



GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

Dear Sir(s),

Reference: **TENDER ENQUIRY NO.0002-LP-CMC-49-I&M-PUR-II (A) ,**
DATED 23.07.2019 .

You are requested to submit quotations for the item(s) noted in the Schedule to the Tender. Offer should be sent duly sealed in an envelope. Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

- 1.1 Tenders will be opened at **12:00 hours** on **19-08-2019** and must reach in **Bid Center on or before 11:30** hours up to due date. The tender received late will not be entertained. You may witness the opening of the tender if you so desire. If a representative is deputed, he should bring a letter of authority from you.
- 1.2 Only one tender should be included in one envelope. The outside of the envelope should be inscribed with:-

Tender Enquiry No: **0002-LP-CMC-49-I&M-PUR-II(A), DATED 23 -07-2019.**

Tender to be opened on: **19-08-2019**

Address as follows:-

DY.DIRECTOR-SCM-II,
BID CENTRE NEAR RABITA HALL
POF, WAH CANTT.

- 1.3 If envelope does not indicate reference of T.E or received late the same may be returned un-opened.

2. **GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS AND EVALUATION CRITERIA:**

- 2.1 The prices should be filled in column 5 and delivery date in column 6 of schedule to this Tender Enquiry. The undertaking should be signed at the bottom of the Schedule, which shall form Quotation. You may use a separate sheet if necessary. Moreover, technical & commercial evaluation of Bids will be carried out strictly as per **PPRA Rules** and contract will be awarded to the **lowest evaluated bidder**.
- 2.2 **As per PPRA Rule 36 (b), Single Stage Two Envelope method** is / will be utilized for open competitive bidding. Therefore, you are required to quote in two parts:-

Part I "Technical Offer": It should exclusively give technical details and literatures / brochures of the offered store; validity date; delivery schedule; and signed undertaking given on the schedule to this Tender Enquiry. It must not indicate price, costs etc.

Part II "Commercial Offer" It should indicate the price, GST, Taxes and duties etc, where applicable.

Each part should be placed in a separate sealed cover. The envelopes should be inscribed with: **Part I "Technical Quotation without price"** and **Part II "Commercial Quotation with Price."**

- 2.3 The quotation must remain valid for, at least 90 days from the date of opening of tenders.
- 2.4 The quotation should hold good for any reduced quantities without notice.
- 2.5 In the event of non-acceptance of offer, intimation may be given to the Tenderers on their request.
- 2.6 Conditional offers or alternative offers are likely to be ignored.
- 2.7 Quotations should be based on:-
F.O.R. station of dispatch basis, i.e. delivered "Free on Rail", inclusive of packing and forwarding charges or
"Free delivery at POF's stores at Central Stores, POF, Wah Cantt".
In this case octroi duty will be payable by the supplier.
- 2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting reference to Registration No. in cases of Sales Tax and relevant authority in the case of others. Offer without these clarifications and inclusive of Taxes and Duties may be ignored.
- 2.9 Taxes and duties levied on or after Tender opening date or on or after the date offer was signed and dispatched will be allowed to include in the offered rates provided that clause 2.8 has been conformed properly.
- 2.10 "Suppliers will furnish a certificate, issued by Excise & Taxation Deptt, that he has cleared all Professional Tax payable by him" offers received without this certificate will be rejected.
- 2.11 If the requisite information is not furnished on the T.E forms or offer received is not conformity with the requirement / special conditions of the T.E such offer shall be ignored.
- 2.12 Suppliers will render necessary information regarding hazardous effects on environment, of the materials/products supplied by them, and material Safety Data Sheet (MSDS), in their quotations and shipping/dispatch documents.
- 2.13 Special Conditions must be carefully studied and conformed.

3. **INSPECTION**

- 3.1 Supplies shall be subject to the inspection and acceptance by the competent inspection authority nominated by the Purchaser, who will arrange it at his own cost. Inspection facilities such as tools, test equipment, instruments etc will, however, be provided by the Suppliers in accordance with the relevant specifications.
- 3.2 Where considered necessary by the Purchaser, stores may be obtained on Warranty/Guarantee, subject to inspection on receipt. Rejected stores will be removed and replaced with the acceptable stores by the Supplier at his own expense, within a specified time.

