

Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To,

M/s.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Reference: TENDER ENQUIRY NO. 0005-LP-CMC-49-I&M-P.II(A), Dt. 06-08-2018.

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 1200 Hours on 13-09-2018 and must reach Bid Center adjacent to Rabta Hall on or before 1130 Hours upto the date of opening of Tenders. 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: 0005-LP-CMC-49-I&M-P.II(A), Dt. 06-08-2018  
Tender to be opened on: 13-09-2018  
Address as follows:

DY.DIRECTOR SCM – II  
POFs 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

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.

N.A

Contd...P/2

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 Offer or alternative offers are likely to be ignored.

2.7) Quotations should be based on: -

Free Delivery at POF's Stores at 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. Offers without 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.

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 in not conformity with the requirement of T.E. such offer shall be ignored.

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

### 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, 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, with in a specified time.

4. TENDER FEE

The tender must be accompanied by a non-refundable fee of Rs 500/- by means of a crossed postal order in favour of Director Admin POFs Wah Cantt.

TENDER SAMPLE

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) and 5% (for unregistered firms) of the quoted should accompany the tender in the shape of Deposit At Call Receipt/Pay order/ Banker's, cheque, from a scheduled Bank drawn in favour of:-

DY. DIRECTOR SCM- II POFs WAH CANTT.

Tenders received without Bid Money will be rejected.

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) The competent purchase officer may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchase officer shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for 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 not exceeding 10% of the value of store to be procured/contracted in the form Deposit At Call Receipt from a scheduled Bank, or, an un-conditional Bank Guarantee on the prescribed format. The performance bond will be in favour of C.M.A (POFs) Wah Cantt and will be returned on satisfactory completion of 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 up to 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

Payment will be made by the C.M.A.- (POFs) through crossed Cheques 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 tendered and his employees must not communicate any information relating to the sale/purchase of stores under this enquiry to any person other 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.

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 liable to be removed from the approved list.

Yours sincerely,

(NAHEED AKHTAR)  
ASST. MANAGER PUR-II (A)

Tele: 051-905522036  
Fax: 051-9271400  
E-mail: mma.ddpii@yahoo.com

**PAKISTAN ORDNANCE FACTORIES**  
**SCHEDULE TO TENDER NO. 0005-LP-CMC-49-I&M-P.II(A),**  
**DT. 06-08-2018 & TO BE OPENED ON DT. 13-09-2018**

(1). **For Materials:-**

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<b><u>Item No.</u></b>	<b><u>Description with Specifications etc.</u></b>	<b><u>A/U</u></b>	<b><u>Qty.</u></b>	<b><u>Price Per Unit FOR Or Free Delivery</u></b>	<b><u>Delivery Date Supply Schedule</u></b>
<b><i>Indent No. 0005-LP-CMC-49-I&amp;M, DT.14-02-2018</i></b>					
1.	Cloth Red for Binding, Color Red, Binding Tape Ali Baba, Book Binding Cloth Red Packet or Equivalent Size: 54" width	Mtr	390		
2.	Envelop Khaki SE-8 Made of Craft Paper, Craft, Greeting or Equivalent Size: 11-1/2"x 15" WT: 80gm/M <sup>2</sup> +/-5gm/M <sup>2</sup>	No	17719		
3.	Envelop Khaki SE-5 Made of Craft Paper, Craft, Greeting or Equivalent Size: 4"x 9" Wt: 80gm/M <sup>2</sup> +/-2gm/M <sup>2</sup>	No	25224		
4.	Envelop White Cloth Lined Inside, Craft, Greeting or Equivalent SE-8A Size: 12"x 16" WT: 80gm/M <sup>2</sup> +/-2gm/M <sup>2</sup>	No	4176		
5.	Envelop Khaki Cloth Lined inside (SE-5A) Size:9"x 4" Wt: 80gm/M <sup>2</sup> +/-5gm/M <sup>2</sup>	No	19000		
6.	Cover Clear With Clip & Strip Full Size	No	4350		
7.	Gum Stick ,UHU, Dollor, Nafees, BWC, DUX or Equivalent Wt: 21gm	No	633		
8.	Ink Blue Dollor or Equivalent Wt: 02 oz	Btl	2095		
9.	Marker Pental, Piano, Mercury, Dollor or Equivalent (Set of 04 colors)	Set	309		
10	Scrabbling Pad Ruled, Shaheen, Info world or Equivalent Size: 7-1/2"x 6" Wt: 55-60gm/M <sup>2</sup>	Pad	876		
11	Stamp Pad Large Purple Dollor, Crystal, Scarllerch, Shaheen, No. 2 or Equivalent	Pad	2276		

