

**Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY**

To

M/s. _____

Dear Sirs,

Reference: TENDER ENQUIRY NO. 0005/HVN/LP/48/CAPT, dt:30-01-2019

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 Tender will be opened at 1030 hours on 26-02-2019 and must reach upto 1000 hrs. 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 Both parts/envelopes i.e. Technical quotation & Commercial quotation should be included in one envelope. **The outside of the envelope should be inscribed with:-**

Tender Enquiry No: 0005/HVN/LP/48/CAPT, dt:30-01-2019

Tender to be opened on: 26-02-2019

Address as follows:-

I/C Bid Centre Opp Rabta Hall POF Wah Cantt

1.3 **If envelope do not indicate reference of T.E or received late the same will be returned un-opened. The bid in closed envelope should be addressed to I/C Bid Centre as stated above with conspicuous bid marking/firm stamps or should be handed over by hand by firm's rep in Bid Centre POF Wah Cantt. Bid sent through any other method may not be entertained.**

2. GENERAL INSTRUCTIONS REGARDING PREPARATION QUOTATIONS

2.1 For materials, the prices should be filled in column 5 and delivery date in column 6 of the schedule to this Tender Enquiry. The undertaking should be signed at the bottom of the Schedule which shall form the Quotation. You may use a separate sheet if necessary.

2.2 For Plant and Machinery, you are required to quote in two parts:-
Part I "Technical Offer": It should exclusively give technical details and literatures/brochures of the offered plant, machinery and equipment;
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 commercial terms e.g. price, terms of payment, mode of payment, mode of supply.

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 or enhanced quantities without notice.

2.5 In the event of non-acceptance of offer, no intimation will be given to the Tenderers.

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. The stores will be booked under Military Credit Note, to be provided by the purchaser.

and / or

Free delivery at POF’s stores at HAVELIAN.

In this case Octroi duty if any, will be payable by the supplier.

2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting references to Registration No. in case of Sales Tax and relevant authority in the case of others. Offer without these clarification 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.

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 The Supplier will render necessary information regarding hazardous effects on environment of the material/products supplied by them, in their quotation and shipping/dispatch documents.

2.12 If the requisite information is not furnished on the T.E forms or offer received is not conformity with the requirement of T.E such offer shall be ignored.

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 Purchase, the 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 by means of a crossed Postal order/Pay Order amounting to **Rs. 500/-** in favour of **MD POF HAVELIAN CANTT.**

- 4.1 Where required, offer must accompany 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 the same or similar stores or have submitted an acceptable sample thereof against previous T.E.

5. BID MONEY

- 5.1 Bid Money at the rate of **2 % (for registered firms with POFs)** and **5% (for un-registered firms)** of the quoted value should accompany the tender in the shape of Call at Deposit Receipt, from a scheduled Bank drawn in favour of:-

M.D. POF HAVELIAN CANTT_____.

Tenders received without Bid Money will be rejected.

- 5.2 Bid Money of the unsuccessful tenderer 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-Havelian reserve the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal and shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

6.2 PERFORMANCE BOND

- a) The successful bidders shall provide performance bond which shall not exceed 10% of the contract amount, in the form of a Deposit at Call Receipt from a scheduled Bank; or, an un-conditional Bank Guarantee valid for 12 months (03 months extendable to 12 months in case of cloth items required by clothing Fy.) after receipt of stores in POFs on a prescribed format. The Performance Bond will be in favour of CMA-POF-Wah Cantt.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.
- c. **Performance Bond** from state owned organization may be waived off at the discretion of the purchaser.

6.3 **FAILURE TO SUPPLY THE STORES.**

All deliveries must be 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 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.

6.4 **PAYMENT**

Payment will be made by CMA-POF-HVN. through crossed cheque on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.

- 6.5(a) 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, alongwith 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 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



(Najeebur-Rehman)

AM-Purchase

For **PAKISTAN ORDNANCE FACTORIES**

Tele. No. 0992-810001, 810003 Ext. 28287
e.mail: mdhvn@pof.gov.pk

Fax 0992-810318

**TECHNICAL SPECIFICATIONS OF LASER / DIGITAL PHOTOCOPIER / PRINTER /
SCANNER ALONG WITH STANDARD ACCESSORIES**

GENERAL DESCRIPTION

	Qty	01 No
S. NO		
1.	Continuous output speed	40~45 pages per minute
2.	Memory	Up to 1 GB
3.	Hard Disk Drive	Min. 128 GB
4.	Power Sources	220Vax, 50 Hz

COPIER

1.	Resolution	Min. 600 dpi
2.	Zoom	25% to 400%
3.	Multiple Copy	Up to 999

PRINTER

1.	Printer resolution	Min. 600 dpi
2.	Interface	USB 2.0, Ethernet
3.	Windows® environments	Microsoft Windows XP SP3 (32-and 64-bit) Windows Server 2003 SP2 R2 (32- and 64-bit) Windows Server 2008 SP2 R2 (32- and 64-bit) Windows Server 2012 SP2 and R2 (64-bit) Windows Vista SP2 (32- and 64-bit) Windows 7 (32- and 64-bit), Windows 8 (32- and 64-bit) Windows 8.1(32-and 64-bit),Windows 10(32- and 64-bit)

SCANNER

1	Scanning speed	40~45 pages per minute
2.	Resolution	600 dpi
3.	Original size	A3, A4, A5
4.	File format	TIFF, JPEG & PDF

PAPER HANDLING

1. Recommended list of spares for 02 years along with prices.
2. Guarantee for provision of spares for 10 years.

SPECIAL CONDITIONS

- | | | |
|----|------------------------------|--|
| a. | Installation & commissioning | Complete installation & commissioning of the Machine will be the responsibility of the supplier. |
| b. | Training | Supplier will arrange training for 02 operational and 02 Maintenance personals at POF for at least 03 working days. |
| c. | Warranty / Guarantee: | The supplier will provide warranty/guarantee for 02 years free of cost for maintenance / replacement of all parts of the Machine from the date of satisfactory commissioning and Guaranty to provide backup / maintenance support upto 05 years. |
| d. | Manuals | Supplier will provide operation, maintenance/services manual in English version alongwith list of error Codes and remedies. |

NOTE:- Offer may be submitted in two separate parts / envelopes, one should be marked as “TECHNICAL OFFER” and other should be marked as “FINANCIAL OFFER” in accordance with TE clause No.2.2 as well as PPRA rules No. 36(b)

(3) Special Conditions:

1. Only Registered suppliers with Sales Tax & Income Tax Deptt.) who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services (Sales Tax Registration & NTN must be enclosed with the quotations).
2. Quotation must be according to our requirement, size and specification. The conditional or technically deviated offers from our terms/conditions as well as specifications shall be out rightly rejected.
3. Offer without complete Bid Money & Tender Fee (Postal Orders/Pay order) in accordance with clause No. 4 & 5 will not be entertained.
4. Fax/E.Mail offer will not be entertained.
5. Quotation submitted on Schedule to TE must be signed/Stamped.
6. Basic Price and Sales Tax should be quoted separately.
7. In case, the order is placed on your firm, Professional Tax Certificate issued by the Govt of KPK will have to be submitted along with the bill against supplies.

(4) **Undertaking**

Should our offer be accepted, we hereby undertake to supply the stores/render the services contracted on the basis of General 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 and cost.

Place _____
Date _____

Signature of Tenderer _____
Name _____
Position _____
Address _____
Income Tax G.I.R. No _____
Official Stamp _____