4. **TENDER FEE**

The tender must be accompanied by a non-refundable fee **Rs. 500/-** by means of a crossed Postal Order / Pay Order for in favor of **Director-Admin, POF, Wah Cantt.** (Attached with Technical offer)

4.1 **TENDER SAMPLE**

Where required, offer must a company tender sample, strictly according to the description and specification given in Tender Enquiry. Offer not accompanied by tender sample will NOT be entertained excepting the established and reputable firms who have either previously satisfactorily supplied same or similar stores or have submitted an acceptable sample thereof against previous T.E.

5. **BID MONEY**

5.1 Bid Security at the rate of **2 %** (for **registered firms with POF**) and **5%** (for **un-registered firms with POF**) of the quoted value, should accompany the tender in the shape of Call Deposit Receipt / Pay Order / Banker's Cheque, from a scheduled Bank drawn in favour of:-

“DY.DIRECTOR-SCM-II, POF, WAH CANTT.”

Tenders received without / less Bid Money will be rejected. (Attached with Technical offer)

5.2 Bid Money of the unsuccessful Tenderers will be returned as soon as the scrutiny of the tenders is completed. Bid Money of the successful Tenderers will be retained until the contract is finalized. Bid Money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.

5.3 **State owned organizations are not required to provide Bid Money.**

6. **ACCEPTANCE OF OFFERS**

6.1 POF may reject all bids or proposals at any time prior to the acceptance of a bid or proposals, but is not required to justify grounds for its rejection. POF shall incur no liability towards suppliers or contractors who have submitted bids or proposals.

6.2 **PERFORMANCE BOND**

(a) The successful bidders shall provide Performance bond at the rate, prescribed by POF Board according to the value of contract which shall not exceed **10%** of contract value, in the form of a **Deposit At Call Receipt** from a scheduled Bank; or, an un-conditional Bank Guarantee valid for 12 months after receipt of store in POFs on a prescribed format. The Performance Bond will be in favour of **C.M.A. POF Wah Cantt.** It will be returned on satisfactory completion of the contract.

(b) If the Supplier fails to furnish the Performance Bond within the specified time, such failure will constitute a breach of the contract and the Purchaser shall be entitled to make other arrangements for purchase of the stores at the risk and expense of the Supplier.

6.3 Performance Bond from State owned organizations may be waived off at the discretion of the Purchaser.

6.4 **FAILURE TO SUPPLY THE STORES**

All deliveries must be completed by the specified date. If the failure to deliver the stores within the scheduled time should have arisen from "Force Majeure", which the Purchaser may admit as reasonable ground for further time, he will allow such additional time as he may consider to have been required by the circumstances of the case. Otherwise, he will be entitled, at his discretion, to cancel the contract; and/or, claim liquidated damages upto 2% but not less than **1% of the contract price of the items and their quantities for each and every month or part of a month, beyond the specified delivery date**, during which these may not be delivered, subject to a maximum of 10 % of the total contract value of the particular stores which remained unsupplied either in part or in full: or, to purchase, from elsewhere, the unsupplied stores at the risk and cost of the Supplier.

6.5 **PAYMENT**

- a. Payment will be made by the C.M.A (POF) through crossed cheque on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.
- b. Payment of duties / Taxes including professional tax (Where applicable) must be supported by proof of having paid these to concerned Govt. Taxation Deptt:

7. **SECURITY OF INFORMATION**

The tenderer and his employees must not communicate any information relating to the sale/purchase of stores under this enquiry to any person other than the manufacturer or to any press or agent not authorized in writing by POFs to receive it. Please return the Schedule to the Tender duly signed by the specified date, along with the specifications drawings etc. if any, enclosed herewith - even if you are unable to quote.

WARNING: In case the firm abstain from making offers or fail to return / acknowledge the tender form by the specified date on three consecutive occasions, no further tender enquiry may be issued to them and their names would be liable to remove from the approved list.

Yours faithfully,

(NAHEED AKHTAR)
AM-PURCHASE-II (A)

Contact Details: -

Tele: **051-905522036**

Fax: **(051) 9271400 & 9314100**

Email: **ddscm2@pof.gov.pk**

PAKISTAN ORDNANCE FACTORIES

SCHEDULE OF TENDER ENQUIRY # 0002-LP-CMC-49-I&M-PUR-II(A), DT. 23.07.2019
OPENED ON 19-08-2019.

