

Government of ¹[Khyber Pakhtunkhwa]
Food Department

NOTIFICATION.
 22nd January, 1986

No.2134/AC/117/Policy-VII. The Provincial Government are pleased to notify the following revised rules regarding enlistment of Contractors in the Food Department of the transportation of Foodstuffs and other ancillary matters:-

These rules will take immediate effect.

Classification.

1. There shall be the following three Classes of Contractors:-

Class	Unit for tenders
A)	No limit
B)	Upto Rs.10 lacs.
C)	Upto Rs.05 lacs.

2. The statement in respect of financial position shall be supported by Bank reference from scheduled Banks in Pakistan and by statement of moveable /immovable assets.

3. The contractor shall produce a certificate in the following form from the Income Tax Officer:-

Mr. _____ contractor, son of

_____ has been entered in the Income Tax

G.I.R/T.R. _____ Division/Ward/District and that his No. is

_____ He has paid Rs. _____ in the last

assessment years.

Signature _____
 Income Tax Officer
 Division/Ward/District.

4. Application for enrolment for all classes of contractors must be in a proper form which shall consist of parts (I), (II) and (III) as per enclosed sample forms. The application shall be submitted

¹ Sub. by the Khyber Pakhtunkhwa Act. No IV of 2011.

through the Rationing Controller/District Food Controllers/Storage Enforcement Officers/Political Agents of the respective Districts/Agencies.

5. **REGISTRATION.**

- 5.1 All the three classes of the contractor will be enlisted by a Committee, which shall consist of Director Food, Deputy Director Accounts, Assistant Director (Headquarter), Assistant Accounts Officer. After Enlistment the name of the contractor shall be circulated to all the Rationing Controller/District Food Controllers/Storage Enforcement Officers/Political Agents.
- 5.2 The Director Food shall be the Chairman of the Committee.
- 5.3 The decision regarding registration of the contractors shall be by majority of vote. The Chairman will also be eligible to vote. In case of a tie, the chairman shall have a second casting vote.
- 5.4 The quorum for the committee shall be two members.
- 5.5 The Assistant Accounts Officer shall act as Secretary to the Committee.
- 5.6 The Committee shall maintain a register of approved contractors and every contractor/Firm registered shall be allotted a registration number.
- 5.7 The Committee shall satisfy itself about the financial position of the contractor for undertaking the works in the class in which he is being registered, and his performance and experience in the past.

6. **REGISTRATION FEE.**

- 6.1 To ensure the earnestness of a Contractor, he shall be directed at the time of enlistment to pay annual recurring fee as provided in Clause-6.3. the fee must be paid every financial year before the succeeding financial or the date fixed for the tender for the year whichever is earlier otherwise his name shall be struck off the approved list.
- 6.2 A certificate will be issued to the effect that annual fee has been paid by the contractor. This certificate shall be presented at the time of tender. The annual fee will be credited to C-03-Misc: Receipt, C-38-Others C-03841 fee, fines and forfeiter.
- 6.3 The registration /renewal fee of the Contractors shall be received directly by the Rationing Controller/District Food Controllers/Storage Enforcement Officers/Political Agents in whose jurisdiction he resides and normally carries on business. The amount of fee chargeable both at the time of registration and renewal shall be as under:-

Category	Annual Renewal Fee	Registration	Remarks
Class "A"	Rs.25,000/-		Annual Registration fees revised vide Govt of ² [Khyber Pakhtunkhwa] Food depptt; Notification No.SOF(Food Deptt)/2-4/Vol-IV/2163 dated 29-08-2014
Class "B"	Rs.15,000/-		
Class "C"	Rs.10,000/-		

7. **TERMS AND CONDITIONS FOR REGISTRATION OF CARRIAGE CONTRACTORS OF EACH CLASS.**

- 7.1 The following shall be the terms and condition for the appointment of carriage contractor of each class.
- I. Class "A".**

² Sub. by the Khyber Pakhtunkhwa Act. No IV of 2011.