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>		<u>6</u>
<u>Item No.</u>	<u>Description with Specifications etc.</u>	<u>A/U</u>	<u>Qty.</u>	<u>Price Per Unit FOR Or Free Delivery</u>		<u>Delivery Date Supply Schedule</u>
12	Paper Ruled ,Ahsan, PPP, Super Sadiq Paper or Equivalent Size: 17"x 16" WT: 55gm/M <sup>2</sup> +/-5gm/M <sup>2</sup>	Ream	84			
13	Paper Ruled ,Ahsan, PPP, Super Sadiq Paper or Equivalent Size: 13"x 16" WT: 55gm/M <sup>2</sup> +/-5gm/M <sup>2</sup>	Ream	84			
14	Paper Carbon KCR,Dollor, Dux or Equivalent A-4 Size (Packet of 100Sheets)	Pkt	462			
15	Paper Carbon,KCR, Dollor,Dux or Equivalent. Size: 13"x 17" (Pkt of 100 Sheet)	Pkt	475			
16	Paper Tissue Perfumed, Breez, Rose Petal or Equivalent 100 x 2Ply	BOX	264			
17	Pencil Coloured Dux,Goldfish, Deer or Equivalent (Set of 12 Colours)	Set	334			
18	Paper Pins,Three Flowers, Dollor, Themun,Pakistan Art Paper Pin,PPP,Great Wall Size No.02WT: 50gm	Pkt	2318			
19	Register Ruled PPP,Ahsan,Three Star or Equivalent 288 Leaves (06 Qrs) Size: 7-1/2"x 12" Wt: 55-60gm/M <sup>2</sup>	No	270			
20	Register Ruled(07 Qrs) 336 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M <sup>2</sup>	No	492			
21	Register Ruled(08 Qrs) 384 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M <sup>2</sup>	No	345			
22	Register Ruled(10 Qrs) 480 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M <sup>2</sup>	No	168			
23	Register Ruled(02 Qrs) 96 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M <sup>2</sup>	No	708			

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>		<u>6</u>
<u>Item No.</u>	<u>Description with Specifications etc.</u>	<u>A/U</u>	<u>Qty.</u>	<u>Price Per Unit FOR Or Free Delivery</u>		<u>Delivery Date Supply Schedule</u>
24	Register Ruled(04 Qrs) 192 Leaves, PPP,Ahsan, Three Star or Equivalent Size:7-1/2"x 12" WT: 55- 60gm/M <sup>2</sup>	No	590			
25	Staple Machine,Great Wall, China Made or Equivalent No.24/6	No	303			
26	Tag Large Size:12" Long	Bdl	852			
27	Tape Cotton Size:1/2"Width (Roll of 50 Yards)	Roll	1071			
28	Paper Clip(Pak three Flowers,Three Star or Equivalent 30 mm	Pkt	2952			
29	Pin Cushion Silver,Pak Made or Equivalent Dia: 2"	No	1552			
30	Paper Weight Marble Pak Made) Size: 2"x 2"x 1"	No	1650			
31	Paper Printing Light Yellow A-4 Size WT: 90gm/M <sup>2</sup> +/-5gm/M <sup>2</sup>	Ream	30			
32	Lamination Sheet Domicile/Leagal Size	Sheet	7664			
33	Pulp Board Sheet White one side glazed Superior Quality, Pindo,Deli Paper Product,PPP Karachi or Equivalent Size: 22"x 28" WT: 210-215gm/M <sup>2</sup>	Sheet	3720			

Contd...

**(2). For Plant & Machinery:-**

**Specifications:-**

**(3). Special Conditions:-**

- (I). Only One Rate should be quoted against Description of Store on the Tender Schedule.
- (II). Quotation must be valid for 90 days which will be effective from the Date of Acceptance of Samples from our Sides and for Free Delivery of Stores at POFs Wah Cantt.
- (III). Quotation not accompanied with Bid Money & Tender Fee will be ignored.
- (IV). Sales Tax must be shown separately, otherwise quoted rate will be considered as inclusive of Sales Tax.
- (V). Only registered suppliers ( with sales tax and income tax department) who are in active tax payer list (ATL) of FBR are eligible to supply the goods/services to government department .
- (VI). PTC must be from the Province of Punjab.
- (VII). Quotations duly completed in all respect must be sent through Mail only.
- (VIII). Fax Quotation will not be entertained.
- (IX). The Firm is responsible to supply the stores according to Description and Specification of the store.
- (X). Undertaking of T.E. Schedule should be returned Duly Signed & Stamped with Quotation.
- (XI). Item should be of reputed (OEM) branded will be preferred.
- (XII). Un-Registered firms are required to provide Supplier's Capability Form (Attached at Annexure "A") dully filled/signed and stamped by supplier.
- (XIII). The store should bear Warranty / Guarantee Certificate be supplied with Test Certificate ( where required).
- (xiv). Advance Samples of all quoted items is required within one week after opening of Tender and must reached to the office of Dy. Directore-Stores & CMC POF Wah Cantt.
- (xv). All the interested firms are required to submit the documentary evidence of their professional, technical, legal & managerial competency for bid evaluation.
- (xvi). In case of failure to supply the store within D.P, LD will be imposed as per procedure.

**(4). 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-1280, 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 \_\_\_\_\_



**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- IF MANUFACTURER, PROVIDE FOLLOWING DETAILS : \_\_\_\_\_  
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: - \_\_\_\_\_
9. **ORGANISTIONAL DETAILS.**  
WHETHER THE FIRM IS REGISTERED WITH THE HOLDING FOLLOWING DEPTTS. (Give registration No. Date and attach copies of the necessary documents).

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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)

Stamp:

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_