(1) FOR MATERIALS

(1)	(2)	(3)	(4)	(5)		(6)
Item #	Description of Store with Specification, etc.	Qty.	A/U	Price Per Unit For Free Delivery		Delivery Date
				In Figures	In words	
Indent No. 0003-LP-CMC-48-I&M, DT.15-08-2016						
01/7	File Cover Pink, Business PK K&K traders or Equivalent Size: 9"x 14" Wt:325gm/m² +/-10gm/m²	No	22,920			Within 03 Months after issuance of Contract
Indent No. 0005-LP-CMC-48-I&M, DT.15-08-2016						
02/4	Correcting Fluid Red for Stencil Paper Pelikan or Equivalent	No	951			-Do-
Indent No. 0006-LP-CMC-48-I&M, DT.15-08-2016						
03/5	Ribbon Black for Typewriter M/c Nikan/Olympia or Equivalent	No	1182			-Do-
04/8	Tape Transparent, Abrd, I copard,Leaperd,Everest or Equivalent Size:1" width (1"x 10 Yards)	Roll	2404			-Do-
05/12	Toilet Roll(Rose Petal,Breez or Equivalent	Roll	972			-Do-
Indent No. 0008-LP-CMC-48-I&M, DT.15-08-2016						
06/11	Stencil Paper Deito/Clear or Equivalent	Sheet	750			-Do-
Indent No. 0010-LP-CMC-48-I&M, DT.15-08-2016						
07/2	Short Hand Book duly Page Numbered, PPP Karachi, Everest or Equivalent Size: 8"x 5"	Book	300			-Do-
08/6	Ink for Duplicator Copy Printer,Dollor,Nokia,Olympia or Equivalent DX-3443	Tube	75			-Do-

(1)	(2)	(3)	(4)	(5)		(6)
Item #	Description of Store with Specification, etc.	Qty.	A/U	Price Per Unit For Free Delivery		Delivery Date
				In Figures	In words	
Indent No. 0081-LP-CMC-48-I&M, DT.31-01-2019						
09/01	Family Medical Card for POF Employees with POF New Monogram Color Light Brown Sr. No. 112851 to 120000	No.	7,150			Within 03 Months after issuance of Contract
10/02	Family Medical Card for Allied Deptt. with POF New Monogram Color White Sr. No. 056001 to 057000	No.	1,000			-Do-
Indent No. 0002-LP-CMC-49-I&M, DT.10-02-2018						
11/01	Folder for Special Dak, Sigma, Alpha, Rexene or Equivalent A-4 Size	No	2776			-Do-
12/03	Paper Pure White Supper Paper Material type Airlaid sap absorbent, PPP, Double A or Equivalent A-4 Size, Wt:70gm/M² +/- 5gm/M² (Ream of 500 Sheet)	Ream	12870			-Do-
13/04	Paper Printing White, Ahsan, Super Sadiq Paper, PPP or Equivalent Size:27"x 34", Wt:60gm/M² +/-2gm/M² (Ream of 500 Sheet)	Ream	4030			-Do-
14/05	Paper Offset Copy Mat, BLC, Double A or Equivalent A-3 Size WT:90gm/M² +/-5gm/M²	Ream	669			-Do-
Indent No. 0007-LP-CMC-49-I&M, DT.19-02-2018						
15/01	File Cover with POF Monogram Size: A-4	No.	1500			-Do-
16/02	Tissue Napkins, Rose Petal or Equivalent	No.	300			-Do-
17/03	Schneider (Xtra - 895) Blue	No.	200			-Do-
18/04	Schneider (Xtra - 895) Black	No.	100			-Do-
19/05	Schneider (Xtra - 895) Red	No.	100			-Do-
20/06	Glint Cleaner	Btl.	151			-Do-
21/07	Schneider (Xtra - 895) Green	No.	100			-Do-
22/08	Air Freshener Aseel Crown Perfume.	No.	200			-Do-