- 7.2 A contractor must be a big transporters running his own goods transport or must have 8 trucks of his own. He shall produce their registration number in their own name or in the name of his firm proving that the firm is registered in his own name or in the name of co-sharer.
- 7.3 The contractor must have immoveable property worth not less than Rs.30 lacs.
- 7.4 The contractor shall produce bank balance certificate from any schedule bank of Pakistan worth not less than Rs.10 lacs.
- 7.5 The contractor must have experience of carriage work for about the three yeas as well as handling of foodgrains, etc.
- 7.6 The contractor must have his own employed labour at least above 20 to 30 persons and sufficient number weighing scale for Railway Stations and Godowns.
- 7.7 In case tender is accepted the contractor shall deposit cash security equal to 20% of the anticipated expenditure subject to the minimum of Rs.5 lacs.

II. Class “B”.

- 7.8 A contractor must have his own Goods transport or must have 4 truck or 5 jeeps in case of Chitral District.
- 7.9 A contractor shall produce documents of immoveable property worth not less than Rs.20 lacs.
- 7.10 The contractor shall produce bank balance certificate from any scheduled bank of Pakistan worth not less than Rs.5 lacs.
- 7.11 The contractor must have about 10 to 20 labour employed by him and weighing scales.
- 7.12 The contractor must have experience of three years of carriage.
- 7.13 In case tender is accepted the contractor shall deposit cash security equal to 20% of the anticipated expenditure subject to the minimum of Rs.3 lacs.

III. Class “C”.

- 7.14 The contractor must have at lest 2 trucks or three jeps in case of Chitral district.
- 7.15 The contractor shall produce documents of immoveable property of at least Rs.10 lacs.
- 7.16 The contractor shall produce Bank Balance Certificate worth not less than Rs.3 lacs.
- 7.17 The contractor must have experience of at least three years in carriage work as well as handling of Foodgrains.
- 7.18 The contractor must have his own employed labour of at least 5 to 10 persons.
- 7.19 In case of successful tender the contractor shall deposit cash security equal to 20% of the anticipated expenditure subject to minimum of Rs.2 lacs.
8. Tenders should be received from enlisted contractors only and entered in the tender register.

9. The approved contractors shall be required to provide bank guarantee or the satisfactory performance of the contract at the time of execution of contract agreement. If the contractor default the work carried out at his cost and risk and cost shall be recovered from the bank. The amount of bank guarantee shall not be less than 20% of the anticipated expenditure.

(DOST MUHAMMAD WAZIR),
Secretary to Government of ³[Khyber
Pakhtunkhwa],
Peshawar

³ Sub. by the Khyber Pakhtunkhwa Act. No IV of 2011.

APPLICATION FOR ENROLMENT AS CONTRACTOR (PRICE RS-1000)**Part-I**

To, _____

Subject:- **ENROLMENT OF CONTRACTOR/INCREASE IN LIMIT OF CONTRACTOR.**

I / We _____ am /are desirous of being enrolled in the Food Department list of approved contractors.

I/ we wish to tender for _____

- | | |
|---|------------|
| <ul style="list-style-type: none"> (i). Transportation of wheat from Punjab to ⁴[Khyber Pakhtunkhwa] (ii). Transportation of Foodstuffs to Chitral. (iii). Loading, Unloading of wheat at Railway Station and transportation to Godowns with all connected services. (iv). Transportation of sugar from various Sugar Mills to Government Godowns in various Districts/ Agencies of ⁵[Khyber Pakhtunkhwa]. (v). Miscellaneous services such as pouring of wheat in BINS, standardization, fumigation (Stc) plastering of Godowns /Bins, etc for the purpose of fumigation. | } UPTO Rs. |
|---|------------|

And give below a statement of my/our capabilities and resources:-

1. Business or profession engaged upon and address of place of business.
2. Classes of business in which usually engaged.
3. Whether working alone or with other persons. (if with other persons state their names).
4. Whether on the list of approved contractors in any other place or any Government Agency, if so, where?
5. Detail of organization:-

<ul style="list-style-type: none"> (a). Clerical Staff (b). Supervision Staff 	} As per Proforma	(Appendix 'A')
<ul style="list-style-type: none"> (c). Weights Scales. (d). Transport (Trucks) (e). Labour. 	} As per Proforma	(Appendix 'B')

Note:- The above must be open to inspection by a representative of the Food Department, at any time and any change therein shall be communicated to the registration authority.

6. NATURE AND APPROXIMATE VALUE OF.

- | | |
|---|---|
| <ul style="list-style-type: none"> (a). Moveable property (b). Immovable property | } Those having property in FATA/FR, shall be entitled by enrolment for execution of contract in those areas only. |
| <ul style="list-style-type: none"> (f). Weights Scales. (g). Transport (Trucks) | } |

⁴ Sub. by the Khyber Pakhtunkhwa Act. No IV of 2011.

