties or classes of rice other than the variety or class designated, wherein size and shape of kernels differ distinctly from characteristics of kernels by the variety or class designated.
- 1.10 Degree of milling: A value expressed with reference to the removal during milling of the germ, the outer and inner bran layers.
- 1.11 Head rice: The head rice or whole kernels shall be kernels of milled rice of not less than 8/10th of the length of grain. The head rice shall be determined by the use of indented plates, perforated sieves or hand picking.
- 1.12 Commercially objectionable foreign odour: Odours which are entirely foreign to rice and which because of their presence render rice unfit for its normal commercial usage.

- 1.13 Insect-free rice: Rice which does not contain live or dead weevils or other insects, insect webbing or insect refuse.
- 1.14 Adulteration: Alteration of the composition of the milled rice by any means whatsoever so that the resulting mixture or combination is not of the nature prescribed its color quality or flavor is injuriously affected or its bulk or mass adversely affected. Parboiled kernels in non-parboiled rice or vice-versa will be considered as adulteration.
- 1.15 Foreign material: All matter other than rice kernels, rice polishing and paddy.
- 1.16 Parboiled rice: Rice which before milling has received hydrothermal treatment (soaking and steaming) to gelatinize all or part of the grain's starch and then dried.
- 1.17 White rice: Rice which has not received hydrothermal treatment.
- 1.18 Broken rice: Pieces of kernels having its length 2.5/10th or more of the average length of the unbroken kernels. Broken rice shall be of two types namely (a) Big Broken (b) Small Broken as defined below :
 - (a) Big Broken: Pieces of kernels having its length 5/10th or more of the average length of the unbroken kernels.
 - (b) Small Broken: Pieces of kernels not exceeding the 2.5/10th of the average length of the unbroken kernels of the variety concerned.

2. SIZES AND SHAPE OF MILLED RICE

- 2.1 Milled rice shall be of the following three classes according to grain size:
 - (a) Long grain: Rice with 80 percent or more of whole milled kernels having a length of 6.0 mm and above.
 - (b) Medium grain: Rice with 80 percent or more of whole milled kernels having a length of 5.0 mm to 5.99 mm.
 - (c) Short grain: Rice with 80 percent or more of whole milled kernels having a length of 5.0 mm.
- 2.2 Rice shall also be of the following three types of shape:
 - (a) Fine (Slender): Rice with whole milled kernels having length/breadth ratio 2.8 and above.
 - (b) Medium (Bold): Rice with whole milled kernels having length/breadth ratio between 2.1 and 2.7.
 - (c) Coarse (Round): Rice with whole milled kernels having length/breadth ratio of 2.1 or below.

3. PROCESSING

3.1 Milled rice shall conform to any of the following degree of milling:

- (a) Husked rice: Paddy from which the husk has been removed. Also known as brown rice 'cargo rice' 'hulled rice' 'loonzain rice', and 'anramato rice',
- (b) Undermilled rice: Paddy from which the husk, a part of the germ and all or part of the outer bran layers, but not the inner bran layers, have been removed.
- (c) Reasonably well milled rice (Medium milled rice): Paddy from which the husk, the germ (part of the germ in the case of round rice), the outer bran layers and the greater part of inner bran layers have been removed but parts of the lengthwise streaks of the bran layers may still be present on not more than 80 percent of the kernels.
- (d) Well milled rice: Paddy from which the husk, the germ (part of the germ in the case of round rice), the outer bran layers and the greater part of the inner bran layers have been removed, but parts of the lengthwise streaks of the bran layers may still be present on not more than 10 percent of the kernels.
- (e) Extra well milled rice: Paddy from which the husk, the germ (part of the germ in the case of round rice) and the bran layers have been completely removed.

4. GRADES

4.1 Each class of milled rice shall be divided into four distinct grades on the basis of the composition and quality factors as specified in BSTI grade requirements table.

1. Delivery Conditions

- 1.1 The contractor shall deliver the grain at the receiving depots listed in the tender document where inspection and grading of the grain will take place. Inspection at the tenderer's godown is optional (see 3.1 below).
- 1.2 The contractor shall deliver the grain in bags in accordance with the following specifications detailed in Document-7. Every bag will be stencil-marked by the tenderer with the following information:
 - (a) Tender Order No. and Date
 - (b) Name of the Firm/Trader/Company
 - (c) Date of Milling.
- 1.3 The tenderer shall be responsible for the safety of the goods until these have been unloaded at the godown of the receiving depot specified in the tender schedule.
- 1.4 The tenderer shall notify the receiving depot specified in the tender schedule, by the fastest means possible and not later than 5 days prior to actual delivery, and indicate the date of delivery, the number of trucks/wagons or boats carrying the grain to be delivered and the total number of bags and their weight, so as to allow the receiving depot to make all necessary arrangements for receiving the grain.
- 1.5 The tenderer shall ensure that trucks/wagons or boats carrying the grain will be free from contaminants such as chemicals, fertilizers, or any other toxic material which will adulterate the grain being delivered. Contaminated bags must be rejected at the receiving depots during inspection.
- 1.6 The tenderer shall provide sufficient number of tarpaulins for each truck/boat to cover the bags of foodgrains at the receiving depot during the rainy season and shall be responsible if the foodgrains are damaged by rain prior to its off-loading and receipt at a designated godown.
- 1.7 Consignments will be off-loaded and stacked separately at the receiving depot to ensure the proper identity of the grain. Every bag off-loaded and stacked will be marked individually at the receiving depot in accordance with DGF procedures.
- 1.8 Upon arrival at the receiving depot, the tenderer will receive a Loading/Unloading Advice (LUA) from the responsible DGF officer. This LUA will serve as an authorization to the tenderer to unload the grain in a designated godown. The LUA will be completed by the respective officers of the DGF in accordance with the existing procedures. After countersigning the LUA, the tenderer or his representative will receive one copy of the LUA which will serve as a written statement on the part of the DGF regarding the quantity and number of bags having been received from the tenderer.