(1)	(2)	(3)	(4)	(5)		(6)
Item #	Description of Store with Specification, etc.	Qty.	A/U	Price Per Unit For Free Delivery		Delivery Date
				In Figures	In words	
Indent No. 0003-LP-CMC-49-I&M, DT.10-02-2018						
23/1.	Ball Point Blue Piano Click, Dollar, Crystal or Equivalent	No	32,076			Within 03 Months after issuance of Contract
24/2.	Envelop Khaki SE-6 Made of Craft Paper, Craft, Greeting or Equivalent Size:-5"x 11" Wt:80gm/M² +/-2gm/M²	No	185,250			-Do-
25/3.	Envelop Khaki Cloth Lined inside SE-6A Craft, Greeting or Equivalent Size:-11"x 5" Wt:80gm/M² +/-5gm/M²	No	47,000			-Do-
26/4.	Noting Pad White Print Material Shaheen or Equivalent A-4 Size, Line Margin 1-1/2" WT:55-60gm/M² (Pad of 100 Sheets)	Pad	4,339			-Do-
27/5.	Noting Pad Green Print Material Shaheen or Equivalent A-4 Size, Line Margin 1-1/2" WT:55-60gm/M² (Pad of 100 Sheets)	Pad	1,282			-Do-
28/6.	Tape Packing, Leopard, Everest or Equivalent Size: 2" Width (Roll of 72 Yards)	Roll	2,269			-Do-
29/7.	Fluid Correcting White Pelikan, Blanko or Equivalent	No	2,280			-Do-
30/8.	Thinner for Correcting Fluid Dollor,Pelikan,Blanko or Equivalent	No	4,586			-Do-
31/9.	Pulp Board Sheet one side glazed ,Pindo, Deli Paper Product ,PPP Karachi or Equivalent Size:22"x 28" Wt: 210-215gm/M²	Sheet	12,350			-Do-
32/10.	Envelop Khaki Cloth Lined Inside (SE-8A), Craft, Greeting or Equivalent Size:12"x 16" Wt:80gm/M² +/-5gm/M²	No	20,240			-Do-

(1)	(2)	(3)	(4)	(5)		(6)
Item #	Description of Store with Specification, etc.	Qty.	A/U	Price Per Unit For Free Delivery		Delivery Date
				In Figures	In words	
Indent No. 0004-LP-CMC-49-I&M, DT.12-02-2018						
33/01	Paper Fax Roll Panasonic KCR or Equivalent Size:210mm X 100Mtr	Roll	425			Within 03 Months after issuance of Contract
34/02	Pen Stand Marble,Pak Marble Pen Stand, Ecorated or Equivalent Size: 6"x 3"	No	696			-Do-
35/03	Pen Stand Marble,Pak Marble Pen Stand, Ecorated or Equivalent Size: 7"x 4"	No	600			-Do-
36/04	Register Ruled(05 Qrs) 240 Leaves, PPP,Ahsan, Three Star or Equivalent Size.7-1/2"x 12" Wt: 55-60gm/M²	No	888			-Do-
37/05	Register Ruled(09 Qrs) 432 Leaves, PPP,Ahsan, Three Star or Equivalent Size:7-1/2"x 12" WT: 55-60gm/M²	No	444			-Do-
38/06	Register Ruled(03 Qrs) 144 Leaves, PPP,Ahsan, Three Star or Equivalent Size:7-1/2"x 12" WT: 55-60gm/M²	No	1080			-Do-
39/07	Staple Machine German Made, China Made,Great Wall,Fuji or Equivalent No. 10	No	1857			-Do-
40/09	Air Freshener Admire Lotion Paris Cobra or Equivalent Cap:400 ML	No	564			-Do-
41/10	Pulp Board Sheet White Both Side glazed, Pindo Deli Paper Products,Kote-W,PPP Karachi or Equivalent Size: 22"x 28" WT: 210-215gm/M²	Sheet	6612			-Do-
Grand Total of quoted items :						

(2) **UNDERTAKING:**

Should our offer be accepted, we hereby undertake to supply the stores/render services contracted on the basis of conditions of contract embodied in Form POF-1281, and to deposit the performance bond within the prescribed time, failing which it will constitute a breach of contract, and POF will have the right to purchase the stores/services elsewhere at our risk & cost.