⁵ Sub. by the Khyber Pakhtunkhwa Act. No IV of 2011.

(h). Labour. |

7. amount upto which capable of tendering (Certificate to be attached signed by a reliable person of standing (I.E, Deputy Commissioner or Collector Class-1 Officer of the Food Department, Bank Manager, etc provided that certificate in respect of financial position shall only be obtained from Bank).
8. Any remarks (in brief) which the application wishes to make.

I /We certify that I am/we are not doing business jointly with any other contractor and am/are not a partner in any other firm, on the approved list of Food Department. If I /we amalgamate my/our business with any other contractor of Firm after registration, intimation of this effect will be given by me/us immediately to the Food Department Officer concerned.

I /We clearly understand that if it be found that I /We have given a false certificate, or that I /We have failed to notify the fact of my/our subsequent amalgamation with another contractor or Firm my/our name will be removed from the list of approved contract and any Contracts that I /We may be holding at the time will be liable to be terminated.

Signature _____
Contractor

Recommendation of the Rationing Controller, Peshawar /District Food Controller/ Political Agent indicating the value and quality of work performed by the Contractor during the past two years.

Rationing Controller/ District Food
Controller/ Political Agent.

Part-II

- 1 Give full details of landed property with situation and value. (Any encumbrance such as mortgage, etc must be mentioned).
- 2 Is the above sole property of the Firm, or in the case of an individual are you're the sole proprietor with full title to same.
- 3 Give in detail each or fixed deposit with reference to the bank or banks which are the sole property of the Firm or of the individual owner as above.
- 4 Give full particulars in respect of any other assets.

Note:- The above certificate must be supported by the signature of 1st Class Magistrate of the District and will be subject to verification by Deputy Commissioner, if required.

CONFIDENTIAL.

To,

Will you very kindly verify the above statement and also reply to the enquiries noted below. Your replies will be treated as strictly confidential and this form when completed should be returned/addressed to me by name.

1. Question

2. Answer.

Note:- The enlistment authority may call for this confidential information about the applicant regarding his suitability and reliability as a contractor from any subordinate office or from any other Department having intimate knowledge about his work.

GENERAL REPUTATION AS REGARDS ABILITY AND HONESTY.

Are there any reasons not covered by your replies to the preceding queries which render it in expedient to enter into contract with the applicant.

Part-III

The following is a detail of the works carried out by _____ who are/is applying for enlistment on the Food Department approved contractor for _____ work upto a limit of Rs._____.

- Note:-
- (1) Except in the case of works of special nature carried out more than five years before the date of this application is not worth including.
 - (2) If the work was carried out by one of the partners when working independently of the firms whose application is this the necessary additional particulars should be given.

General Decision of work.	Total payment received.	Period covered by the work.	Whether work was done independently or jointly.	Full name and appointment of Executive Officer and Department under whom work was carried out.	Present address, etc. of the officer to whom reference can be made.
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

APPENDIX-“A”

S.No.	Category	Designation	Name	Father's Name	Address	Identity Card Number
1						

2						
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FIRM/CONTRACTOR

EQUIPMENT

**APPENDIX-“B”
FOOD DEPARTMENT, ⁶[Khyber Pakhtunkhwa].**

S.No.	Type (Trucks)	Number.	Capacity.	Make.	Registration No. in case of vehicles.

SIGNATURE OF FIRM/CONTRACTOR

⁶ Sub. by the Khyber Pakhtunkhwa Act. No IV of 2011.

**REVISED THE REGISTRATION, ANNUAL RENEWAL, FOOD GRAIN DEALER AND
FOOD GRAIN LICENCE
(FLOUR MILLS) WITH EFFECT FROM 29-08-2014**

S.No	Kind of Tex Fee / Fine	Exiting rate (Rs)	Approved rate (Rs)
1	Registration Fee C-CLASS contractors	05,000	10,000
2	Renewal Fee for Registration A-CLASS contractors	20,000	25,000
3	Renewal Fee for Registration B-CLASS contractors	10,000	15,000
4	Renewal Fee for Registration C-CLASS contractors	05,000	07,000
5	Food Grain License fresh/renewal fee(FG Dealer)	200	500
6	Food Grain License fresh/renewal fee(Flour Mills)	02,500	05,000