2. Inspection and grading conditions

- 2.1 The DGF will, at its option, perform the inspection with its own staff or nominate an external, independent Inspection Agency to inspect the consignment at the time of delivery. The designated inspectors will provide an assessment as to whether the grain delivered meets the grade specifications stipulated in the tender schedule. DGF will bear the costs of this inspection. Any inspection undertaken by the contractor at his godown is optional and the costs of such inspection will not be reimbursed by the DGF nor will such inspection construe any liability on the part of the DGF to accept the grain being delivered.
- 2.2 Equipment used for measuring weights of sample and establishing the moisture content of the grain shall be standardized and checked for accuracy, to avoid faulty assessments.
- 2.3 The Tenderer's consignment will be sampled at arrival and checked for preliminary visual examination. If the grain in all the bags appears to be of uniform quality, dry, clean, and without odour, the consignment will be randomly sampled for quality assessment.
- 2.4 The method of sampling will follow the general guidelines provided below:

NUMBER OF BAGS TO BE SAMPLED

In Consignment	Number of bags to be sampled
Up to 10	Each bag
10 to 100	10 taken at random
More than 100	Square root (approximately) of total number, taken according to a suitable sampling scheme.

- 2.5 Upon arrival, the consignment will be immediately tested for its moisture content since this factor will determine the storability of the commodity. The level of moisture shall under no circumstances exceed 14 percent as indicated in the grade requirements table. Consignments with a moisture content above the tolerance limit of 14 percent must be rejected immediately.
- 2.6 The quality of the grain will be assessed through appropriate testing methods and the result of the assessment will be available within 48 hours. This analysis will determine whether the particular consignment is accepted or rejected. Only consignments meeting the standard requirements provided under this tender schedule will be retained for procurement.

- 2.7 In case of rejection, the result of the assessment will be communicated to the tenderer by the fastest means possible indicating the reason(s) for classifying the consignment as substandard. A file sample in a sealed and labelled polythene bag will be kept by the DGF for future reference. Where an independent Inspection Agency has been used, they, in addition, will retain a separate reference sample.
- 2.8 In case the tenderer does not accept the result of the analysis, a second analysis may be undertaken using either the reference sample retained by the Inspection Agency or that held by the DGF. The costs of such a second analysis will be borne by the tenderer and will be considered the final assessment which will be binding upon both tenderer and DGF. This analysis must be completed within two days from the initial rejection.
- 2.9 At his option, the supplier may retest either the entire consignment or any subdivisions thereof. Upon retesting, any portion of the shipment meeting the required specifications will be accepted and paid for by DGF. In this way, partial consignments may be accepted. But in all cases, the supplier will bear all costs of the second inspection, using an outside independent inspection agency from the list in Document-6.
- 2.10 In case of rejection, the tenderer will remove the rejected commodities at his own cost within 3 working days of having received a notice of rejection from the DGF. All labour costs resulting from removing the rejected consignment will be borne by the tenderer or adjusted by the DGF against his payment/security deposit. The tenderer will not claim any demurrage, liability or any other claim to the DGF for this rejection or for the removal of any rejected consignments.
3. Weighment
- 3.1 Full 100% weighment of the consignment will be undertaken at the receiving depots.
- 3.2 Weighing scales used shall be standard platform scales, tested and calibrated in advance.
- 3.3 During unloading, slack bags will be opened and filled to the normal weight specified in the tender schedule. Opening, filling and restitching of bags will be the responsibility of the tenderer.
- 3.4 Sweepings will be collected after unloading the trucks. They shall be cleaned and filled into empty gunny bags. The filled bags shall be weighed & brought back to the prescribed standard weight, stitched and delivered. All cleaning of grain and filling and stitching of bags will be done by the tenderer.
- 3.5 The tenderer will be responsible for any shortage in the total weight of the consignment as against the stated weight of the consignment during the off-loading at the receiving depot. The total actual weight of the consignment received will be accounted for on the completed Loading/Unloading Advice (LUA) and the Weight, Quality and Stock Certificate (WQSC) issued by the responsible Officer of the receiving depot.