Date _____

Place _____

Signature of the Tendered _____

Name _____

Position _____

Address _____

Income Tax G.I.R. No. _____

Official Stamp _____

Cont.....P / 10

(3) **For Plant & Machinery:-**

Specifications:-

(4) **Special Conditions:-**

i	Rate & Sales Tax must be shown separately otherwise your quoted rates will be considered inclusive of G.S.T.
ii	Quotation not accepted without Bid Money & Tender Fee. Moreover, firm name & T.E # & dt, must be endorse on backside of bid money/ Tender Fee.
iii	Date and stamp of the Postal Order must be visible.
iv	a. Only registered suppliers (with Sales Tax and Income Tax Deptt.) Who are on Active Tax Payer List (ATL) of FBR are eligible to supply Good / Services to Government Departments. b. The payment to the registered persons may be linked with the Active Taxpayer Status of the supplier as per FBR database. If any registered supplier is not in ATL, his payment should be stopped till his mandatory returns and appears on ATL of FBR.
v	Unregistered firms are required to provide Annexure–A duly filled Signed and Stamped along with quotation.
vi	Undertaking of T.E. Schedule should be returned duly Signed & Stamped with quotation.
vii	Status of firm with POF (registration / un – registered) should be mentioned in offer. Registered firms are required to provide copy of valid registration letter with POF.
viii	PTC must be obtained from Punjab Government
ix.	Only one rate should be quoted against description of store on the Tender Schedule.
x.	The store must be provided within given delivery period of the contract.
xi.	All the interested firms are required to submit the documentary evidence of their professional, technical, financial, legal & managerial competency for bid evaluation.
xii.	In case of failure to supply the store within D.P, LD will be imposed as per procedure.
xiii.	Photocopies of PTC, NTN, GST & ATL (Sale Tax) must be attached with quotation.
Xiv.	Quotation must be valid for 90 days which will be effective from the date of acceptance of samples / technical offers from our side.
xv.	ADVANCE SAMPLES AGAINST ALL QUOTED ITEMS MUST BE REACHED WITH IN A WEEK AFTER OPENING OF TENDER, AT CONSIGNEE NAME DY. DIRECTOR - STORES & CMC POFs WAH CANTT.
xvi.	Reputable Firms having relevant experience and good performance are eligible to participate in the bid/tender.
xvii.	The firm is responsible to supply the store according to the Description and Specification as mentioned in the Tender Enquiry.
Xviii	In case of registration with POFs, registration Certificate may be attached with the quotation.
Xix.	As per PPRA Rule (Two Envelop) Kindly send TECHNICAL QUOTATION WITHOUT PRICE and COMMERCIAL QUOTATION WITH PRICE shall be written in Block Capital Letters on the respective sealed envelopes which will be placed in a large envelope bearing complete detail of the Tender Enquiry.
xx.	MSDS (Material Safety Data Sheet) may be provided along with each consignment.
xxi.	Items should be of reputed (OEM) branded will be preferred.
xxii.	The store should bear Warranty / Guarantee Certificate be supplied with Test Certificate (where required).

SUPPLIERS'S CAPABILITY

Annexure-A

1. NAME OF THE FIRM: _____
ADDRESS : _____
2.1- TELE: NO: _____
2.2- FAX NO : _____
2.3- E.MAIL ADDRESS : _____
2. WHETHER PUBLIC LTD, PRIVATE LTD, PARTNERSHIP OR SOLE PROPRIETERSHIP : _____
3. ESTABLISHED SINCE : _____
4. CAPACITY : (Manufacture/stockist/Agent to foreign Firm) : _____

5. IF MANUFACTURER, PROVIDE FOLLOWING DETAILS : _____
5.1- Rang of Product Manufactured: _____
5.2- DETAIL OF PLANTS, MACHINERY AND MAJOR EQUIPMENTS:
(Attached separate sheet if required): _____

6. INSPECTION/QUALITY ASSURANCE FACILITIES : _____
7. ISO-9000 CERTIFIED IF SO ATTACH NECESSARY DOCUMENTS
8. IF STOCKIST, PROVIDE FOLLOWING :-
8.1- DETAILS OF STOCKS HELD :- _____
8.2- APPROX .STOCK VALUE :- _____
8.3- LOCATION OF STOCKS: - _____

ORGANISTIONAL DETAILS.

9. WHETHER THE FIRM IS REGISTERED WITH THE HOLDING FOLLOWING DEPTTS. (Give registration No. Date and attach copies of the necessary documents).

9.1 DP/ARMY OR ANY GOVT./SEMI GOVT.DEPTT :- _____

9.2 IMPORT TRADE CONTROL DEPTT : _____

9.3 SALES TAX DEPTT :- _____

9.4 INCOME TAX DEPTT : _____

FINANCIAL STATUS : _____
(Bank certificate to be attached)

Signature _____
Name _____
Stamp _____
Position _____