



GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

Dear Sir(s),

Reference: **TENDER ENQUIRY NO.0005-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: **0005-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 # 0005-LP-CMC-49-I&M-PUR-II(A), DT. 23.07.2019
OPENED ON 19-08-2019.

(1) FOR MATERIALS

(1) Item #	(2) Description of Store with Specification, etc.	(3) Qty.	(4) A/U	(5) Price Per Unit For Free Delivery		(6) Delivery Date
				In Figures	In words	
Indent No. 0005-LP-CMC-49-I&M, DT.14-02-2018						
1.	Cloth Red for Binding, Color Red, Binding Tape Ali Baba, Book Binding Cloth Red Packet or Equivalent Size: 54" width	Mtr	390			Within 03 Months after issuance of Contract
2.	Envelop Khaki SE-8 Made of Craft Paper, Craft, Greeting or Equivalent Size: 11-1/2"x 15" WT: 80gm/M ² +/-5gm/M ²	No	17719			-Do-
3.	Envelop Khaki SE-5 Made of Craft Paper, Craft, Greeting or Equivalent Size: 4"x 9" Wt: 80gm/M ² +/-2gm/M ²	No	25224			-Do-
4.	Envelop White Cloth Lined Inside, Craft, Greeting or Equivalent SE-8A Size: 12"x 16" WT: 80gm/M ² +/-2gm/M ²	No	4176			-Do-
5.	Envelop Khaki Cloth Lined inside (SE-5A) Size:9"x 4" Wt: 80gm/M ² +/-5gm/M ²	No	19000			-Do-
6.	Cover Clear With Clip & Strip Full Size	No	4350			-Do-
7.	Gum Stick ,UHU, Dollor, Nafees, BWC, DUX or Equivalent Wt: 21gm	No	633			-Do-
8.	Ink Blue Dollor or Equivalent Wt: 02 oz	Btl	2095			-Do-
9.	Marker Pental, Piano, Murcury, Dollor or Equivalent (Set of 04 colors)	Set	309			-Do-
10	Scrabbling Pad Ruled, Shaheen, Info world or Equivalent Size: 7-1/2"x 6" Wt: 55-60gm/M ²	Pad	876			-Do-
11	Stamp Pad Large Purple Dollor, Crystal, Scarllersch, Shaheen, No. 2 or Equivalent	Pad	2276			-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	
12	Paper Ruled ,Ahsan, PPP, Super Sadiq Paper or Equivalent Size: 17"x 16" WT: 55gm/M ² +/-5gm/M ²	Ream	84			-Do-
13	Paper Ruled ,Ahsan, PPP, Super Sadiq Paper or Equivalent Size: 13"x 16" WT: 55gm/M ² +/-5gm/M ²	Ream	84			-Do-
14	Paper Carbon KCR,Dollor, Dux or Equivalent A-4 Size (Packet of 100Sheets)	Pkt	462			-Do-
15	Paper Carbon,KCR, Dollor,Dux or Equivalent. Size: 13"x 17" (Pkt of 100 Sheet)	Pkt	475			-Do-
16	Paper Tissue Perfumed, Breez, Rose Petal or Equivalent 100 x 2Ply	BOX	264			-Do-
17	Pencil Coloured Dux,Goldfish, Deer or Equivalent(Set of 12 Colours)	Set	334			-Do-
18	Paper Pins,Three Flowers, Dollor, Themun,Pakistan Art Paper Pin,PPP,Great Wall Size No.02WT: 50gm	Pkt	2318			-Do-
19	Register Ruled PPP,Ahsan,Three Star or Equivalent 288 Leaves (06 Qrs) Size: 7-1/2"x 12" Wt: 55-60gm/M ²	No	270			-Do-
20	Register Ruled(07 Qrs) 336 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M ²	No	492			-Do-
21	Register Ruled(08 Qrs) 384 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M ²	No	345			-Do-
22	Register Ruled(10 Qrs) 480 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M ²	No	168			-Do-
23	Register Ruled(02 Qrs) 96 Leaves, PPP,Ahsan, Three Star or Equivalent Size: 7-1/2"x 12" WT: 55-60gm/M ²	No	708			-Do-
24	Register Ruled(04 Qrs) 192 Leaves, PPP,Ahsan, Three Star or Equivalent Size:7-1/2"x 12" WT: 55-60gm/M ²	No	590			-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	
25	Staple Machine, Great Wall, China Made or Equivalent No.24/6	No	303			-Do-
26	Tag Large Size:12" Long	Bdl	852			-Do-
27	Tape Cotton Size:1/2"Width (Roll of 50 Yards)	Roll	1071			-Do-
28	Paper Clip (Pak three Flowers, Three Star or Equivalent 30 mm)	Pkt	2952			-Do-
29	Pin Cushion Silver, Pak Made or Equivalent Dia: 2"	No	1552			-Do-
30	Paper Weight Marble Pak Made) Size: 2"x 2"x 1"	No	1650			-Do-
31	Paper Printing Light Yellow A-4 Size WT: 90gm/M ² +/-5gm/M ²	Ream	30			-Do-
32	Lamination Sheet Domicile/Leagal Size	Sheet	7664			-Do-
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 ²	Sheet	3720			-Do-
Grand Total of quoted item :						

(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 / 09

(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 _____